



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 01 July 2021**

## VACANCIES

### ACT Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

Apply online at <http://www.health.act.gov.au/employment>

#### **Health Systems, Policy and Research**

#### **Public Health Protection and Regulation**

#### **Senior Project Officer, Outbreak Preparedness and Response**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 47148)**

Gazetted: 07 July 2021

Closing Date: 21 July 2021

**Details:** The Directorate is looking for a highly efficient and dedicated staff member to join the COVID-19 response team as a Senior Project Officer. This role will be developing and implementing innovative solutions to a range of public health problems. The role of the Outbreak Preparedness and Response team is to ensure that the Division has the resources and capability to respond efficiently and effectively to COVID-19 outbreaks in the ACT.

The team works with organisations across the community to support their preparedness and response arrangements, particularly high-risk settings. The team plans, conducts and evaluates exercises and drills to stress-test response arrangements. As a Senior Project Officer, you will support the Director, Outbreak Preparedness and Response by coordinating and delivering projects that improve the ACT's ability to respond to COVID-19 outbreaks. Current projects include but are not limited to: implementation of an Outbreak Response Centre, working with the Commonwealth Department of Health on implementing the Australian Aged Care Incident Reporting System, developing and maintaining procedures and documents for outbreak response. You will also closely work with the Medical Officer, Planning, Quarantine Management and Case Investigation teams to support their preparedness work. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Note:** This is a temporary position available immediately up to 30 June 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Current and former ADF members are encouraged to apply.

**How to Apply:** To apply for this position, please attach your curriculum vitae and a pitch letter no longer than two pages addressing the Professional/Technical Skills, Knowledge and Behavioural Capabilities in the Position Description along with the details of two referees.

***Applications should be submitted via the Apply Now button below.***

Contact Officer: Toby Keene (02) 6207 5845 [toby.keene@act.gov.au](mailto:toby.keene@act.gov.au)

#### **Health Systems, Policy and Research**

#### **Public Health Protection and Regulation**

#### **Health Protection Service**

#### **Project Officer**

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 49149)**

Gazetted: 07 July 2021

Closing Date: 21 July 2021

**Details:** The Directorate is looking for a highly efficient staff member to join the COVID-19 response team as a Project Officer to assist in intelligence gathering and engagement activities that will support the ACT's response to COVID-19. This role supports outbreak preparedness and response by gathering and analysing a range of information from sources and generating reports and other documents. This position supports the Medical Officer team with the production of advice and guidance for high-risk settings, as well as summary reports and analysis of outbreaks and responses interstate. This role supports the Director and Senior Director with secretariat and project support for committees and working groups. Working closely with the Senior Project Officer and other multidisciplinary team members, this role assists with delivering a range of capabilities to ensure the Division is ready to respond to COVID-19 outbreaks. The suitable candidate will have well developed research and analytical skills, be highly organised, have good attention to detail, and great teamwork and interpersonal skills.

This position responds to changes in the COVID-19 situation in Australia and overseas, so changing priorities and deadlines occur often. Flexibility, resilience, enthusiasm to learn new skills and apply your knowledge to short notice, challenging public health problems is essential. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Note:** This is a temporary position available immediately up to 30 June 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Current and former ADF members are encouraged to apply.

**How to Apply:** To apply for this position, please attach your curriculum vitae and a pitch letter no longer than two pages addressing the Professional/Technical Skills, Knowledge and Behavioural Capabilities in the Position Description along with details of two referees.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Toby Keene (02) 6207 5845 toby.keene@act.gov.au

### Digital Solutions Division

#### Information and Data Management

#### Reporting and Analysis Hub

#### Assistant Director, Java Development

#### Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 48619)

Gazetted: 07 July 2021

Closing Date: 21 July 2021

**Details:** A new opportunity exists for a Java developer to work in a busy dynamic reporting and analysis team. The Java developer will support the team developing embedded online reports to be used to share data on healthcare performance in the ACT and be able to provide accurate analysis of activity data to all levels of ACT Health. This role is crucial for enabling the ACT Health Directorate to provide quality reporting and analysis. The role of the Java developer will be fast-paced and challenging, but you'll be contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way. If you are looking for an exciting new challenge and you have experience in developing and presenting reporting solutions to websites in a large and complex/diverse service industry organisation, there is an opportunity within the ACT Health Digital Solutions Division, Information Data Management (IDM) Branch. The IDM branch is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance and costing data. IDM also manages the Directorate's relationships with the national data agencies, is responsible for developing and monitoring a health performance framework and for the delivery of health services across the ACT. ACT Health supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. To be eligible for an NV1 security clearance, you must be an Australian Citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

**Notes:** This is a temporary position available for a period of seven months with the possibility of extension.

**How to Apply:** Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees, one of which has a good understanding of your technical skills.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Katherine Gechter (02) 5124 9127 katherine.gechter@act.gov.au

### Support, Architecture and Software Hub

#### Support Analyst

#### Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 22817, several)

Gazetted: 06 July 2021

Closing Date: 20 July 2021

**Details:** If you enjoy troubleshooting and investigating Information and Communication Technology (ICT) solutions for end users and have good communication skills, then apply to join a team that's part of a large and exciting

Digital Solution Division with a contemporary digital health strategy supporting diverse opportunities for development and progression in this growing field. We are seeking motivated individuals to join our team as Support Analysts in a Service Desk environment. Located in Woden, our roles involve client engagement including occasional on-site support with the opportunity for on call rostered overtime. Please note this role is part of a Service Desk environment which also provides out of hours' support services. Support Analysts will be required to provide technical support outside of usual business hours through a shift roster arrangement which can also include on call overtime. Please also note we are working towards the introduction of a 24-hour manned Service Desk through rotating shifts. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

**Notes:** This is a temporary position available immediately for 12 months with possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please submit a written application of no more than three pages, addressing the required Selection Criteria in the Position Description. Also include a current curriculum vitae and contact details of at least two referees, one of which should be your current manager.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Layla Tabaja (02) 6205 4199 Layla.Tabaja@act.gov.au

## **Population Health Protection and Regulation**

### **Health Protection Service**

#### **ACT Government Analytical Laboratory/Environmental Chemistry Unit**

##### **Analytical Chemist**

**Health Professional Level 1/2 \$64,531 - \$94,461, Canberra (PN: 52351)**

Gazetted: 06 July 2021

Closing Date: 23 July 2021

**Details:** The Environmental Chemistry Unit is part of the ACT Government Analytical Laboratories and is a National Association of Testing Authority (NATA) accredited laboratory for the chemical testing of air. The Unit carries out ambient air quality monitoring to meet the requirements of the National Environment Protection (Ambient Air Quality) Measure. The Unit carries out asbestos analysis of bulk materials and asbestos fibre counting, and is NATA accredited for these functions. The occupant of this position will be required to: assist with the ambient air monitoring program in accordance with the Ambient Air National Environment Protection Measure and other defined projects, perform chemical and/or other analyses and carry out investigations of samples. They may also be required to assist with asbestos identification and airborne asbestos fibre counting. Participate in the operation of the quality system. Prepare reports and correspondence; participate in the development of methodology and techniques. As required, liaise with or provide advice to directorate staff and other government directorates/authorities.

**Eligibility/Other requirements:** Bachelor degree in Science (major in chemistry is highly desirable) and must hold a current ACT drivers license. Please note prior to commencement successful candidates will be required to undergo a pre-employment police check.

**Notes:** This is a temporary position available immediately for six months with the possibility of permanency. This position will be filled at either the Health Professional 1 or Health Professional 2 level depending on skills, qualifications and experience.

**How to Apply:** Please provide a response against each Selection Criteria along with your curriculum vitae.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Swarup Chatterjee (02) 5124 9139 Swarup.Chatterjee@act.gov.au

## **Corporate Services**

### **Corporate and Governance**

#### **People Strategy**

##### **Senior Human Resources Advisor**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 42557)**

Gazetted: 05 July 2021

Closing Date: 19 July 2021

**Details:** The Senior Human Resources Advisors within People Strategy take a client focused approach to relationships and working in partnership with colleagues, managers and external service providers to resolve workplace issues at the local level; design tailor fit-for-purpose rehabilitation solutions and contribute to optimum return to work outcomes. You will have an excellent understanding of Human Resource (HR) policy and legislation and have a record of delivering outcomes focused solutions in one or more of the following HR practice areas – recruitment and onboarding, HR reporting and data analysis, injury management and rehabilitation, provision of employee relations advice. The Senior Advisor will provide consistent, policy-based advice, and work within the parameters of the employment framework to develop responsive and flexible solutions in response to stakeholder needs. We are looking for team members with a positive attitude and a solid track record of working collaboratively and respectfully to achieve great outcomes. You'll need demonstrated experience managing Human Resource management related functions and projects within tight timeframes, exemplary knowledge of employment related policy and legislation, and a "can do" attitude that will be essential for working within a small team with evolving priorities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Note:** An order of merit will be established from the selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** In two pages or less, using the Position Description as a guide, to tell us why you are the ideal candidate for this position.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Tony Vane (02) 5124 9629 [tony.vane@act.gov.au](mailto:tony.vane@act.gov.au)

**Public Health Protection and Regulation**

**Health Protection Service**

**ACT Government Analytical Laboratory - Forensic Chemistry**

**Forensic Chemist**

**Health Professional Level 1 \$64,531 - \$84,544, Canberra (PN: 51255)**

Gazetted: 01 July 2021

Closing Date: 15 July 2021

**Details:** The Forensic Chemistry Unit of the ACT Government Analytical Laboratory undertakes testing of Controlled Substances to support the criminal justice system and Clandestine Laboratory Investigation on behalf of the territory. The unit is seeking a suitably qualified applicant to fill an existing temporary vacancy to support the routine operations of the unit.

**Eligibility/Other Requirements:** Undergraduate Degree in Science is mandatory (postgraduate studies and/or major in Chemistry highly desirable). Successful candidate will be required to undergo a pre-employment National Police Check.

**Notes:** This is a temporary position available from 13 Augusts 2021 up to 19 November 2021 with the possibility of extension. An order of merit may be established and used to fill vacancies for the following 12 months. The position may be filled based on written application and referee reports alone.

**How to Apply:** Applicants should provide a written application of no longer than two pages, outlining their knowledge and skills against the required Technical Knowledge and Behavioural Capabilities outlined in the Position Description.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Daniel Andres (02) 5124 9224 [daniel.andres@act.gov.au](mailto:daniel.andres@act.gov.au)

**Canberra Health Services**

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

**Canberra Health Services**

**Clinical Services**

**Rehabilitation, Aged Care and Community Services**

**Geriatric Medicine**

**Staff Specialist – Pain Management Unit**

**Specialist 1-5 / Senior Specialist \$183,172 - \$247,471, Canberra (PN: 39661 - 01WGB)**

Closing Date: 20 July 2021

Weeks to Close: 2

**Our Vision:** creating exceptional health care together

**Our Role:** to be a health service that is trusted by our community

**Our Values:** Reliable, Progressive, Respectful and Kind

**Position Overview**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

The Division of Surgery is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region.

The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, ICU, ACT Trauma Service, and Trauma and Orthopaedic Research Unit.

These Units are supported by administration support officers.

The Pain Management Unit is well established, serving the Territory and the surrounding region. It is a truly multidisciplinary team consisting of Specialist in Pain, Anaesthesia and Rehabilitation Medicine, Clinical Psychologists, Physiotherapists, Occupational Therapists and well experienced and dedicated nursing staff. The opportunity for procedural work is available.

The Pain Management Unit runs a range of multidisciplinary educational sessions as well as an established medium and high intensity pain management program. The Unit takes part in the undergraduate and postgraduate training program of the Australian National University and University of Canberra.

**About You**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

**Position Requirements/Qualifications:**

For employment at either the Specialist 1-5 or Senior Specialist

- Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.
- Fellowship of the Faculty of Pain Medicine of the Australian and New Zealand College of Anaesthetists (FFPMANZCA) (or equivalent specialist qualifications).
- Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.

- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).
- Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.
- Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

- Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.
- Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
- Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
- Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.
- Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
- Be able to demonstrate that they are performing at a level consistent with this competency framework.

Please note prior to commencement successful candidates will be required to:

- Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).
- Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases
- Undergo a pre-employment National Police Check.

**Note:** This is a six-month temporary part-time position with the possibility of extension, the full-time salary noted above will be pro-rata. Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise.

**Remuneration package:** \$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super

**How to Apply:** For more information on this position and how to apply "[click here](#)"

Contact Officer: Ryan Murray, Administration Manager on [ryan.murray@act.gov.au](mailto:ryan.murray@act.gov.au) or (02) 5124 9898

## Clinical Services

### Cancer Ambulatory Support

#### Central Outpatients

#### Registered Nurse

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 10539)**

Gazetted: 05 July 2021

Closing Date: 19 July 2021

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**Our Role:** to be a health service that is trusted by our community

**Our Values:** Reliable, Progressive, Respectful and Kind

#### Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Outpatient Department (OPD) at Canberra Hospital sits within the Division of Cancer and Ambulatory Support (CAS) and provides clinic based care to a wide variety of medical and surgical specialties. Nursing staff work across medical and surgical services including: neurology, neurosurgery, and endocrinology, general medicine, rheumatology dermatology, infectious diseases orthopaedics, plastics, vascular, urology, ear nose and throat and oral and maxillofacial. The RN2 team leaders in the Outpatients have a primary focus on one or more specialties but are expected to deliver flexible care across the department as necessary. The primary speciality focus for this position is the Clinical Development Nursing to support the full team and the successful applicant will be required to provide clinical patient supports across all areas as per roster requirements.

### About You

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### Behavioural Capabilities

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet clients'

An ability to work respectfully in partnership with a range of stakeholders, while concurrently demonstrating leadership.

### Position Requirements/Qualifications:

Registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) with a minimum of 3 years' experience.

### Desirable:

Holds or working towards nationally recognized vocational competency units in competency assessment and work-based training, or tertiary units in clinical teaching and assessment or post graduate qualifications.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

### Successful candidates will be required to:

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination on processes against specified infectious diseases.

Undergo a pre-employment National Police Check.

**Note:** A merit list will be compiled and used for similar vacancies over the subsequent 12 month period.

**For more information on this position and how to apply "click here"**

Contact Officer: Rosemary Rummery (02) 5124 4019 [rosemary.rummery@act.gov.au](mailto:rosemary.rummery@act.gov.au)

## Mental Health, Justice Health, Alcohol and Drug Services

### Allied Health Central Management

### Social Work Clinical Supervisor

**Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 43290)**

Gazetted: 01 July 2021

Closing Date: 20 July 2021

Details: **Our Vision:** creating exceptional health care together

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**Our Values:** Reliable, Progressive, Respectful and Kind

### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Clinical Supervisor – Social Work – position reports to the Principal of Social Worker, MHJHADS. The successful candidate will provide clinical supervision to Social Workers and other Allied Health staff consistent with Canberra Health Services (CHS), MHJHADS and Australian Association of Social Workers (AASW) policies, procedures and standards. They will have high level knowledge, expertise and skills in the provision of social work services and will be expected to apply this knowledge both to discipline specific and broader allied health contexts. In addition, the successful applicant will be expected to demonstrate a well developed understanding of quality and safety systems and a commitment to meeting standards and managing job demand. The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and relevant professional discipline Code of Conduct.

### ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability



and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

**Behavioural Capabilities**

Ability to synthesise, analyse complex information and make decisions that demonstrates critical thinking skills and forms defensible conclusions based on evidence based sound judgement.

Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.

Be flexible, adaptable and comfortable with a changing working environment.

Competent negotiation and influencing skills in dealing with complex situations.

**Position Requirements/Qualifications:**

A degree in Social Work and a minimum of five years' experience working professionally in Social Work practice.

Eligible for membership of the Australian Association of Social Workers (AASW).

The successful applicant will:

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Comply with CHS occupational screening requirements related to immunisation.

Have a current registration issued under the *Working with Vulnerable People Act 2011 (ACT)*.

Undergo a pre-employment National Police Check.

**Notes:** This is a temporary part-time position available at (14.7) hours per week for 12 months. The above full-time salary will be pro-rata.

Contact Officer: Rosy Winter 0407 171 541 [rosy.winter@act.gov.au](mailto:rosy.winter@act.gov.au)

**Women Youth and Children**

**Continuity Programs**

**Midwifery Group Practice Midwife**

**Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 22423, several)**

Gazetted: 01 July 2021

Closing Date: 20 July 2021

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**POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The CHS division of Women, Youth and Children, provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital, Centenary Hospital for Women and Children and Health Services, Community Health Centres, client's homes, schools and Child and Family centres. The Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas, providing specialised maternity care to all risk women and babies. Our continuity of midwifery care program provides maternity care to low risk women planning to birth in the Birth Centre environment and also continuity of midwifery care to 'all risk' women with a plan to birth in our Birthing Suite. The program also offers publicly funded homebirth to women meeting eligibility requirements. The advertised position is for a case load midwife providing continuity of midwifery care during the antenatal, birth and postnatal periods to 35-40 women a year in the community

**ABOUT YOU**

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**Behavioural Capabilities**

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

Promote positive workplace behaviours and be committed to role modelling these

An ability to work respectfully in partnership (with a range of stakeholders) while simultaneously demonstrating leadership

Ability to work autonomously while working effectively within a small team environment

**Position Requirements/Qualifications:**

Relevant tertiary qualifications and a minimum of four years' experience working professionally in Midwifery is preferred.

This is an on-call position and when on call needs to be available within 30 minutes of the Centenary Hospital for Women and Children

Eligible for registration as a Midwife with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

Must hold a current driver's license.

Understand how the National Safety and Quality Health Service Standards (NSQHSS) align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

Provide suitable references

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Undergo a pre-employment National Police Check.

**Notes:** There are permanent and temporary positions available. The temporary position is available for 11.5 months with the possibility of extension and/or permanency.

Contact Officer: Julianne Nissen (02) 5124 7348 [Julianne.nissen@act.gov.au](mailto:Julianne.nissen@act.gov.au)

**Food Services**

**Food Services Patients Services**

**Menu Monitor /Cafeteria Supervisor**

**Health Service Officer Level 5 \$58,589 - \$61,498, Canberra (PN: 30491)**

Gazetted: 01 July 2021

Closing Date: 20 July 2021

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**POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food and Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services. The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.

External sites: Dhulwa and other Community Centres.

**ABOUT YOU**

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**Behavioural Capabilities**

Communication and interpersonal.

Flexibility and adaptability with a changing working environment.

Organisational, coordination and planning skills and a focus on outcomes.

High degree of self-drive and initiative.

**Position Requirements/Qualifications:**

Relevant Food Industry recognized qualifications and a minimum of 3 years' experience working professionally in food services is preferred.

**Highly Desirable:**

Industry recognized qualifications

**Desirable:**

Relevant experience in Microsoft Office applications

Relevant experience using food service IT systems

The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts.

**Note:** Some position's will not be required to work shifts.

Current class C Driver's License.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

Complete the Food Safety certificate

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

**Notes:** this is a temporary position available for 15 months.

Contact Officer: Sanjay Prasad (02) 5124 2177 [sanjay.prasad@act.gov.au](mailto:sanjay.prasad@act.gov.au)

**Clinical Services**

**Cancer and Ambulatory Support**

**Covid Testing Centres**

**Team Leader, COVID 19 Support**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 51922, several)**

Gazetted: 01 July 2021

Closing Date: 15 July 2021

**Our Vision:** Creating exceptional health care together.

**Our Role:** To be a health service that is trusted by our community.

**Our Values:** Reliable, Progressive, Respectful and Kind

**Position Overview**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> COVID 19 Support includes a number of COVID 19 testing and vaccination sites. The functions under the COVID 19 support could vary based on requirement. These positions are to support the territory's response to the pandemic and may involve other activities than management of the testing and vaccination sites. The Coordinator position is responsible for managing the workflow and quality of a specified team as well as undertaking a range of administrative tasks which require a combination of speed, quality control, and attention to detail.

**About You**

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### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive and initiative.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

### **Position Requirements/Qualifications:**

Relevant tertiary qualifications and a minimum of 1-2 years' management experience working professionally in health or customer services environment is preferred.

Data management which include accurate data entry and quality data checking.

