



ACT Government Gazette

Gazetted Notices for the week beginning 29 July 2021

VACANCIES

ACT Executive

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

ACT Executive

Government Communications Unit

Strategic Communication Adviser/Media Advisers

Adviser Level 1 (upper)/Adviser Level 2 \$80,381 - \$106,767, Canberra (PN: 44871)

Closing Date: 04 September 2021

Weeks to Close: 5

Details: The ACT Government Communication Unit is currently seeking Strategic Communication Advisers and Media Advisers to join our team.

The Government Communication Unit provides a holistic communication and engagement service to ACT Government Ministers. The team supports the communication of ACT Government announcements across multiple channels and work closely with ACT Government Directorates on how to best to engage with the Canberra community.

We are seeking people who are passionate about Canberra and want to be involved in issues that impact their city. We have a bold agenda over the next term of Government, which includes the start of construction on the biggest infrastructure project in our city's history – light rail to Woden. The ACT Government is also continuing to support our city during the COVID-19 pandemic.

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: Successful applicants for both roles will have the ability to perform in a high-pressure environment with competing deadlines and priorities. High level oral and written communication skills is essential. Applicants will be required to demonstrate prior experience in managing sensitive and confidential issues.

A Tertiary qualification in communication, arts or journalism is required for these roles, as well as at least three years' experience in a communication or journalism position. An understanding of the roles and functions of the ACT Government is preferred, but not essential.

Note: Temporary position available for 12 months with the possibility of permanency.

Salary will be determined on the experience of the preferred candidates and will range from \$80,381 to \$106,767, plus a 7% Legislative Assembly Members' (LAMS) Allowance. Successful candidates will be engaged under a LAMS contract, and other terms and conditions of employment are governed by the current ACT Legislative Assembly Members' Staff Enterprise Agreement 2018 – 2021. This is not an ACT Public Service positions. For further information please contact the Office of the Chief Minister on 02 6205 0011.

How to Apply: Applicants are to address the position requirements, including a curriculum vitae and contact details of two referees, should be sent to BARR@act.gov.au by COB 04 September 2021.

Contact Officer: Iris Eagar (02) 6205 0011 iris.eagar@act.gov.au

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

Health Protection Service/ACTGAL

Assistant Director - Quality

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 52484)

Gazetted: 02 August 2021

Closing Date: 25 August 2021

Details: The ACT Government Analytical Laboratory is multidisciplinary scientific laboratory providing high quality analytical services in the fields of Microbiology, Environmental Chemistry, Forensic Chemistry and Forensic Toxicology. The laboratory is certified to the management standard ISO 9001. Each laboratory unit is individually accredited to ISO 17025. The Section is seeking a highly experienced individual to fill the position of Assistant Director - Quality.

As the Assistant Director, you will be responsible for the development, implementation and routine administration of a wide variety of quality management activities under ISO 9001 and ISO 17025 to continue to meet the laboratory's accreditation and business quality requirements. This role would suit individuals with previous quality management or governance experience with a good understanding of the pressures faced by an accredited multi-faceted laboratory.

While the role is based within a laboratory environment, individuals from non-scientific backgrounds with suitable experience/understanding will be considered for this position.

Eligibility/Other Requirements:

Undergraduate degree in science or equivalent highly desirable

Applicants must hold a current driver's licence

Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

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

How to Apply: Applicants should provide a written application of no longer than four pages, outlining their experience against the required Technical Knowledge and Behavioural Capabilities outlined in the Position Description, as well as your curriculum vitae and the names of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Whittall (02) 5124 9186 Ian.Whittall@act.gov.au

Corporate Services

Corporate and Governance

People Strategy

Assistant Director, Employee Relations

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52587)

Gazetted: 30 July 2021

Closing Date: 13 August 2021

Details: People Strategy and Culture within the ACT Health Directorate are seeking a dynamic and self-motivated individual to join our team. We expect you to have generalist Human Resource (HR) experience and we are specifically seeking an officer with experience in Employee Relations to assist People Strategy in meeting needs of our stakeholders.

This position will take a client focused approach, managing client relationships and working in partnership with colleagues and managers to resolve workplace issues at the local level. The successful applicant will balance the need for consistent, policy based advice, and the importance of local, responsive and flexible approaches to HR services, advocating for and on behalf of the client, while representing the interests of People Strategy.

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 for six months with the possibility of extension. 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. 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: In two pages or less tell us why you want the role and your demonstrated experience as described in the Skills, Knowledge and behaviours section of the Position Description.

Please submit a current curriculum vitae and the contact details of 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 referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Nolan (02) 5124 9941 Julie.Nolan@act.gov.au

Digital Solutions Division

Future Capability

Digital Health Record Technical Hub

Technical Specialist, Data Conversions

Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 49460)

Gazetted: 30 July 2021

Closing Date: 13 August 2021

Details: The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system. The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record. The Digital Health Record Program team comprises of approximately 120 staff with administrative, technical, clinical and nursing backgrounds. The Digital Health Record Program has an opening for multiple Technical Specialists in the data conversion team. In this role you will be responsible for analysing, extracting and formatting external systems' data and for loading, testing and organising validation of such external data in the Digital Health Record. There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director. 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. The role also requires you to obtain vendor accreditation with Epic as a result overnight training will be required (remote training).

Notes: This is a temporary position available immediately until 27 January 2023 with the possibility of extension and/or permanency. It is important that you can commit to this full period. A merit pool will be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Timothy Panoho (02) 5124 9298 Timothy.Panoho@act.gov.au

Digital Solutions Division

Technology Operations

COVID 19 Response Hub

Senior Director, COVID 19 Response Hub

Senior Information Technology Officer Grade A \$153,041, Canberra (PN: 38499)

Gazetted: 29 July 2021

Closing Date: 12 August 2021

Details: Do you have an interest in leading technical programs and have strong communication skills? Do you want to be a part of the COVID 19 response team that improves the healthcare delivery of Canberrans? The Digital Solutions Division within ACT Health is looking to recruit someone to be responsible for leading and managing technical and administrative teams running the COVID 19 Response Hub. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. To be successful, the Senior Director will need to lead and manage technical teams and a large call centre to provide technical oversight, design, and delivery of all ICT elements of the COVID 19 response. The Digital Solutions Division are responsible for coordinating the delivery of multiple ICT systems and for ensuring the successful design, commissioning, and operation of call centres, vaccination testing centres and for the operation of key systems that support the functions of the public Health response for COVID-19 in the ACT.

Eligibility/Other Requirements

Mandatory

Minimum of 5 years of experience in the technology sector.

Experience in the support and management of Health IT applications.

This job requires you to obtain and maintain an Australian Government NV1 Security Clearance. To be eligible for this, 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 you have already commenced, your employment will be terminated.

Highly desirable

Formal qualifications in Project Management.

Experience in a Health Infrastructure project delivery setting.

Professional membership of the Australian Computer Society (ACS) including an assessment at a level of 'Certified Professional' or higher; or the ability to obtain such membership and certification level prior to commencing in the role.

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

How to Apply: Please submit a written application of no more than three pages, responding to the capabilities outlined in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter McNiven (02) 6205 3852 peter.mcniven@act.gov.au

Corporate Services

Corporate and Governance

People Strategy

Senior Adviser, Organisational Development

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 46600)

Gazetted: 29 July 2021

Closing Date: 12 August 2021

Details: The Senior Advisor Organisational Development provides supports to develop and/or translate strategy to practical implementation. The Senior Advisor does this in partnership with individuals, groups, and business units within ACT Health, in a range of organisational development areas including diversity, inclusion and employee engagement. The role supports the ongoing implementation and management of the Diversity and Inclusion Framework and the Directorate's Strategic vision through valuing our people, promoting inclusion, increasing diversity, and facilitating opportunities for collaboration and innovation. Your deep understanding of what diversity and inclusion mean to you is aligned to your personal values. You draw on both these strengths as you build and maintain strong inclusive relationships that lead to innovation to build a workplace where we belong that is diverse and inclusive. The role assists in the planning and implementation of a range of organisational development initiatives to support values-led, high performing teams. You will bring your well-developed research, practical problem-solving and inclusive relationship building skills to develop, manage, evaluate, and monitor projects that support strategic objectives including people capability development and key people initiatives. 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 for 12 months with the possibility of extension or permanency. 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. 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 provide a pitch (no more than two pages), using the Position Description as a guide, to outline your Skills, Knowledge and Experience to tell us why you are the ideal candidate for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paull McKee (02) 5124 9827 paull.mckee@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Clare Holland House

Palliative Care Medical

Registrar

Registrar 1-4 \$109,929 - \$137,351, Canberra (LP7331)

Gazette Date: 30 July 2021

Closing Date: 12 August 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 16314

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Miffany Callan (02) 6201 6798 miffany.callan@calvary-act.com.au

Calvary Public Hospital Bruce

Ward Services Officer

Health Service Officer Level 4, \$55,637 - \$57,766, Canberra (LP7248)

Gazette Date: 03 August 2021

Closing Date: 19 August 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 16295

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Leanne Done (02) 6264 7088 leanne.done@calvary-act.com.au

Calvary Public Hospital Bruce

Physiotherapy

Administration Officer

Administrative Services Officer Class 3, \$66,867 - \$71,963, Canberra (LP6891)

Gazette Date: 04 August 2021

Closing Date: 30 August 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 16342

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Megan Sullivan (02) 6201 6190 megan.sullivan@calvary-act.com.au

Calvary Public Hospital Bruce

Intensive Care Unit /Critical Care Unit

ICU/CCU Registered Nurse

Registered Nurse Level 1, \$67,984 - \$90,814, Canberra (LP6703)

Gazette Date: 04 August 2021

Closing Date: 22 August 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 16345

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Amanda O'Donnell (02) 6201 6099 amanda.odonnell@calvary-act.com.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

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Mental Health, Justice Health and Alcohol and Drug Services

CAMHS Adolescent Day Program

Allied Health Assistant 3 \$68,065 - \$71,405 (up to \$75,539 depending on qualification level), Canberra (PN: 50788)

Gazetted: 03 August 2021

Closing Date: 17 August 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 Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community-based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include:

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

Commitment to achieving positive outcomes for young people and their families and carers.

Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

Position Requirements/Qualifications:

Minimum Certificate IV in Youth Work (or equivalent qualification) plus relevant experience.

A current Driver's Licence.

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

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

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

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

Registration under *the ACT Working with Vulnerable People Act 2011*.

Undergo reference checks.

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.

Notes: This is a temporary part-time position available at (29.4) hours per week for 11 months. The above full-time salary will be pro-rata.

Contact Officer: Melina Tsembis (02) 1524 3133 melina.tsembis@act.gov.au

Cancer and Ambulatory Services

BreastScreen ACT

Client Support Officer

Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (PN: 23988)

Gazetted: 29 July 2021

Closing Date: 12 August 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/> BreastScreen ACT is part of the BreastScreen Australia screening program. The Service offers free breast screening to women aged 40 years and over living in the ACT. The Program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All administrative support and assessments clinics are carried out in the Canberra city clinic.

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:

Passionate about customer service

Organised

Flexible

Position Requirements/Qualifications:

These roles require the Ability to work varying start/finish times between 7.30am and 6.00pm to meet the operational requirements of the centre.

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

Undergo a pre-employment Police check.

Medical Examination

Notes: This is a temporary part-time position at (29.4) hours per week available for eight months.

Contact Officer: Joel Manohar 02 6205 5412 Joel.Manohar@act.gov.au

Rehabilitation and Specialty Services

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)

Peer Recovery Worker

Allied Health Assistant 3 \$68,065 - \$71,405 (up to \$75,539 depending on qualification level), Canberra (PN: 40163)

Gazetted: 29 July 2021

Closing Date: 17 August 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/>

Mental Health, Justice Health and Alcohol and Drug Services 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. We partner with our health care consumers, their family, carers, government and community organisations to ensure that they receive the best possible care during their treatment and recovery. All care that we provide is driven by our values of being kind, reliable, respectful and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected. The Adult Mental Health Rehabilitation Unit is an inpatient rehabilitation unit whose aim is to attain and maximise independence through biopsychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders. Under the direction of an Allied Health Professional, Allied Health Assistants provide support to clinical staff with delivering psychosocial interventions to people with a mental illness or a mental disorder. The Peer Recovery Worker will be an integral member of the team and draw on their lived experience of recovery from mental illness in a positive and enlightening way to help and support others who are commencing or progressing through their own journey of recovery. In working collaboratively you may:

- Facilitate peer-led groups based on a self-development program that focuses on individual strengths and values in aspiring towards personal goals and self-directed change;
- Assist new people in their entry into the service and provide individual support to people focusing on their strengths to achieve identified goals;
- Support people to express their views and preferences about their mental health treatment, care and support using the My Rights My Decisions package.

Operational supervision and support will be provided by the Manager of the service as well as by the multidisciplinary team of allied health and nursing professionals. Professional supervision will be provided by a Senior Peer Worker or Allied Health Professional. Professional development opportunities in Peer Work will be made available to the successful applicant.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Recovery Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

ABOUT YOU

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Behavioural Capabilities

- Ability to communicate effectively, both verbally and non-verbally, in one-on-one situations including resolving interpersonal issues (such as talking through options and solutions to come up with positive outcomes) and display empathy, respect, genuineness and responsiveness in communication;
- Sound knowledge in relation to resources available in the community;
- Understanding of and knowledgeable about mental illness and its short and long-term effects, and the recovery process;
- Awareness of boundary issues in regard to the maintenance of a professional relationship; and
- Good organisational skills.

It is expected that the successful candidate will have the following attributes and abilities:

- Being at a stage of their recovery where they are prepared, able, and willing to focus on the needs of others;
- Committed to non-judgmental support coupled with an understanding that people deal with their own situations differently;
- Sensitivity about a variety of issues experienced by people, including psychological, emotional, , stress, grief, loss, financial, social, relationship, support system or lack thereof and adjusting to a disability.

Position Requirements/Qualifications:

- Direct personal lived experience of a mental health condition with:
 - o A positive experience of recovery; and
 - o A strategic ability and willingness to disclose personal experience of recovery in order to influence others positively.
- Minimum of a Certificate IV in a relevant field (ideally, a Certificate IV in Mental Health Peer Work or equivalent in a health related field).

- Ability to obtain registration under the ACT Working with Vulnerable People Act 2011
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Desirable

- Hold a current driver's licence.

Please note 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 Police check.

NOTES

This is a part-time position available at 14:07 hours per week. Applicants are encouraged to speak to the contact officer prior to applying. We encourage all interested candidates to apply irrespective of your capacity to fulfil the advertised hours, as part-time and flexible working arrangements will be considered. The salary noted above will be paid pro-rata.

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

Contact Officer: Bronwyn Thomson (02) 5124 0150 bronwyne.thomson@act.gov.au

Women, Youth and Children

Women, Youth and Children Administration

Administration Officer- WYandC Outpatients

Administrative Services Officer Class 2 \$59,016 - \$65,167, Canberra (PN: 32645, several)

Gazetted: 29 July 2021

Closing Date: 13 August 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/> Canberra Health Services' Division of Women's, Youth and Children's 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 Health Services, Community Health Centres, client's homes, schools and Child and Family centres. The position provides administrative and general office support to the Women Youth and Children Department with duties including booking appointments, referral management, screening telephone calls, organisational and time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health-based IT systems including ACTPAS and Clinical Portal. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women, Youth and Children's Management team as necessary.

DUTIES

Under limited direction of the administration Manager, you will perform administrative and general office support to the Women Youth and Children Department with duties including booking appointments, referral management, screening telephone calls, organisational and time management skills with an ability to liaise effectively with staff at all level. You will:

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' needs.

Position Requirements/Qualifications:

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

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

Notes: There is one permanent position and several temporary positions of varying duration available.