Customer Services and consumer management experience.

The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

### **Please note prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

**Note:** There are several temporary position available for a period of six months.

**For more information on this position and how to apply "click here"**

Contact Officer: Asif Zaidi (02) 6207 6081 asif.zaidi@act.gov.au

### **Strategy, Policy and Planning**

#### **Deputy Chief Executive Officer**

**Executive Level 3.2 \$361,128 - \$375,818 depending on current superannuation arrangements, Canberra (PN: E1096)**

Gazetted: 07 July 2021

Closing Date: 14 July 2021

**Details:** Canberra Health Services (CHS) is seeking a highly skilled professional to lead the development and implementation of organisation strategy and delivery of associated strategic projects, ensuring it meets its obligations to deliver exceptional health care services to the ACT community. Reporting to the Chief Executive Officer, the Deputy Chief Executive (DCEO) provides a key interface between Cabinet, Ministers, other ACT Public Service Directorates and CHS, to ensure CHS is positioned well for the future and delivers transformational and innovative change in the delivery of health services and health outcomes for our community. This is a crucial leadership role requiring a high level of ethics and integrity, with the ability to be objective and independent whilst leading the development of health services policy, managing risk, and ensuring CHS builds and maintains high level strategic relationships across Government and with key strategic partners and external stakeholders. The DCEO will need to provide outstanding leadership, communicate professionally and with influence and work with flexibility, efficiency, and diplomacy both individually and as part of a high performing executive team.

**Remuneration:** The position attracts a remuneration package ranging from \$361,128 - \$375,818 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,809.

**Note:** This temporary opportunity is for 10 weeks with the possibility of extension up to nine months. Applications are encouraged from executives with a demonstrated track record of successfully leading change in a complex fast paced environment, utilising exceptional influencing and collaborative skills. Previous experience in a public health setting is desirable.

**How to Apply:** Please send your application, including your curriculum vitae, names of two referees and a two-page summary demonstrating your experience against the Executive Capabilities to Bernadette McDonald via email, CEOHealth@act.gov.au by COB 14 July 2021.

Contact Officer: Bernadette McDonald, CEO, CHS (02) 5124 4700 CEOHealth@act.gov.au

### **Quality, Safety Innovation an improvement**

#### **Quality Safety Performance Standards and Monitoring**

#### **National Standards Administrative Support**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 48387)**

Gazetted: 02 July 2021

Closing Date: 16 July 2021

Details: **Our Vision:** creating exceptional health care together

**Our Role:** to be a health service that is trusted by our community

**Our Values:** Reliable, Progressive, Respectful and Kind

**Position Overview**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements. The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation. Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement. An exciting opportunity exist to join the Quality Improvement and National Standards team. The National Standards Administrative Support will support the Director as the key point of contact and coordination for Canberra Health Services in relation to the National Safety and Quality Health Service Standards and accreditation preparations. This position will provide relevant advice, support and coordination of accreditation and associated communication activities alongside the senior leadership team

**About You**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

**Behavioural Capabilities**

Able to work independently and collaboratively within a team environment

Display a high-level understanding of the National Safety and Quality Health Service Standards.

Patient/consumer/carer focus

High level of emotional intelligence, strong communication and engagement skills

**Position Requirements/Qualifications:**

**Desirable:**

Previous experience providing secretariat support for meetings and/or committees in a healthcare setting

Previous experience and advanced knowledge with a range of IT applications including Microsoft, Excel SharePoint.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check. obtain a Compliance

Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases

***For more information on this position and how to apply "click here"***

Contact Officer: Felicity Martin (02) 5124 9608 [felicity.martin@act.gov.au](mailto:felicity.martin@act.gov.au)

**Finance and Business Intelligence**

**Health Information Services**

**Director, Health Information Services**

**Health Professional Level 5 \$131,773 - \$148,344, Canberra (PN: 43934)**

Gazetted: 02 July 2021

Closing Date: 21 July 2021

**Our Vision:** creating exceptional health care together

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**Our Values:** Reliable, Progressive, Respectful and Kind

**Position Overview**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and the Health Information Unit. The Health Information Service (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes. With broad responsibility for over 40 staff the Director, HIS is responsible for managing most aspects of the operations and service delivery of Health Information Services, including medico-legal release of information, record access for patient care, research and quality, patient identifier duplicate resolution and reception/enquiries. The Director also has oversight of the record scanning teams, discharge summary liaison and clinical record forms management. Management responsibilities include staff selection, rostering, training, performance management, workflow monitoring and allocation of resources to meet service delivery requirements and compliance with the organisations risk management and clinical and corporate governance.

#### **About You**

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#### **Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes:

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Confident communicator with strong liaison/negotiating skills

Ability to plan, prioritise and organise work to achieve performance objectives and ability to work well within a team environment

#### **Position Requirements/Qualifications:**

Relevant tertiary qualifications in Health Information Management (or equivalent).

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

A thorough knowledge of Australian Standards in relation to paper-based and/or digitised (scanned) health record system requirements is highly desirable

Previous experience in leading multiple teams within a health information service

#### **Prior to commencement successful candidates will be required to:**

Current Australian driver's license.

Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for a period of 11 months with possibility of extension. This position is being advertised as a multi classification, please refer to Job Advertisement SOG B, Director, Health Information Services REQ 01WVL Health Information Services. Please apply to the position that best suits your qualifications/experience. Selection may be based on written applications or referee report only.

**For more information on this position and how to apply "click here"**

Contact Officer: Kerri McGufficke (02) 5124 3331 [kerri.mcgufficke@act.gov.au](mailto:kerri.mcgufficke@act.gov.au)

#### **Medical Services**

##### **Medical Rostering Administration Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 28397)**

Gazetted: 02 July 2021

Closing Date: 16 July 2021

**Our Vision:** Creating exceptional health care together.

**Our Role:** To be a health service that is trusted by our community.

**Our Values:** Reliable, Progressive, Respectful and Kind.

**Position Overview**

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MOSCETU has responsibility for:

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the CHS Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services;

The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

Under broad direction from the Director MOSCETU you will play a key role in providing day to day recruitment, human resource management support and advice to managers across CHS on all matters relating to recruitment and establishments for the employment of Junior Medical Officers.

**ABOUT YOU**

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**Behavioural Capabilities**

Strong organisational skills with a proactive approach to tasks;

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs;

Ability to think laterally in order to find alternative rostering options during period of decreased staffing;

Ability to robustly negotiate and manage situations with personnel who may be unwilling to work rostered/required shifts; and

High degree of common sense and self-awareness.

**Position Requirements/Qualifications:**

Previous rostering experience in a public hospital environment.

Strong oral and written communication skills

Microsoft database training and/or experience

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available from 5 July 2021 up until 30 November 2022 with the possibility of extension.

Contact Officer: Carylann Jackson (02) 5124 4116 [carylann.jackson@act.gov.au](mailto:carylann.jackson@act.gov.au)

**Finance and Business Intelligence**

**Health Information Services**

**Director, Health Information Services**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 43848)**

Gazetted: 02 July 2021

Closing Date: 21 July 2021

Details: **Our Vision:** creating exceptional health care together

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**Our Values:** Reliable, Progressive, Respectful and Kind

**Position Overview**



Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and the Health Information Unit.

The Health Information Service (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

With broad responsibility for over 40 staff the Director, HIS is responsible for managing most aspects of the operations and service delivery of Health Information Services, including medico-legal release of information, record access for patient care, research and quality, patient identifier duplicate resolution and reception/enquiries. The Director also has oversight of the record scanning teams, discharge summary liaison and clinical record forms management.

Management responsibilities include staff selection, rostering, training, performance management, workflow monitoring and allocation of resources to meet service delivery requirements and compliance with the organisations risk management and clinical and corporate governance.

#### **About You**

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#### **Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes:

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Confident communicator with strong liaison/negotiating skills

Ability to plan, prioritise and organise work to achieve performance objectives and ability to work well within a team environment

#### **Position Requirements/Qualifications:**

Relevant tertiary qualifications in Health Information Management (or equivalent) is desirable.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

A thorough knowledge of Australian Standards in relation to paper-based and/or digitised (scanned) health record system requirements is highly desirable

Previous experience in leading multiple teams within a health information service

#### **Prior to commencement successful candidates will be required to:**

Current Australian driver's license.

Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for a period of 11 months with possibility of extension. This position is being advertised as a multi classification, please refer to Job Advertisement HPO 5, Director, Health Information Services REQ 01WVK Health Information Services. Please apply to the position that best suits your qualifications/experience. Selection may be based on written applications or referee report only.

**For more information on this position and how to apply "click here"**

Contact Officer: Kerri McGufficke (02) 5124 3331 [kerri.mcgufficke@act.gov.au](mailto:kerri.mcgufficke@act.gov.au)

#### **Clinical Care Coordinator Cognitive Impairment Nurse**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 18436)**

Gazetted: 02 July 2021

Closing Date: 21 July 2021



Details: **Our Vision:** Creating exceptional health care together.

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**Our Values:** Reliable, Progressive, Respectful and Kind.

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Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centre's and Village Creek Centre in Kambah. ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra commenced operations in July 2018. The new hospital, the University of Canberra Hospital (UCH) is part of the Canberra Health Services network of health facilities designed to meet the needs of our ageing and growing population. The inpatient Rehabilitation units are now located in the University of Canberra Hospital.

This permanent position is an exciting opportunity for a dynamic and enthusiastic Registered Nurse (RN) 3.1 in the Geriatric Acute Care of the Elderly wards.

RACS is seeking a suitably qualified person who has a passion for working with the elderly to fill this rewarding position.

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

#### **Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes:

Strong organisational skills with a high degree of drive.

Progressive, adaptable, and flexible with ability to successfully introduce change and provide responsive services to meet clients' needs.

A strong focus on person centred, exceptional care and a commitment to quality outcomes.

#### **Eligibility/Other Requirements**

##### **Mandatory:**

Be registered or eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

A minimum of 3 years' experience working professionally in the Aged Care environment in an education / leadership role is highly desirable.

Understand how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

##### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

***For more information on this position and how to apply "click here"***

Contact Officer: Chris Mead 0434 674 442 [Chris.Mead@act.gov.au](mailto:Chris.Mead@act.gov.au)

#### **Surgery**

##### **Medical Staff**

##### **Pain Management Unit**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22430)**

Gazetted: 02 July 2021

Closing Date: 16 July 2021

Details: **Our Vision:** creating exceptional health care together

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**Our Values:** Reliable, Progressive, Respectful and Kind

##### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Pain Management Unit [PMU] provides an inpatient based Acute Pain Service [APS] at Canberra Hospital and outpatient based adult Chronic Pain Service [CPS] based at University of Canberra Hospital. PMU provide a limited chronic pain inpatient service at both CH and UCH. RN will work at both CH and UCH.

#### **ABOUT YOU**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

#### **Behavioural Capabilities**

Ability to practice autonomously with limited supervision

Flexibility and Initiative to be able to work effectively within a multidisciplinary team to meet patient's needs.

Strong analytical and problem-solving skills

Effective time management skills with a high degree of motivation

#### **Position Requirements/Qualifications:**

Relevant Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Agency (AHPRA).

Qualifications and a minimum of 5 years' full time equivalent experience working professionally in registered nursing/midwifery is preferred.

The successful applicant will need to be available for weekdays Monday to Friday 8am to 4:30pm

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

**Notes:** This is a temporary position available from 1 September 2021 until 31 December 2021 with the possibility of extension up to 12 months.

Contact Officer: Rowena Kilpatrick-Lewis (02) 5124 3011 Rowena.B.Kilpatrick-Lewis@act.gov.au

### **Rehab, Aged and Community Service**

#### **Community Care Program**

#### **Community Nursing**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 18632, several)**

Gazetted: 06 July 2021

Closing Date: 23 July 2021

Details: **Our Vision:** creating exceptional health care together

**Our Role:** to be a health service that is trusted by our community

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect CHS values: reliable progressive, respectful, and kind.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of CHS's network of health facilities designed to meet the needs of our ageing and growing population.

RACS services work collaboratively with the individual, carers and other services within and external to CHS. CHS is a values-led Directorate.

#### **ABOUT YOU**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

### **Behavioural Capabilities**

A positive, collaborative and effective communicator with well-developed written, oral and interpersonal skills including negotiation and liaison abilities

Organisational ability and time management skills

Self-motivated with the ability to work autonomously which includes a commitment to a consultative, collaborative team approach

### **Position Requirements/Qualifications:**

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Tertiary qualifications in Bachelor of Applied Science in Nursing

Must hold a current driver's licence

Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and /or community health applicable to the position (Desirable)

Previous community nursing experience (Desirable)

The successful applicant will need to be available for occasional weekend shifts and to work across multiple sites.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

### **Prior to commencement successful candidates will be required to:**

obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases

Undergo a pre-employment National Police Check.

**Notes:** Community Care Program is seeking applications from suitably qualified and experienced Registered Nurses to create a Register to fill temporary RN2 vacancies over the next 11.5 months with the possibility of extension and or permanency.

Contact Officer: Carmel Brayne (02) 5124 1484 [Carmel.brayne@act.gov.au](mailto:Carmel.brayne@act.gov.au)

### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **Executive Director, Mental Health, Justice Health, Alcohol and Drug Services**

**Executive Level 2.3 \$307,053 - \$319,330 depending on current superannuation arrangements, Canberra (PN: E622)**

Gazetted: 07 July 2021

Closing Date: 21 July 2021

**Details:** Expressions of Interest are sought for the position of Executive Director, Mental Health, Justice Health, Alcohol and Drug Services, Canberra Health Services (CHS) for a period of nine months with the possibility of extension up to two years.

Reporting to the Chief Operating Officer, CHS, the Executive Director, Mental Health, Justice Health, Alcohol and Drug Services is a critical leadership role with accountability for the overall operations and performance of CHS Mental Health, Justice Health and Alcohol and Drug Services across the ACT.

### **The position is responsible for:**

acute, sub-acute and community-based health service management, and

building partnerships and development and leadership for innovative models of care.

It is expected that the Executive Director will be an active participant within the executive leadership group for CHS.

The successful applicant will provide outstanding and strategically focused leadership, communicate professionally with high level internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex team.

**Remuneration:** The position attracts a remuneration package ranging from \$307,053 - \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

**Note:** This is a temporary opportunity for nine months with the possibility of extension up to two years. Further information can be provided by contacting Karen Grace on (02) 5142 1577.

**How to Apply:** Interested candidates are requested to submit a short application outlining relevant skills and experience of no more than two pages, a current curriculum vitae and the name and contact details of two referees.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Karen Grace (02) 5124 1577 or [karen.grace@act.gov.au](mailto:karen.grace@act.gov.au)

## **Clinical Services**

### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **Director of Nursing**

#### **Personal Assistant**

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 24109)**

Gazetted: 05 July 2021

Closing Date: 19 July 2021

**Our Vision:** Creating exceptional health care together.

**Our Role:** To be a health service that is trusted by our community.

**Our Values:** Reliable, Progressive, Respectful and Kind.

An exciting opportunity exists for a suitable applicant to fill the position of Personal Assistant (ASO4) to the Director of Nursing (DON), Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS). The Division of MHJHADS is a clinical division of Canberra Health Services. The Division provides a range of health services directly and through partnerships with community organisations. The services provided range from acute crisis support through to treatment, rehabilitation, recovery and harm minimisation. Services are provided across a range of inpatient and outpatient settings across the ACT.

The Personal Assistant position is responsible for the provision of high-level administrative support to the DON. It is expected that in this position you will assist in the strategic and operational processes required for the Director to undertake their role. This includes the provision of high-quality customer service to the consumers and staff of MHJHADS Division. The suitable applicant must possess strong organisation skills with a high degree of drive, excellent communication and interpersonal skills and has the ability to be flexible and adaptable to accommodate change and provide responsive services.

#### **Position Overview**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Office of the Director of Nursing (DON) provides operational responsibility for all inpatient areas across the Division;

Adult Mental Health Unit (AHMU), Canberra Hospital

Mental Health Short Stay Unit (MHSSU), Canberra Hospital

Dhulwa Secure Mental Health Unit

Gawanngal Extended Care Unit, and

University of Canberra Mental Health Rehabilitation Unit.

This position is responsible for the provision of high level administrative support to the Director of Nursing, other related administrative duties such as preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

#### **About You**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

Good communication and interpersonal skills.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

An understanding in dealing with persons for whom the MHJHADS Division provides services.

#### **Position Requirements/Qualifications:**

It is highly desirable that the successful applicant hold a current driver's licence and has experience within a health administration area.

Be registered under the Working for Vulnerable people Act.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for eight months with the possibility of extension.

Contact Officer: Brittany Kent (02) 5124 1099 [CHS.EDMHJHADS@act.gov.au](mailto:CHS.EDMHJHADS@act.gov.au)

**Clinical Services**

**Women Youth and Children**

**Women Youth and Children's Community Health Program**

**Clinical Services Coordinator**

**Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 29753)**

Gazetted: 07 July 2021

Closing Date: 23 July 2021

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**Our Values:** Reliable, Progressive, Respectful and Kind.

**Position Overview**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Women, Youth and Children Community Health Programs delivers a range of health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team. The Clinical Services Co-ordinator provides clinical oversight of the allied health staff in the Child Health Targeted Support Services, including the Child at Risk Health Unit (CARHU) and the Community Paediatric and Child Health Service (CPCHS), and the Early Parenting Counselling Service (EPCS) in the Allied Health team. CARHU provides specialist health services to children and young people who have been affected by abuse and/or neglect, and their families and carers. CPCHS provides clinical treatment, education and care coordination of children with suspected or established developmental delay or disability and children with complex bio-psychosocial behavioural and emotional presentations. EPCS offers services to parents and families in the antenatal and postnatal period and/or with children under school age who are experiencing emotional, social and psychological difficulties that may impact on the health and wellbeing of the children and family. The Clinical Services Coordinator provides clinical oversight and support to these allied health teams who provide counselling and therapeutic interventions to children, young people, parents / carers and families regarding parenting support, the impact of abuse, domestic violence and developmental trauma, supports the interdisciplinary team to promote positive client outcomes through the provision of high-quality clinical services and participates in education and training.

**About You**

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**Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong clinical, supervision and communication skills in a multidisciplinary context. The ability to work respectfully in partnership with a range of stakeholders who work with vulnerable child, young people and families.

**Position Requirements/Qualifications**

Relevant tertiary qualifications (Degree in Social Work or Psychology) is required, and a minimum of five years' experience working professionally in child and family counselling, child abuse or child protection work is preferred. Post graduate qualifications in a relevant field are highly desirable.

For Social Work:

Degree in Social Work

Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)

Applicants must have a minimum of five years post-qualification experience.

For Psychology:

Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.

Applicants must have a minimum of five years post-qualification experience.

Registration under the ACT Working with Vulnerable People Act 2011.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Undergo a pre-employment National Police check.

Contact Officer: Cassandra Tinning 0421 097 991 [cassandra.tinning@act.gov.au](mailto:cassandra.tinning@act.gov.au)

### **Office Chief Executive Officer**

**Executive Director, Women, Youth and Children**

**Executive Level 2.2 \$286,648 - \$298,006 depending on current superannuation arrangements, Canberra (PN: E625)**

Gazetted: 02 July 2021

Closing Date: 20 July 2021

**Details:** Applications are sought for the position of Executive Director, Women, Youth and Children at Canberra Health Services (CHS) to fill a five-year contract. Reporting to the Chief Operating Officer, the Executive Director, Women, Youth and Children is a critical leadership role with accountability for the overall operations and performance of Women, Youth and Children's services at the Centenary Hospital for Women and Children and in the community. The successful applicant will provide outstanding and strategically focused leadership, communicate professionally with internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex team. It is expected that the Executive Director will be an active contributor to the executive leadership group.

**Remuneration:** The position attracts a remuneration package ranging from \$286,648 - \$298,006 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$227,160.

**Contract:** The successful applicant will be engaged under a performance-based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

**How to Apply:** Qualified candidates should contact Rhodie Miller on +61 (0)422 816 557 or via email [rmiller@hardygroupintl.com](mailto:rmiller@hardygroupintl.com) for a confidential discussion. To access the Candidate Information Pack visit: <https://hardygroupintl.com/job/236/>. Applications close: Tuesday the 20 of July 2021.

### **Clinical Services**

**Cancer**

**Central Outpatients**

**Registered Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 31728)**

Gazetted: 05 July 2021

Closing Date: 19 July 2021

**Details:** **Our Vision:** Creating exceptional health care together.

**Our Role:** To be a health service that is trusted by our community.

**Our Values:** Reliable, Progressive, Respectful and Kind.

#### **Position Overview**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The Central Outpatient Department (COP) at Canberra Hospital sits within the Division of Cancer and Ambulatory Support (CAS) and provides clinic-based care to a wide variety of medical and surgical specialties. Nursing staff work across medical and surgical services including neurology, neurosurgery, and endocrinology, general medicine,



rheumatology dermatology, infectious diseases orthopaedics, plastics, vascular, urology, ear nose and throat and oral and maxillofacial. The RN2 team leaders in the Outpatients have a primary focus on one or more specialties but are expected to deliver flexible care across the department as necessary. The primary speciality focus for this position is the Registrar Review Clinic service. The RRC is a fast-paced small trauma clinic, and the RN2 team leader's primary focus is on delivery of all services provided by RRC, monitoring clinic schedules, triaging of referrals and Quality Improvement measures. The role requires excellent written and oral communication skills and working closely in the multi-disciplinary team environment. This is primarily a business hours Monday to Friday role.

#### **About You**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet clients'

An ability to work respectfully in partnership with a range of stakeholders, while concurrently demonstrating leadership.

#### **Position Requirements/Qualifications:**

Relevant registered nurse qualifications and a minimum of three years' experience is preferred.

Registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Ability to work across all components of the Central Outpatient's Department as directed.

#### **Desirable:**

Tertiary qualifications (or equivalent) in advanced nursing in plastics, wound care or related field.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

#### **Successful candidates will be required to:**

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Undergo a pre-employment National Police Check.

**Note:** Applications will not be considered unless you have made contact with the Contact Officer, for explanation of the OSCE assessment criteria.

Contact Officer: Rosemary Rummery 0468 595 585 [rosemary.rummery@act.gov.au](mailto:rosemary.rummery@act.gov.au)

#### **Clinical Services**

##### **Cancer and Ambulatory Support**

##### **BreastScreen ACT**

##### **Director**

**Senior Officer Grade A \$153,041, Canberra (PN: 26602)**

Gazetted: 06 July 2021

Closing Date: 23 July 2021

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**Our Values:** Reliable, Progressive, Respectful and Kind

#### **Position Overview**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to ACT resident women over 40 years. The target age group being women aged between 50 and 74 years.

BreastScreen ACT provides screening at three sites located at the Canberra City, Phillip and Belconnen Health Centres. All assessments are performed at the Canberra City clinic. As the Program Director, you will be responsible for the operational and strategic direction of the program, including resource management, fiscal accountability and team management and leadership. This role requires high level policy development and performance reporting at both the jurisdictional level and at the national level for the BreastScreen Australia

program. The Program Director represents the ACT in the national BreastScreen Australia Program Management Group. The Director is accountable to the Executive Director of Cancer and Ambulatory Support within Canberra Health Services. We would love to have you join a great team in a dynamic workplace environment.

#### **About You**

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#### **Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong interpersonal, leadership and organisational skills with a high degree of motivation and drive.

Adaptability and flexibility to accommodate change and provide responsive services to meet Divisional, Program and Client needs.

#### **Position Requirements/Qualifications:**

##### **Desirable:**

Hold a current driver's licence.

Tertiary qualifications or equivalent in the field of public health, or relevant clinical discipline, and eligibility for membership of the appropriate professional organisation.

Have a demonstrated understanding of how the BreastScreen Australia (BSA) National Accreditation Standards (NAS) and the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

##### **Prior to commencement successful candidates will be required to:**

Undergo occupational and vaccination pre-screening assessment by ACT Health's Occupational Medicine Unit (OMU).

Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for a period of six months with the possibility of permanency.

**For more information on this position and how to apply "click here"**

Contact Officer: Cathie O'Neill (02) 5124 2738 [cathie.o'neill@act.gov.au](mailto:cathie.o'neill@act.gov.au)

## **Mental Health, Justice Health and Alcohol and Drug Services**

### **Justice Health**

#### **Alcohol and Other Drug Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 45093)**

Gazetted: 06 July 2021

Closing Date: 20 July 2021

Details: **Our Vision:** creating exceptional health care together

**Our Role:** to be a health service that is trusted by our community

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Alcohol and Other Drug Service within Justice Health Services, Custodial Health team provides high quality AOD healthcare services to people in contact with the criminal justice system who are located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

#### **ABOUT YOU**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

#### **Behavioural Capabilities**

Be flexible, adaptable and comfortable with a changing working environment.

Ability to synthesise and analyse information and make decisions.



Effective communication skills and the ability to develop procedures as required. Ability to manage confidential and sensitive information.

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

**Position Requirements/Qualifications:**

Relevant qualifications and a minimum of three years post graduate experience working professionally in custodial health / AOD is preferred.

The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Undergo a pre-employment National Police Check.

Security Clearance from ACT Corrective Service.

Contact Officer: Amanda Chase (02) 5124 2523 [Amanda.chase@act.gov.au](mailto:Amanda.chase@act.gov.au)

**Clinical services**

**Women, Youth and Children**

**Maternity**

**Registered Midwife**

**Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 22472)**

Gazetted: 07 July 2021

Closing Date: 23 July 2021

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**Our Values:** Reliable, Progressive, Respectful and Kind.

**Position Overview**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The CHS division of Women, Youth and Children, provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital, Centenary Hospital for Women and Children and Health Services, Community Health Centres, client's homes, schools and Child and Family centres.

**About You**

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**Behavioural Capabilities**

Strong organisational skills (including simultaneously managing and prioritising multiple issues) with a high degree of drive.

An ability to work respectfully in partnership (with a range of stakeholders) while simultaneously demonstrating leadership.

Strong ability, skills and enthusiasm for adult learning and provision of educational needs of expectant parents.

**Position Requirements/Qualifications:**

Relevant tertiary qualifications and a minimum of five years' experience working professionally in Midwifery is preferred.

Have an understanding of how the National Safety and Quality Health Service Standards (NSQHSS) align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

Provide suitable references

Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for a period of six months with the possibility of extension.

Contact Officer: Emmalee Hamilton (02) 51247368 [emmalee.hamilton@act.gov.au](mailto:emmalee.hamilton@act.gov.au)

**Pathology Accounts Officer**

**Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 21507)**

Gazetted: 06 July 2021

Closing Date: 20 July 2021

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Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. The Pathology Accounts Section provides financial and administrative support including processing accounts payable, resultant follow-up and liaison for inpatients and outpatients of the Canberra and Calvary Hospitals. The section also undertakes billing for the external clients of ACT Pathology. The administration officer is responsible under general direction for the raising of invoices within the billing system, using appropriate documentation and procedures. The officer will also be responsible for the follow-up of outstanding accounts, including liaison with appropriate third parties and interaction with patients, as required. CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

**Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes:

- Strong organisational skills with a high degree of drive
- Strong attention to detail, reliable and punctual
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
- Ability to communicate effectively with a diverse group of stakeholders and work as part of a team.

**Eligibility/Other Requirements**

**Desirable:**

- Knowledge and understanding of hospital billing procedures and the Medicare Benefits Schedule (MBS) would be an advantage.
- Experience with databases relating to hospital and pathology operations for example Kestral, PBRC and ACTPAS systems with particular reference to pathology requests will be an advantage.

**Prior to commencement successful candidates will be required to:**

- Undergo a pre-employment National Police Check.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

**Notes:** This is a temporary position available up to 12 months with the possibility of permanency.

The successful applicant will need to be available for occasional after-hours work, with access to flex time.

**For more information on this position and how to apply "click here"**

Contact Officer: Brett Loiterton (02) 5124 2839 [Brett.Loiterton@act.gov.au](mailto:Brett.Loiterton@act.gov.au)

**Clinical Services**

**Mental Health, Justice Health and Alcohol and Drug Services**

**Justice Health Services**

**Administrative Assistant**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 25944)**

Gazetted: 06 July 2021

Closing Date: 20 July 2021

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#### **Position Overview**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Justice Health Services is a service within the Division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) in Canberra Health Services. Custodial Health and Mental Health services are provided for people aged from ten years and above who are already involved in the criminal justice system, or who are at risk of becoming involved with the system. Reporting to the Justice Health Services Operational Director, this position will provide high level administrative support, including all aspects of Calendar and Inbox management, to assist in the strategic and operational processes required for the Operational and Clinical Directors to undertake their accountabilities. This also includes the provision of high-quality customer service to the consumers and staff of MHJHADS. This position is currently based at 1 Moore Street however may be required to work across multiple sites including the Alexander Maconochie Centre and Bimberi Youth Justice Centre.

#### **Duties**

Under limited direction of the Operational Director you will perform all administrative duties to assist in the running of the office for the Operational and Clinical Directors. You will:

Manage the daily administrative activities of the Operational and Clinical Director's office including telephone calls, correspondence, presentations, diary management, taking minutes, travel and liaising with other members of the program.

Monitor and manage the flow of all correspondence, and ensuring deadlines are met.

Provide administrative support to the Operational and Clinical Directors and the program including administrative support for rostering.

As required, provide support for finance functions including but not limited to:

- Process invoices and accounts payable
- Prepare reconciliations
- Maintain liaison with members of the management team and other personnel including doctors and patients as applicable to ensure effective coordination of program's activities.
- Undertake tasks and initiate action to ensure the timely response to requests for information.
- Provide secretariat support for Divisional meetings as required.
- Undertake other duties appropriate to this level of classification which contributes to the operation of the organisation.

#### **About You**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet the needs of the Operational and Clinical Directors

Strong minute taking skills

Ability to use initiative and judgement in a fast-paced environment

#### **Position Requirements/Qualifications:**

Desirable: Qualifications in Administration and/or Management

Knowledge of Canberra Health Services software packages including ACTPAS and MAJICeR

ACT Drivers Licence

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

***For more information on this position and how to apply “click here”***

Contact Officer: Rory Maguire (02) 5124 1811 [rory.maguire@act.gov.au](mailto:rory.maguire@act.gov.au)

### **Child Health Targeted Support Services**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 01207)**

Gazetted: 06 July 2021

Closing Date: 23 July 2021

Details: **Our Vision:** Creating exceptional health care together.

**Our Role:** To be a health service that is trusted by our community.

**Our Values:** Reliable, Progressive, Respectful and Kind.

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Four Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including Early Childhood Services, Youth and Women’s Health, Dental Health, Mental Health and Alcohol and Drug Services.

Overview of the work area and position

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context.

The Child Health Targeted Support Services includes the Community Paediatric and Child Health Service (CPCHS), Child Protection Training Team and the Child at Risk Health Unit (CARHU).

CPCHS provides clinical treatment, education and care coordination of children with suspected or established developmental delay or disability and children with complex bio-psychosocial behavioural and emotional presentations.

CARHU provides specialist health services to children and young people who have been affected by abuse and/or neglect, and their families and carers.

The Child Protection Training team develops, provides and evaluates all mandatory child protection training for Canberra Health Services and other health professionals upon request. This includes information around roles and responsibilities according to legislation and policies.

As part of the multidisciplinary team you will:

Promote positive client outcomes through the provision of clinical services across the whole of Child Health Targeted Support Services.

Through networking, health promotion activities and education, work to improve access to Aboriginal and Torres Strait Islander children and families with complex health needs.

This is a rewarding and exciting position within a vibrant service that will require someone with the ability to be flexible and initiate and manage change within the service.

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

### **Eligibility/Other Requirements**

#### **Mandatory:**

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

#### **Desirable:**

Tertiary qualifications or equivalent in child and family health and/or paediatric nursing

Hold a current driver's licence.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

**Note:** This is a part-time position available at 32 hours per week and the full-time salary noted above will be paid pro-rata.

**For more information on this position and how to apply "click here"**

Contact Officer: Rebecca Sweetman (02) 5124 2712 Rebecca.Sweetman@act.gov.au

### **Mental Health, Justice Health and Alcohol and Drug Services**

#### **Assistant Director, Carer and consumer participation**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 26568)**

Gazetted: 06 July 2021

Closing Date: 23 July 2021

Details: **Our Vision:** Creating exceptional health care together.

**Our Role:** To be a health service that is trusted by our community.

**Our Values:** Reliable, Progressive, Respectful and Kind.

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services is committed to implementing the national agenda of increasing and improving consumer and carer participations across all level of the organisation. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) recognises the benefits of collaboration for improving the safety and quality of services and increasing consumer and carer participation satisfaction with services. Consistent with research around participation, MHJHADS aims to provide a range of strategies for participation. This approach recognises the differing preferences people have for participation.

The overall functions of the position are to:

- Oversee the ongoing development of Consumer and Carer participation across the Division.

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

#### **Behavioural Capabilities**

A highly motivated and individual with strong organisational skills.

Adaptability and flexibility to accommodate change and provide responsive services to meet stakeholders needs.

Ability to work collaboratively as part of multidisciplinary team.

Ability to create strong networks and build rapport.

#### **Eligibility/Other Requirements**

##### **Mandatory:**

- Relevant tertiary qualifications or extensive experience in consumer and carer engagement, community development, complaints management and/or conflict resolution is preferred.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

**For more information on this position and how to apply "click here"**

Contact Officer: Katrina Rea (02) 5124 1623 Katrina.M.Rea@act.gov.au

### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **Alcohol and Drug Services**

##### **Administration Assistant**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 25907)**

Gazetted: 07 July 2021

Closing Date: 19 July 2021

Details: **Our Vision:** creating exceptional health care together

**Our Role:** to be a health service that is trusted by our community

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. Alcohol and Drug Services provides information, advice, referral, intake, assessment, and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups. The ADS are seeking an administrative assistant to provide high level administrative support to ADS Operational and Clinical Directors including all aspects of calendar management and secretariat duties to assist in the strategic and operational processes required to meet divisional priorities. This also includes the provision of high-quality liaison with external stakeholder, consumers and staff of Mental Health, Justice Health and Alcohol and Drug Services. This position may be required to work at various sites, including 1 Moore Street and Building 7, The Canberra Hospital.

#### **ABOUT YOU**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

#### **Behavioural Capabilities**

Be flexible, adaptable, and comfortable with a changing working environment.

Strong organisational skills including excellent written and oral communication

Ability to analyse information and make decisions to complete tasks with minimal supervision

High level skills and the ability to develop and maintain networks across ACT Health with external parties

#### **Position Requirements/Qualifications:**

Previous experience providing secretariat support for meetings and/or committees

Previous experience and knowledge of Microsoft Office Suites.

Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

#### **Prior to commencement successful candidates will be required to:**

Reference checks

Undergo a pre-employment National Police Check

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

**Notes:** This is a temporary position available for three months with the possibility of extension and/or permanency.

Contact Officer: Jodie Kenny (02) 5124 7967 [Jodie.Kenny@act.gov.au](mailto:Jodie.Kenny@act.gov.au)

#### **Allied Health**

##### **Allied Health Advisor**

##### **Physiotherapy**

##### **Advanced Practice Physiotherapist - Musculoskeletal**

**Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 52276)**

Gazetted: 07 July 2021

Closing Date: 26 July 2021

Details: **Our Vision:** creating exceptional health care together

**Our Role:** to be a health service that is trusted by our community

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Canberra Health Services Division of Allied Health provides a range of allied health services across clinical Divisions of Canberra Hospital. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in Emergency Department, acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care. Advanced Practice Physiotherapy positions will support the delivery of extended hours of service provision in the Emergency Department and Orthopaedic Screening services. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and professional development opportunities. You will be required to participate in a shift, overtime and/or restricted on-call roster.

#### **ABOUT YOU**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Effective communication and interpersonal skills.

#### **Position Requirements/Qualifications:**

##### **Mandatory:**

Tertiary qualification in Physiotherapy or equivalent qualifications.

Be registered (or eligible for registration) as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA)

Post-Graduate Masters level qualification in relevant clinical field;

Commitment to complete relevant Advanced Practice Training programme including mandated external coursework within 2 years.

##### **Highly Desirable:**

Previous emergency department and/or orthopaedic screening clinic experience.

Minimum of 5 years clinical experience post entry level qualifications

Minimum of 3 years' experience in relevant specialist area.

Current drivers licence.

##### **Other:**

The successful applicant will need to be available for shift pattern of work including weekend and after-hours work.

Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check;

Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals; and

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

**Notes:** This is a temporary part-time position available for 11 months at (14.7) hours per week. The above full-time salary will be pro-rata.

Contact Officer: Katie Vine (02) 5124 2154 [Katie.vine@act.gov.au](mailto:Katie.vine@act.gov.au)



## **Clinical Services**

### **Women Youth and Children**

#### **Operational Manager**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 30675)**

Gazetted: 07 July 2021

Closing Date: 21 July 2021

Details: **Our Vision:** creating exceptional health care together

**Our Role:** to be a health service that is trusted by our community

**Our Values:** Reliable, Progressive, Respectful and Kind

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in CHS, Community Health Centres, client's homes, schools and Child and Family centres.

The position provides management and leadership to Women Youth and Children Administration staff located at Centenary Hospital for Women and Children, as well as WYandC Community Based services. The role involves managing staff who are performing front line services duties as well as personal assistance. It requires a high level of strategic thinking and the ability liaise effectively with staff at all levels. Demonstrated ability in problem solving as well as large involvement in project management and quality and improvement is highly desirable. This role ensures high quality customer service standards are maintained and provides support and assistance to the Women, Youth and Children's Executive and management team as necessary.

Additionally, the role will support the Business Manager, providing high level advice on administrative and operational business as required.

#### **About You**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

#### **Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes:  
Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner.

Actively problem solve within a complex work environment.

#### **Position Requirements/Qualifications:**

Relevant public sector management qualifications and/or relevant public health sector experience is preferred. Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

#### **Prior to commencement successful candidates will be required to:**

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases

Undergo a pre-employment National Police Check.

**For more information on this position and how to apply "click here"**

Contact Officer: Ida Raco (02) 5124 7389 [ida.raco@act.gov.au](mailto:ida.raco@act.gov.au)

## **Patient Experience**

### **Consumer Feedback and Engagement Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 25792)**

Gazetted: 02 July 2021

Closing Date: 16 July 2021

Details: **Our Vision:** Creating exceptional health care together.



**Our Role:** To be a health service that is trusted by our community.

**Our Values:** Reliable, Progressive, Respectful and Kind.

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Quality, Safety Innovation and Improvement Division is focusing on Canberra Health Services' strategic approach to patient safety and quality with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

- Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation
- Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

Branches within the Quality, Safety, Innovation, and Improvement Division are:

- Patient Experience
- Incident Management
- National Standards, Accreditation and Quality Improvement
- Clinical Analytics and Insights

This role reports directly to the Director, Patient Experience. The Consumer Participation Team manages consumer feedback and engagement, patient experience survey and consumer handouts coordination. The team also supports the implementation and monitoring of the Partnering with Consumers Framework.

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are encouraged to apply.

#### **Behavioural Capabilities**

High level verbal and written communication, and interpersonal skills

High levels of emotional intelligence and self-motivation with the ability to work with a range of stakeholders and build strong, respectful relationships.

Strong organisational skills with an ability to work independently and within a team environment

#### **Eligibility/Other Requirements**

##### **Mandatory:**

Relevant Recent experience in a clinical or operational environment within the healthcare sector including managing consumer feedback is preferred.

Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

##### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

***For more information on this position and how to apply "click here"***

Contact Officer: Bailey de Paiva (02) 5124 6265 [Bailey.DePaiva@act.gov.au](mailto:Bailey.DePaiva@act.gov.au)

#### **Canberra Institute of Technology**

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>**

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Electrical Trades**

##### **Administration Officer**

**Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 54999)**

Gazetted: 06 July 2021

Closing Date: 13 July 2021

**Details:** Canberra Institute of Technology (CIT) is seeking a self-motivated individual with attention to detail to work in administration for Electrical Trades in the Trade Skills College. The roles encompass a variety of tasks to support the day to day operation, including face-to-face, phone and email communication and general administrative support to staff. The successful candidate will possess a proven ability to work independently and as part of a team and have a flexible, can do attitude. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

**Eligibility/Other Requirements:**

**Desirable:** Qualifications in Business/Office Administration.

**Notes:** This is a temporary position available for a period of three years from 02/08/2021 to 01/08/2024 with the possibility of extension up to but not exceeding five years in total. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please submit no more than three pages addressing the selection criteria. Your suitability will be assessed based on your skills and knowledge in relation to the selection criteria outlined in the position description. Please provide two referee reports along with a current curriculum vitae.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Patricia Collins (02) 6205 5491 Patricia.Collins@cit.edu.au

## **Cyber Security and Virtualisation**

### **Cyber Security Teacher**

**Teacher Level 1 \$78,538 - \$104,793, Canberra (PN: 45795, several)**

Gazetted: 01 July 2021

Closing Date: 15 July 2021

**Details:** The Canberra Institute of Technology (CIT), Centre for Cyber Security and Virtualisation is seeking skilled and enthusiastic full-time teachers to deliver Cyber Security training, ranging from Certificate IV to Graduate Certificate level.

Successful applicants are expected to demonstrate a strong ability to work within a team and support the department to contribute towards the growth of Cyber Security training and the strategic goals of CIT.

The successful applicant will:

Have extensive experience and knowledge of contemporary Vocational Education and Training (VET) and assessment strategies, digital literacy, and compliance requirements.

Have a proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Collaborate with industry and other stakeholders, whilst managing various educational resources.

The Centre also works closely with the Information Technology (IT) Department and shares teaching resources where required. Therefore, teaching staff may be required to work across different areas such as, network security, cryptography, communication, and Certificate III in IT - Cyber Security subjects.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal or Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

**Mandatory Qualifications:**

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

Hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent). Where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set).

Complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

**Industry Experience:**

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

**Desirable:**

Diploma or Bachelor in Information Technology, Applied Mathematics or Bachelor in Cyber Security or higher qualification.

Industry certifications e.g. CEH, CISSP, MCSE, CCNA Security, CCNP Security, CompTIA Security+, CISCO Cyber Security Specialist, CompTIA Network+

Data analytics

Web security

Programming languages e.g. Python

SAS, Splunk

Security networking

SQL for Data Science

Cryptography

Cybersecurity Governance, Awareness

**Notes:** There are several positions available. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Please provide a two-page response to the Selection Criteria and include your current curriculum vitae with the details of two referees.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Marianne Mann (02) 6207 3484 Marianne.Mann@cit.edu.au

## **Education and Training Services**

### **Student Services**

#### **Student Services JobTrainer Coordinator**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 16456)**

Gazetted: 01 July 2021

Closing Date: 8 July 2021

**Details:** CIT Student Services is seeking a highly motivated self-starter with excellent organisational skills to coordinate admissions and enrolments into JobTrainer eligible CIT courses. JobTrainer is a jointly funded initiative of the Commonwealth, state and territory governments.

To be successful in this role you must be able to work cooperatively with others as well as individually with minimal supervision. You will need to possess strong organisational skills and be able to successfully monitor workflows and meet deadlines.

You will also need to have well-developed communication skills including the ability to liaise and negotiate effectively with a broad range of stakeholders.

**Notes:** This is a temporary position available immediately for a period of 12 months with the possibility of extension. Selection may be based on application and referee reports only.

**How to Apply:** Applicants will provide a two-page pitch (response) outlining relevant skills, experience and how they relate to the duties of the position. Your application should include contact details of a referee and a current curriculum vitae.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Barbara McCormack (02) 6207 3560 barbara.mccormack@cit.edu.au

## **Chief Minister, Treasury and Economic Development**

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

### **Digital, Data and Technology Solutions**

#### **Strategic Business Branch**

#### **HRIMS Project Coordinator**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 38480, several)**

Gazetted: 05 July 2021

Closing Date: 21 July 2021

**Details:** Do you have exceptional organisation skills, with experience providing operational support to Project Managers? Do you like a fast-paced work environment, which drives business improvements and best practice processes and governance advice? Do you have well developed liaison, oral and written communication skills? Do you enjoy development and review of governance related documentation to ensure appropriate governance controls are in place? If so, then this is the job for you! The Human Resource Information Management Solution (HRIMS) Project is seeking an experienced Project Coordinator. The role is responsible for supporting the implementation of the Human Resource Information Management Solution (HRIMS) program by providing and updating program artefacts, processes and procedures to ensure a successful completion of the program. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to obtain and maintain a certificate is mandatory.

**Note:** These are temporary positions available for a period of nine months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a maximum two page pitch providing examples demonstrating your suitability against the Professional/Technical Skills and Knowledge and Behavioural Requirements for this role outlined in the Selection Criteria to demonstrate proficiency, contact details of at least two referee and current curriculum vitae.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Barbara Hoyle (02) 6207 0837 barbara.hoyle@act.gov.au

## **Workplace Capability and Governance**

### **Whole of Government Industrial Relations and Public Sector Employment**

#### **Senior Director, Public Sector Industrial Relations**

##### **Senior Officer Grade A \$153,041, Canberra (PN: 19587)**

Gazetted: 01 July 2021

Closing Date: 19 July 2021

**Details:** The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) provides strategic advice and support to the Chief Minister, Ministers and Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations.

The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS) to ensure that it is well positioned to perform its role. The Senior Director Public Sector Industrial Relations is a member of a small team which provides high level strategic and operational advice on whole of government employment, industrial and workplace relations issues.

The team is responsible for developing, negotiating, and implementing enterprise agreements, related policies and processes, and for providing quality advice to the ACT Government and directorates. The team is also responsible for the application, implementation, and interpretation of Public Sector employment related legislation. You will be highly professional, possess a commitment to delivering quality outputs within tight timeframes and have the legal and organisational knowhow to successfully deliver a complex and challenging project.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** A relevant legal qualification and/or extensive experience in industrial relations will be highly regarded.

**Note:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

**How to Apply:** Please provide a brief summary of your claims to the position, a detailed response to the Selection Criteria (contained in the 'What You Require' section of the Position Description) and your curriculum vitae.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Russell Noud (02) 6207 6019 russell.noud@act.gov.au

## Shared Services

### Partnership Services

#### Record Services/ Physical Records Support

##### Human Resources Information Officer

##### **Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 43153)**

Gazetted: 01 July 2021

Closing Date: 8 July 2021

**Details:** An exciting opportunity within the Record Services team has become available to undertake the Human Resources (HR) Information Officer role. The successful applicant will coordinate HR and employee information and data in response to requests from third parties (including Freedom of Information) such as auditors, law courts, other Government Departments and private solicitors and review processes to ensure they are consistent with relevant record keeping legislation and policies. The HR Information Officer will also assist in the delivery of record management services across Record Services including, HR Records, record archiving and destruction. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** This position at times involves manual handling work and the successful candidate will be required to work onsite.

**Notes:** This is a temporary position available for a period of three months with the possibility of extension and/or permanency.

**How to Apply:** Please submit a two page (maximum) personal pitch demonstrating your suitability for this role against the Professional, Technical Skills, Knowledge and Behavioural requirements located in the position description, a current curriculum vitae and details of two referees.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Dana Milton (02) 6207 2068 dana.milton@act.gov.au

## Workplace Capability and Governance

### Whole of Government Industrial Relations and Public Sector Employment

#### Assistant Director, Redeployment

##### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52380)**

Gazetted: 01 July 2021

Closing Date: 8 July 2021

**Details:** The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) provides strategic advice and support to the Chief Minister, Ministers and Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS) to ensure that it is well positioned to perform its role.

The Assistant Director Redeployment is a member of a small team which provides high level strategic and operational advice on whole of government employment, industrial and workplace relations issues. The team is responsible for developing, negotiating, and implementing enterprise agreements, related policies and processes, and for providing quality advice to the ACT Government and directorates. The team is also responsible for the application, implementation, and interpretation of Public Sector employment related legislation.

The ACT Government has a long-standing to assist employees unable to work in their normal role in finding another role within the Service. In this role you will care about people and understand the effect having to move roles may have on them.

You will be highly professional, possess a commitment to delivering quality outputs within tight timeframes and have the people skills to work with people under stress.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Qualifications or extensive practical experience in Work Health and Safety, Human Resource, Allied Health or other related disciplines, or experience in case or claims management and rehabilitation will be highly regarded.

**Notes:** Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will

be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide a brief summary of your claims to the position, a detailed response to the Selection Criteria (contained in the 'What You Require' section of the Position Description) and your curriculum vitae.

***Applications should be submitted via the Apply Now button below.***

Contact Officer: Kim Szandurski (02) 6207 0810 kim.szandurski@act.gov.au

## **Communications and Engagement**

### **Assistant Director (Communications and Engagement)**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52454)**

Gazetted: 02 July 2021

Closing Date: 21 July 2021

**Details:** The Economic Development Division within Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an enthusiastic communications and engagement specialist to help deliver strategic communications activities that strengthen the ACT economy and create a vibrant community that will attract and retain people in the city.

This exciting role offers the opportunity to work within a small team to manage the development and implementation of communications and engagement strategies for Economic Development's priority projects, services and initiatives informed by research, audience insights and evaluation. You will prepare and coordinate strategic information in response to media requests, as well as work across the division to identify and develop new opportunities.

The Assistant Director, Communications and Engagement will support the Executive Branch Manager and Senior Director to provide advice on emerging communications, media, and digital media opportunities, as well as engage with a range of other stakeholders.

CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Notes:** A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role.

**How to Apply:** Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description, your curriculum vitae and names of two referees.

***Applications should be submitted via the Apply Now button below.***

Contact Officer: Claire Johnston (02) 6205 0022 ClaireV.Johnston@act.gov.au

## **Data Visualisation and Data Analytics**

### **Assistant Director**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52408)**

Gazetted: 02 July 2021

Closing Date: 9 July 2021

**Details:** The human brain can process visuals 60,000 times faster than it processes text, discerning an image in just 13 milliseconds. In today's big data saturated landscape, it's therefore imperative that government organises and simplifies data graphically, to foster an improved understanding of mass information to drive better policy development and outcomes. The Strategy and Transformation Office (STO) brings together cross-disciplinary teams with diverse minds to solve complex and adaptive problems, including playing a pivotal role in building long-term strategic planning. The team works in partnership with business areas on niche or whole of government problems to determine appropriate responses to complex business challenges and opportunities. The STO is looking for a highly motivated and collaborative person to develop data-driven visualisations with compelling narratives, that are concise, easy to understand, and generally targeted at the senior executive level. Success in this role demands a strong strategic and analytical orientation coupled with exceptional communication skills as well as a highly developed collaborative nature. Experience and ability to work within an agile project-based

Matrix management working environment is highly desirable. Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a role where no day is the same and you're given the opportunity to sample this role, then this is for you. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Notes:** Selection may be based on application and referee reports only.

**How to Apply:** Submission of a portfolio showcasing examples of your work relevant to this position. Examples might include Before and After Dashboards, Charts, Graphs, Maps, Infographics etc. (Portfolio required in PDF format).

**Applications should be submitted via the Apply Now button below.**

**Contact Officer:** Caitlin Roy on Caitlin.Roy@act.gov.au or (02) 6207 4724

## **Economic Development**

### **Executive Branch Manager, artsACT**

#### **Executive Branch Manager, artsACT**

**Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E813)**

Gazetted: 01 July 2021

Closing Date: 7 July 2021

**Details:** Expressions of interest (EOI) are sought for the position of Executive Branch Manager, artsACT for three months with the possibility of extension up to nine months.

artsACT is responsible for the development and implementation of ACT arts policies and the provision of policy, funding, and infrastructure advice to government. It manages the ACT Arts Fund and a range of other arts development and funding initiatives, as well as managing the Public Art Program and collection, overseeing the development and management of a number of ACT arts facilities. artsACT works closely with areas across the ACT Government to deliver the 2015 ACT Arts Policy, in particular Health, Education, the Cultural Facilities Corporation, Events, Tourism and Urban Renewal, and maintains links with other arts and cultural organisations including state/territory arts and culture agencies, the Australia Council for the Arts and the Australian Government Department of Communications and the Arts.

This position is responsible for collaboratively developing and implementing high quality, evidence-based events policy, and programs, to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy, to create a vibrant community for Canberrans and for people visiting Canberra.

**Remuneration:** The position attracts a remuneration package ranging from \$236,451 - \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

**Note:** This is a temporary opportunity for three months with the possibility of extension up to nine months.

Selection may be based on written application and referee reports only and is open to current ACTPS employees.

**How to Apply:** Interested candidates should submit a one-page Expression of Interest and current curriculum vitae (including the contact details of two referees) via email to [susan.hanns@act.gov.au](mailto:susan.hanns@act.gov.au) by COB (One week from date published on jobs.act.gov.au)

**Contact Officer:** Susan Hanns (02) 6207 4534 [susan.hanns@act.gov.au](mailto:susan.hanns@act.gov.au)

## **Digital, Data and Technology Solutions**

### **Technology Services**

#### **Applications Service Delivery**

##### **Software Applications Package Team Leader**

**Senior Information Technology Officer Grade B \$131,773 - \$148,344, Canberra (PN: 41592)**

Gazetted: 05 July 2021

Closing Date: 19 July 2021

**Details:** Applications Service Delivery (ASD) are seeking an experienced and motivated person to take on the role of Software Applications Package Team Leader. This role is responsible for overseeing the development of automated silent installations/updates/uninstalls from vendor supplied and internally developed software, as well as creating the more complex of these packages the team are requested to develop.

The role is also responsible for reporting progress and prioritising packaging work within guidelines set by the Release Team Director and the Senior Director Applications Service Delivery. The role involves the supervision of up to eight team members and will support the achievement of Digital, Data and Technology Solutions organisational objectives and Service Level Agreements through the delivery of quality customer services and ICT solutions. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to obtain and maintain a certificate is mandatory.

**Note:** This is a temporary position available for up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Former ADF members are also encouraged to apply.

**How to Apply:** Applicants should submit a supporting statement of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Ash Rutledge (02) 6207 5293 ash.rutledge@act.gov.au

## Office of International Engagement

### Director (Engagement Programs)

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 37700)**

Gazetted: 06 July 2021

Closing Date: 13 July 2021

**Details:** The Office of International Engagement (OIE) is responsible for coordinating the ACT's international relations. Working across government and in close collaboration with the Diplomatic Corps, businesses, industry and research institutions, the OIE develops programs and strategies in line with the CBR brand to grow Canberra's international reputation. Building our international profile and promoting Canberra as a place to invest, do business, visit and study is a crucial part of cementing our position as a city of global significance. The successful applicant will lead a small team in delivering the Engagement Programs for the OIE as detailed in the attached Position Description. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** A Negative Vetting Security Clearance will be required as a minimum.

**Notes:** Selection may be based on application and referee reports only.

**How to Apply:** Please make your case through addressing the criteria as listed in the What you Require against the What you will do in the Position Overview. Against each of the criteria in no more than 300 words per criteria, make your case for selection. Please supply at least three referees who can support what you write in your application and expand upon and support your case. The system allows for up to 10 MB of information and 10 documents to be submitted as your application. Please supply references, certificates, qualifications and clearances as appropriate to support your case.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Brendan Smyth (02) 6207 8976 Brendan.Smyth@act.gov.au

## Economic Development

### Events ACT

#### Assistant Director Event Delivery

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 11949)**

Gazetted: 05 July 2021

Closing Date: 22 July 2021

**Details:** Are you an expert at making sure things run on time, on schedule and on budget? Would you like to use your industry knowledge and expertise to lead a small team and contribute to providing memorable experiences for Canberrans and visitors? Events ACT is charged with developing, delivering and marketing major and community events across Canberra helping to make it a great place to live, explore and enjoy.



We are a dynamic team, with a temporary vacancy for a skilled industry expert wishing to make a mark on our Operational Delivery team. You will need to be an expert at project planning, prioritising, communications, and team management as you lead the team that take the creative direction and turn the dream into a reality. You need to be passionate about delivering event excellence and of course delivering on time and on budget. You need to be able to problem solve, be an agile thinker and calm under pressure, you will lead the operational team on site during the events and manage all things safety including the emergency management plan (and COVID-19 requirements), your team has responsibility to manage people, parking, power and poo, plus so much more. If this sounds like you, we want to hear from you! You will be given the opportunity to take on a wide range of tasks and learn new skills in this role. Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a temporary role where no day is the same and you're given the opportunity to sample this role, then this is for you. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** The successful applicant will have knowledge of and experience in delivering events management and place activation. Tertiary qualifications in Business, Project Management or Operations Management or any other related field are highly desirable.

**Notes:** This is a temporary position available for a period of six months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** To apply for this role please submit a current curriculum vitae, details of two referees and a maximum two-page pitch detailing how your Skills, Knowledge and Behaviours make you the best fit for the role.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Saskia White (02) 6205 4857 [saskia.white@act.gov.au](mailto:saskia.white@act.gov.au)

## Corporate

### People and Capability

#### HR Data Analyst

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 37175)**

Gazetted: 05 July 2021

Closing Date: 12 July 2021

**Details:** Can you help us turn HR data into actionable insights? You don't need to know HR – you do need to be tech savvy, a good communicator and an inquisitive thinker who can deliver. You enjoy working “on the business” but have experience or knowledge of working “in the business” to fashion timely, accurate PowerBI dashboards, reports and analysis for a wide range of internal and external audiences. What you don't know, you're prepared to learn quickly. You'll be joining the strategy and analytics team in the central agency of the ACT Public Service. You have the opportunity to help shape how we set up and evolve our HR business intelligence services. Your work here is visible and high profile. What you do makes a difference to how we support our workforce and continuously improve across an organisation of about 2,800 staff. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Notes:** This is a temporary position available for up to 3 months with the possibility of extension up to 12 months or more and/or permanency. An order of merit may be established to fill future identical vacancies over the next 12 months. Under COVID-19 safe work arrangements, we are working from home wherever we can. The office is an activity-based work (ABW) environment. CMTEDD has staff networks for anyone who identifies or wants to be an ally of Aboriginal and Torres Strait Islanders, people with disability and LGBTIQ+. We drive strategies for reconciliation, diversity and inclusion, including with those who identify as culturally and linguistically diverse, women and Defence veterans/reservists.

**How to Apply:** Please submit a maximum two-page response to the Selection Criteria and your curriculum vitae with your application.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Leesha Pitt (02) 6205 0566 [Leesha.Pitt@act.gov.au](mailto:Leesha.Pitt@act.gov.au)

## Policy and Cabinet

### Executive Officer

#### Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 44159)

Gazetted: 05 July 2021

Closing Date: 12 July 2021

**Details:** The Office of the Coordinator General COVID-19 Non health response is looking for someone who can work in an agile and collaborative way across both the Office for the Coordinator General and Executive unit of Policy and Cabinet. As the Executive Officer to the Deputy Director General (DDG), and Coordinator General, COVID-19 Non-health Response (CG), you will provide direct supervisory support to the Executive Assistant to the DDG and CG, and leadership across the wider EA cohort, ensuring the delivery of high-quality administrative support to the Senior Executive of Policy and Cabinet. You will undertake secretariat functions for a range of cross-government forums and ensure requests for information are handled efficiently, effectively, and professionally. You will plan for, action, and coordinate the responses to high level reporting activities across the Division and for the Office of the Coordinator General Non-Health Response. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ+ are encouraged to apply.

#### Eligibility/Other Requirements:

Experience in a similar role is highly regarded.

Qualifications in Work Health Safety are desirable.

**Notes:** Selection may be based on applications and referee reports only.

This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited on-site working. Please discuss any concerns you may have with the Contact Officer.

**How to Apply:** Please provide a pitch of no more than two (2) pages outlining why you would be the best person to join our team. This pitch should draw on examples from your work, as well as the way you work. You do not need to directly address each selection criterion in this pitch, but you may wish to refer to these as you consider your approach. We are looking for a story about you and what you will bring to this role.