Contact Officer: Stephanie Edwards (02) 5124 7677 Stephanie.a.edwards@act.gov.au

Strategic Policy and Planning

Reform

Project Support Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 50594)

Gazetted: 30 July 2021

Closing Date: 13 August 2021

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The Reform Branch has been established to deliver on the Reform and Recovery Roadmap which takes a broad view of the opportunity for system recovery and reform across 10 strategic themes, and has been developed in consultation with senior clinicians, consumer representatives and executives.

The Reform Branch provides project support and design to the implementation of strategies required to address the negative impacts of COVID-19 (Recovery), and set the healthcare system up to be sustainable, and deliver equitable and excellent outcomes (Reform).

Together with this, a function of the Reform Branch is to establish and manage the Project Management Office (PMO) for Canberra Health Services (CHS).

The role of Project Support Officer is to provide support to the PMO and the Reform team to support the delivery of relevant projects.

ABOUT YOU

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Position Requirements/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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for 11 months.

Contact Officer: Isabella Croke (02) 5124 2138 Isabella.Croke@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health

Childhood Mental Health Early Intervention - Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$55,730 - \$62,047 (up to \$63,894 depending on qualification level), Canberra (PN: 52593)

Gazetted: 29 July 2021

Closing Date: 17 August 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/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. The role is with the childhood early intervention team that is part of the Child and Adolescent Mental Health Services. It is a multidisciplinary team that provides a high standard of practice in the provision of a school based early intervention social, emotional and behaviour program for children in primary schools. A commitment to working collegially with the Education Directorate and the Child and Family Centres to achieve positive outcomes for children and their families and/or carers. Under the supervision of the allied health professional this role will collaborate with various schools to develop and deliver services to ensure the consistent early detection, treatment, and prevention of emerging severe social, emotional, and behavioural difficulties in primary school aged children. Allied Health Assistant Position Title> Allied Health Professional Team Manager All roles within CAMHS require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. Additionally, any role in CAMHS is required to be available to work within all program areas of CAMHS, as service needs arise. The role involves participating in a team to produce quality mental health outcomes for the Canberra community.

ABOUT YOU

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Behavioural Capabilities

Warm interpersonal skills to provide helpful and professional experiences to people who access the service.

Administration skills to be able to provide quality work outputs.

Organisational skills to be able to manage workload.

Flexibility and initiative to be able to work effectively within a multidisciplinary team.

Position Requirements/Qualifications:

Relevant Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification).

Experience working with children and families

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

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

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

Registration under the ACT Working with Vulnerable People Act 2011.

Current drivers' licence

Undergo a pre-employment National Police Check.

Notes: This is a temporary part-time position available at (22.03) hours per week for 11 months. The above full-time salary will be pro-rata.

Contact Officer: Therese Foster 0410293245 therese.foster@act.gov.au

Rehabilitation and Specialty Services

Allied Health Assistant

Allied Health Assistant 3 \$68,065 - \$71,405 (up to \$75,539 depending on qualification level), Canberra (PN: 40168)

Gazetted: 29 July 2021

Closing Date: 17 August 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/> Mental Health, Justice Health and Alcohol and Drug Services 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. We partner with our health care consumers, their family, carers, government and community organisations to ensure that they receive the best possible care during their treatment and recovery. All care that we provide is driven by our values of being kind, reliable, respectful and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected. The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at University of Canberra Hospital (UCH), and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders. Under the direction of an Allied Health Professional, Allied Health Assistants (AHA) provide support to clinical staff with delivering psychosocial interventions to people with a mental illness or a mental disorder. Allied Health Assistants promote the identified recovery goals, working collaboratively with people to achieve these, and support the person to link with community agencies or NDIS providers. Allied Health Assistants level 3 are expected to provide supervision to staff at AHA level 1 and 2 and AHA students. The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Recovery Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

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Behavioural Capabilities

- Effective communication and interpersonal skills,
- Ability to respond to and prioritise competing tasks 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,
- Commitment to achieving positive outcomes for people.

Position Requirements/Qualifications:

- Certificate IV in Mental Health or equivalent qualification.
- 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.
- A minimum of 24 months experience in a related/relevant organisation/service.
- Hold a current 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.

Please note 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.
- Undergo a pre-employment National Police Check.

NOTES

Applicants are encouraged to speak to the contact officer prior to applying.

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

Contact Officer: Bronwyn Thomson (02) 5124 0150 bronwyne.thomson@act.gov.au

Medicine

Clinical

Clinical Coordinator Hospital in the Home

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 44405)

Gazetted: 29 July 2021

Closing Date: 16 August 2021

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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ABOUT YOU

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Behavioural Capabilities

Strong clinical assessment skills and decision-making ability in gastroenterology

Ability to provide clinical leadership to outpatient areas

Adaptable and flexible to accommodate change and provide responsive services to meet required timelines.

Position Requirements/Qualifications:

Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and any other registration required by the specific field.

A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or

A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

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

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

Please note 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: This is a temporary position available for six months.

Contact Officer: Margaret McManus (02) 5124 5164 margaret.McManus@act.gov.au

Clinical Services

Surgery

Staff Specialist – Pain Management Unit

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

Gazetted: 29 July 2021

Closing Date: 25 August 2021

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Position Overview

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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

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.

Note: This is a part-time temporary position for a period of six months with the possibility of extension and the full-time salary noted above will be paid pro-rata.

Remuneration: \$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super. Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

About You

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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).

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: Ryan Murray, Administration Manager (02) 5124 9898

Clinical Services

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Co-Morbidity Clinician

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 29215)

Gazetted: 30 July 2021

Closing Date: 18 August 2021

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POSITION OVERVIEW

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Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

The Alcohol and Drug Services (ADS) 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 other drug services that are guided by the principles of harm minimisation. The ADS provides a range of specialist services for people affected by alcohol and other drug use incorporating 6 areas including:

Opioid Treatment Services
Medical Services,
Consultation and Liaison Service,
10 bed Inpatient Withdrawal Service
Police and Court Drug Diversion Service
Counselling and Treatment Services

This position is part of the Alcohol and Drug Allied Health team based at the Canberra hospital which supports clients of the withdrawal unit, the opioid replacement therapy service and the specialist medical service.

This role works with clients who are experiencing issues with both Substance Use and Mental Health; and assists psychosocial issues they may be experiencing. This may involve direct intervention or counselling, advocacy or referral to other agencies for more specialised support.

We are seeking people with Psychology, Social Work, Occupational Therapy or Counselling (PACFA registered) Qualifications and at least 3 years work experience to join our team.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, and group work to adults.

All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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Behavioural Capabilities

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

Ability to consider the broader bio psychosocial components to clinical presentations and their interaction or influence on the presenting problem.

Ability to uphold access and equity for clients with diverse needs through advocacy and liaison.

The ability to provide a range of psychological/counselling treatments.

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of three years' experience working professionally in Allied Health or counselling is preferred.

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

Fulfil the responsibilities of this role in alignment to 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: Daniel Panozzo (02) 5124 2591 daniel.panozzo@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

Clinical Manager

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 49486)

Gazetted: 30 July 2021

Closing Date: 16 August 2021

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POSITION OVERVIEW

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Position Requirements/Qualifications:

Relevant tertiary qualification in nursing and a minimum of three years' post-qualification experience working professionally in respective field, five+ years' experience is preferred.

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

A current driver's 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:

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

Undergo reference checks.

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: The role is temporary part-time position available at 32 hours per week for a period of 11 months with the possibility of permanency. The full-time salary noted above will be paid pro-rata. Selection may be based on written application and referee reports only.

Contact Officer: Delia O'Shea 0435652168 Delia.O'Shea@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Program

Dietitian

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 29100)

Gazetted: 30 July 2021

Closing Date: 17 August 2021

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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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 Canberra Health Services' network of health facilities designed to meet the needs of our ageing and growing population. Community Care Nutrition services are offered from community health centres and in patient homes across the ACT. The team provides nutrition assessment and intervention for a wide range of nutrition issues, complex and chronic medical conditions including enteral nutrition, chronic renal failure and haemodialysis, weight management, gastrointestinal disorders, malnutrition and wound healing. Community Care Nutrition also provides services for National Disability Insurance Scheme participants. As a service, we pride ourselves on our continual drive for high quality patient care. Applications from this recruitment process may be used to fill temporary or permanent identical vacancies over the next 12 months. Selection may be based on written application and referee reports only.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of initiative.

Flexible and adaptive approach to work.

Strong interpersonal skills and confidence with communicating across a range of stakeholders

Position Requirements/Qualifications:

Degree in Science with qualifications in Nutrition and Dietetics, or equivalent,

Eligibility for membership of Dietitians Australia and eligible to hold Accredited Practising Dietitian (APD) credential.

Hold a Current Driver 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.

Please note 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.

Be registered under *the Working with Vulnerable People (Background Checking) Act 2011*.

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for five months. A merit pool may be established from this process to fill future identical temporary or permanent vacancies over the next 12 months. Selection may be based on application and referee report only.

Contact Officer: Kate O'Brien (02) 5124 1479 kate.o'brien@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Day Service

Health Professional

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 33953)

Gazetted: 29 July 2021

Closing Date: 12 August 2021

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POSITION OVERVIEW

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and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. We partner with our health care consumers, their family, carers, government and community organisations to ensure that they receive the best possible care during their treatment and recovery. All care that we provide is driven by our values of being kind, reliable, respectful and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected. The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focussed interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services. As an AMHDS senior health professional you will use your expertise in the theoretical and practical application of a range of specialist therapeutic group interventions to promote recovery in individuals with moderate to severe mental illness. You will deliver discipline-specific evidence-based group interventions to promote wellbeing and meaningful occupation, as well as use your skills and knowledge in Dialectical Behaviour Therapy (DBT) to provide leadership and delivery of the DBT program, including individual therapy and DBT skills group. The AMHDS is located at the University of Canberra Hospital.

ABOUT YOU

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Behavioural Capabilities

Ability to manage confidential and sensitive information.

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.

High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.

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.

Position Requirements/Qualifications:

For Occupational Therapy:

Be registered or eligible for registration with Occupational Therapy Board of Australia

Be eligible for professional membership of Occupational Therapy Australia

Have a minimum of 3 years (ideal 5 years) experience post qualification.

For Social Work:

Degree in Social Work,

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

Be registered under the Working with Vulnerable People Act 2011 (ACT),

Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

For Psychology:

Be registered or eligible for general registration with Psychology Board of Australia

Have a minimum of 3 years (ideal 5 years) experience post qualification.

Highly Desirable:

Be approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

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.

Note: This is a temporary position available for a period of four months.

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

Contact Officer: Bronwyn Thomson (02) 5124 0150 bronwyne.thomson@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services
Child and Adolescent Mental Health Services
Specialist Youth Mental Health Outreach Registered Nurse
Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 27146)

Gazetted: 30 July 2021

Closing Date: 17 August 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/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues. The Specialist Youth Mental Health Outreach (SYMHO) team provides support and treatment to young people aged 14-25 who are experiencing psychosis or at ultra-high risk of developing psychosis. Under the direction of the Manager of CAMHS SYMHO, the Registered Nurse positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Registered Nurses within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

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

Commitment to achieving positive outcomes for young people and their families and carers.

Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

Position Requirements/Qualifications:

Relevant tertiary qualification in nursing and a minimum of 1 year post-qualification experience working professionally in respective field, 3+ years' experience is preferred.

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

A current Driver's Licence.

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

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

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

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

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

Undergo reference checks.

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: Selection may be based on written application and referee reports only. An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months.

Contact Officer: Laura Dawel (02) 5124 3190 laura.dawel@act.gov.au

Cancer and Ambulatory Services

Allied Health

Psychologist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 44799)

Gazetted: 04 August 2021

Closing Date: 18 August 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/>

The Division of Cancer and Ambulatory Support (CAS) provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient, and non-admitted treatment settings. The division is also responsible for immunology, specialist palliative care, medical physics, and radiation safety, walk in centres and organisational outpatient support through Central Intake, transcription, policy support and the Centre Outpatients Department. The Canberra Health Services Cancer Supportive Care Team (CSCT) sits within the Division of Cancer and Ambulatory Support (CAS). The service aims to provides cancer patients, carers and their support network with timely treatment, information, and support services. The CSCT is comprised of cancer specialist nurses, psychologists and social workers who provide holistic support to cancer patients who use our services.

ABOUT YOU

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Behavioural Capabilities

- Good organisational skills with a high degree of drive.
- Adaptability and flexibility to accommodate change and provide responsive services to meet client's needs.
- Effective communication and interpersonal skills.
- Ability to perform novel, complex, critical, or difficult tasks with professional supervision.
- Effective written communication skills

Position Requirements/Qualifications:

- The successful applicant will be registered (or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Applicants must have a minimum of three years (preferably five years) post qualification experience.
- Post graduate qualification in Psychology- Masters / Doctoral degree in Clinical Psychology (desirable).
- Area of Practice Endorsement in clinical Psychology and eligibility to supervise higher degree students (desirable).
- The successful applicant will need to be available for occasional 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:

- 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: This is a part-time permanent position available at 14:42 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: Kerry Ernst 0478 316 790 kerry.ernst@act.gov.au

**Mental Health, Justice Health and Alcohol and Drug Services
Child and Adolescent Mental Health Services
CAMHS Acute Clinician**

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 49491)

Gazetted: 03 August 2021

Closing Date: 19 August 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 Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include:

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

The Health Professional Officer position will collaboratively as part of a multidisciplinary team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. For example, those experiencing early psychosis and those who are experiencing severe high prevalence mental illness.

The role will also require the team member to undertake evening and weekend shift work, professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Position Requirements/Qualifications:

Mandatory:

For Occupational Therapy:

Degree (or recognised equivalent) in Occupational Therapy

Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current ACT driver's license

For Psychology:

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

Must hold a current ACT driver's license

Highly Desirable:

Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Social Work:

Degree in Social Work

Eligibility for membership of the Australian Association of Social Workers

Registration or eligibility for registration under *the Working with Vulnerable People Act 2011*

Must hold a current ACT driver's licence

Highly desirable for all disciplines:

Minimum of three years (ideally five years) post qualification

Experience working with young people

Prior to commencement successful candidates will be required to:

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

Comply with ACT Health occupational screening requirements related to immunisation

Undergo a pre-employment Police check

Note: The successful candidate will be required to;

Be available for weekend work on a regular basis

Be available to work within all program areas of CAMHS as service needs arise

Notes: This is a temporary position available for six months with the possibility of permanency. An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months.

Contact Officer: Delia O'Shea 0435652168 Delia.O'Shea@act.gov.au

Clinical Services

Territory Wide Mental Health Services

Access Mental Health Team

Registered Nurse Level 3.1 - Access Mental Health Team \$108,237 - \$112,691, Canberra (PN: 26410)

Gazetted: 30 July 2021

Closing Date: 13 August 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/> 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. Territory Wide Mental Health Services (TWMHS) includes the Access Mental Health Team. The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles of the Territory Wide Mental Health Services ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service.

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 to apply.

Behavioural Capabilities

Strong organisational skills with ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards

Strong interpersonal and communication skills

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

Position Requirements/Qualifications: Relevant tertiary qualifications and a minimum of three (preferably 5) years' post qualification experience working professionally in mental health is preferred.

Be registered or be eligible for general registration with Nursing and Midwifery Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA). Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role. Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Highly Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such.

Hold a current driver's licence without restrictions.

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.

Note: This is a temporary position available for a period of six months with possibility of extension up to 12 months. This is a shift work position and includes working evenings, weekends, night shifts, and public holidays on a set rotating roster. Penalty rates apply.

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

Contact Officer: Julie Hanson (02) 6205 3266 julie.hanson@act.gov.au

Clinical Services

Territory Wide Mental Health Services

Access Mental Health

Health Professional Level 3 - Access Mental Health Team \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 40906)

Gazetted: 30 July 2021

Closing Date: 17 August 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/> MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access to our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Justice Health Services

Rehabilitation and Specialty Mental Health Services

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services.