Please provide a curriculum vitae that details your relevant skills and experience and one written referee report with your application.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Stacey Matthews (02) 6205 3337 Stacey.N.Matthews@act.gov.au

## Policy and Cabinet

### Senior Finance and HR Officer

#### Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 51527)

Gazetted: 05 July 2021

Closing Date: 12 July 2021

**Details:** The Corporate Support team is looking for a Senior HR and Finance Officer to support the team by providing complex salary recoveries and reports, accounts payable and accounts receivable, human resources processing and training support for the Finance and HR Officer.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Notes:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide a pitch of no more than two pages outlining why you would be the best person to join our team. This pitch should draw on examples from your work, as well as the way you work. You do not need to directly address each selection criterion in this pitch, but you may wish to refer to these as you consider your approach. We are looking for a story about you and what you will bring to this role.

Please provide a curriculum vitae that details your relevant skills and experience and one written referee report with your application.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Cassia Payne (02) 6205 0341 Cassia.Payne@act.gov.au

**Access Canberra**

**Transport, Licensing and Registration**

**Licensing and Registration Administration**

**Medical Monitoring Team Project Support Officer**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 12565)**

Gazetted: 06 July 2021

Closing Date: 20 July 2021

**Details:** The Licensing and Registration team is a high performing team focused on quality outcomes and customer centric service delivery in a fast-paced environment. The Licence and Registration team process and manage a variety of Driver Licence and Vehicle Registration transactions; Student Transport Program; Medical Monitoring of driver licence holders; and a range of specialised/complex services that cannot be performed in a Service Centre. Our goal is improved road safety on our road network. If you enjoy having a mix of planned and reactive work and are focused on driving projects that improve how people interact and work, then we'd love to hear from you.

The successful applicant will possess the following attributes and be able to meet competing demands in a busy operational environment: Self-management – managing priorities, timelines, and deliverables to meet deadlines. Communicating with influence – producing high quality communication suited to the audience.

Records management – making sure accurate records are kept to support decision making processes.

Customer service – providing high quality customer service in a regulatory environment.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Notes:** This is a temporary position available immediately for a period of up to 12 months with the possibility of permanency.

**How to Apply:** Please review the Position Description for more details.

Please submit the following:

A one-page pitch detailing why you are the best person for the role.

A current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Kellie S (02) 6207 4319 [kellie.s@act.gov.au](mailto:kellie.s@act.gov.au)

**Access Canberra**

**Licence and Registration**

**Business Support and Training**

**Training Officer**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 01870)**

Gazetted: 06 July 2021

Closing Date: 20 July 2021

**Details:** Are you a workplace trainer? Are you highly organised and able to think on your feet? The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system. Business Support is a high performing team focused on quality outcomes and service delivery in a fast-paced environment. The team is also responsible for providing:

Updates to Road Transport specific policy and procedure

Guidance and advice on Road Transport legislation

Updates to the Access Canberra website, forms and related documents for Road Transport transactions

Communication to all rego.act stakeholders

Contribution to rego.act enhancements and projects

We are looking for a hardworking team player who has excellent interpersonal skills to fill the Training Officer role within the Business Support team. The position is solely responsible for developing and facilitating the training courses for the Road Transport Authority (RTA) and the rego.act computer system, along with the preparation of training schedules, databases, materials, and assessments – to name a few!

This person will be motivated, confident on the phone and will also support helpdesk staff with system functionality and advice on Road Transport legislation, policy and business rules. Please apply if this is you!

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other requirements:** Certificate IV in Training and Assessment is highly desirable. The position is attached to a rotating roster of 8 am-5.30 pm Monday – Friday.

**Notes:** This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Belinda Raczkowski (02) 6205 9775 Belinda.Raczkowski@act.gov.au

## **Shared Services**

### **Payroll and HR Systems**

#### **HR Systems**

##### **HR Systems Generalist**

##### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 36235)**

Gazetted: 02 July 2021

Closing Date: 16 July 2021

**Details:** As a member of the HR System Support team, perform Chris21/HR21 system administration, configuration, security and user access support. This includes ensuring appropriate processes and practices are in place to support change and configuration management, system security and user access. This position reports directly to the Senior Director, HR Systems. The principal responsibilities are: As a team member plan, coordinate, develop and implement solutions for HR System Configuration, User Access, System Change and Customisation Request. Implement and manage the HR system security and user access processes consistent with ACTPS Whole of Government IT Security Policies and SSC Guidelines. Provide business analysis service to Shared Services HR Business Units and client agencies on matters associated with HR System changes, customisation and configuration. Undertake involved research and project work on matters associated with the functional administration of the HR System. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

#### **Eligibility/Other Requirements:**

Qualification/s in a HR related discipline is desirable though not essential.

Thorough knowledge of end-to-end payroll processing is essential.

A strong understanding of Chris21/HR21 configuration would be advantageous.

Demonstrated experience testing changes in a HR or Payroll system environment.

Educational and professional qualifications' checks may be undertaken prior to employment.

**Notes:** Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please provide a response to the 'What You Require' section in the Position Description of no more than two pages, along with curriculum vitae and referee reports.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Bruce James (02) 6205 1033 bruce.james@act.gov.au

## **Community Services**

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>**

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

### **Executive Group Manager, Inclusion and Participation**

**Temporary Vacancy (Three months with possibility of extension up to nine months)**

**Community Services Directorate**

**Inclusion and Participation**

**Position: E1032**

**(Executive Level 2.4)**

Circulated to: ACTPS Senior Executive List

Date circulated: 05 July 2021

The Community Services Directorate are seeking a highly skilled individual to temporarily fill the role of Executive Group Manager, within the Division of Inclusion and Participation. Reporting to the Director-General, Community Services Directorate, the Executive Group Manager will lead the Directorate's relationship and engagement strategy with the community, The ACT community sector, and peak bodies. The role is diverse and has oversight of whole-of government policy design, implementation, reporting, events and festivals, awards and grants and will also be responsible for the evolution of the contract and relationship management model to a true commissioning for outcomes model. The Division of Inclusion and Participation has oversight of six portfolios and is responsible for the delivery of a significant number of grants programs and ensuring that Ministerial priorities are met. The portfolios also deliver on Commonwealth priorities and cross-jurisdictional priorities related to NDIA, Disability Reform, Veterans, Seniors, Women, Emergency Management and Countering Violent Extremism. To be successful in this role you will demonstrate extensive experience in Human Services service delivery and program management and an understanding of the relationships between the Directorate, Government, portfolio Ministers and community agencies and peak bodies. A track record in and reputation in superior management and leadership capabilities and the ability to think strategically as well as excellent interpersonal, organisational and communication skills is a must. This is a significantly important role that engages across the community and provides the opportunity to truly make a difference across the ACT.

**To apply:** Please submit a two-page Expression of Interest, a current curriculum vitae, and the contact details of at least two referees to Anne Maree Sabellico via email, [annemaree.sabellico@act.gov.au](mailto:annemaree.sabellico@act.gov.au) by COB Monday 12 July 2021.

**Note:** Selection of the successful candidate may be based on application and Referee Reports only.

**Remuneration:** The position attracts a remuneration package ranging from \$327,547 - \$340,747 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$264,006. Contact Officer: Anne Maree Sabellico (02) 6205 0839 [annemaree.sabellico@act.gov.au](mailto:annemaree.sabellico@act.gov.au)

## **Inclusion and Participation**

### **Assistant Director**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 49160)**

Gazetted: 07 July 2021

Closing Date: 21 July 2021

**Details:** Inclusion and Participation Division is seeking applications from high performing candidates to fill the position of Assistant Director. We are looking for a passionate and committed leader who has proven skills and experience in policy development, stakeholder engagement, program operations and oversight, strong analytical and communication skills, team management, and an ability to work to tight time frames. Assistant Directors within Inclusion and Participation contribute to the development of policy and program advice, preparation of Ministerial briefings and correspondence, and provide secretariat support to a range of councils and committees when requested. There currently exists vacancies for the position/s of Assistant Directors across the Inclusion and Participation Division and successful applicants may be utilised at level in any of the work streams. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Notes:** A Merit Pool will be established from this selection process and will be used to fill ongoing and non-ongoing vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants are kindly asked to frame their statement of claims around the capability headings in the Selection Criteria, keeping in mind the duties and responsibilities of this position. To assist in responding to the criteria, please refer to the Team Member section of each capability of the ACTPS Shared Capability Framework via: <https://www.cmtedd.act.gov.au/employment-framework/performance-framework/actps-shared-capability> Applications also require a current CV and two referees.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Freya Obrien (02) 6205 8434 [Freya.Obrien@act.gov.au](mailto:Freya.Obrien@act.gov.au)

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

**Corporate**

**People Management**

**Safety and Wellbeing**

**Organisation Wellbeing Practice Leader**

**Health Professional Level 5 \$131,773 - \$148,344, Canberra (PN: 51830)**

Gazetted: 06 July 2021

Closing Date: 30 July 2021

**Details:** The People Management Branch of the Community Services Directorate (CSD) have an exciting new opportunity for an Organisation Wellbeing Practice Leader.

The Branch provides strategic advice in relation to human resource matters across the Directorate including but not limited to industrial matters, safety and wellbeing matters, learning and development and workforce management.

As an Organisation Wellbeing Practice Leader you will provide support to the Executive Branch Manager in leading the injury prevention programs for CSD through analysing data, developing and implementing injury prevention programs and strategies, and providing specialist technical advice. You will also provide onsite early intervention and immediate mental health support for individuals managing significant challenges, provide responses to critical incidents as well as providing de-briefing services for both staff and Mental Health First Aid Officers.

Other responsibilities will include talent management and succession planning for critical roles, providing organisation psychology advice to the Executive Branch Manager and exercising clinical skills and judgement in providing guidance to Executive and Senior Officers with regard to legislative interpretation, applications and integration of post-injury management principles.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

Qualifications in psychology

**Notes:** This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency.

**How to Apply:** If this role sounds like you and you have qualifications and experience in organisational psychology, please submit a two-page pitch addressing the Capabilities listed under 'Position Requirements' in the Position Description along with your curriculum vitae and contact details of at least two referees.

***Applications should be submitted via the Apply Now button below.***

Contact Officer: Craig Rose (02) 6207 1210 [craig.rose@act.gov.au](mailto:craig.rose@act.gov.au)

**Housing ACT**

**Client Services Branch**

**Development and Support**

**Data Analyst**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 46377)**

Gazetted: 01 July 2021

Closing Date: 15 July 2021

**Details:** In the role of the Data Analyst you will help make a difference through the analysis of data and be a part of a committed client services team. Housing ACT is always thinking about how to better serve clients and the community. With over 11,000 properties and 22,000 residents, using resources efficiently and effectively can deliver major benefits to the community. This role will focus on the operations and performance of the Client Services Branch to support management decision making and process improvement. In addition to your experience in complex data analytics and forecasting you will need to collaborate with the operational, IT and policy teams. To achieve this you will possess excellent communication skills and be recognised for your ability to translate the complex to understandable. You will analyse and report, develop key performance indicators and establish benchmarks to measure the effectiveness of the management processes and contribute to business process re-engineering. Ideally you will possess tertiary qualifications in Business Analytics, Computer Science or a related field or possess extensive experience that will enable you to be a major contributor to the team through your experience and interpersonal skills you will bring to the role.

**Eligibility/Other requirements:**

**Essential qualifications and experience:**

Demonstrated experience in handling large data sets and relational databases.

**Desirable, but not essential, qualification and experience:**

Bachelor degree from an accredited university or college in computer science.

**Notes:** This is a temporary position available for up to 12 months with the possibility of permanency. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a written response to the Selection Criteria along with a current curriculum vitae.

***Applications should be submitted via the Apply Now button below.***

Contact Officer: Min McIntyre (02) 6205 1856 Min.McIntyre@act.gov.au

**Children, Youth and Families**

**Executive Branch Manager, Children and Families**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E853)**

Gazetted: 05 July 2021

Closing Date: 19 July 2021

**Details:** Applications are sought for the role of Executive Branch Manager, Children and Families. This temporary vacancy is available for a 12-month short-term contract.

The Executive Branch Manager, Children and Families will be responsible for the provision of voluntary early intervention and prevention services to ACT children and young people and their families, and services to children with developmental delay.

The Executive Branch Manager will oversee the Child Development Service, which provides assessment, referral, linkages for children 0 – 6 and children up to 8 year with complex needs who have not had a previous assessment by allied health professionals. The Service will also provide Autism assessment for children aged to 12 years. Some therapy programs will be offered for children who are not eligible for the NDIS.

The position occupant has responsibility for key performance indicators pertaining to children and young people in early intervention and prevention programs, policy, program, and service development, as well as the provision of strategic and expert advice on complex service delivery issues and policy directions in early intervention at both local and national level.

**Remuneration:** The position attracts a remuneration package ranging from \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

**Note:** This is a temporary opportunity available immediately for 12 months. Selection may be based on application and referee reports only. Your application will be treated in the strictest of confidence.

**How to Apply:** Please submit no more than a two-page pitch addressing the capabilities and Job Specific criteria, a current curriculum vitae and contact details of two referees.

***Applications should be submitted via the Apply Now button below.***

Contact Officer: Helen Pappas (02) 6205 6922 helen.pappas@act.gov.au

**Corporate Services**

**Executive Branch Manager, People Management**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E673)**

Gazetted: 07 July 2021

Closing Date: 21 July 2021

**Details:** The Community Services Directorate are seeking an Executive Branch Manager to lead the People Management Branch for 12 months with possibility of extension up to two years. If the position becomes vacant, the successful applicant may be offered a long-term contract up to five years. People Management Branch (PMB) provides strategic advice and support for CSD's workforce. PMB is responsible for performance management; workplace diversity; delegations and authorisations; ACTPS Graduate Program; learning and development programs; workforce management and recruitment, Employee Assistance Program; Safety and wellbeing matters, and management of our service agreement with Shared Services. The role of the Executive Branch Manager, People Management is responsible for human resources, workforce planning and centralised recruitment activities, workplace health and safety, public interest disclosures and integrity issues, and learning and development activities for the Community Services Directorate. The Executive Branch Manager is to lead the management of these functions in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours. The position also represents the Directorate through membership of various whole of Government reference and working groups. The position has significant contact with senior executives within



the Directorate and across the ACT Public Service and will be required to provide complex and confidential advice to senior executives on a range of people and policy related matters. The Executive Branch Manager should have a proven record, as well as demonstrable skills, in change management and service delivery reform and have a proven record in management of complex relationships, financial acumen and effective leadership. This position reports directly to the Executive Group Manager, Corporate Services.

**Remuneration:** The position attracts a remuneration package ranging from \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

**Contract:** The successful applicant will be placed on a contract for 12 months with possibility of extension up to two years. If the position becomes vacant, the successful applicant may be offered a long-term contract up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

**Note:** Your application will be treated in the strictest of confidence. Selection of the successful candidate may be based on application and Referee Reports only.

**How to Apply:** Please submit no more than four pages addressing the capabilities and job specific criteria, a current curriculum vitae and contact details of two referees.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Ms Robyn Calder (02) 6205 0688 or [robyn.calder@act.gov.au](mailto:robyn.calder@act.gov.au)

## **Children, Youth and Families**

### **Child and Youth Protection Services**

#### **Bimberi Residential Services**

#### **Youth Worker, Bimberi Residential Services**

#### **Youth Worker 1 \$66,867 - \$71,963, Canberra (PN: 22791, several)**

Gazetted: 05 July 2021

Closing Date: 22 July 2021

**Details:** Bimberi Residential Services is seeking energetic and committed Youth Workers from a wide variety of backgrounds, with skills and experiences in many different fields. The position of Youth Worker will work within a team environment to enhance the safe care, support and supervision of young people within the Bimberi Youth Justice Centre and/or Bimberi Community Residential Services. Youth Workers actively contribute to case planning for young people and provide advice and guidance to young people to improve their living skills, development and social interactions. They also implement effective behaviour management, conflict resolution and harm minimisation strategies. Most importantly Youth Workers must be willing to work to build a positive, supportive and professional working relationship with young people who require positive role models, mentoring, and support. Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant support to young people and their families. It is comprised of Bimberi Youth Justice Centre and Bimberi Community Residential Services properties including Narrabundah House Indigenous Supported Residential Facility (Narrabundah House). Bimberi Youth Justice Centre is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Childrens or Supreme Courts. Bimberi Community Residential Services provides supported accommodation to young people, aged between 14 and 18 years old, on youth justice orders and living in the community. Bimberi Residential Services facilities operate 24 hours a day, 7 days a week. The occupants of these positions may be required to be available to work at both Bimberi Youth Justice Centre and Bimberi Community Residential Services properties and their duties may be slightly varied to ensure the safe custody of residents. Youth Workers are required to work shift work and provide direct supervision and support to young people and management of their behaviours. Successful applicants will be provided with seven weeks induction training that covers topics including legislative obligations, Human Rights, trauma informed and therapeutic practice, responding to critical situations (including Use of Force) and behaviour management.

#### **Eligibility/Other Requirements:**

Current driver's licence

Current Senior First Aid Certificate

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** There are several permanent, temporary and casual positions available which may be filled based on operational requirements and the business needs of the organisation.

Selection will be based on application, psychometric assessment, interview, medical/fitness (beep test) assessment and National Police Check. Prior to commencing Youth Worker induction, you are required to produce evidence of a current Senior First Aid Certificate and ACT Working with Vulnerable People Card. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. It is recommended that potential applicants attend one of the Youth Worker Information Sessions.

**Youth Worker information session**

Two information sessions will be held at Bimberi Youth Justice Centre from 6.00 to 7.00pm:

Thursday 8 July 2021; or

Tuesday 13 July 2021

You will need to RSVP to reserve your spot by calling the contact officer.

**How to Apply:**

You will be required to submit responses to the Selection Criteria questions below.

Why are you interested in being a Youth Worker?

What skills do you have?

What do you think teamwork means?

What is important to perform the role of Youth Worker?

CSD values are Respect, Integrity, Collaboration and Innovation. What value aligns with you the most?

To apply upload your responses to the selection criteria detailing your experience and why you would be the best person for this role, your current curriculum vitae and contact details of at least two referees.

***Applications should be submitted via the Apply Now button below.***

Contact Officer: Kim Gardiner (02) 6207 8801 kim.gardiner@act.gov.au

**Education**

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>**

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Business Services**

**Governance and Community Liaison**

**Governance, Policy and Procedures**

**Assistant Director, Governance, Policy and Procedures**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52477)**

Gazetted: 02 July 2021

Closing Date: 21 July 2021

**Details:** The position is that of an Assistant Director, within the Governance, Policy and Procedure team who will provide strategic, operational and administrative support to establish and maintain Director-General and ministerial delegations. We are looking for someone with an understanding of legislation and project management, together with high-level communication and administrative skills, who can work within and contribute positively to a small team.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other requirements:**

Legal and project management qualifications are desirable. An understanding of Cabinet, ministerial, ACT Legislative Assembly and machinery-of-government processes would be an advantage.

**Notes:** This is a temporary position available for five months with the possibility of extension.

**How to Apply:** Please provide a response to the selection criteria of no more than two pages, together with a current curriculum vitae and contact details of two referees who have recent knowledge of your work, including if possible your current supervisor or someone who has recently supervised you.

***Applications should be submitted via the Apply Now button below.***

Contact Officer: Denise Ryan (02) 6207 0587 Denise.Ryan@act.gov.au

**Service Design and Delivery**

**Digital Strategy, Services and Transformation**

### **Business Analyst**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 37134)**

Gazetted: 01 July 2021

Closing Date: 19 July 2021

**Details:** Our ideal candidate will have business analysis experience. You will work in an environment where the legacy systems are being replaced and old processes are evolving and being re-designed. You will be confident in a digital transformation space and want to make a positive impact on the business, improve efficiency and communication with stakeholders, and are supportive of the Directorate's commitments to continual improvement. The immediate role will be working across the Directorate to help articulate business problems and ensure data is available to underpin decision making through the development of data visualisations and reports. This role will ensure projects are developed in accordance with Whole of Government standards, that priorities are managed, and that the quality of projects are delivered in an efficient and fit for purpose manner. You will be required to produce a range of business analysis artefacts to support the implementation of Agile projects aligned to digital design approaches. Ideally you will have proven ability to manage planned outcomes within tight timeframes, build relationships, communicate effectively and influence stakeholders.

#### **Eligibility/Other Requirements:**

- Formal qualifications in a related field or equivalent experience will be highly regarded.

**Note:** This is a temporary position available immediately for a period of up to 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** In two pages or less tell us:

- why you want the role;
  - what you would bring to the role and what you would get out of it; and
  - about an achievement that you are most proud of.
- A current curriculum vitae,
- Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Kirri Robinson (02) 6205 3171 kirri.robinson@act.gov.au

### **Charles Weston School Coombs**

#### **Inclusion Support Teacher**

#### **Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 35799)**

Gazetted: 01 July 2021

Closing Date: 22 July 2021

**Details:** Charles Weston School Coombs is an inclusive and culturally diverse (Primary to Year 6) P-6 school seeking a qualified full time teacher to join our Learning Resource Team for the remainder of 2021 as our Inclusion Support Teacher. The successful applicant would be responsible for designing and delivering additional support programs in small groups or individually. Key responsibilities include coaching, working collaboratively, and modelling strong interpersonal skills with classroom teachers, support staff and families to enable adjustments within the mainstream classroom for students with diverse learning needs. This applicant would work closely with students and their families to provide personalised programs and wrap around support from allied health professionals.

**Eligibility/Other Requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** This is a temporary position available immediately until 26 January 2022 with the possibility of permanency. Selection may be based on application and referee reports only.

**How to Apply:** Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers along with the contact details of three referees.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Marilyn Smith (02)6142 0404 Marilyn.Smith@ed.act.edu.au

**Office for Schools**

**South Weston Network**

**Charles Weston School Coombs**

**Year 6 Classroom Teacher**

**Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 48917)**

Gazetted: 01 July 2021

Closing Date: 22 July 2021

**Details:** Charles Weston School Coombs is an inclusive and culturally diverse P-6 school seeking a qualified full-time teacher to step into a Year 6 teaching team for the remainder of 2021. Our school follows a Positive Behaviour for Learning approach and our staff collaboratively plan using an inquiry pedagogy (IB Primary Years Programme). The successful applicant will be a member of a teaching team who share responsibility for two year 6 classes. They will need to demonstrate a sound understanding of the Australian Curriculum, be collaborative, reflective, encourage student agency and demonstrate competence in meeting the needs of our diverse range of learners.

**Eligibility/Other Requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** This is a temporary position available from 2 August 2021 up to 26 January 2022 with the possibility of permanency. Selection may be based on application and referee reports only.

**How to Apply:** Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers along with the contact details of three referees.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Marilyn Smith (02) 6142 0404 [marilyn.smith@ed.act.edu.au](mailto:marilyn.smith@ed.act.edu.au)

**Campbell High School**

**Classroom Teacher - English 7-10**

**Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 43091)**

Gazetted: 01 July 2021

Closing Date: 19 July 2021

**Details:** Campbell High School is seeking a permanent English teacher to join our team. A second teaching area is desirable. The successful applicant will work as a member of the English/HaSS team to deliver quality and innovative outcomes for students and contribute to achieving the priorities of the School Plan.

**Eligibility/Other Requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** Selection may be based on application and referee reports only.

**How to Apply:** Teachers - Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers. Your two-page statement does not need to address each individual standard above, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants.

These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Steven Collins 0418 554 772 Steven.Collins@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

## Education

### Tuggeranong Network

#### Caroline Chisholm School

##### Secondary Classroom Teacher (science)

**Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 05723, several)**

Gazetted: 01 July 2021

Closing Date: 8 July 2021

**Details:** Caroline Chisholm School is a P-10 School seeking dynamic and flexible science teachers for permanent employment on our 7-10 campus.

This position requires a candidate who thrives working as part of a highly effective teaching team. Knowledge of common formative assessment tasks, flexible learning pedagogies and the Senior Secondary Science Australian Curriculum are integral to this role. A specialist teaching area additional to science is welcomed. The successful applicant will work in a highly supportive team environment, working towards the shared vision of:

*CCS champions excellence and equity in our community. Our high expectations encourage perseverance and personal growth for staff and students. We empower respectful, responsible learners to meet the challenges of a changing world.*

**Eligibility/Other Requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Jennifer Howard (02) 6142 3550 Jennifer.Howard@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

## Office for Schools

### North/Gungahlin

#### Black Mountain School

##### Executive Assistant/Administrative Officer

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 56494)**

Gazetted: 05 July 2021

Closing Date: 19 July 2021

**Details:** Black Mountain School caters for students with a disability in years 7-12 from the northside of Canberra. We are a centre for excellence in education and take pride in providing deeply personalised, student centred learning for all students. At Black Mountain School we are committed to providing rigorous, authentic, hands on learning experiences at the point of need for each student. Our staff are central to this culture and we are committed to providing an environment where staff wellbeing is seen as a critical component of student learning. Black Mountain School provide a framework of professional supervision and development for all staff within an innovative interprofessional model of practice.

### POSITION OVERVIEW

Black Mountain School is seeking a highly motivated and experienced Administration Officer and Executive Assistant to support the executive staff with administrative tasks. The successful applicant will be skilled and experienced in a range of administrative tasks including supporting recruitment processes such as scribing, data

entry and student-centred process management. The Executive Assistant will work closely with the Principal and will receive direction from the Senior Leadership Team and Principal.

**Eligibility/Other Requirements:**

**Mandatory:** Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Possession of a current driver's licence and access to a private vehicle.

**Notes:** This is a temporary position available immediately for up to 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill similar vacancies over the next 12 months.

**How to Apply:**

**Statement of Claims**

In two pages or less, your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is therefore in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Well-developed interpersonal and liaison skills, ability to communicate effectively and respectfully with staff, students, parents/carers and the community.

Coordinate and support meetings, presentations, and other school events, as required.

Experience in and an understanding of recruitment processes within the ACT Government.

High level administrative skills including keyboard skills and the ability to operate a variety of computer programs, databases, and other records management systems.

Ability to apply equity and diversity, participative management and occupational health and safety principles and practices in the workplace.

**A Current curriculum vitae**

Your Resumé is your introduction to the selection committee and includes personal details, professional experience and qualifications. It may also contain a list of publications, presentations, awards or honours, affiliations with professional associations and community interests relevant to the capabilities. The format may be chronological and/or functional. A chronological Resumé starts with your most recent experience. A functional Resumé concentrates on what has been achieved, rather than the positions held. Focus on relevant achievements rather than merely describing the duties of positions held.

**Referees**

Provide two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. It may also be necessary to go to additional referees. Referees will not be contacted without your knowledge.

***Applications should be submitted via the Apply Now button below.***

Contact Officer: Kyrie Douch (02) 6142 1400 [Kyrie.Douch@ed.act.edu.au](mailto:Kyrie.Douch@ed.act.edu.au)

**School Improvement and Performance**

**Tuggeranong Network**

**Gordon Primary School**

**P - Year 6 Internal Relief Classroom Teacher**

**Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 18323)**

Gazetted: 01 July 2021

Closing Date: 15 July 2021

**Details:** Gordon Primary School is seeking a classroom teacher who can teach from Preschool to Year 6 in an internal relief capacity. Initially the position will be offered on a contract until the end of the school year with a possibility of extension.

**Eligibility/Other Requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** This is a temporary position available immediately up till 17 December 2021 with the possibility of permanency.

**How to Apply:** Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers along with details of referees.

Your two-page statement does not need to address each individual standard found in the position description, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Murray Bruce (02) 6142 2530 murray.bruce@ed.act.edu.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

## **Business Services**

### **People and Performance**

#### **Organisational Development**

##### **Director**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 49348)**

Gazetted: 02 July 2021

Closing Date: 21 July 2021

**Details:** The Director of Organisational Development is part of the People and Performance leadership team, responsible for the Organisational Development team within the People and Performance Branch. The Branch is responsible for providing business focussed HR advice and support to school leaders and senior management as well as building capacity within the team that enables a partnership with the Directorate's leadership team to deliver a proactive and collaborative approach to HR.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

##### **Eligibility/Other Requirements:**

###### **Desirable**

Relevant tertiary qualifications would be an advantage; or

Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/ Practising Certificate.

**Notes:** This is a temporary position available for a period of 12 months

**How to Apply:** Please submit a supporting statement of no more than two pages addressing the Selection Criteria outlined in the attached Position Description. Contact details of at least two referees and a current curriculum vitae.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Kristine Reyes (02) 6205 9145 kristine.reyes@act.gov.au

## **Black Mountain School**

### **Classroom Teacher - Disability Educator**

**Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 08356)**

Gazetted: 07 July 2021

Closing Date: 21 July 2021

**Details:** Black Mountain School is seeking a Classroom Teacher with a passion for providing deeply personalised, student centred learning for all students.

This position requires an enthusiastic innovative flexible teacher who is committed to providing rigorous, authentic, hands on learning experiences at the point of need for each student.

The successful teacher will:

Demonstrate the ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.



Have a proven capacity to work as part of a team and the ability to use own initiative and to work independently. Consistently model and demonstrate ACT Government Respect, Equity and Diversity Framework and safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures, roles and responsibilities

**Job Description:** Temporary classroom position (12 months with the possibility of permanency)

Work within an interprofessional model to support students' access and participation in all aspects of learning at school

Plan, implement, assess and report on teaching and learning programs for students with a range of disability, incorporating the Australian Curriculum and/or Victorian Curriculum into planning for learning

Collaborate with parents and carers and other stakeholders to develop and continuously evaluate students' Individual Learning Plans and other required individualised support plans

Supervise a classroom team of Learning Support Assistants (LSAs) to support students' access and participation in all aspects of learning at school

Collaborate with colleagues to implement key actions of the school's strategic and annual action plans.

**Eligibility/Other requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** This is a temporary position available for 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Applicants are to provide a curriculum vitae and a two page statement of claims based on the Australian Professional Standards for Teachers.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Kyrie Douch 6142 1400 [Kyrie.Douch@ed.act.edu.au](mailto:Kyrie.Douch@ed.act.edu.au)

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

## System Policy and Reform

### Education and Care Regulation and Support

#### Administration Officer

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 01219)**

Gazetted: 06 July 2021

Closing Date: 23 July 2021

**Details:** Education and Care Regulation and Support is currently undertaking recruitment for a permanent administration officer. The position involves providing administrative support to the Education and Care Regulation and Support (ECRS) branch. ECRS Branch is a business unit of the ACT Education Directorate. ECRS comprises Children's Education and Care Assurance (CECA) and Non-Government Education (NGE).

We are seeking a highly motivated administrative officer to work collaboratively within a team environment. The administrative officer will play a critical role in supporting the efficient and effective operation of the Branch. The successful applicant will possess well developed oral and written communication skills and have a proven ability to work within a busy work environment that has competing demands.

**Notes:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Applicants need to address the Selection Criterion (What You Require) located in the Position Description, provide a copy of their curriculum vitae, and contact details of at least two referees.

Interested applicants are encouraged to contact the Contact Officer for any queries regarding the position.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Jo Williams (02) 6207 1289 [jo.williams@act.gov.au](mailto:jo.williams@act.gov.au)

## School Performance and Improvement

### South and Weston

#### Canberra College

#### Learning and Inclusion Support Teacher

**Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 08940)**

Gazetted: 06 July 2021

Closing Date: 20 July 2021

**Details:** Canberra College is seeking a teacher for our Futures Faculty to teach learning support classes and support students in the Inclusion Support Program. The Futures Faculty supports students who are in funded disability placements and includes twelve teachers and support assistants who work collaboratively on small group and individual support of students. The faculty supports a cohort of about 60-70 students.

The successful applicant will be required to fulfill the two roles below:

Teaching in our small group program for students with an intellectual disability. Classes are in five core subject areas: English, Mathematics, Personal Development, Life Skills and Work Skills. We also provide small group elective units determined by staff skills, training, and expertise. Teachers with a range of subject expertise will be considered, but experience or understanding working with students with an intellectual disability is required. Teachers in the Futures Faculty also support students in inclusive education through our Inclusion Support Program Advisor (ISPA) program. Students in ISP attend classes across the college and have additional one to one support from the ISPA. This includes negotiated supports directly with the student, liaison with families, coordination with student services, and liaison with teachers and other practitioners. It is a multi-faceted role centred on student adjustment needs, stakeholder coordination and advocacy with, and on behalf of, the student. Experience in the college system is required with a strong understanding of BSSS requirements for Senior Secondary Certification and Tertiary or post school pathways.

**Eligibility/Other Requirements:**

Qualifications or significant experience in teaching in the college system, and with students with disability.

Established understanding of the ACT Senior Secondary system.

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Demonstrated capacity to work as a team member in collaborative practices with an ability to use own initiative and to work independently.

Demonstration of capacity to undertake student support process such as sustained communications with stakeholders, consistent follow up, listening to students, record keeping and attention to details of processes and procedures.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

**Requirements for employment**

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

**Note:** This is a temporary position available from 18 July 2021 up until 25 January 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Current and former ADF members are encouraged to apply.

**How to Apply:** Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers.

Your two-page statement does not need to address each individual standard above, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

**Referees:** In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

**The selection process:** The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of

suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

***Applications should be submitted via the Apply Now button below.***

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Contact Officer: Hiria Reppion (02) 6142 3296/0435 697 302 [hiria.reppion@ed.act.edu.au](mailto:hiria.reppion@ed.act.edu.au)

## **School Performance and Improvement**

### **South Weston Network**

#### **Alfred Deakin High School**

#### **Youth Support Worker**

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 56481)**

Gazetted: 06 July 2021

Closing Date: 20 July 2021

**Details:** Alfred Deakin High School is seeking a Youth Support Worker to join its Student Engagement Team. In accordance with Directorate policies, the Youth Support Worker will:

Work in a collaborative educational team to develop, implement and manage programs aimed at engaging young people in learning.

Under general direction, assist with the development and delivery of social skills and personal development programs appropriate for young adolescents.

Assist students to access appropriate community based youth support services and programs that will support school connectedness and engagement with learning.

Liaise and communicate with parents and relevant community and government agencies.

Maintain records and documentation and contribute to the evaluation of the programs.

Work with students in the community or be involved in program development during stand down periods.

#### **Eligibility/Other Requirements:**

**Mandatory:** Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to: [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

#### **Desirable:**

Experience working in a Secondary School setting.

Certificate/ Diploma in youth work or equivalent eg. Business Administration (Education).

First Aid Certificate or a willingness to undertake appropriate training.

**Note:** This is a temporary position available from 1 August 2021 up until 17 December 2021 with the possibility of permanency. Full time and part time hours will be considered. Selection may be based on application and referee reports only.

**How to Apply:** In your application, please provide statements addressing the Selection Criteria (listed in the attached Position Description) in no more than five pages. Also include a current curriculum vitae and copies of any relevant qualifications and Working with Vulnerable People.

***Applications should be submitted via the Apply Now button below.***

Contact Officer: David Briggs (02) 6142 3888 [david.briggs@ed.act.edu.au](mailto:david.briggs@ed.act.edu.au)

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

## **Business Services**

### **Infrastructure and Capital Works**

#### **School Infrastructure Management**

#### **Assistant Director, Repairs and Maintenance - Hazardous Materials**

#### **Infrastructure Officer 3 \$112,145 - \$123,104, Canberra (PN: 51907)**

Gazetted: 07 July 2021

Closing Date: 14 July 2021

**Details:** The position is responsible for the management of hazardous materials found in public education facilities within the designate region of the ACT. The role is responsible for the development of policies, procedures, business cases and programs to encapsulate and remediate hazardous materials to provide safe and healthy environments for students and staff in Canberra's public schools.

In accordance with Directorate Policies the duties will involve but are not limited to:

Manage a small team of project officers and administration support officers.

Develop a five year program of works manage hazardous materials in public schools and preschools across the ACT to be implemented by the team on an annual basis.

Manage both programmed and ad hoc requests relating to hazardous materials.

Coordinate the accumulation of a data for integration into the SPM asset management system.

Identify policies, relevant standards and develop best practice guidelines to be used branch wide and to inform schools.

Collaborate with other units within Infrastructure and Capital Works Branch (ICW), across the Directorate, ACTPG and other ACT agencies in the development of best practice guidelines and programs of works.

Assist internal business units in the preparation of annual work programs, review of technical specifications and tender documentation to ensure these meet relevant standards, policies and best practice.

Assist in the development of strategic plans and business cases to seek funding through the ACT Budget process to undertake initiatives.

Represent the Directorate in meetings and discussions with a range of stakeholders, interest groups, schools and Government agencies.

Prepare draft correspondence, briefs, reports and ministerial correspondence as required.

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

A willingness to obtain or a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Workplace Health and Safety Induction (White Card) or willingness to obtain; **General Construction Induction Card (White Card)**

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; **or**

Hold a relevant building degree; **or**

Have significant building or Infrastructure knowledge **and/or** project management experience.

**Notes:** This is a temporary position available for a period of 12 months with the possibility of permanency.

Selection may be based on application and referee reports only. If interviews are required, they will be conducted via Video or Teleconference or in person. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months.

**How to Apply:** Please provide a response to the Selection Criteria outlined in the Position Description a maximum of two-pages demonstrating your suitability; a current curriculum vitae; and contact details for two referees.

***Applications should be submitted via the Apply Now button below.***

Contact Officer: Fiona Kidman (04) 3596 8933 [fiona.kidman@act.gov.au](mailto:fiona.kidman@act.gov.au)

**Audit and Assurance**

**Internal Auditor**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 38931)**

Gazetted: 07 July 2021

Closing Date: 14 July 2021

**Details:** The Audit and Assurance team is looking for an enthusiastic, motivated and tech-savvy person to join our dedicated team. We work in a friendly environment, within a small team of three, but our work is far reaching across many internal and external stakeholders, schools and other ACT government entities. Our office is located on London Circuit, Canberra City although we are mostly working from home. The successful candidate's principal focus will be to provide support to the team to deliver an audit and assurance program and run the Audit Committee's secretariat function. Duties will include anything from scoping audits, coordinating agreed actions, taking meeting minutes to document management and reporting.

**Notes:** This temporary vacancy is from 31 July 2021 to 7 February 2022 with a possibility of extension or permanency. Selection may be based on written applications and referee reports only. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months.

**How to Apply:** Please apply by submitting a written response to the Professional/Technical Skills and Knowledge and Behavioural Capabilities, no more than two pages long, and a curriculum vitae.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Christopher Aquilina (02) 6207 4386 Christopher.Aquilina@act.gov.au

## **School Improvement and Performance**

### **Belconnen Network**

#### **UC Senior Secondary College Lake Ginninderra**

##### **Business Manager**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 19801)**

Gazetted: 07 July 2021

Closing Date: 21 July 2021

**Details:** Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community through business leadership and engagement.

ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning.

UC Senior Secondary College Lake Ginninderra is an ACT Government college (Year11/12) situated in Belconnen with approximately 60 staff.

The College site includes a Registered Training Organisation (RTO) for the Belconnen Network, the North side Hub of the Academy of Futures Skills and is a UC Affiliated School. The College has strong links with multiple stakeholders, tertiary institutions, training organisations, feeder schools and community groups.

The College is future focussed – to connect, innovate and impact. The Business Manager plays a key, highly responsible, strategic role in managing the College and driving the school vision and School Improvement Plan agenda.

An opportunity exists to join the leadership team at University of Canberra Senior Secondary College Lake Ginninderra in the varied and demanding role of Business Manager.

This role is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include finance and the management of budgets; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and develop plans for business development which includes assisting the school in delivering on its strategic vision and business plan.

An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role.

**Eligibility/Other Requirements:** Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: [http://www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety).

##### **Desirable**

A First Aid Certificate or a willingness to undertake appropriate training.

Experience in a business-related role.

Financial qualification or relevant experience.

**Notes:** This is a temporary position available from 13 September 2021 up till 30 June 2022 with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please submit your response of no more than two pages and no smaller than 11 pt. font, addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Melissa Planten (02) 6142 0222 melissa.planten@ed.act.edu.au

## **People and Performance**

### **Assistant Director (Workforce Planning)**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52468)**

Gazetted: 01 July 2021

Closing Date: 20 July 2021

**Details:** The Assistant Director, Workforce Planning will play a key role in leading the development and implementation of the Education Directorate's Schools Workforce Profile Project. Working closely with diverse stakeholders across the Directorate, the Assistant Director, Workforce Planning will map the critical workforce challenges, gaps and risks for the ACT's public schools in order to identify workforce management and planning strategies and/or approaches.