The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service. AMHT operates from 24-hours, 7 days per week, from a Community Health Centre.

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 to apply.

Behavioural Capabilities

Good customer service skills to provide helpful and professional experiences to people who access the service.

Administration skills to be able to provide quality work outputs.

Organisational skills to be able to manage workload.

Flexibility and initiative to be able to work effectively within a multidisciplinary team.

Position Requirements/Qualifications:

Relevant qualifications for each discipline as below with a minimum of 12 months experience working professionally in the appropriate field is mandatory along with:

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.

For Occupational Therapy:

Mandatory

Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.

Applicants must have a minimum of 3 years (ideal 5 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 3 years (ideal 5 years) post-qualification experience.

For Social Work:

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

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.

Note: This is a temporary position available for a period of 10 months with the possibility of permanency. This is a shift work position and includes working evenings, weekends, and public holidays on a rotating roster and includes some night shifts

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

Contact Officer: Julie Hanson (02) 6205 3266 julie.hanson@act.gov.au

Pathology

Medical Services

Senior Phlebotomist

Technical Officer Level 2 \$65,966 - \$75,539, Canberra (PN: 28908, several)

Gazetted: 02 August 2021

Closing Date: 18 August 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/>

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at

seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Customer Services, ACT Pathology is primarily the liaison between patient, clinician, and laboratory. Customer Services is responsible for the collection of pathology samples from patients within the Canberra Hospital, Calvary Public Hospital Bruce, National Capital Private Hospital, outpatient collection centres within the community and a home collection service for those that are too frail to attend an outpatient room. Under direction of the Customer Services Manager and the Senior Supervisor of Pathology Collections you will be responsible for the day-to-day operations of a collection centre ensuring adequate stock to meet demands, liaison role with external stakeholders and exceptional customer service to the clients of pathology. You will be required to work in any of the centre's operated by ACT Pathology across Canberra as directed by the Collections Senior Supervisor and may include afterhours or weekend work with on-call duties.

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.

Excellent written and oral communication skills and the ability to liaise with a diverse range of clients.

Ability to work in a team environment.

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

Qualifications:

Relevant Associate Diploma or certificate in a relevant field or other relevant qualification with a minimum of three years' experience working professionally as a phlebotomist is preferred.

Position Requirements/Qualifications:

Hold a current Australian Drivers licence.

The successful applicant will need to be available for occasional weekend and public holiday shifts and is expected to be available during school holiday periods.

Supply certified copies of qualifications

Supply a minimum of two referees willing to be contacted.

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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

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

Please note 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.

Contact Officer: Louise Hyndes (02) 5124 2932 Louise.N.Hyndes@act.gov.au

Pathology

Medical Services

Phlebotomist

Technical Officer Level 1 \$60,942 - \$63,894, Canberra (PN: 30580, several)

Gazetted: 02 August 2021

Closing Date: 18 August 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/> ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at

seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Customer Services, ACT Pathology is primarily the liaison between patient, clinician, and laboratory. Customer Services is responsible for the collection of pathology samples from patients within the Canberra Hospital, Calvary Public Hospital Bruce, National Capital Private Hospital, outpatient collection centres within the community and a home collection service for those that are too frail to attend an outpatient room. Under direction of the Customer Services Manager and the Senior Supervisor Pathology Collections you will be required to perform collection procedures working across all sites, perform reception duties, data entry, stock maintenance and a liaison role with patients and clinicians. Customer Services routinely operates Monday through to Saturday between the hours of 7am to 5:30pm. However, there may occasionally be a requirement to work outside these routine days due to public holidays and operational requirements.

ABOUT YOU

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Behavioural Capabilities

Ability to work in a team environment.

Good written and oral communication skills and the ability to liaise with a diverse range of clients.

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

Self-motivated.

Qualifications:

Relevant Certificate III in Pathology Collection or other approved qualification with a minimum of twelve months venepuncture experience.

A current Australian driver's licence is highly desirable.

Position Requirements/Qualifications:

Supply certified copy of all qualifications.

Supply a minimum of two referees willing to be contacted

The successful applicant will need to be available for occasional weekend and public holiday shifts and is expected to be available during school holiday periods.

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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

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

Notes: This recruitment process is for several positions including fulltime and parttime permanent and temporary backfill positions which may lead to extension and/or permanency. This recruitment process may be used for the following 12 months to fill further similar vacancies and casual positions.

Contact Officer: Louise Hyndes (02) 5124 2932 Louise.N.Hyndes@act.gov.au

Finance and Business Intelligence

Supply Services

Purchasing Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 21722)

Gazetted: 02 August 2021

Closing Date: 16 August 2021

Details: Supply Services have a vacancy for a part-time Purchasing Officer at Mitchell. This position will be responsible for processing orders via the PICS system, engaging with Suppliers and clients, processing invoices via Converga, checking stock levels and dealing with other enquiries appropriate to the level. This is a part-time vacancy (0.6 FTE) with the opportunity for flexible working hours primarily at the Mitchell location.

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 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 six sub-units within the FBI branch include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, Health Information Unit and Procurement and Supply.

The position reports to the ASO5 Purchasing Team Leader.

This position is rotated between the Supply Services Warehouse, Mitchell and 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 encouraged to apply.

Position Requirements/Qualifications:

Mandatory:

Current Class C driver's licence.

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

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

Desirable:

Certificate IV in Government Procurement or higher qualification in Procurement and Contracting and relevant work experience are highly desired.

Prior to commencement successful candidates will be required to:

Be registered under the ACT Working with Vulnerable People Act 2011

Undergo a pre-employment National Police Check.

Note: This is a part-time temporary position available at 22.05 hours per week for a period of six months with the possibility of extension. The full-time salary noted above will be paid pro-rata.

Contact Officer: Raj Rajasegaran (02) 5124 3090 raj.rajabegaran@act.gov.au

Women, Youth and Children Community Health Programs

Women's Health Service

Nurse Practitioner

Registered Nurse Level 4.2 \$131,034, Canberra (PN: 52670)

Gazetted: 02 August 2021

Closing Date: 18 August 2021

Details: 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 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 if not by a multidisciplinary team. The ACT Women's Health Service (WHS) provides interprofessional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. The service seeks to provide trauma informed care to women accessing the service. In this role you will work collaboratively within the interprofessional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. At this level it is expected that you will provide a high level of clinical assessment and intervention to women across a range of clinical areas. As a member of the nursing medical team working in a nurse practitioner led service this position will hold leadership responsibilities. The person we are seeking will have a commitment to working within an inter-

professional environment and an understanding of delivering services to women from a feminist perspective.

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, and people with disability are encouraged to apply.

Eligibility: This position is a protected position and is open to women only as ACT Health, consistent with section 34(2)(i) of the *Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the counselling service.

Position Requirements/Qualifications:

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

Registered or eligible to register as a Nurse Practitioner with AHPRA

Qualifications in primary health care; and experience or qualifications in women's health.

Must hold a current drivers licence.

Desirable:

Experience working with marginalised populations. Knowledge and experience assessing and managing mental health presentations. The successful applicant will need to be available for occasional after-hours work, with access to penalty rate if relevant. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role. Fulfil the responsibilities of this role in alignment to 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 reference checks

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.

Nurse Practitioner must be credentialed prior to commencement at Canberra Health Services.

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

Note: This is a part-time permanent position available at 24 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Nikki Goddard 51241787 nikki.goddard@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health

Registered Nurse level 2 - Complex client / Population Health

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29145)

Gazetted: 02 August 2021

Closing Date: 16 August 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/> The Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to clients and other key stakeholders and services. At this level you will provide advanced Complex care / population health services to clients in custody including screening, education, and treatment of people with complex health needs, chronic disease, communicable diseases and sexual health issues. You will be responsible for the day-to-day clinical assessment and management of clients in the Justice Health Services Complex care/Population Health Team. This includes providing access to Complex Care/Population Health services in the Hume Health Centre and Bimberi Youth Justice Centre clinic; providing expert clinical advice to the Justice Health Services team, including Custodial Mental Health Services and providing care coordination to clients accessing Population health services in

custody including monitoring and maintaining access to antiviral therapies. The Complex care/Population Health Nurse plays a pivotal role in the implementation and delivery of best practice treatment for consumers with complex needs in relation to the physical and psychological treatments required for chronic, complex, and communicable diseases. This position works collaboratively with all staff including ACT Correctives Services and Youth Justice Services to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development. The Complex care/Population Health Nurse will work within the Custodial Health nursing team to drive change and promote a high-quality service to clients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

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

Developed nursing leadership skills

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change

Position Requirements/Qualifications:

Mandatory:

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

Highly Desirable:

Previous experience in custodial health

Previous experience working in sexual health, community health or chronic and complex care.

Holds or is working towards qualifications either at a certificate or postgraduate level

Current 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:

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

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

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

Community Care Program - Nursing

Rehabilitation, Aged and Community Services

Registered Nurse - Team Leader

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 31151)

Gazetted: 04 August 2021

Closing Date: 18 August 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/>

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 Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect Canberra Health Services

values: Reliable, Progressive, Respectful and Kind. A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services. The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

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.

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

Foster a calm and nurturing environment

Be a positive role model for junior and less experienced staff

Advanced clinical skills, attention to detail and problem-solving ability

Organisational ability and time management skills

Position Requirements/Qualifications:

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

Desirable: Tertiary or Post Graduate qualifications and recent experience in high dependency acute care setting and/or nursing of patients with complex needs. Registered Nurse with a minimum three-year full time equivalent, or relevant post registration experience. Recent experience in the care of ventilated patients is highly desirable. Experience and/or qualifications in the delivery of education, preceptorship, assessment, and clinical supervision.

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.

Note: This is a temporary position available for a period of 11.5 months.

For more information on this position and how to apply “[click here](#)”

Contact Officer: Leontine Muis (02) 5124 2900 leontine.a.muis@act.gov.au

Clinical Services

Surgery

Nursing and Midwifery

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 19372)

Gazetted: 03 August 2021

Closing Date: 20 August 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/>. The Division of Surgery is responsible for delivering inpatient and outpatient surgical services. 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 and specialist surgical ward areas including the Acute Surgical Unit (ASU). The Clinical Nurse Consultant for ASU is responsible for operational management and leadership, within the clinical environment including the management of nursing workloads. Applicants must have demonstrated high level of management, communication, leadership and expertise in co-ordinating the clinical practices within the clinical environment to ensure the efficient and effective provision of quality patient care. This is based on best practice principles within a collaborative and multidisciplinary framework.

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 the ability to manage and prioritise competing issues with a high degree of drive. Strong communication skills to develop and maintain effective partnerships with key internal and external stakeholders. Adaptability and flexibility to accommodate change and provide responsive services to meet client's needs.

Position Requirements/Qualifications:

Mandatory:

Registered or is eligible for registration as a registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Relevant post graduate qualification and demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years. The successful applicant will need to be available to work full time, Monday to Friday. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role. Fulfil the responsibilities of this role in alignment to 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)

Note: This is a temporary position available for a period of 12 months.

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

Contact Officer: Tania Lawrence (02) 5124 5091 tania.lawrence@act.gov.au

Finance and Business Intelligence

Clinical Records

Clinical Records Officer

Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (PN: 25730, several)

Gazetted: 04 August 2021

Closing Date: 18 August 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/> 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) is primarily responsible for the management and storage of the centralised Canberra Health Services clinical record and is based at Canberra Hospital. The community-based Clinical Records Unit (CRU) is a subunit of the Health Information Service. The unit is responsible for managing clinical records for community-based services across several divisions. This includes tracking records to and from various sites and scanning records into the clinical record information system (scanning solution). The community-based Clinical Records Unit are seeking an experienced and highly motivated clinical records scanning officer to join our team. The successful applicant will have demonstrated an ability to work with an electronic patient information system (scanning solution) for clinical records. The successful applicant will also display excellent communication skills, attention to detail, and the ability to work individually and as part of a 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

Ability to work within a team environment as well as independently with minimal supervision,
Adaptability and flexibility to accommodate change,
Highly motivated with strong organisational skills and attention to detail.

Position Requirements/Qualifications:

Previous experience working in a clinical record service, medical practice or similar health environment is highly desirable.

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

Fulfil the responsibilities of this role in alignment to 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 a period of 11 months. Selection may be based on application and referee reports only. An order of merit may be established from this process to fill future temporary and or permanent vacancies (full or part time) at this level over the next 12 months. Incomplete or late applications will not be considered.

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

Contact Officer: Bernadette Armati (02) 5124 1837 bernadette.armati@act.gov.au

Chief Executive Officer

Executive Level 4.3 \$424,028 - \$441,529 depending on current superannuation arrangements, Canberra (PN: E1067)

Gazetted: 30 July 2021

Closing Date: 20 August 2021

Details: Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding Southern NSW region, a combined catchment of around 620,000. The service has a clear focus and plan on operational effectiveness and efficiency and improving accountability for health service delivery. With a workforce of 7,500, the organisation works in partnership with the ACT Health Directorate, which provides a system steward role for the ACT health system. On the interaction of policy advice and operation of the publicly owned clinical service system, both the ACT Health Directorate and CHS work together to provide sound advice to Ministers. The Health Service finds itself at an exciting juncture with an ambitious program of growth and development now underway. The Head of Service seeks to appoint an outstanding leader to the position of Chief Executive Officer to deliver on the ACT Government's commitments to providing quality healthcare services. Reporting to the Minister for Health and Minister for Mental Health, the CEO will lead and champion the transformational agenda that is currently underway within the health service to deliver exceptional and innovative health outcomes to the community, setting new standards and models of healthcare in Australia. This critical position is a unique opportunity for a senior health services leader to work closely with all levels of government including Ministers, senior ACT Government and Commonwealth officials and the broader Canberra community. The CEO is responsible for operational leadership and management of the tertiary hospital service and community-based health services and will work collaboratively with the ACT Health Directorate to synchronise with its strategic direction, policy and planning of the ACT's health system. The CEO will develop and maintain strong working relationships in relation to the delivery of public health services with stakeholders including the Calvary Public Hospital Bruce. Primary areas of responsibility will include leading delivery of key strategic health priorities, motivating teams to achieve exceptional patient outcomes, advising the Government and Ministers on key service delivery issues and working with stakeholders to advance a progressive health agenda. As a member of the ACT Public Service Strategic Board, the CEO will work with the Head of Service and other Directors-General to deliver whole of government outcomes and the stewardship of the ACT Public Service. The successful candidate will be regarded as a highly ethical and visionary leader within the health sector who can effectively partner with communities and leverage a positive organisational culture to improve patient experience, clinical quality and patient safety, while also ensuring financial sustainability. Through exemplary strategic and operational leadership, the appointee will evidence successful implementation of change in a complex and dynamic environment. With proven senior executive experience in a tertiary hospital environment, the appointee will demonstrate the gravitas and political nous necessary to drive and achieve positive change and innovative outcomes. Key to success will be high levels of personal drive, energy, resilience and commitment. This role is an opportunity to make a difference to the lives of almost 620,000 across the region.

For more information visit: health.act.gov.au

Remuneration: The position attracts a remuneration package ranging from \$424,028 to \$441,529 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$350,025.

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 details of long-term engagements are tabled in the ACT Legislative Assembly.

To apply – please go to fisherleadership.com and choose 'APPLY ONLINE' from the menu. Submit your cover letter and resume to Liz Jones or Deborah Komesaroff quoting Fisher Leadership Reference CHSceo0721 or call 1300 347 437 for further information.

Applications close: 20 August 2021

Contact Officer: Liz Jones 1300 347 437 fisherleadership.com

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

Corporate Services

Finance

Financial Services Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 18507)

Gazetted: 30 July 2021

Closing Date: 6 August 2021

Details: Canberra Institute of Technology (CIT) has a temporary vacancy and is seeking a highly motivated individual to provide administrative support in a range of office support functions.

Under general direction, undertake work required for delivering the teams responsibilities and tasks which may include:

- Accounts, purchasing, procurement (including preparation of purchase requests and obtaining quotes) corporate credit card reconciliation and office services.
- Other responsibilities include preparing journals, managing accounts payable, accounts receivable transactions, processing and actioning travel requests and acquittals and maintenance of appropriate records and documentation.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

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

How to Apply: Please provide a written response (maximum 800 words) and a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ildi Lee (02) 6207 3466 Ildi.Lee@cit.edu.au

CIT Corporate Services

Human Resources

Teacher Capability

CIT Teacher Capability Coordinator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 40687)

Gazetted: 29 July 2021

Closing Date: 12 August 2021

Details: Do you thrive best in dynamic environments and are you looking for a new opportunity to make your mark? Look no further, CIT Teacher Capability needs you! An opportunity exists for a Coordinator for the CIT Teacher Capability Team. The Team provides qualifications and Professional Learning opportunities across CIT for teachers and all staff. This role demands high level communication and digital skills. You will bring strong administrative, collaborative and negotiation skills and have a demonstrated ability to interact effectively with any stakeholder. The role also requires strong writing capability for a range of channels and audiences as well as an

ability to be flexible with work priorities and pivot with ease. If you think you've got the skills, we'd love to hear from you. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with disability.

Eligibility/Other Requirements: Certificate IV in Training and Assessment TAE40110 or TAE40116 or experience in the VET environment is desirable.

Notes: This is a temporary position available for a period of 11 months with the possibility of extension up to less than 12 months.

How to Apply: Please submit a current curriculum vitae and a two-page pitch that outlines your suitability for the position addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Ryan (02) 6207 3223 angela.ryan@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

Executive Branch Manager, Strategic Business

Temporary Vacancy (30 August 2021 to 30 February 2022)

Chief Minister, Treasury and Economic Development Directorate

Digital Data and Technology Solutions

Position: E484

(Remuneration equivalent to Executive Level 1.3)

Date circulated: 03 August 2021

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Expressions of interest (EOI) are sought for the position of Executive Branch Manager, Strategic Business Branch (EBM SBB), Digital Data and Technology Solutions (DDTS) within the Chief Minister Treasury and Economic Development Directorate (CMTEDD) for a period of six months (30 August 2021 to 30 February 2022). The position is part of the executive team of DDTS and reports directly to the Executive Group Manager, DDTS. Strategic Business Branch provides professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. The branch is focused on ICT program and project delivery for our directorate customers and also provides a range of strategic services to DDTS including ICT procurement and contract management, governance, change management, business improvement, and strategic finance. The successful applicant will have strong leadership and stakeholder management capabilities. These, together with a strong strategic focus and a deep understanding of ICT, the ideal candidate will provide customers and staff with a clear direction for ICT services in the ACT public sector. For further information please see the Executive Capabilities below.

To apply: Please submit an expression of interest of no more than two pages outlining what you could contribute to this important role, details of two referees and a current curriculum vitae to Antony Stinziani via email to antony.stinziani@act.gov.au by 12pm Monday 9 August 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 \$236,451 - \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

Contact Officer: Antony Stinziani via email to antony.stinziani@act.gov.au

Executive Capabilities:

Leads and values people

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

Shapes strategic thinking

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk

- Thinks broadly and develops solutions

Achieves results with integrity

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence-based policies and procedures
- Shows sound judgement, is responsive and ethical

Fosters collaboration

- Listens and communicates with influence
- Engages efficiently across government
- Builds and maintains key relationships

Exemplifies citizen, community and service focus

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes

Access Canberra

People, Governance and Support

Governance and Workforce Capability

Work, Health and Safety Coordinator

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 41202)

Gazetted: 02 August 2021

Closing Date: 16 August 2021

Details: Our Workforce Capability and Wellbeing team works with Access Canberra's managers and staff to provide a broad range of functions including Work, Health and Safety (WHS), learning and development, workplace culture, organisational design, and workforce planning. The team performs a broad range of strategic workforce capability, WHS, and wellbeing functions for Access Canberra. The successful applicant will have proven technical experience and the ability to provide expert advice and support in safety management strategies, systems and programs, wellbeing initiatives, WHS reporting. They will also provide support and management of committees and maintain Chief Minister, Treasury and Economic Development's (CMTEDD) WHS management system. The successful applicant will have work health and safety experience, strong communication and analytical skills and enjoy a variety of tasks; one day you may be analysing WHS related data to inform our Executives and the next you might be undertaking risk management activities out in the field. 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 Certificate IV in WHS or equivalent experience is highly desirable but not essential.

Qualifications (or experience) in training and/or presenting will be considered favourably.

Notes: A merit pool will be established and may be used to fill future similar vacancies over the next twelve months. Access Canberra's workplace designed for activity-based working (ABW) in 2020. 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 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kerrie Wilmot (02) 6207 6317 kerrie.wilmot@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Executive

Executive Assistant to Executive Branch Manager, Strategic Business

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 24711)

Gazetted: 29 July 2021

Closing Date: 17 August 2021

Details: Are you a professional, well-organised person who enjoys a fast-paced environment with competing priorities, where no two days are ever the same? Do you have a positive can-do attitude and want to be part of a dynamic team responsible for the daily operations of the Branch? If so, then this is the job for you! The Strategic Business Branch in the Digital, Data and Technology Solutions Group (DDTS) is seeking an Executive Assistant to provide timely, accurate, confidential and comprehensive high-level executive support to the Executive Branch Manager. You will have strong organisational skills and attention to detail, adaptability, and flexibility to accommodate change, and highly developed interpersonal and communication skills. This position reports directly to the Executive Branch Manager and is responsible for executive administration and secretarial support, along with managing the day-to-day operations of the Executive Office. 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 or ability to obtain and maintain a certificate/clearance is mandatory.

Notes: This is a temporary position available for a period of eight months with the possibility of extension up to less than 12 months 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. 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 Capabilities for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenna McVeigh (02) 6205 3199 jenna.mcveigh@act.gov.au

Workforce Capability and Governance

Investigator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 32540)

Gazetted: 29 July 2021

Closing Date: 12 August 2021

Details: The Professional Standards Unit (PSU) is seeking a high performing values driven and results-orientated investigator to join our team. The role of the PSU is to provide support to the statutory appointment of the Public Sector Standards Commissioner (PSSC) in the context of misconduct investigations and support the PSSC to provide advice to the Chief Minister and Head of Service about the public sector values, principles and the conduct in the ACT Public Service (ACTPS). Under limited supervision, you will provide assistance and advice to managers and employees relating to the investigation process, facilitate formal investigations, provide reports on investigation processes, gather statistical data, identify systemic learnings from investigation outcomes and provide support to the PSSC as required. You will need relevant experience managing workplace performance and misconduct issues and/or relevant investigative experience, well developed analytical skills and be self-motivated, respond quickly to changing priorities and show initiative, sound judgement, and adhere to tight timeframes. 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:

Relevant qualifications such as a Certificate IV in Government Investigations and/or a Human Resources related disciplines, or significant study towards gaining such qualifications, is highly desirable

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

Criminal history checks will be conducted prior to employment.

Notes: This a temporary position available for six months with the possibility of extension/permanency. This position involves activity-based working (ABW). Under ABW working arrangements, officers will not have a designated workstation/desk. A merit pool will be established and may be used to fill future similar vacancies over the next 12 months.

How to Apply: Please provide a maximum two page response to the Selection Criteria outlined in the attached Position Description, include a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Towers (02) 6205 1923 Sarah.Towers@act.gov.au

Shared Services

Payroll and HR Systems

HR Systems

Systems Officer (Test Team)

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 08309)

Gazetted: 29 July 2021

Closing Date: 17 August 2021

Details: As a Systems Officer within the HR Systems Test Team, you will support the Assistant Director, Test Team in managing HRMS test environment, test processes and procedures, ensuring all HRMS system functionalities and interfaces are fully tested before deployment to the production environment. This includes assisting the design and implementation of best practice payroll systems processes and the development of procedures to support these processes. This position works closely with other team members in the HR Systems, Payroll, Data Reporting, Recruitment, Business Improvement and Shared Service ICT. This position reports directly to the Assistant Director, Test Team, HR Systems. 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 in a HR related discipline is desirable though not essential.

An understanding of either software systems such as SAP SuccessFactors, would be advantageous.

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

Notes: This is a temporary position available immediately for a period up to 12 months with the possibility of 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. Selection may be based on application and referee reports. Previous applicants are encouraged to re-apply.

How to Apply: Please provide a response to the Behavioural Capabilities outlined in the Position Description of no more than two pages, along with your 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

Access Canberra

Conciliation Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52496, several)

Gazetted: 30 July 2021

Closing Date: 18 August 2021

Details: At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to better deliver services. Fair Trading and Regulatory Strategy has a range of units responsible for ensuring businesses comply with their obligations in relation to consumer protection and other regulatory compliance. The branch is involved in a range of work including inspections, investigations, education, compliance action and enforcement. Our areas also work collaboratively with other States, Territories and the Commonwealth in relation to ensuring the Australian Consumer Law is followed and provides positive outcomes for Australian consumers. In August 2021, Access Canberra will introduce a new binding conciliations function for consumer complaints in the ACT. Under this new approach, Access Canberra will have the power to require businesses to attend a compulsory conciliation in person, to resolve a complaint raised by a consumer. Conciliators will work under the remit of the ACT's Fair Trading Commissioner's powers and use alternative dispute resolution techniques to conciliate complaints and in turn, improve consumer outcomes and contribute to a best-practice complaint handling model within the agency. A key aspect of a conciliator's role will be to engage with internal and external stakeholders to educate and promote the ACT. Government's fair trading policies as they impact on the Canberra community. 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: Experience and/or knowledge applying legislation, policies and procedures relating to the Australian Consumer Law (ACL);

Experience in alternative dispute resolution, conciliation or complaint handling processes;

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.

Please review the Position Description for more details about this role and its duties/responsibilities.

Note: There are two positions available.

How to Apply: Your application will be assessed against the selection criteria of the skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description.

How to apply

To apply, please ring the contact officer for a chat and then send us:

Your two-page pitch giving us examples that show you have the skills, knowledge and behaviours making you 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: Sara Bravini (02) 6207 2159 Sara.Bravini@act.gov.au

Access Canberra

Manager – Conciliation team

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52495)

Gazetted: 30 July 2021

Closing Date: 18 August 2021

Details: At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to better deliver services. Fair Trading and Regulatory Strategy has a range of units responsible for ensuring businesses comply with their obligations in relation to consumer protection and other regulatory compliance. The branch is involved in a range of work including inspections, investigations, education, compliance action and enforcement. Our areas also work collaboratively with other States, Territories and the Commonwealth in relation to ensuring the Australian Consumer Law is followed and provides positive outcomes for Australian consumers. In August 2021, Access Canberra will introduce a new binding conciliations function for consumer complaints in the ACT. Under this new approach, Access Canberra will have the power to require businesses to attend a compulsory conciliation in person, to resolve a complaint raised by a consumer. The Manager – Conciliations Team will lead and oversee the new conciliations function by ensuring that conciliations for consumer complaints are managed in an effective and timely way, in accordance with the ACT's consumer protection frameworks. 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:

High level understanding and experience in applying the Australian Consumer Law;

Demonstrated experience of program design, delivery, evaluation and review; including the ability to translate policy into program delivery outcomes and develop solutions to complex legal and consumer problems;

Experience in managing and delivering programs with accuracy and integrity, in an environment attentive to community focused service;

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.

Please review the Position Description for details about this role and its duties/responsibilities.

How to Apply: Your application will be assessed against the selection criteria of the skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description.

To apply, please ring the contact officer for a chat and then send us:

Your two-page pitch giving us examples that show you have the skills, knowledge and behaviours making you 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: Giuseppe Mangeruca (02) 6207 0252 Giuseppe.Mangeruca@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Data Analyst

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 40394)

Gazetted: 30 July 2021

Closing Date: 13 August 2021

Details: In Access Canberra an average 6,000 regulatory decisions are made a day, with a standard deviation of 200 decisions. Assuming Access Canberra is Normal, what is the likelihood that more than 6,250 decisions are made a day* O! Access Canberra is not a Normal government agency. But if you understand the significance of Normality in a skewed world, and have an interest in working in a small team that has a causal relationship with driving a key regulatory and customer service agency of the ACT Government towards greater maturity in its data culture and practice then do we have the job for you. Access Canberra is seeking an experienced data analyst who wants an opportunity to model their end-to-end data skills on real world problems which can have tangible impacts on the community you live in. Between business-critical reporting and data curation responsibilities, you will have scope to define or refine hypotheses; identify critical data; cleanse and prepare datasets; conduct statistical and analytical methods; interpret and present results. These results will be used by Access Canberra, and across the ACT Government. 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 formal qualification in a field of Statistics/Mathematics, Computer Science or 2+ years experience in a data analysis role are highly desirable.

Notes: This position is based in Canberra, ACT. Access Canberra is an activity-based workplace where officers do not have a designated workstation and have the flexibility to work from home. However, the successful applicant must be able to attend the office as required.

Short-listed applicants will be required to progress through two stages of assessment: practical data exercise and interview to be successful.

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: If this sounds like you, send through a two page pitch outlining how your skills, knowledge and behaviour makes you the best applicant for the position. Don't forget your curriculum vitae and contact details for two referees. * These figures are hypothetical; but bonus points if you can provide your working and answer in your pitch – it does not contribute to the page limit.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Muscat (02) 6207 5014 Linda.Muscat@act.gov.au

Communications and Engagement

Strategic Engagement

Director Engagement

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 14971)

Gazetted: 29 July 2021

Closing Date: 16 August 2021

Details: We have an exciting opportunity to join the Communications and Engagement team in Chief Minister, Treasury and Economic Development Directorate (CMTEDD) as a Director Engagement. If you have the skills, experience and passion to connect the ACT community to government decision-making, we would love to hear from you. You will collaborate closely with teams across the ACT Public Service to influence and support better engagement practice, informed by research and insights. You will bring excellent relationship management skills to the role, be solution focussed and have a strong track record of working effectively with a range of internal and external stakeholders. The successful candidate will be a team player who enjoys working in a fast-paced environment, is flexible, proactive, and has a strong client service ethic. 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: Relevant tertiary education qualifications in Communications, Marketing, Public Relations, Engagement or a related field is highly desirable as is IAP2 Accreditation.

Note: This is a temporary position available immediately up until 30 June 2022. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 access to on-site working, please discuss any concerns you may have with the Contact Officer.

How to Apply: Please submit the following:

- Your curriculum vitae.
- Names and contact details of two professional referees.
- A two-page pitch outlining your Skills, Knowledge and Qualifications and how they relate to this position. Please 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: Dion Pretorius (02) 6207 6130 dion.pretorius@act.gov.au

Network Engineer

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 18348)

Gazetted: 30 July 2021

Closing Date: 18 August 2021

Details: Networks, Communications Services, and ICT Facilities (NCS) are seeking a motivated and enthusiastic technical officer with experience in managing network infrastructure to be responsible for providing network technical support for operational and project related activities. The role will primarily maintain the day to day operations of the ACT Government network infrastructure and the provision of new services for a diverse customer base. 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: 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: Suitability for this position will be assessed on your Skills, Knowledge and Behavioural Capabilities in relation to the Duties/Responsibilities listed in the Position Description. Please submit a personal pitch (of no more than two pages) in response to your suitability for this position, curriculum vitae, and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamie Reid (02) 6205 9514 Jamie.Reid@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

ICT Support Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 05117)

Gazetted: 04 August 2021

Closing Date: 18 August 2021

Details: Customer Engagement Services branch under Digital, Data, Technology Solutions (DDTS) is seeking an enthusiastic, driven and proactive person who thrives in a fast-paced environment and enjoys a challenge to fill the position of ICT Support Officer within the Education ICT embedded team. As part of the Education ICT Hardware Team, the ICT Support Officer is required to provide technology advice and guidance, as well as ensuring consistency of service delivery, by prioritising and managing workflows and supporting the team to achieve deliverables in an Information Technology Infrastructure Library (ITIL) environment. The 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: Applicants will have a high level of organisational skills, excellent attention to detail and can quickly adapt to a fast-paced environment. Experience in the use of ServiceNow and Excel would be considered advantageous.