The Workforce Profile Project will ensure that schools are able to identify, manage and respond to workforce matters in their schools and that the system has a future-focused plan/approach to address strategic workforce risks.

The Assistant Director, Workforce Planning will form part of our Senior Officer team and work together to deliver a proactive and collaborative approach to Human Resources (HR).

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Notes:** This is a temporary position available immediately for 12 months.

**How to Apply:** Applicants should submit a written response to the selection criteria, of no more than two pages, and a current curriculum vitae.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Cameron Bertrand-Bruce (02) 6205 2215 Cameron.Bertrand-Bruce@act.gov.au

## **Environment, Planning and Sustainable Development**

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>**

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

### **Executive Group Manager, Planning and Urban Policy**

**Temporary Vacancy (Asap until 30 March 2022)**

**Environment, Planning and Sustainable Development Directorate**

**Planning and Urban Policy**

**Position: E706**

**(Executive Level 2.3)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 05 July 2021

**Are you interested in shaping the future of Canberra.**

This role leads the Planning and Urban Policy division of Environment, Planning and Sustainable Development Directorate (EPSDD) in delivering a range of policy and projects that shape the future of Canberra. The Planning and Urban Policy division is responsible for work across strategic planning, land strategy, territory planning, the

Government Architect and National Capital Design Review Panel, building and unit title reform and housing policy. A number of key projects within the Parliamentary and Governing Agreement fall within this area including the Planning System Review and Reform Project. You will be leading the work and teams to deliver on these and other priorities.

You will report directly to the Deputy Director-General, Planning and Sustainable Development and have proven experience of strong leadership, people and financial management and policy and project delivery aligned to EPSDD's and Government's vision and strategies. Given the breadth of policy areas and government priorities of this division, you will be required to drive and facilitate ongoing development of the division in delivering robust policy and projects within tight timeframes.

In filling this role, you will exhibit strong communication skills and the proven capacity to work collaboratively, lead engagement activities and provide strong representation for the division and Directorate by identifying and realising the changing needs of community and government.

**To apply:** Interested candidates should submit an EOI that response to the requirements of the role and how you will fulfil these/the role (maximum 2 pages), a copy of a current curriculum vitae, and details of two referees and confirmation of availability. All EOIs should be emailed to [erin.brady@act.gov.au](mailto:erin.brady@act.gov.au) by no later than COB Monday 12 July 2021.

**Note:** Selection may be based on written application and referee reports only and is open to current ACTPS employees.

**Remuneration:** The position attracts a remuneration package ranging from \$307,053 - \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

**Contact Officer:** Dr Erin Brady (02) 6205 4522 [erin.brady@act.gov.au](mailto:erin.brady@act.gov.au)

## Environment

### Parks Conservation Service

#### PCS Projects

#### Parks Conservation Service Project Officer

**Infrastructure Officer 2 \$89,008 - \$102,403, Canberra (PN: 39098)**

Gazetted: 06 July 2021

Closing Date: 13 July 2021

**Details:** Expressions of Interest are invited by ACT Parks Conservation Service for a Temporary Project Officer. The successful candidate will have experience in developing and effectively managing multiple capital works projects co-currently through project initiation, planning, delivery, and closure. They will have robust engagement and stakeholder management skills and a willingness to liaise and co-ordinate with government, community, industry, consultants, and contractors. They will be self-motivated and have experience in preparing clear and concise project and budget reporting to senior officers, often within a tight time frame.

**Eligibility/Other Requirements:** Qualifications in environmental science, natural resource management, landscape architecture, project management or similar relevant field.

**Notes:** This is a temporary position available for a period of six months with the possibility of extension till 30 June 2022. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the Selection Criteria and attach a current curriculum vitae.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Rebecca Blundell (02) 6207 6303 [rebecca.blundell@act.gov.au](mailto:rebecca.blundell@act.gov.au)

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

## Corporate Services and Operations

### Finance Information and Assets

#### Digital Solutions

#### Digital Services Officer

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 43492)**

Gazetted: 02 July 2021

Closing Date: 16 July 2021



**Details:** The roll of Digital services officer will provide services to the Directorate to better understand business units' systems and process. Working with stakeholders you will undertake requirement analysis and present findings for the advancement of technology improvement to the directorates business system owners. Support current and future business systems by providing project process support, auditing, user administration and enhancements.

Establish and maintain business relationships with a diverse range of internal and external stakeholders.

Undertake other duties appropriate to this level of classification which contribute to the operation of the section.

**Notes:** This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide the following with your application

A curriculum vitae

Names and contact details of two professional referees

A written application or pitch of no more than two pages, providing evidence of your suitability for the role.

Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: James Bell (02) 6207 7723 james.bell@act.gov.au

## Engagement and Executive Support

### Communications

#### Communications and Engagement Officer

##### Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 42973)

Gazetted: 02 July 2021

Closing Date: 16 July 2021

**Details:** Are you an enthusiastic and motivated communication professional who has a passion for community engagement? Are you a people person, have a desire to provide timely and accurate information, and the ability to deliver multiple priorities simultaneously?

We're looking for an enthusiastic person who can handle a wide range of communication tasks ranging from running advertising campaigns to coordinating community engagement projects and everything in between. In this position you will develop, deliver and evaluate best practice communications and community engagement projects in line with the Whole of Government Communications and Engagement Plan and identified Environment, Planning and Sustainable Development (EPSDD) priorities.

You will deliver effective, well-evidenced and targeted community and stakeholder engagement activities, and work collaboratively to develop and deliver the right information to the right audience at the right time.

#### Eligibility/Other Requirements:

- Relevant tertiary qualifications and two years' experience working professionally in the fields of strategic engagement, strategic communications, media or public relations is preferred.
- The ability to work flexibly with some out of hours work is required.

**Note:** This is a temporary position available up until 31 December 2021 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Applicants should submit a supporting statement of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Nicole Rogan (02) 6207 0300 nicole.rogan@act.gov.au

## Environment

### ACT Parks and Conservation Service

#### Parks and Partnerships

##### Ranger In Charge

##### Technical Officer Level 4 \$88,899 - \$101,743, Canberra (PN: 13501)

Gazetted: 02 July 2021

Closing Date: 21 July 2021

**Details:** The ACT Parks and Conservation Service (PCS) is a branch of EPSDD with responsibility for planning and ongoing management of our parks, reserves and commercial forests. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra.

The Parks and Partnerships team that forms part PCS is seeking a self motivated, enthusiastic person that will be responsible for the coordination and delivery of a broad range of conservation and land management programs within a specific management unit. The position works closely with the Area Manager to determine priorities for operations.

**Eligibility/Other Requirements:**

**Mandatory**

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Manual drivers licence

**Highly Desirable**

A degree in natural resource management

Experience in relevant field.

**Notes:** This is a temporary position available for an initial period of four months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Kristy Gould 0422 590 404 [Kristy.Gould@act.gov.au](mailto:Kristy.Gould@act.gov.au)

**Justice and Community Safety**

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

**ACT Emergency Services Agency**

**Communications Officer**

**Ambulance Support Officer 1 \$61,197 - \$65,034, Canberra (PN: 40104, several)**

Gazetted: 07 July 2021

Closing Date: 21 July 2021

**Details:** Do you have experience in a fast paced, time critical communications environment? Are you willing to work a day and night shift roster? The ACT Emergency Services Agency is looking for energetic and resilient individuals to provide 24/7 emergency and non-emergency response services that support our community. As an Emergency Call Taker you will provide a calm and supportive service, initially in relation to ambulance emergency service response to requests for assistance. The Agency is committed to ensuring we service our ACT community using best practice in all communications related to requests for response during times of distress. If you have a commitment to servicing the community, are resilient and able to work rostered shifts we would love to hear from you. As an Emergency Call Taker, your ability to communicate and engage with members of the public, operational ambulance staff and stakeholders will be excellent. More information about the role can be found at: <https://www.esa.act.gov.au/join-us/careers/emergency-communications-officer>

**Eligibility/Other Requirements:** Experience within an operational emergency response environment would be an advantage. Please see Position Description for further eligibility/other requirements. Due to the sensitive nature of the role, suitable applicants will be required to successfully complete psychometric testing to determine progression through the recruitment process. The position also requires a pre-employment medical.

**Notes:** There are several positions available. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position involves shift work including nightshift, weekends and public holidays.

**How to Apply:** Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Paul Perusic (02) 6207 7126 Paul.Perusic@act.gov.au

#### **ACT Corrective Services**

##### **Clinician (Social Worker, Occupational Therapist, Psychologist)**

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 35023, several)**

Gazetted: 05 July 2021

Closing Date: 19 July 2021

**Details:** A career opportunity has arisen in ACT Corrective Services for a suitably qualified person with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills to become a Specialist Communities Clinician (HP3, Social Worker/Occupational Therapist, Psychologist) within the Programs and Interventions Unit. Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the occupant of this role will support detainees through the delivery of programs and services within discrete communities with complex needs within the Alexander Maconochie Centre (AMC). Under direction, the successful applicant will deliver a range of multidimensional treatment options for detainees with varied and complex needs. You will also provide advice related to the care of and service provision for detainees with disabilities and complex needs, including contributing to accommodation unit placements and regular care coordination. Further to this, you will maintain monitoring systems to enable evaluation of effectiveness of treatment options in accordance with leading practice guidelines and participate in the ongoing review and evaluation of work practices, including quality assurance and reporting on performance indicators, and contribute to the development of policies and procedures. To be successful you will have a high level of interpersonal, negotiation and communication skills, including the ability to deal with people from a wide range of cultures and backgrounds in a correctional environment.

##### **Eligibility/Other Requirements:**

###### **For Occupational Therapy:**

Registration with Australian Health Practitioner Regulation Agency (AHPRA).

###### **For Psychology:**

Unconditionally registration with Australian Health Practitioner Regulation Agency (AHPRA).

###### **For Social Work:**

Four-year degree in Social Work or qualifying masters with relevant undergraduate degree.

Professional membership or eligibility for professional membership of Australian Association of Social Workers (AASW).

###### **All disciplines require:**

A minimum of three years post qualification paid work experience in a related clinical field;

A National Police Record check;

A current driver's licence;

A pre-employment medical; and

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**How to Apply:** Applicants are required to submit three items: 1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of their driver's licence. Please ensure you submit all three items.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Sally Fitzmaurice (02) 6205 4890 Sally.Fitzmaurice@act.gov.au

#### **ACT Corrective Services**

##### **Community Operations**

##### **Community Corrections Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52449, several)**

Gazetted: 02 July 2021

Closing Date: 16 July 2021

**Details:** ACT Corrective Services (ACTCS) is looking for a highly motivated, values-driven professional to join Community Operations as a Community Corrections Office (CCO). A career as a CCO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. You will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs. As a CCO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

- Experience working with offenders and relevant tertiary qualifications are highly desirable.
- A Certificate IV in Correctional Practice or the ability to achieve this qualification within 12 months of commencing employment is desirable.
- Must complete designated ACT Corrective Services Community Operations suite of training programs within 12 months of commencing employment.
- Background National police checks will be conducted.
- Driver's licence is essential.
- This position requires a pre-employment medical.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**How to Apply:** To apply, applicants are required to submit three items: (1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: David Fulton (02) 6207 5558 david.fulton@act.gov.au

**ACT Corrective Services**

**Director (People and Culture)**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 38315)**

Gazetted: 01 July 2021

Closing Date: 15 July 2021

**Details:** ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Director, People and Culture (SOGB), within Corporate Services.

The successful applicant will provide operational expertise to all employees on people related matters, including performance and organisational development, workers compensation, bulk recruitment and the provision of conditions of service information. You will also be responsible for the coordination of staff wellbeing, injury reporting coordination, risk assessment and management and the rostering team.

This position requires a person who can inspire, energise and influence a team and individual outcomes. The ideal candidate will possess an innate ability to draw on the right skills in an appropriate manner, align team performance and develop capacity to achieve team organisational objectives.

The successful applicant will be required to promote practices and objectives that cultivate and support a high performing organisation to increase productivity and standards within the People and Culture team and across ACT Corrective Services more broadly. To be successful, you will demonstrate strong leadership and management qualities, exceptional communication and interpersonal skills and an ability to develop and compose complex workplace documents.

**Eligibility/Other Requirements:**

Relevant tertiary qualifications in Human Resources, Organisational Development, Change Management or extensive experience in these areas are highly desirable.

An understanding of the Employment Framework in the ACT Government including relevant legislation are highly desirable.

The successful candidate may be required to undergo a criminal record check.

This position requires a pre-employment medical.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** This is a temporary vacancy available for six months, with the possibility of extension and/or permanency.

**How to Apply:** Applicants are required to submit two items: 1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); Please ensure you submit both items.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Deb Clayton-Baker (02) 6207 1339 Deb.Clayton-Baker@act.gov.au

**ACT Emergency Services Agency**

**Finance**

**Finance and Budgets**

**Director, Finance and Budgets**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 42998)**

Gazetted: 01 July 2021

Closing Date: 20 July 2021

**Details:** ACT Emergency Services Agency (ESA) is looking for a Senior Manager Finance who is comfortable with change and has a track record of providing a high level of financial services. This position provides significant support in the delivery and implementation of ESA's key objectives.

The ESA is about improving community safety for Canberrans whilst the city expands and the population grows.

Governance and Logistics is about enabling the operational areas of ESA to better service the needs and expectations of the community allowing ESA to continue to deliver high safety outcomes for the ACT.

The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory.

The Agency has four operational services;

ACT Ambulance Service (including SouthCare Aeromedical Rescue Service);

ACT Fire and Rescue;

ACT Rural Fire Service; and

ACT State Emergency Service

Applications are sought for the position of Director, Finance and Budgets. A collaborative, solutions-focused team member with excellent financial management, communication and organisational skills is required.

The successful applicant will report directly to the Senior Director, Finance and Budgets and has responsibility for the management of a finance team.

**Eligibility/Other Requirements:** Demonstrated experience in the provision of high level financial advice and services, preferably within the public sector, including the ability to develop and monitor budgets. Relevant qualifications in financial management, and experience as a management accountant will be highly regarded.

**Notes:** This is a temporary position available immediately for 12 months with the possibility of permanency.

**How to Apply:** If you're interested in the role, please submit a two page pitch with your curriculum vitae and contact details of at least two referees. The one page response should be written in the form of a pitch and should not specifically address the Selection Criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Cherry Wang (02) 6205 3441 Cherry.Wang@act.gov.au

## **ACT Emergency Services Agency**

### **Finance**

#### **Finance and Budgets**

##### **Senior Officer, Finance and Budgets**

###### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 23846)**

Gazetted: 01 July 2021

Closing Date: 15 July 2021

**Details:** ACT Emergency Services Agency (ESA) is looking for a Senior Officer who is comfortable with change and has a track record of providing a high level of customer service. This position provides significant support in the delivery and implementation of ESA's key objectives. The ESA is about improving community safety for Canberrans whilst the city expands and the population grows. Governance and Logistics is about enabling the operational areas of ESA to better serve the needs and expectations of the community will allow ESA to continue to deliver high safety outcomes for the ACT. The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory.

The Agency has four operational services:

- ACT Ambulance Service (including SouthCare Aeromedical Rescue Service);
- ACT Fire and Rescue;
- ACT Rural Fire Service; and
- ACT State Emergency Service Applications are sought for the position of Senior Officer, Finance and Budgets. A collaborative, solutions-focused team member with excellent financial, communication, and organisational skills is required. The successful applicant will report directly to the Assistant Director, Finance and Budgets.

**Eligibility/Other Requirements:** Demonstrated experience in financial processes within a Public sector environment and relevant qualifications or training in financial management is preferred.

**Note:** This is a temporary position available immediately for up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Under ABW arrangements, officers may not always have a designated workstation/desk.

**How to Apply:** If you're interested in the role, please send through a two page pitch with your curriculum vitae and contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience, and qualifications and how they make you the best person for this role.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Cherry Wang (02) 6205 3441 [cherry.wang@act.gov.au](mailto:cherry.wang@act.gov.au)

## **Major Projects Canberra**

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

### **Project Development and Support**

#### **Communications and Engagement**

##### **Director, Communications and Engagement**

###### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 45455)**

Gazetted: 02 July 2021

Closing Date: 20 July 2021

**Details:** The next few years are going to see some big infrastructure projects achieve some major milestones right across the city. Major Projects Canberra is leading the planning, procurement and delivery of these significant and complex projects for the Territory such as Light Rail to Woden, Canberra Hospital Expansion and the new CIT Campus Woden. With some busy years ahead, we are looking for an experienced, organised and efficient manager with a strong background in communications and community engagement to plan, lead and oversee the delivery of communications and engagement strategies on large infrastructure projects. You'll need an established track record in providing communications advice; successfully planning and implementing contemporary community engagement strategies and services; and a strong focus on maintaining effective working relationships with

stakeholders at all levels. Working with us will get you involved in some of Canberra's biggest city shaping projects that are important to the future of our city. Every day will bring a new challenge and you'll be contributing to a collaborative and supportive team culture. If this sounds like something you'd like to be a part of, then please apply. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

- Relevant tertiary qualifications or a minimum of five years' experience working professionally in the fields of community engagement, public participation, marketing and communications are desirable.
- Trained and certified in IAP2 or equivalent best practice community engagement.
- The ability to work flexibly with some out of hours work may be required.

**Note:** This is a temporary position available for up to 12 months with the possibility of extension up to five years. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Tania Navarro (02) 6205 0192 [tania.navarro@act.gov.au](mailto:tania.navarro@act.gov.au)

**Transport Canberra and City Services**

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>**

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Infrastructure Delivery and Waste**

**Business Operations Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 45552)**

Gazetted: 05 July 2021

Closing Date: 22 July 2021

**Details:** Ever wondered how waste and recycling are managed?

Do you like tackling a different challenge every day?

Do you have a background in accounting yet have an attraction to better understanding operations?

Are you looking to join an innovative and improvement-focused team?

ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. ACT NoWaste designs, commissions, and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations. ACT NoWaste Business Analytics and Support (BAS) team is a key enabler and provides support, analysis and advice by:

Ensuring ACT NoWaste budgets are managed in the short and long term;

Providing insightful data, commercial and financial analysis for policy development, budget development, procurement, and contract management;

Ensuring data capture and reporting are streamlined whilst ensuring data accuracy and quality;

Administer ACT NoWaste business systems – weighbridge system and Salesforce platform modules (kerbside collection services system, contract management system and licensing and compliance system);

Ensure governance on account receivable, debt management and account payable processes;

Provide customer support on requests for kerbside collections; and

Provide input in to TCCS and external data reporting requirements.

We looking for a passionate and driven individual who is seeking an opportunity to make a difference in the everyday experience of Canberra residents with waste and recycling services by improving back-office processes of our Branch. team player willing to learn about the quickly-evolving environment we are operating in and work towards more efficient waste management processes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.



**Notes:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** In order to apply, please submit your resume and a cover letter discussing your experience and aptitudes against the Technical Skills and Knowledge as well as against the three Behavioural Capabilities listed. Your cover letter may not exceed two pages. Shortlisted applicants will be required to undertake a pen and paper Excel test as part of their interview process. This test will be offered at 480 Northbourne Avenue, Dickson.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Valerie Papin (02) 6207 0342 Valerie.Papin@act.gov.au

### **Chief Operating Officer Group**

#### **Governance and Ministerial Services**

##### **Ministerial Services Unit**

##### **Government Business Officer**

##### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 14104)**

Gazetted: 05 July 2021

Closing Date: 12 July 2021

**Details:** The Ministerial Services Unit (MSU) is responsible for the management and coordination of ministerial correspondence and briefings for the directorate, and the relationship with relevant Ministerial offices, including the Directorate Liaison Officer role. Provision of policy advice and coordination services for all matters relating to Cabinet and the Assembly, including Questions on notice and Question time briefs.