Note: This is a temporary position available for an immediate start until 15 January 2022 with the possibility of extension and/or permanency. Selection may be based on written 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: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the “What you will do” and “What you require” section and submit a personal pitch, of no more than two pages, that provides evidence of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Please include your Curriculum Vitae and the names of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Anthony Amit (02) 6205 8489 anthony.amit@act.gov.au

Digital, Data and Technology Solutions

EGM Office

Executive

Executive Assistant to the Executive Group Manager DDTS

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 14624)

Gazetted: 03 August 2021

Closing Date: 17 August 2021

Details: The Digital, Data and Technology Solutions Group, led by the Chief Digital Officer (CDO), has responsibility to drive the ACT's digital agenda, lead the whole of government strategic direction for ICT and cyber security, and provide technical, tactical and transactional support for whole of government ICT. The primary focus of this role is to provide high-quality support to the Executive Group Manager, Digital, Data and Technology Solutions. The position reports to the Executive Officer to the EGM and works as part of a broader network of Executive Assistants across ACT Government. This is an exciting opportunity to work in a high-profile area delivering initiatives that will have whole of government lasting impact. The successful applicant will possess very strong organisational skills with the ability to anticipate and plan ahead, ensuring that the EGM is always prepared, no matter what the day may bring. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. Additionally, the position liaises across the ACT Government and with various key stakeholders at local and national levels, to respond quickly to business needs and meet tight timeframes. If you have proven experience in delivering high-quality and customer-focussed support to senior executives, thrive in managing changing circumstances, are comfortable with multiple priorities and demands and have the ability to demonstrate resilience in a fast-paced, high-pressure environment, this could be the job for you. For more detailed information on the position please refer to the 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: Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to obtain and maintain a certificate is mandatory.

Notes: This is a temporary position available from 13 September 2021 until 12 May 2022 with the possibility extension up to less than 12 months. Under the current COVID-19 restrictions many staff are currently working from home with limited access to on-site working. Please discuss any concerns around these arrangements with the contact officer. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, outlining your suitability for the position in line with the Position Description, a current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Macaulay (02) 6207 8107 sarah.macaulay@act.gov.au

Access Canberra

Customer Coordination

Service Centres

Director, Service Centres

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 10373)

Gazetted: 02 August 2021

Closing Date: 9 August 2021

Details: Access Canberra is on the hunt for someone who can get down in the trenches in the thick of the action. We're looking for a go-getter who can wrangle a large, multi-disciplinary team to deliver first class customer

service. If you thrive in a fast paced environment, can think on your feet and solve problems before they even see you coming, stand shoulder-to-shoulder with stakeholders to achieve mutually beneficial outcomes, and pave the way for your team to provide the kind of customer service you want to write home about, then we need you! In Customer Coordination our goal is to provide an excellent customer experience while balancing regulatory requirements to make it as easy to engage with Access Canberra as possible. We're continuously searching for ways to improve the experience for both our customers and employees, encouraging self-service and reducing touchpoints and data entry through various technologies, including digitisation. We are the entry point for ACT Citizens to engage and transact with the ACT Government. Who are you? You're a hands-on customer-focused individual who loves overseeing the operational side service delivery. You get excited over delivering on key performance targets and love to challenge the status quo to ensure our Access Canberra delivers the services of tomorrow. You can think outside the box and work with relevant stakeholders to help develop great customer experiences. You like a challenge and can work with minimal supervision while also thriving in a buzzing team environment. You are a natural leader with the ability to lead multiple teams to achieve customer-centric outcomes. We look forward to hearing from 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: This is a temporary position available immediately for a period of five months with the possibility of extension up to 12 months and/or 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. This position is in a 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, your curriculum vitae and contact details of at least two referees, one of whom should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Neiberding (02) 6207 6774 craig.neiberding@act.gov.au

Shared Services

ACT Property Group

Integrated Facilities Management

Director, Property Intake, Security and Operations - ACT Property Group

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 50473)

Gazetted: 04 August 2021

Closing Date: 22 August 2021

Details: This role leads a team responsible for providing security, building maintenance and intake services across ACT Government owned buildings and properties. It is a dynamic job where no day is ever the same. The role is both a manager and a leader of a multi-disciplinary team including trade professionals and office-based staff that ensure buildings and maintenance are managed well and our customers have a service driven response to maintenance concerns. The person in this role ensures the team delivers high quality, efficient and productive trade and customer focused services, provides professional guidance and direction, sets the strategic agenda with the team and manages human resource and industrial matters relevant to the team. The person in this role will also provide customers and senior leaders with information and reports on the activities, achievements and productivity of the team. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. 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:

The following are highly desirable:

Hold or have the capacity to obtain White Card and Asbestos Awareness

Qualification/s in facilities management, project management, property management, management, procurement, contract management or similar is desirable.

A current driver's licence (car) is required.

Note: Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. 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 review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

A current Resume/Curriculum Vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and
Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Luchetti (02) 6205 4866 Christine.Luchetti@act.gov.au

Executive Assistant

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 55254)

Gazetted: 03 August 2021

Closing Date: 17 August 2021

Details: Do you know how to read a room? Are you a people person? Do you look forward to checking in with your team members every morning? Do you value being around colleagues who share a strong work ethic but also a solid sense of humour? The IRandPSE team has a highly connected and collaborative work culture and would welcome a person who has the interpersonal qualities as well as an agile and adaptive style to match the changing workflow and priorities that come with being a small team within the Chief Minister, Treasury and Economic Development directorate which leads strategic thinking in Industrial Relations and the Public Sector Employment Framework across the ACTPS. 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 an energetic and highly professional person who is confident acting as a pivotal point of contact with internal and external stakeholders. This role reports to the Executive Group Manager and also works closely with WCAG executives as well as the Industrial Relations and Public Sector Management team. The successful individual will liaise broadly across the Service with various senior stakeholders, whilst maintaining a high level of confidentiality and discretion, responding quickly to business needs to adhere to tight timeframes. The ACTPS 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: Familiarity in industrial relations, human resources or work health and safety will be highly regarded.

Note: This is a permanent position. Selection may be based on applications and referee reports only.

How to Apply: Suitability for this position will be assessed on your Skills, Knowledge and Behavioural Capabilities in relation to the duties/responsibilities listed in the Position Description. Please submit a personal pitch (of no more than three pages) in response to your suitability for this position, curriculum vitae and contact details of two referees.

Contact Officer: Nina Taylor (02) 6205 2418 Nina.Taylor@act.gov.au

Digital, Data and Technology Solutions

Strategic Business

ICT Finance

Assistant Finance Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 42727)

Gazetted: 03 August 2021

Closing Date: 17 August 2021

Details: The Digital, Data and Technology Solutions (DDTS) ICT Finance team is looking for a motivated and well-rounded applicant to fill the role of Assistant Finance Officer. The winning applicant will join a high performing team which provides a range of financial and accounting services to the Territory's ICT operations. We are looking for a self-motivated individual who is able to learn new skills and systems quickly, has good communication skills, and is able to analyse and resolve issues with limited management direction. This role would suit someone looking to start or expand their career in accounting, financial services, or office administration, with a range of formal and on-the-job learning opportunities available to support your professional and career development. The team also offers a range of flexible working options including flex-time and work from home arrangements. 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.

Note: This is a temporary position available immediately for six months with the possibility of extension and/or 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: To apply for this position please provide a personal pitch of no more than two pages describing your relevant Skills, Experience and Suitability for this position focusing on the professional and behavioural capabilities. Please also include a copy of your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alyssa Cowie (02) 6207 7737 alyssa.cowie@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.

Economic Development

Business and Innovation

Business and Industry Capability

Assistant Director

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 14506)

Gazetted: 03 August 2021

Closing Date: 24 August 2021

Details: Are you interested in working in Economic Development policy that makes a concrete difference to people's lives? Do you have excellent written and oral communication skills, a track record in delivering effective policies and programs, and ability to demonstrate excellent relationship management skills with internal and external stakeholders? Economic Development's Business and Innovation branch is looking for an Assistant Director to fill a position in our business advocacy and key sectors team. You'll lead the development of policies and programs to support the economic success of ACT Aboriginal and Torres Strait Islander businesses. This work is central to the economic participation strand of the ACT Aboriginal and Torres Strait Islander Agreement 2019-28, which focusses on quality of access to employment and growth in Aboriginal and Torres Strait Islander businesses and community services organisations. You may also work across small business, screen and creative industries portfolios. Targeted ACT Government led small business support and programs ensure that ACT businesses get the right support to achieve their objectives, including when things don't go to plan. Canberra's growing screen industry is broad and capable: covering film and television productions, to virtual and augmented reality gaming used in a host of settings. Joint work with the University of Canberra has started to assess the creative industries, and identify opportunities for growth. The Business and Innovation Branch in ACT's Economic Development Division is at the leading edge of the ACT Government's jobs agenda – which targets 250,000 jobs in the ACT by 2025. If you're someone who gets an intellectual buzz from policy making, but wants to work on projects with keen Ministerial interest and real world impact – this may be your ideal job. 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: Policy experience, and a demonstrated interest in business and economics would be an advantage.

Notes: This is a temporary position available immediately until March 2022 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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 1200 words outlining why you're interested in the role in addition to your experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the attached Position Description, along with a current Curriculum Vitae (CV) and details of two referees. Word counts over 1200 words will not be considered.

Applications should be submitted via the Apply Now button below.

Contact Officer: Guy Bromley (02) 6207 3271 guy.bromley@act.gov.au

Access Canberra

Licensing and Registration

Transport Licensing

Business Engagement Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 23118)

Gazetted: 04 August 2021

Closing Date: 11 August 2021

Details: Are you a perfectionist who enjoys proofreading? Can you learn new technology quickly? Are you a people person? 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:

Business system training

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 attention to detail to fill the role of the Business Engagement Officer. The position is responsible for the design and implementation of forms, letters, publications, website content, and brochures reflecting policy and legislative amendments – 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: The successful applicant needs to learn new concepts and technology quickly, and experience in the use of Indesign, SharePoint is highly desirable. The position is attached to a rotating roster of 8am-5.30pm Monday – Friday.

Note: This is a temporary position available for period of three months with a possibility of extension to six 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. This position is available to ACT Government officers and employees only.

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 to the Contact Officer.

Contact Officer: Hayley Eastman (02) 6207 0403 hayley.eastman@act.gov.au

Shared Services

Partnership Services Group

Record Services - Physical Record Support

Assistant Director, Projects and Governance

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 55190)

Gazetted: 03 August 2021

Closing Date: 17 August 2021

Details: Physical Record Support has an exciting opportunity for an experienced and driven person to join our team as Assistant Director, Project and Governance. The successful applicant will lead and motivate a team of individuals undertaking governance, audit, business support and records project activities in a physical records environment to ensure compliance, quality and improved customer service. Experience in developing and maintaining a WHS, Quality Assurance and Customer Service culture will be highly regarded. 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 may require some manual handling tasks.

Note: This is a temporary position available for up to 12 months with the possibility of extension or 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: A two page personal pitch outlining your Skills and Experience in line with the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daren Stinson (02) 6207 1195 daren.stinson@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

Office of Director-General

Organisational Governance

Freedom of Information

Assembly Liaison Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 09248)

Gazetted: 03 August 2021

Closing Date: 17 August 2021

Details: The Community Services Directorate (CSD) is looking for an experienced officer to undertake the duties of the Directorate's Assembly Liaison Officer. This position provides high level advice on Legislative Assembly processes to the Directorate and Ministers' offices and coordinates the confidential management of Cabinet documents throughout CSD. The Directorate has responsibility for various portfolios that include Early Childhood and Development; Youth Affairs; Prevention of Domestic and Family Violence; Housing and Suburban Development; Women; Families and Community Services; Aboriginal and Torres Strait Islander Affairs; Multicultural Affairs; Homelessness and Housing Services; Disability; Seniors and Veterans. A strong understanding of the ACT Government, combined with experience in Cabinet and the ACT Legislative Assembly would be an advantage. If you like interesting and varied work, can demonstrate initiative and integrity, and work well under pressure, then this is a great opportunity for you. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people.

Note: This is a permanent position available from 20 August 2021. 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: Interested candidates should submit a two-page Expression of Interest that demonstrates relevant skills and experience against the Selection Criteria. Please also include a current curriculum vitae and two current referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

Children, Youth Families

Child and Youth Protection

Practice and Performance

Reportable Conduct and Compliance Administration Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 55123)

Gazetted: 30 July 2021

Closing Date: 16 August 2021

Details: The Reportable Conduct and Compliance Administration Officer role is responsible for providing high level administration to support Child and Youth Protection Services in the effective management of compliance and legislative requirements for Reportable Conduct matters, information sharing and reporting to external governance bodies including the Public Advocate. The role is responsible for assisting the reportable conduct and compliance team in identifying, collating and preparing Child Protection information for sharing with external entities and oversight bodies consistent with the *Children and Young People Act 2008*. The position will assist in improving policy and practice to support CYPS proficiency in compliance and reportable conduct. The position has a key role in ensuring quality data capture for compliance and reportable conduct matters.

Eligibility Other Requirement: 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 registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people

Educational, suitability and professional qualification checks may be carried out prior to employment.

Essential qualifications and experience: Demonstrated experience in working with client management systems, customer service and record keeping.

Current driver's licence.

Desirable qualifications and experience: Sound knowledge of the ACT Reportable Conduct Scheme, Working with Vulnerable People legislation and child protection practices.

Note: An order of merit may be established from this selection process and may be used to fill future identical vacancies both temporary and permanent 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: All applications, including your written response to Selection Criteria and curriculum vitae. Please note when responding to the Selection Criteria please keep your response to 400 words or less per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cassandra Pentreath (02) 6205 9490 cassandra.pentreath@act.gov.au

Child and Youth Protection Services

Operational Support Officer, Case Aid

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 07804)

Gazetted: 29 July 2021

Closing Date: 17 August 2021

Details: The Children, Youth and Families division provides early intervention and prevention services to ACT children, young people and their families and provides services to children with developmental delays. Children, Youth and Families also works with key stakeholders in government and the community sector to provide child protection and youth justice services to children, young people, their families and their carers. Children, Youth and Families works to support vulnerable children and young people to be safe, strong and connected. The Child and Youth Protection Administrative Service Officer Level 3 (ASO3) Case Aids are responsible for providing high level administrative support to the Children, Youth Protection Service (CYPS) Case Manager teams as well as the wider CYPS branch. Case Aids are required to assist with the delivery of best possible life outcomes for children and young people across a wide range of administrative support functions to ensure our statutory obligations are met.

Eligibility/Other Requirements:

Essential qualifications and experience: Experience and/or desire to work in a community services environment. Proficiency with Microsoft Office products and database systems.

Current driver's licence.

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 registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and http://www.ors.act.gov.au/community/working_with_vulnerable_people.

Educational, suitability and professional qualification checks may be carried out prior to employment.

Notes: An order of merit may be established from this selection process and may be used to fill future identical vacancies both permanent and temporary 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: All applications, including your written response to Selection Criteria and curriculum vitae must be submitted. Please note when responding to the Selection Criteria please keep your response to 400 words per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alicia Rolfe (02) 6207 6491 CYPSPRecruitment@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Practice and Performance

Practice Leader

Child and Youth Protection Professional Level 4 \$118,626 - \$127,282, Canberra (PN: 03856, several)

Gazetted: 29 July 2021

Closing Date: 17 August 2021

Details: Child and Youth Protection Services (CYPS) has a statutory responsibility to support children, young people and families requiring a care or justice response. CYPS works in partnership with families, carers and community agencies to ensure children and young people are safe and achieve the best possible life outcomes. The CYPP4 Practice Leader is an enabling role that operates at both a strategic and operational level, including times of operational demand. The role allows for the identification of best practice and opportunities for improvement in practice and policy across CYPS. The Practice Leader is expected to use that information to continuously improve staff development, including mentoring operational staff. The Practice Leaders are responsible for staff induction and a broad range of staff development opportunities as well as making recommendations to others in relation to policy, practice and team management.

Eligibility/Other Requirements

Essential qualifications and experience:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least 5 years experience in human services fields.

Current Driver's Licence

Desirable qualifications and experience:

Relevant tertiary qualifications in adult learning and development e.g. Certificate IV in Training and Assessment.

Notes: These are temporary positions available immediately for a period of 12 months. A Merit Pool may be established from this selection process and may be used to fill both temporary and permanent 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.

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae. Please take into consideration the duties and personal qualities outlined in the Position Description when addressing how you have demonstrated the selection criteria. The examples supporting the selection criteria are intended to assist you by providing context and as such you are not expected to specifically address the examples in your responses. Limit your responses to 400 words per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Trewhella (02) 6207 0621 alison.trewhella@act.gov.au

Housing ACT

Infrastructure and Contracts

Contracts and Business Operations

Senior Contract Administrator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 00406, several)

Gazetted: 29 July 2021

Closing Date: 12 August 2021

Details: We are looking for several diligent, versatile and enthusiastic people to join the Contracts and Business Operations Team as Senior Contract Administrators. You will be contributing to a team of high performing staff to manage the compliance of the Total Facilities Management contract between Housing ACT and Programmed FM. The team is a group of 23 passionate, determined workers who believe in making a difference for some of Canberra's most vulnerable and aren't afraid to use their initiative. If you have great attention to detail, believe in empowering those around you and enjoy problem solving with a proactive approach, please apply to join our team! More information on the role can be found in the Position Description.

Note: These are temporary position's available immediately for a period of 12 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 vacancies over the next 12 months.

How to Apply: To apply, please submit a two page pitch addressing your suitability against the Selection Criteria, your curriculum vitae, online application form and the names of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Howarth (02) 6205 9715 tania.howarth@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.

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

Executive Branch Manager, Chief Finance Officer

Temporary Vacancy (Asap for six months)

Education Directorate

Strategic Finance and Procurement

Position: E246

(Remuneration equivalent to Executive Level 1.4)

Date circulated: 30 July 2021

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

The Education Directorate has a temporary vacancy ASAP for six months to fill the position of Executive Branch Manager, Chief Finance Officer, Strategic Finance and Procurement. The Chief Finance Officer is responsible for providing strategic financial and policy advice and for managing the financial activities of the Directorate and working with senior colleagues to ensure planning and budgeting activities meet corporate goals, key legislative and business obligations and improve business productivity. The position reports to the Deputy Director-General and provides the Director-General and Senior Executive Team with strategic advice across the full range of financial functions.

Eligibility/Other Requirements: The position requires specialist qualifications including a relevant tertiary qualification in accounting and full membership of CPA Australia or the Institute of Chartered Accountants or equivalent.

To apply: Interested candidates should submit a one-page expression of interest and a current curriculum vitae (including the contact details of two referees) to the Deputy Director-General, Education Directorate, via email at david.matthews@act.gov.au by Thursday COB Thursday 5 August 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 \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Contact Officer: David Matthews (02) 6207 0384 david.matthews@act.gov.au

School Improvement

Belconnen Network

Aranda Primary School

Administration and Enrolments Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 41468)

Gazetted: 04 August 2021

Closing Date: 11 August 2021

Details: Aranda Primary School is looking for an enthusiastic and dedicated person, with exceptional customer service skills to join the school front office team at Aranda Primary School. Working closely with the Principal and Business Manager, the position manages and coordinates all student enrolments functions. The role sits within the front office team of the school to provide administrative, finance and business services to support the needs of the school community. The role requires excellent organisation and administration skills with proficiency with a variety of computer applications, databases and spreadsheets, and a focus on best practice business processes. Aranda Primary School is located in the Belconnen suburb of Aranda. The enrolment area includes Aranda and Cook and current enrolments are 616 students enrolled across Kindergarten to Year 6 with 41 teaching staff and 8 support staff.

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.

Desirable: A First Aid Certificate or a willingness to undertake appropriate training. Working knowledge of Sentral School Administration System (SAS) and Xero financial management software.

Note: 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 addressing the Selection Criteria (professional/technical skills and knowledge and behavioural capabilities), 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: Scott Pearce (02) 6142 3030 scott.pearce@ed.act.edu.au

Service Design and Delivery

Student Engagement

Various

Administration Officers

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 46913, several)

Gazetted: 04 August 2021

Closing Date: 18 August 2021

Details: Student Engagement Branch are looking for skilled administration officers to fill several vacancies. The successful applicants will be required to provide high level administration support and customer service across the branch. Flexibility, a can do attitude and an ability to embrace change are vital attributes for these roles.

Eligibility/Other Requirements: Highly developed proficiency in the Microsoft Suite of applications.

Notes: These are temporary positions available for a period of six months with the possibility of extension up to 12 months and/or 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: Please provide a structured response against each criteria (not Expression of Interest format and maximum four pages), current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 Amie.Corrigan@act.gov.au

Lyneham Primary School

Principal Lyneham Primary School

School Leader A 1 \$173,364, Canberra (PN: 01781)

Gazetted: 04 August 2021

Closing Date: 18 August 2021

Details: Lyneham Primary School is a Preschool to Year 6 educational setting situated in the inner north area of Canberra. The school was opened in 1959 and is a two-storey building with predominantly traditional style single unit classrooms. The school also operates two off site preschools in Lyneham and Downer. Lyneham Primary

School implements the Australian Curriculum and offers special programs including the French language, The Arts and Science. Teachers are committed to differentiating learning pathways for students by making modifications to the curriculum, teaching structures, and teaching practices to ensure instruction is scaffolded, relevant, flexible and responsive. Specialised facilities including a Library, Gymnasium, Hall, Dance Studio and Science Rooms provide purposeful learning and teaching spaces. Lyneham Primary School operates with a strong sense of community. The school values its respectful relationships with community and the social justice principles of equity and fairness underpin work with all students, staff and families. Parents and families are recognised as integral members of the school community and partners in their children's education.

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

Note: 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. 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. Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

How to Apply: Please submit your curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the Position Description (maximum six pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mallarie Parker (02) 6205 3491 mallarie.parker@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.

Melrose High School

Careers and Facility Hire Officer

School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 35396)

Gazetted: 03 August 2021

Closing Date: 17 August 2021

Details: The role of the Careers and Facility Hire Officer is a full-time position. 70% of this role will be working with high school age students and the community for career opportunities and 30% will be performing facility hire tasks along with general administration tasks within the school.

The Careers Officer component of this position will:

Work closely with students to plan innovative and personalised approaches to career pathways; work with Student Engagement Team, parents/carers and students to secure Work Experience (WEX) placements for Year 9 and 10 students at Melrose High School, including students in Tier 2 and 3 programs; Work with local businesses and stakeholders to market the Work Experience (WEX) Program and Learning Through Internship (LTI) to secure opportunities and targeted placement across a multitude of industries; oversee the ASBA/VLO programs and organise appropriate placements; and work closely with the Student Engagement Team and Executive.

The Facility Hire Officer component of this position will:

Respond to facility hire enquires and coordinate hire of facility spaces; manage the facility hire schedule and work with the Business Manager to ensure access for hirers; draft and issue short term hire contracts or liaise with Department of Education to draft licensing agreements for longer term hires; and ensure all documentation is up to date and on file for each hire.

Eligibility/Other Requirements:

Relevant skills and abilities

Ability to work with and relate to students and external stakeholders. Ability to interpret, apply and monitor the provisions of VET legislation in the ACT. High level interpersonal, oral and written communication and negotiation skills and the ability to communicate sensitively and effectively with a range of stakeholders. High level administrative skills including keyboard skills and the ability to operate a variety of computer programs, databases and other records management systems. Organisational skills with the ability to work effectively in busy situations, plan, set priorities and meet deadlines with minimal supervision. Demonstrated commitment and leadership in

high quality customer service principals and practice. Ability to work in a team environment, use own initiative and work independently when necessary. Ability to apply equity and diversity, workplace health and safety, and participative management principles and practices in the workplace.

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.

Desirable

First Aid Certificate or a willingness to undertake appropriate training.

Certificate IV or equivalent e.g. Career Development, Training and Assessment.

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

How to Apply: Please respond with a maximum three page response to the Selection Criteria - Relevant Skills and Abilities. Please also include a current curriculum vitae with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire.Clode@ed.act.edu.au (02) 6142 0707 Claire.Clode@ed.act.edu.au

School Performance and Improvement

North Canberra and Gungahlin

Gold Creek School

Food Design Assistant

School Assistant 2 \$50,184 - \$55,413, Canberra (PN: 01949)

Gazetted: 02 August 2021

Closing Date: 9 August 2021

Details: Gold Creek School is a P-10 School in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate Programmes as a framework for teaching the Australian Curriculum. We are seeking an energetic, motivated and passionate school assistant to fill our permanent, full-time, Food Design Assistant role. The successful applicant will be required to work independently and in consultation with the Arts and Design teachers and supervisor to meet the learning needs of the students in years 7-10 at the Gold Creek Senior Site. The role requires someone who is organised, reliable, and has some knowledge in the food industry to support the teachers and students. 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:

- Prior to commencing the role the applicant must have 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.
- The applicant should have a First Aid Certificate or a willingness to undertake appropriate training.
- A Certificate III or equivalent or relevant Trade qualification eg: Hospitality, School Support Services is desirable.

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

How to Apply: Please submit your response of no more than three pages addressing the Selection Criteria (Professional/Technical Skills and Knowledge and Behavioural Capabilities) as detailed in the Position Description, 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: Adrienne Tranter (02) 6142 1308 adrienne.tranter@ed.act.edu.au

School Improvement

Belconnen Network

Belconnen High School

Business Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 37751)

Gazetted: 02 August 2021

Closing Date: 9 August 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. 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. Belconnen High School is located in the suburb of Hawker with an enrolment area that includes Hawker, Weetangera, Florey, Page, Scullin. The school has around 570 students across 3,990 classes with 49 teachers and 17 support staff.

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

Note: This is a temporary position available immediately up until March 2022 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: Please submit your response of no more than two pages 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: Maree Hardwicke (02) 6142 1693 maree.hardwicke@ed.act.edu.au

Service Design and Delivery

Student Engagement

Allied Health Professional – Occupational Therapy

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 37003, several)

Gazetted: 30 July 2021

Closing Date: 17 August 2021

Details: Student Engagement is seeking high performing occupational therapists and leaders to support students access education and thrive. A variety of roles are currently available:

Leading the Student Engagement occupational therapy and physiotherapy professional team supporting all Canberra public schools.

Clinical leadership positions based in specialist schools working directly with teachers and students to provide an integrated allied health lens to help inform individual student and whole class programs.

Eligibility/Other Requirements:

Tertiary qualifications in Occupational Therapy

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards.

Eligibility for Membership with the Australian Occupational Therapy Association.

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.

ACT drivers licence and use of own vehicle for work purposes.

Minimum of five years experience as occupational therapist desirable.

Notes: These are temporary positions available immediately 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. Selection may be based on application and referee reports only.

How to Apply: Please submit a written response to the criteria (maximum five pages), current curriculum vitae and details for two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Hill 0466 855 762 Belinda.Hill@ed.act.edu.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Junior SQL Developer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 39737)

Gazetted: 29 July 2021

Closing Date: 9 August 2021

Details: Working as part of the Data Insights Team, you will use and develop your technical skills to ingest and maintain data in accordance with data governance requirements. You will help to automate processes providing the education system with efficiencies and assist with Big Data strategies enabling business insights for evidence-based decisions. Through understanding the WhoG technology and data strategy, you will ensure alignment and ongoing improvement with existing solutions and standards. You will be expected to work with key technical and business staff from across the organisation to develop key instrumental business solutions, building relationships inside and outside the organisation to support ACT Education's growth. Ideally you have at least **one** year of Microsoft SQL Server developer experience and are excited about how your contributions can enable and strengthen the education system here in the ACT.

Eligibility/Other Requirements:

Desirable skills:

MS SQL Server Stored Procedure programming experience.

Excellent communication and stakeholder skills.

Tertiary qualifications in IT, computer science or software engineering.

Cloud platform experience (Azure preferred)

Knowledge of Power BI

Notes: This is a temporary position available immediately 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. 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

describe 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: Sunny Kokane (02) 6205 2022 Sunny.Kokane@ed.act.edu.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Senior Data Warehouse Developer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 44265)

Gazetted: 29 July 2021

Closing Date: 9 August 2021

Details: Working as part of the Data Insights Team, you will use and develop your technical skills to ingest and maintain data in accordance with data governance requirements. You will help to automate processes providing the education system with efficiencies and assist with Big Data strategies enabling business insights for evidence-based decisions. Through understanding the WhoG technology and data strategy, you will ensure alignment and

ongoing improvement with existing solutions and standards. You will be expected to work with key technical and business staff from across the organisation to develop key instrumental business solutions, building relationships inside and outside the organisation to support ACT Education's growth. Ideally you have 5+ year experience delivering data warehousing artifacts by using Microsoft SQL Server suite and are excited about how your contributions can enable and strengthen the education system here in the ACT.

Eligibility/Other Requirements:

Mandatory:

This position is temporary with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Highly Desirable:

Cloud platform experience (Azure preferred).

Programming/scripting experience.

Possession of a current driver's licence and access to a private vehicle.

Notes: This is a temporary position available immediately for 12 months with the possibility of 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. 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

describe 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: Sunny Kokane (02) 620 52022 Sunny.Kokane@ed.act.edu.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

Environment

ACT Parks and Conservation Service

Environmental Offsets

Field Ecologist

Professional Officer Class 1 \$62,767 - \$87,032, Canberra (PN: 48243)

Gazetted: 04 August 2021

Closing Date: 16 August 2021

Details: The Field Ecologist will assist the ACT Parks and Conservation Service to undertake ecological monitoring to support adaptive management of grassland and woodland reserves in the ACT. Under limited direction, the Field Ecologist will: Undertake extensive ecological field work in a range of weather conditions both as part of a team and autonomously. The monitoring and identification of plants, birds and reptiles can be physically demanding, and involves walking large distances, as well as frequent bending over. Communicate effectively with other colleagues and stakeholders while in the field, particularly when working solo. Assist in the collection, identification, preservation, storage, display and retrieval of biological materials and reference information. Assist in the organization, analysis and the preparation of data and written material, including reports, information papers and correspondence. With respect to data collection, preparation and organization, the field ecologist will be expected to: Compile, clean, maintain, and interpret spreadsheets containing large volumes of ecological data (digitally and spatially). Employ digital data collection tools for field work, as well as use excel and GIS software (e.g., ArcGIS) for data curation. Undertake basic data analysis tasks

Eligibility/Other Requirements

Mandatory

Tertiary qualifications in a field of environmental management or biological science, preferably including studies in Botany, Zoology or Ecology.

A current manual driver's licence.

Highly Desirable

Willingness to work in remote locations, out of hours, and in adverse weather conditions.

A current Senior First Aid certificate is desirable.

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.