We are seeking applications from highly motivated and goal orientated people to fill the role of Government Business Officer. The Business Officer reports to the Senior Director, Ministerial Services and works within the Governance and Ministerial Services branch to provide a range of administrative support functions in the preparation of ministerial responses, briefs, constituent enquiries and Questions on Notice.

Ideally, you will have the ability to: Work across the Directorate to gain input for the preparation of ministerial responses, briefs and other documentation. Liaise with officers across the Directorate to develop customer focused responses to constituent enquiries received by the Minister's Office. Use the Objective Document management system to coordinate and respond to ministerial requests. Assist in the coordination and preparation of question time briefs, the Ministers weekly brief and other government documents as required. Contribute generally as a member of the wider MSU Team and as required assist with the coordination of Cabinet and Assembly business. Liaise with other TCCS businesses, government authorities and external organisations to facilitate the work of the MSU team.

**Eligibility/Other Requirements:** Knowledge or the ability to quickly acquire an understanding of government business, in particular ministerial procedures would be an advantage.

**Notes:** This is a temporary position available from 1 August 2021 up till 1 August 2022. Selection may be based on written application and referee reports only.

**How to Apply:** Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and two page pitch to the Selection Criteria setting out why you are the best person for the role.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Sarah Bourne (02) 6207 5495 sarah.bourne@act.gov.au

### **Chief Operating Officer**

#### **Assistant Director**

##### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 39351)**

Gazetted: 05 July 2021

Closing Date: 19 July 2021

**Details:** Are you a dynamic professional who'd like to play a role in shaping Canberra's future? Do you enjoy developing and implementing organisational development strategies focusing on culture, capability and performance? Join Transport Canberra and City Services (TCCS) as we make Canberra attractive, safe and easy to move around. We're looking for an Assistant Director who is a leader with a strong, considered and engaging people focus who can successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. They will possess an innate ability to draw on the right skills in a contextually and environmentally

appropriate manner, align team performance and develop capacity to achieve organisational objectives. The Assistant Director coordinates and delivers a range of projects and programs that are linked to the delivery of our Transport Canberra and City Services (TCCS) People Strategy and our goal of making TCCS a great place to work. The team is responsible developing and implementing whole of government frameworks and organisational development strategies focusing on culture, capability and performance. The Assistant Director leads a small team and is responsible for the effective design, consultation and implementation of whole of workforce initiatives aligned to our strategic priorities. As a manager, the Assistant Director requires a strong customer focus to balance the competing needs of stakeholders, while at the same time undertaking a process of continuous improvement with strong change management skills. We want our organisation to be full of talented people who believe in our values and demonstrate behaviours in line with our values. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

Demonstrated knowledge and skills in strategic government agile policy, project and service design methodologies such as Agile-PRINCE 2.

Accreditation, skills or knowledge of formal stakeholder and/or business engagement methodologies.

Accreditation in Change Management methodology is highly desirable.

**Notes:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position operates in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Applicants should submit a 'pitch' of no more than two pages addressing the Selection Criteria, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Natasha Wise (02) 6207 4934 [Natasha.Wise@act.gov.au](mailto:Natasha.Wise@act.gov.au)

**Transport Canberra and Business Services**

**Territory and Business Services**

**Cemeteries**

**Customer Relations Officer**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 28027)**

Gazetted: 05 July 2021

Closing Date: 19 July 2021

**Details:** An exciting opportunity to join the dedicated and hard-working customer service team at Canberra Memorial Parks is now available. Based at Gungahlin Cemetery, the Customer Relations Officer is responsible for giving information and guidance to our valued stakeholders and industry colleagues. If you are a customer service and administration superstar with a can-do spirit, we'd love to hear from you! The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

- Relevant Cemetery experience is desirable, but not required.
- Customer Service, sales, administration and/or community services experience is required.
- Class C drivers licence required.

**Note:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please submit your application comprised of your curriculum vitae and a written response to the Selection Criteria.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Adam Gregory (02) 6207 0029 [adam.gregory@act.gov.au](mailto:adam.gregory@act.gov.au)

**Transport Canberra and Business Services**

**Territory and Business Services**

### **Business Manager**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 47389)**

Gazetted: 05 July 2021

Closing Date: 12 July 2021

**Details:** The Business Manager holds a key coordination role within the Territory and Business Services team. The focus of the role is to support, build and implement the governance and business processes required to delivery effective high-profile projects and business critical operational tasks.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

**Eligibility/Other requirements:**

Develop and maintain a comprehensive understanding of Transport Canberra's strategic priorities, projects and daily operations and consider entity and portfolio level implications when undertaking work activities.

Coordinate the development and execution of business plans, business continuity plans, audit requirements, budgets, estimates and annual report inputs, ensuring quality, timeliness, accuracy and consistency.

Draft various Ministerial correspondence on behalf of the TCandBS executive.

Provide secretariat services to a range of executive-led meetings.

Facilitate effective engagement with Ministers' staff, ACT Government and non-government agencies, as well as community and private sector stakeholders, and foster and support positive and productive relationships across all areas of the ACT Government.

Contribute to continuous improvements in the quality and efficiency of the Group's activities and deliverables.

This position has direct supervision of one staff member.

**Notes:** Selection may be based on application and referee reports only.

**How to Apply:** Please address the "What you Require" section in no more than two pages and include a current curriculum vitae along with contact details of two referees.

**Applications should be submitted via the Apply Now button below.**

Contact Officer: Craig Jordan (02) 6207 4279 [Craig.Jordan@act.gov.au](mailto:Craig.Jordan@act.gov.au)

### **Libraries ACT**

#### **Multicultural Learning Coordinator**

**Professional Officer Class 1 \$62,767 - \$87,032, Canberra (PN: 36211)**

Gazetted: 01 July 2021

Closing Date: 20 July 2021

**Details:** Libraries ACT is a dynamic and responsive business unit which includes the ACT Heritage Library and the Home Library Service. Libraries ACT provides public library services for the community over nine sites, online and through a range of programs. The Multicultural Learning Coordinator leads development and delivery of library services, programs, and resources for culturally and linguistically diverse communities in Canberra. Significant relationship development is required broadly in the community, and internal to Libraries ACT and ACT Government. The position works collaboratively with all library staff, especially other staff delivering outreach activities, branch coordinators, and Collections staff. This position delivers best practice programs and services by monitoring and responding to future trends, and developing creative and innovative ways of providing services and encouraging use of the library whilst continuing to facilitate opportunities to increase the Canberra community's awareness of culturally and linguistically diverse communities, their customs, and cultures. It works collaboratively with library staff and key stakeholders to broker, develop and implement enriching literacy and learning programs and services which meet the needs of the community; in particular, Culturally and Linguistically Diverse (CALD) families, new migrants and refugees.

**Eligibility/Other Requirements:** Tertiary qualifications (Bachelor, Graduate Diploma or Masters) in a relevant industry such as Community Development, Education, or in Library and Information Studies, as recognised by the Australian Library and Information Association. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on

Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** This is a temporary position available for 12 months. This position works a fortnightly weekend shift in public library branches. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Please complete Selection Criteria and submit with an up-to-date curriculum vitae.

***Applications should be submitted via the Apply Now button below.***

Contact Officer: Sarah Steed (02) 6207 5156 Sarah.Steed@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

## **APPOINTMENTS**

### **ACT Health**

#### **Senior Officer Grade B \$131,773 - \$148,344**

Gabrielle Mulcahy, Section 68(1), 1 July 2021

#### **Senior Information Technology Officer Grade C \$111,887 - \$120,436**

Terry O'Neill, Section 68(1), 5 July 2021

### **ACT Integrity Commission**

#### **Senior Officer Grade C \$111,887 - \$120,436**

Jeffrey Smith, Section 68(1), 30 June 2021

### **Canberra Health Services**

#### **Staff Specialist Band 1-5 / Senior Specialist, \$183,172 - \$247,471**

Shiau Tween Low, Section 68(1), 01 July 2021

#### **Staff Specialist Band 1-5 / Senior Specialist, \$183,172 - \$247,471**

Mark Polizzotto, Section 68(1), 05 July 2021

#### **Administrative Services Officer Class 2/3 \$59,016 - \$71,963**

Shynead Kaak, Section 68 (1), 05 July 2021

#### **Registered Nurse Level 1 \$67,984 - \$90,814**

Michael Alling, Section 68(1), 8 July 2021

#### **Radiation Therapist Level 2 \$71,713 - \$99,117**

Sarah Anderson, Section 68(1), 6 July 2021

#### **Registered Nurse Level 1 \$67,984 - \$90,814**

Neethu Arakkal Everest, Section 68(1), 8 July 2021

#### **Registered Nurse Level 1 \$67,984 - \$90,814**

Elizabeth Bedin, Section 68(1), 1 July 2021

#### **Registered Nurse Level 3.1 \$108,237 - \$112,691**

Kelly Chase, Section 68(1), 9 July 2021

#### **Registered Midwife Level 1 \$67,984 - \$90,814**

Lisa de Waal, Section 68(1), 8 July 2021

**Health Professional Level 2 \$68,809 - \$94,461**

Chelsea Greck, Section 68(1), 30 June 2021

**Health Professional Level 2 \$68,809 - \$94,461**

Sarah Hutchinson, Section 68(1), 5 July 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Rebecca Jones, Section 68(1), 5 July 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Komalpreet Kaur, Section 68(1), 8 July 2021

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)**

Annalise McQualter, Section 68(1), 5 July 2021

**Health Service Officer Level 3/4/5 \$53,886 - \$61,498**

Lakshmi Murugaverl, Section 68(1), 3 July 2021

**Registered Midwife Level 2 \$94,409 - \$100,061**

Chloe Norton, Section 68(1), 8 July 2021

**Registered Nurse Level 3.1 \$108,237 - \$112,691**

Hannah Parkin, Section 68(1), 8 July 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Ankita Pradhan, Section 68(1), 8 July 2021

**Health Service Officer Level 4 \$55,637 - \$57,766**

Mondale Quizon, Section 68(1), 5 July 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Carolina Ribeiro Vieira, Section 68(1), 28 June 2021

**Allied Health Assistant 3 \$68,065 - \$71,405 (up to \$75,539 depending on qualification level)**

Abin Sebastian, Section 68(1), 8 July 2021

**Enrolled Nurse Level 1 \$61,658 - \$65,876**

Suprita Shrestha, Section 68(1), 7 July 2021

**Assistant in Nursing \$52,301 - \$54,070**

Nirajan Timilsina, Section 68(1), 8 July 2021

**Administrative Services Officer Class 3 \$66,867 - \$71,963**

Navin Wu, Section 68(1), 5 July 2021

**Registered Midwife Level 1 \$67,984 - \$90,814**

Ying-Li Yin, Section 68(1), 8 July 2021

**Canberra Institute of Technology**

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Sarah Stevens, Section 68(1), 1 July 2021

**Chief Minister, Treasury and Economic Development**

**Senior Officer Grade A \$153,041**

Lewis Hayward, Section 68(1), 5 July 2021

**Administrative Services Officer Class 6 \$88,899 - \$101,743**

Rachel Juvan, Section 68(1), 2 July 2021

**Administrative Services Officer Class 3 \$66,867 - \$71,963**

Jennifer McCauley, Section 68(1), 5 July 2021

**Administrative Services Officer Class 3 \$66,867 - \$71,963**

Lisa Priestley, Section 68(1), 1 July 2021

**Administrative Services Officer Class 6 \$88,899 - \$101,743**

Mengqi Wang, Section 68(1), 8 July 2021

**Community Services**

**Administrative Services Officer Class 4 \$74,237 - \$80,381**

Emelia Keenan, Section 68(1), 6 July 2021

**Education**

**School Assistant 3 \$56,858 - \$61,194**

Uzma Nadeem, Section 68(1), 12 July 2021

**Administrative Services Officer Class 3 \$66,867 - \$71,963**

Sharon Bonser, Section 68(1), 12 July 2021

**Senior Officer Grade C \$111,887 - \$120,436**

Zitong Liu, Section 68(1), 19 July 2021

**Administrative Services Officer Class 3 \$66,867 - \$71,963**

Sharon McCoy, Section 68(1), 2 July 2021

**Infrastructure Officer 3 \$112,145 - \$123,104**

Adam Small, Section 68(1), 5 July 2021

**School Assistant 3 \$56,858 - \$61,194**

Rhani Taylor, Section 68(1), 7 July 2021

**Justice and Community Safety**

**Administrative Services Officer Class 3 \$66,867 - \$71,963**

Lachlan Barton, Section 68(1), 5 July 2021

**Ambulance Support Officer 1 \$61,197 - \$65,034**

Dominic Bell, Section 68(1), 7 June 2021

**Correctional Officer Class 1 \$67,595 - \$80,606**

Sarah Crimmins, Section 68(1), 28 June 2021

**Correctional Officer Class 1 \$67,595 - \$80,606**

Daniel Knight, Section 68(1), 28 June 2021

**Correctional Officer Class 1 \$67,595 - \$80,606**

Jake Martin, Section 68(1), 28 June 2021

**Correctional Officer Class 1 \$67,595 - \$80,606**

Carlie Psaila, Section 68(1), 28 June 2021

**Correctional Officer Class 1 \$67,595 - \$80,606**

Christopher Sharkey, Section 68(1), 28 June 2021

**Correctional Officer Class 1 \$67,595 - \$80,606**

Finau Uate, Section 68(1), 28 June 2021

**Transport Canberra and City Services**

**General Service Officer Level 3/4 \$52,441 - \$57,268**

Maciej Rucinski, Section 68(1), 30 June 2021

**TRANSFERS**

**Canberra Health Services**

**Meghna Devagudi**

From: Administrative Services Officer Class 2/3 \$59,016 - \$71,963

Canberra Health Services

To: Administrative Services Officer Class 2/3 \$59,016 - \$71,963

Canberra Health Services, Canberra (PN. 18575) (Gazetted 16 April 2021)

**Bibin Manuel**

From: Administrative Services Officer Class 3 \$66,867 - \$71,963

Canberra Health Services

To: Administrative Services Officer Class 3 \$66,867 - \$71,963

Canberra Health Services, Canberra (PN. 30825) (Gazetted 16 April 2021)

**Community Services**

**Richard Stevens**

From: Child and Youth Protection Professional Level 4 \$118,626

Community Services

To: Child and Youth Protection Professional Level 4 \$118,626 - \$127,282

Community Services, Canberra (PN. 07444) (Gazetted 31 March 2021)

**Justice and Community Safety**

**Alexia Fuller**

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Justice and Community Safety

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Justice and Community Safety, Canberra (PN. 51521) (Gazetted 23 April 2021)

## **PROMOTIONS**

### **ACT Health**

**Digital Solutions Division  
Information and Data Management  
Reporting and Analysis Hub**

**Nusrat Ahmed**

From: Information Technology Officer Class 2 \$88,899 - \$101,743

ACT Health

To: †Senior Information Technology Officer Grade C \$111,887 - \$120,436

ACT Health, Canberra (PN. 48620) (Gazetted 31 August 2020)

### **Canberra Health Services**

**Canberra Health Services**

**Jelena Gissane**

From: Registered Nurse Level 4.3 \$139,701

Canberra Health Services

To: †Senior Officer Grade A \$153,041

Canberra Health Services, Canberra (PN. 51365) (Gazetted 26 April 2021)

**Christina Lincoln**

From: Enrolled Nurse Level 1 \$61,658 - \$65,876

Canberra Health Services

To: Administrative Services Officer Class 3 \$66,867 - \$71,963

Canberra Health Services, Canberra (PN. 43189) (Gazetted 16 April 2021)

**Nicole Stubbs**

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 52419) (Gazetted 12 May 2021)

### **Canberra Institute of Technology**

**Education and Training Services  
Health Community and Science  
Community Services and Education**

**Mackenzie Clare**

From: Teacher Level 1 \$78,538 - \$104,793

Canberra Institute of Technology

To: †Teacher Level 2 \$111,936

Canberra Institute of Technology, Canberra (PN. 35019) (Gazetted 7 June 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

### **Chief Minister, Treasury and Economic Development**

**Access Canberra  
Customer Coordination  
Land Titles**

**Thaylar Anastasi**

From: Administrative Services Officer Class 3 \$66,867 - \$71,963



Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development, Canberra (PN. 42535) (Gazetted 10 February 2021)

**Shared Services**

**Finance Services**

**Salary Packaging**

**Taylor Bennett**

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development, Canberra (PN. 51601) (Gazetted 5 May 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Shared Services**

**Information and Communication Technology**

**Shona Glover**

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6/Senior Officer Grade C \$88,899 - \$120,436

Chief Minister, Treasury and Economic Development, Canberra (PN. 36276, several) (Gazetted 20 May 2020)

**Education**

**School Improvement**

**South Weston**

**Canberra College**

**Viktor Halas**

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 02723) (Gazetted 6 May 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Office For Schools**

**North Gungahlin Network**

**Black Mountain School**

**Matthew Thompson**

From: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Education

To: †Health Professional Level 4 \$111,887 - \$120,436

Education, Canberra (PN. 42349) (Gazetted 25 May 2021)

**Office For Schools**

**Tuggeranong**

**Wanniassa Hills Primary**

**Tracey Whyte**

From: Classroom Teacher \$73,246 - \$109,641

Education

To: †School Leader C \$126,542

Education, Canberra (PN. 36321) (Gazetted 25 May 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Throsby School**

**Annamaria Zuffo**

From: School Leader B \$168,315

Education

To: †School Leader A 2 \$181,309

Education, Canberra (PN. 51239) (Gazetted 12 May 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Environment, Planning and Sustainable Development**

**Statutory Planning**

**Development Assessment/ Gateway**

**Lina Alkasem Veloz**

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Environment, Planning and Sustainable Development, Canberra (PN. 03099) (Gazetted 22 April 2021)

**Statutory Planning**

**Development Assessment/ Gateway**

**Matthew Forman**

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Environment, Planning and Sustainable Development, Canberra (PN. 42881) (Gazetted 22 April 2021)

**Development and Implementation**

**Strategic Projects and Infrastructure**

**Ben Riches**

From: Senior Officer Grade C \$111,887 - \$120,436

Environment, Planning and Sustainable Development

To: †Infrastructure Officer 4 \$132,911 - \$151,004

Environment, Planning and Sustainable Development, Canberra (PN. 35453) (Gazetted 23 April 2021)

**Justice and Community Safety**

**ACT Corrective Services**

**Custodial Operations**

**Rebecca Barr**

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Justice and Community Safety

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Justice and Community Safety, Canberra (PN. 35184) (Gazetted 14 April 2021)

**Legislation, Policy and Programs**

**Criminal Law and Royal Commission Branch**

**Stephanie Johns**

From: Senior Officer Grade C \$111,887 - \$120,436

Justice and Community Safety

To: †Legal Officer Grade 1 \$68,810 - \$138,585

Justice and Community Safety, Canberra (PN. 42621) (Gazetted 15 January 2021)

## **Major Projects Canberra**

### **Project Development and Support Contracts and Prequalification**

#### **Patricia Martiniello**

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Major Projects Canberra

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Major Projects Canberra, Canberra (PN. 26951) (Gazetted 29 September 2020)

## **Transport Canberra and City Services**

### **City Services**

#### **Infrastructure Delivery and Waste**

##### **Infrastructure Delivery**

#### **Sophie Clement**

From: Infrastructure Officer 4 \$132,911 - \$151,004

Environment, Planning and Sustainable Development

To: †Infrastructure Manager/Specialist 2 \$182,667

Transport Canberra and City Services, Canberra (PN. 00491) (Gazetted 5 February 2021)

### **Transport Canberra and Business Services**

#### **Business Operations**

##### **Fleet/ Tuggeranong Workshop**

#### **Pascal Zimmermann**

From: TGSO 7.1 - TGSO 7.4 \$88,744 - \$93,185

Transport Canberra and City Services

To: †EGSO9.1 - EGSO9.7 \$95,301 - \$107,346

Transport Canberra and City Services, Canberra (PN. SMW003) (Gazetted 29 April 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

## **Worksafe ACT**

### **Compliance and Enforcement**

#### **General**

#### **Victoria Vanzella**

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development

To: †Regulatory Inspector 5 \$82,506 - \$87,331

Worksafe ACT, Canberra (PN. 50557) (Gazetted 12 February 2021)