Notes: This is a temporary position available from 1 September 2021 up till 30 December 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: 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: Emma Carlson 0468 514 223 emma.carlson@act.gov.au

Ngunnawal Water Project Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52329)

Gazetted: 03 August 2021

Closing Date: 17 August 2021

Details: The Water Policy section of the Environment, Planning and Sustainable Development Directorate has responsibility for the development and coordinated implementation of ACT water policies and strategies. The Section is involved in national and regional water policy and programs, including the National Water Initiative, the Murray-Darling Basin Plan, the ACT Water Strategy, and the ACT and Region Catchment Strategy. In performing these functions, it liaises with Icon Water and other key ACT agencies, the Commonwealth Government, community and regional stakeholders. The Section provides secretarial support to the ACT and Region Catchment Management Coordination Group and supports the Directorate's engagement in inter-jurisdictional fora. A core function of the Water Policy Section is integrating cultural aspirations of the Ngunnawal Traditional Custodians through the Dhawura Ngunnawal Committee into water planning and water management. An opportunity exists for a suitably qualified, innovative and experienced strategic policy officer to join our team. As a member of the team, the successful applicant will assist the Dhawura Ngunnawal Caring for Country Committee, Traditional Custodian Engagement unit and Water Policy Section staff to engage Ngunnawal people in water management and build strengthened and respectful relationships and provide logistic support.

Eligibility/Other Requirements: Applicants need to have demonstrated experience working collaboratively with Ngunnawal Traditional Custodians with a demonstrated understanding of Ngunnawal community governance, values and 'On Country' issues applicable to management of water.

A current manual driver's licence.

Willingness to work with computers for long periods of time.

Willingness and ability to work in remote locations, on boats, out of hours and in adverse weather conditions, and the ability to work independently in the field if required.

This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to Apply: Please send your curriculum vitae, details of two referees, and a response addressing the Selection Criteria (detailed in the Position Description) with no more than half a page per criteria. Applications that do not address the Selection Criteria will not be assessed.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ryan Breen (02) 6207 8268 ryan.breen@act.gov.au

Development and Implementation

Asbestos Response Taskforce

Director, Demolition and Complex Properties

Infrastructure Officer 4 \$132,911 - \$151,004, Canberra (PN: 46951)

Gazetted: 02 August 2021

Closing Date: 9 August 2021

Details: The Development and Implementation Division is a delivery arm of the Environment, Planning and Sustainable Development Directorate. In line with the ACT Government's urban renewal agenda, the Development and Implementation Division is responsible for undertaking significant programs relating to the renewal and revitalisation of the ACT's urban areas, along with delivering smaller projects to renew parts of the city's existing suburbs. The *Asbestos Response Taskforce* (The Taskforce) is responsible for managing the Government's response to loose fill asbestos insulation in ACT homes, including: policy advice and operational support to the Minister for Employment and Workplace Safety and the Cabinet; demolition of houses, sale of sites and reporting as part of the Loose Fill Asbestos Insulation Eradication Scheme; administration of the Government's financial assistance package; and development of appropriate regulatory, legislative and physical responses to short, medium and long-term issues associated with asbestos in the built environment. The position will report to the Senior Director, Asbestos Response Taskforce. It is expected that under general direction and in accordance with policy, procedure and legislation, the occupant will manage the Taskforce's maintenance, demolition and Complex Properties programs and contribute, as part of the Leadership Team, to the successful operations of the Taskforce.

Eligibility/Other Requirements: Pre-requisite Qualifications and/or Experience Positions classified as an Infrastructure Officer require the occupant to:

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.

Highly Desirable:

A minimum of five years' experience in a relevant field.

Relevant tertiary and/or professional qualifications are highly desirable e.g., engineering, design, planning and project management.

Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

Note: This is a temporary position available from 12 August 2021 up until 28 February 2022 with the possibility of extension until 30 June 2022. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide their curriculum vitae, including the name and contact details for two referees, along with a two-page written statement addressing the Selection Criteria. Applicants should show evidence of their Skills, Knowledge and Experience with consideration for the Position Description and Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lea Durie (02) 6205 0477 Lea.Durie@act.gov.au

Environment, Heritage and Water

Parks and Conservation Service

Fire, Forests and Roads

Senior Director – Fire in the Landscape

Senior Professional Officer Grade A \$153,041, Canberra (PN: 11680)

Gazetted: 02 August 2021

Closing Date: 19 August 2021

Details: Fire is a fundamental land management tool used by people in the ACT for tens of thousands of years. In a changing climate the management of fire has never been more critical. A passionate leader of people, you will support the health and wellbeing of our people in the management of fire to Protect life and property. Conserve our natural and cultural environment. Support Traditional Custodians' connection to Country.

What we are looking for

An exceptional leader, who will foster a team culture of respect, innovation, collaboration and integrity.

A committed, enthusiastic person who leads and partners with the community to protect, conserve and enhance the natural and cultural values of the ACT, the foundation of Canberra's wellbeing. An experienced operational manager in bushfire preparedness and bushfire management on public land. A leader who can negotiate and build environmental and community resilience in response to a changing climate. The Senior Director, Fire in the Landscape, leads the Fire and Roads Section in the Parks and Conservation Service and is part of the Senior Leadership and Management Team in the Environment, Heritage and Water Division, operating within the directorate and across government. Together with the community we are responsible for looking after 70% of the ACT in Parks and Reserves. 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 degree level qualifications and extensive experience in Natural Resource Management or equivalent, with a particular focus on fire management. Nationally recognised Level 3 qualifications in a senior functional role (Incident Controller, Operations or Planning) under the Australian Inter-Agency Incident Management System (AIIMS). Cultural competencies, including the provision of a culturally safe workplace, are required for this role.

Notes: Selection may be based on application and referee reports only. this position may 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 submit a written application of no more than two pages, addressing the Selection 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: Ian Walker 0437 198 706 ians.walker@act.gov.au

Business Systems Officer

Technical Officer Level 4 \$88,899 - \$101,743, Canberra (PN: 35855)

Gazetted: 03 August 2021

Closing Date: 18 August 2021

Details: The Operations Coordination team sits within Parks and Partnerships and is responsible for coordinating operational delivery to meet functional and strategic planning objectives. The team also supports Parks and Partnerships with geospatial data and program management, business system administration, planning and analysis, and provides business intelligence to support future strategies, policies and investment programs. The Business System Officer will be responsible for the development, maintenance and coordination of integrated information systems that support the business functions of the Parks and Conservation Service.

Eligibility/Other Requirements:

Relevant tertiary qualifications are desirable.

Extensive experience and knowledge of Microsoft SharePoint Online, PowerBi, Eco Visio and Adobe Creative Suite is an advantage.

Current manual driver's licence.

Willingness to undertake incident management duties, including participation in fire standby, fire suppression and fire training is essential.

Willingness to wear a uniform is essential.

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.

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.

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: Jasmine Glover 0434 896 248 jasmine.glover@act.gov.au

ACT Parks and Conservations Service

Community and Volunteer Program Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 17762)

Gazetted: 29 July 2021

Closing Date: 24 August 2021

Details: The ACT Parks and Conservation Service (PCS) is seeking a people person that believes in the power of community to make a difference. The Community and Volunteer Programs Manager works with community partners to develop, facilitate and evaluate programs that enable community and volunteer engagement in projects throughout the reserve estate. The position works under limited supervision and is responsible for the delivery of the ParkCare Initiative, including the ParkCare Patch, VisitorAssist, WildlifeAssist and RangerAssist volunteer streams. The position supervises a team of staff and works to support PCS District staff and community partners to engage and promote the involvement of community members in reserve management activities.

Eligibility/Other Requirements:

Mandatory: Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

Be prepared to wear a uniform; and

Possess a manual drivers' licence.

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.

Highly Desirable:

Tertiary qualifications relevant to Volunteer Management, Natural or Cultural Resource Management and/or Recreation or Tourism Management in protected areas are desirable but not essential.

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.

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: Lisa Testoni (02) 6205 5690 Lisa.Testoni@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

Chief Justice of the Supreme Court of the Australian Capital Territory

Gazetted: 30 July 2021

Closing Date: 29 August 2021

Expressions of Interest for Appointment as the Chief Justice of the Supreme Court of the Australian Capital Territory
The Attorney-General of the Australian Capital Territory, Mr Shane Rattenbury MLA, invites expressions of interest from eligible and suitably qualified people for appointment as the Chief Justice of the Supreme Court of the Australian Capital Territory. The Chief Justice is responsible for ensuring the orderly and expeditious discharge of the business of the Supreme Court. Expressions of interest are sought from all areas of the legal community, including the private, government and community sectors. Women, people with disabilities, people of Aboriginal and Torres Strait Islander backgrounds, people from culturally diverse backgrounds and those who identify as LGBTIQ are encouraged to apply. Information regarding eligibility and selection criteria may be obtained from www.justice.act.gov.au

Inquiries and Expressions of Interest

Written expressions of interest, addressing the selection criteria and accompanied by a detailed curriculum vitae should be emailed to judicialappointment@act.gov.au or posted to:

Mr Richard Glenn

Director-General

Justice and Community Safety Directorate

GPO Box 158

CANBERRA ACT 2601

General inquiries should be directed to the Director-General, Justice and Community Safety Directorate, on (02) 6207 0501 or email richard.glenn@act.gov.au.

Expressions of interest close on 29 August 2021. Late applications may be accepted at the panel's discretion.

ACT Human Rights Commission

Public Advocate and Children and Young People Commissioner

Public Advocate

Advocate

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 46884, several)

Gazetted: 03 August 2021

Closing Date: 19 August 2021

Details: The Public Advocate and Children and Young People Commissioner (PACYPC) is seeking highly motivated and passionate people with demonstrated expertise in the fields of mental health/ forensic mental health and/or disability/complex needs to join a dynamic team of committed professionals focused on protecting and promoting the rights and interests of people in the ACT who are experiencing vulnerability. Advocates support the PACYPC's advocacy, oversight and engagement responsibilities in respect of children, young people and adults experiencing vulnerability. These positions are underpinned by a commitment to ensuring that the supports, services and systems that exist to ensure the wellbeing of consumers/clients do so in a way that is appropriately cognisant of their rights, including the right of consumers/clients to make their own decisions and/or have their views considered in decision-making about their own lives. Duties of the Advocate include advocating for the rights of children, young people and adults whose condition or situation gives rise to the need for protection from abuse or exploitation, including by liaising with government and non-government agencies, and intervening in the ACAT and/or Court. Advocates are also responsible for contributing to the objective and independent oversight of services and systems, including by providing policy advice and advice about client matters to the Senior Advocate, Deputy Public Advocate and/or PACYPC as appropriate.

Eligibility/Other Requirements: Tertiary qualifications in relevant disciplines (e.g., Social Work, Psychology, Psychiatric Nursing, Law, Mental Health, Disability etc.) are highly desirable.

Experience in mental health/forensic mental health and/or disability is highly desirable.

Note: There are two positions available:

a permanent position in the Mental Health/Forensic Mental Health portfolio, and

a temporary position (for up to six months with the possibility of extension/permanency) in the Disability/Complex Needs portfolio. Please see the Position Description for a list of duties/responsibilities, and the capabilities for the role. 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: Applications are sought from potential candidates and should include a supporting statement of no more than a two-page pitch addressing the Professional/Technical Skills and Knowledge, and the Behavioural Capabilities as detailed in the Position Description and a current curriculum vitae/resume, including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sandra Horbury (02) 6205 2222 sandra.horbury@act.gov.au

Public Trustee and Guardian

Governance and Corporate Unit

HR and Administration Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 43920)

Gazetted: 03 August 2021

Closing Date: 17 August 2021

Details: If you are interested in gaining operational HR experience whilst you undertake relevant studies to pursue a career in HR, The Public Trustee and Guardian has a permanent vacancy for a HR and Administration Officer in our dynamic Governance and Corporate Unit. The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community. The Governance and Corporate Unit provides a full suite of business and administrative services to the Public Trustee and Guardian. The successful applicant will support the Manager of the Governance and Corporate Unit to maintain and coordinate PTG's overall administrative operations including recruitment, human resources, personnel and staff movements, workplace relations and resource management. 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: 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

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. 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.

How to Apply: If you are looking for a dynamic role working in a unique environment then please submit

responses, no longer than two pages, outlining how you meet the Behavioural Capabilities, Technical skills and knowledge components outlined in the Position Description. You should also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Caldwell (02) 6207 9800 Denise.Caldwell@act.gov.au

ACT Emergency Services Agency

People, Culture and Training

ESA Recruitment

ESA Recruitment Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 52734)

Gazetted: 04 August 2021

Closing Date: 18 August 2021

Details: Do you strive to improve recruitment administrative process? Are you detail orientated and thrive in a busy environment with competing priorities? The Recruitment Officer (RO) will provide high level administrative services to support the recruitment activities across the ACT Emergency Services Agency (ESA). The RO will be required to administer the activities through the HR system and be responsible for candidate management and reporting ensuring accuracy and adherence to legislation, policies and procedures. Additionally, this role liaises with stakeholders across the ESA Services, ESA Executive as well as potential candidates to ensure business needs are met. You will also undertake a representative role when drafting written and verbal correspondence; therefore, your ability to communicate effectively and engage with stakeholders and the public will be excellent.

Eligibility/Other Requirements: Experience in an end-to-end HR Recruitment Information System such as 'SAP SuccessFactors' is highly desirable.

Driver's licence is essential.

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.

Notes: This is a temporary position available immediately 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. Selection may be based on application and referee reports only.

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: Lyndal Bennett (02) 6205 3546 Lyndal.Bennett@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

Infrastructure Delivery Partners

Executive

Assistant Director, Cladding

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 15081)

Gazetted: 03 August 2021

Closing Date: 19 August 2021

Details: An exciting new opportunity has arisen in the Private Buildings Cladding Team in Major Projects Canberra. The Private Buildings Cladding Scheme provides financial assistance to owners of eligible apartment buildings to remediate combustible cladding. <https://www.act.gov.au/majorprojectscanberra/act-cladding-program>

We work in a fast paced and dynamic environment and are often required to respond to issues in a short timeframe. As the Assistant Director you will run the day to day administration of the Scheme, working collaboratively within the small team to deliver high quality outcomes on time in the context of multiple, competing demands. Your strong organisational skills, solid grants experience and your management skills will

help you to build a solid team, that is able to manage the grants process and resolve stakeholder issues effectively. You will be expected to work independently and be responsible for the outcomes of your team. You will focus on continuous improvement in the administration of the Scheme, using data to monitor the progress of the Scheme, monitor emerging issues, identify their impact on priorities and respond on the basis of sound judgement and strategic insight. You will have high level relationship management skills, including the ability to develop effective working relationships and networks and to manage and influence the expectations of key stakeholders. Your judgement, attention to detail and expertise in grant management will be relied upon by senior management and there will be many opportunities for you to brief senior executives and prepare briefings at a ministerial level. In return, we offer the opportunity to work on a high-profile program, in a supportive and professional team environment, that allows you to apply and build on your skills to advance your career to the next level. We make a difference to the safety of the Canberra community. 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

Tertiary qualifications.

Knowledge of best-practice public administration

Notes: This position is available immediately for up to 18 months, with possibility of extension. 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: 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: Sunila Srivastava (02) 6205 4053 Sunila.Srivastava@act.gov.au

Infrastructure Delivery Partners

Executive

Senior Program Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 03679)

Gazetted: 03 August 2021

Closing Date: 19 August 2021

Details: The Private Buildings Cladding Scheme provides financial assistance to owners of eligible apartment buildings to remediate combustible cladding. <https://www.act.gov.au/majorprojectscanberra/act-cladding-program>

We work in a fast paced and dynamic environment and are often required to respond to issues in a short timeframe. As the Senior Program Officer, you will play a vital role in the effective administration of the Scheme. You will, undertake program delivery, including assessing eligibility of applications in accordance with relevant guidelines, and make recommendations to senior managers on discretionary applications. Your high level of initiative, excellent communications skills and reliable time management skills will mean that you are able to work independently and be responsible for important work, including supporting the Steering Committee on the Scheme. You are able to build productive relationships within the team and stakeholders, and as a result, will be relied on by internal and external stakeholder to resolve issues and achieve results under pressure and to tight deadlines in a high volume environment. In return, we offer the opportunity to work on a high-profile program, in a supportive and professional team environment, that allows you to apply and build on your skills to advance your career to the next level. We make a difference to the safety of the Canberra community. 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: Tertiary qualifications.

Notes: This is a temporary position available immediately for up to 18 months, with possibility of extension. 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: 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: Sunila Srivastava (02) 6205 4053 Sunila.Srivastava@act.gov.au

Suburban Land Agency

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

Suburban Land Agency

Program Solutions

Sustainability and Release Coordination

Senior Director, Placemaking

Senior Officer Grade A \$153,041, Canberra (PN: 55139)

Gazetted: 30 July 2021

Closing Date: 25 August 2021

Details: The Suburban Land Agency (the Agency) is seeking a place making professional with skills and experience in urban planning, community engagement and/or delivery of place making projects in a government or private sector capacity. The Agency is committed to integrating place delivery, place management and program curation into our work program. This position is new to the Agency and the successful candidate will have responsibility for developing and implementing a place making strategy, program and projects in collaboration with teams across the Agency. The Placemaking Director will have the skills and experience to deliver a progressive best practice approach to place making in an urban and greenfields development context, as well as the ability to support others in the delivery of place-based projects. The Placemaking Director will be required to manage the establishment and guide the delivery of an ongoing place making agenda by teams across the agency. The role requires technical expertise in place-based design delivery, as well as strong leadership experience and the ability to lead transformation within the agency. The role requires the ability to resolve complex issues and represent the agency at a senior level, as well as preparing and reviewing high level documents, managing staff, and reporting on outcomes to Agency Executive and Board. As the Placemaking Director, you will work with design teams, manage consultants, help delivery teams with place activations and events, and manage the integration of place making principles into the SLA's work program. The role will work closely with the Agency's Development Delivery teams through the course of design and development of greenfield estates and urban renewal sites to meet the Government's *Indicative Land Release Program*. 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: A background in placemaking or a related field is highly desirable.

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

How to Apply: Please submit a three 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: Caitlin Westropp (02) 6207 1175 caitlin.westropp@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

Territory and Business Services

Libraries ACT

Home Library Service Coordinator

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 34404)

Gazetted: 04 August 2021

Closing Date: 23 August 2021

Details: Libraries change lives and Libraries ACT's vision is Literacy and Learning for life. The library delivers traditional book based services as well as many learning programs and opportunities for the community to come together. Based across 11 sites, the library is integral to Canberra's literacy, self-education and lifelong learning, social inclusion, digital inclusion and citizenship. It is a vibrant service that is constantly re-inventing itself to meet emerging community needs and expectations. The Home Library Service Coordinator is responsible for the ongoing management, and customer service, of the Home Library Service. This includes end-to-end oversight of the entire customer journey: administrative activities, delivery schedules, managing delivery drivers and volunteers, receiving and answering queries, and taking day to day responsibility for the physical delivery of material to customer homes and care organisations. In addition to managing the customer journey, the Coordinator also performs various back-of-house administrative tasks such as facilitating the selection of material, communicating customer needs to various staff stakeholders, developing and updating operating procedures, training staff, recruiting and coordinating volunteers, supporting the digital presence of the service, and assisting with any relevant marketing.

Eligibility/Other Requirements:

Driver's licence Class C is essential.

This position does require a pre-employment medical

This position does require a Working with Vulnerable People Check

This position does work a fortnightly weekend shift in public library branches

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. 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 address the Selection Criteria and submit with an up to date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lela Hopkins (02) 6207 6607 lela.hopkins@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.

Chief Operating Officer Group

Governance and Ministerial Services

Ministerial Services Unit

Business Coordinator, ACT Veterinary Practitioners Board

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 35636)

Gazetted: 03 August 2021

Closing Date: 10 August 2021

Details: We are seeking applications from highly motivated and goal orientated people to fill the role of Business Coordinator, ACT Veterinary Practitioners Board which sits within the Ministerial Services team and is responsible for providing support to the Senior Manager, Boards and Committees. This includes undertaking administrative functions, assisting the section management with daily operations including, assisting with any matters requiring an immediate or urgent response. The administrative functions include, data entry, accounts receivable/payable, undertake recording of meeting minutes and the collation and preparation of board meeting papers and other duties as directed. In this role you will work collaboratively with the ACT Veterinary Surgeons Board supporting the Board in undertaking its role to promote animal welfare through registration of suitably qualified veterinary practitioners and veterinary specialists, and the monitoring of the best practice standards and conduct of the profession. Ideally, you will have the ability to: Provide high level confidential secretariat and coordination services to the Board; Manage and coordinate the business needs of the Board and provide effective corporate support; Undertake simple research and analytical tasks and assist with the preparation and review of reports and other documentation; Develop and foster effective working relationships with all stakeholders within the Directorate and other agencies; Ensure a high standard of customer service is achieved; and Undertake other administrative functions as required.

Eligibility/Other Requirements: Knowledge or the ability to quickly acquire an understanding of legislative and regulatory requirements, relating to the veterinary profession in the ACT would be an advantage.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. Selection may be based on 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: Michael Gavin (02) 6205 2917 michael.gavin@act.gov.au

Chief Operating Officer

People and Capability

Internal Communications and Engagement

Internal Communications Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 49257)

Gazetted: 02 August 2021

Closing Date: 16 August 2021

Details: Are you an enthusiastic and motivated team player who has a passion for digital communication? We're looking for an innovative and creative person who can assist the team with the management of the intranet refresh project, including updating the look and feel, finalising a content audit and updating information. This person will be responsible for ensuring intranet content is kept up to date and is engaging including publishing new content and the development of digital banners. The successful candidate will have experience with SharePoint and understand best practice accessibility principles.

Eligibility/Other Requirements: Previous experience working professionally in the fields of communications and digital communications is preferred.

Notes: This is a temporary position available from 1 September 2021 until 30 June 2022. This position is located 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 an expression of interest of no more than one page, 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

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Holcroft (02) 6205 3622 melissaj.holcroft@act.gov.au

City Services

Infrastructure Planning

Senior Project Manager

Infrastructure Officer 4 \$132,911 - \$151,004, Canberra (PN: 40910)

Gazetted: 02 August 2021

Closing Date: 23 August 2021

Details: Infrastructure Planning are responsible for supporting the operational areas of City Presentation and Roads ACT in the planning and management of our open space and public municipal infrastructure assets. Key responsibilities include strategic asset and data management, services planning and understanding deficiencies in the road network, contract management, project management, forward capital works planning, technical design review and providing Directors with support, advice, guidance and direction on all assets associated with City Presentation and Roads ACT. The Infrastructure Planning team are looking for a senior project manager to progress the delivery of the Parkes Way upgrade including a planning and design project and the initial stage (corridor study) for the south west corridor project. The successful candidate will have well-developed project management skills to meet changing demands and competing priorities on multiple capital works projects. 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

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; and

Minimum of five years' experience in public/municipal infrastructure planning, design or infrastructure delivery.

Driver's licence C class is essential

Notes: This is a temporary position available for a period of 18 months with the possibility of extension. Selection may be based on application and referee reports only. The position will be located in the new Dickson office building, which is designed for activity-based working, i.e. you will not have a designated workstation/desk.

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: Steven Hare (02) 6205 9631 steven.hare@act.gov.au

Transport Canberra and Business Services

Strategic Policy and Customer

Transport Policy and Active Travel

Policy Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 50024)

Gazetted: 30 July 2021

Closing Date: 13 August 2021

Details: Are you passionate about solving the challenges posed by a growing city and a changing climate? Do you have an interest in active travel and transport? Do you enjoy working with a motivated team to develop evidence-based policy and strategic planning? If so, then the Strategic Transport Policy and Active Travel team within Transport Canberra City Services has an opportunity that may interest you. The Strategic Transport Policy and Active Travel team delivers strategic transport and active travel policy, advice and projects for the ACT Government. The team takes a collaborative and evidence-based approach to policy problems. Recent projects include the ACT Transport Strategy 2020. Current projects include developing decision-making frameworks for Movement and Place, Safe Systems and Transport Investment, a design guide for walking and cycling, and strategic planning for the cycling network and Park and Ride. This role will undertake a diverse range of tasks including, but not limited to, gathering, analysing and interpreting data from various sources to support the provision of evidence-based active travel and transport policy advice, as well as writing briefs, reports and response to correspondence. Additionally, the role assists in managing policy and planning projects. 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 six months with the possibility of 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. The workplace is designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply In no more than two pages, please tell us why you are suited to this role by addressing the criteria listed in the 'What you require' section of the Position Description, include a current curriculum vitae and details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Colin Maher (02) 6207 8381 Colin.Maher@act.gov.au

Worksafe ACT

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

WorkSafe ACT

General Inspectorate

Inspector

Regulatory Inspector 5 \$82,506 - \$87,331, Canberra (PN: 50558)

Gazetted: 03 August 2021

Closing Date: 17 August 2021

Details: The inspectorate at WorkSafe ACT is responsible for providing compliance and enforcement services, expert information, assistance and education that contribute to the reduction of harm and/or improved support for injured or ill workers in ACT workplaces. This role will deal specifically with workers' compensation issues. You will need solid attention to detail and the ability, under limited direction, to manage and complete multiple tasks in collaboration with various stakeholders including unions, industry associations and other government agencies. You will be responsible for building trusted relationships across the Territory to ensure best practices are imbedded in workplaces to increase the safety and health of workers and ensure workers' compensation obligations are met.

Eligibility/Other Requirements: Ability to undertake training and competency based assessments required to perform the regulatory functions of an authorised Inspector in accordance with the WHS Act and DS Act. This includes the ability to undertake field inspections across ACT workplaces.

Completion of required mandatory training for Workers' Compensation legislation as a delegated/appointed person/Authorised officer by the WHS Commissioner.

Certificate IV in Government (Workplace Inspections) or WHS or equivalent qualification or willingness to achieve within 12 months.

Current unrestricted driver's licence.

Willingness to:

participate in an after-hours on-call and telephone roster when required.

wear a uniform.

participate in programmed after hours compliance activities when required, and

undergo a pre-employment police check.

Notes: This is a temporary position available from 30 August 2021 until 30 June 2022. Selection may be based on application and referee reports only.

How to Apply: Prepare a two-page response addressing the Selection Criteria outlined in the Ideal Candidate section above. Please ensure you demonstrate in your application that you meet the essential requirements listed above.

Applications should be submitted via the apply Now button below.

Contact Officer: Lloyd Benivento (02) 6205 8244 Lloyd.Benivento@worksafe.act.gov.au

APPOINTMENTS

Canberra Health Services

Health Service Officer Level 3 \$53,886 - \$55,637 (Retention Point CHS Only \$55,731)

Khamla Phommaseisy, Section 68(1), 5 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Emily Arton, Section 68(1), 5 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Adelaide Ashby, Section 68(1), 5 August 2021

Registered Nurse Level 2 \$94,409 - \$100,061

Jara Balla-Gow, Section 68(1), 2 August 2021

Medical Imaging Level 4 \$123,074 (Up to 132,479 for positions designated in clause 20.1 of the EA)

Daniela Billups, Section 68(1), 2 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Dianne Cameron, Section 68(1), 5 August 2021

Health Service Officer Level 3 \$53,886 - \$55,637 (Retention Point CHS Only \$55,731)

Karma Choden, Section 68(1), 5 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Stephanie Kinnane, Section 68(1), 2 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Precious Llanes, Section 68(1), 5 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Ciara McMenamin, Section 68(1), 5 August 2021

Enrolled Nurse Level 1 \$61,658 - \$65,876

Margaret Moxon, Section 68(1), 5 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Suvekshya Ranabhat, Section 68(1), 5 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Nischala Regmi, Section 68(1), 5 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Matt Schimke, Section 68(1), 5 August 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Jharana Sharma, Section 68(1), 2 August 2021

Administrative Services Officer Class 2/3 \$59,016 - \$71,963

Jadziah Thompson, Section 68(1), 5 August 2021

Health Service Officer Level 3 \$53,886 - \$55,637 (Retention Point CHS Only \$55,731)

Kalab Tsegazeab, Section 68(1), 5 August 2021

Health Service Officer Level 3 \$53,886 - \$55,637 (Retention Point CHS Only \$55,731)

Nikisha Velasko, Section 68(1), 5 August 2021

Health Service Officer Level 3 \$53,886 - \$55,637 (Retention Point CHS Only \$55,731)

Asrat Woldie, Section 68(1), 5 August 2021

Canberra Institute of Technology

Administrative Services Officer Class 2/3 \$59,016 - \$71,963

Maia Apps, Section 68(1), 1 August 2021

Teacher Level 1 \$78,538 - \$104,793

Waqas Haider, Section 68(1), 28 July 2021

Teacher Level 1 \$78,538 - \$104,793

Bryce Mitchell, Section 68(1), 29 July 2021

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$74,237 - \$80,381

Luke Baker, Section 68(1), 2 August 2021

Senior Officer Grade C \$111,887 - \$120,436

Rebekka Bjarnadottir, Section 68(1), 26 July 2021

Senior Officer Grade B \$131,773 - \$148,344

Jordan James, Section 68(1), 2 August 2021

Senior Officer Grade C \$111,887 - \$120,436

Luke Janeczko, Section 68(1), 4 August 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Elena Miceva, Section 68(1), 2 August 2021

Senior Officer Grade A \$153,041

Melissa Nicholson, Section 68(1), 2 August 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Alexander Smith, Section 68(1), 27 July 2021

Education

Building Service Officer 2 \$61,197 - \$63,979

Peter Kobold, Section 68(1), 9 August 2021

Environment, Planning and Sustainable Development

Administrative Services Officer Class 5 \$82,506 - \$87,331

Laura Parsons, Section 68(1), 2 August 2021

Major Projects Canberra

Infrastructure Officer 3 \$112,145 - \$123,104

Robin Abraham, Section 68(1), 2 August 2021

Suburban Land Agency

Senior Officer Grade A \$153,041

Timothy Kreukniet, Section 68(1), 2 August 2021

Administrative Services Officer Class 5 \$82,506 - \$87,331

Amy Lee, Section 68(1), 2 August 2021

Transport Canberra and City Services

Bus Operator - Training \$72,609

Alka Bhargava, Section 68(1), 23 July 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Carlos Gongora, Section 68(1), 2 August 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Muhammad Ridwanullah, Section 68(1), 1 August 2021

TRANSFERS

Canberra Health Services

Emily Peelgrane

From: Health Professional Level 4 \$110,397 - \$118,832

Canberra Health Services

To: Health Professional Level 4 \$111,887 - \$120,436

Canberra Health Services, Canberra (PN. 22027) (Gazetted 8 February 2021)

PROMOTIONS

ACT Health

Health System, Policy and Research

Public Health Protection and Regulation

Natasha Waters

From: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

ACT Health

To: †Health Professional Level 4 \$111,887 - \$120,436

ACT Health, Canberra (PN. 26162) (Gazetted 8 July 2021)

Canberra Health Services

Rachel Broad

From: Technical Officer Level 2 \$65,966 - \$75,539

Canberra Health Services

To: Technical Officer Level 3 \$77,011 - \$87,032

Canberra Health Services, Canberra (PN. 16195) (Gazetted 15 June 2021)

Ginu ELAVATHIL GEORGE

From: Assistant in Nursing \$52,301 - \$54,070

Canberra Health Services

To: Allied Health Assistant 2 (Qualified) \$55,730 - \$62,047 (up to \$63,894 depending on qualification level)

Canberra Health Services, Canberra (PN. 41033) (Gazetted 14 April 2021)

Amy McGloin

From: Administrative Services Officer Class 2/3 \$59,016 - \$71,963

Canberra Health Services

To: Administrative Services Officer Class 4 \$74,237 - \$80,381

Canberra Health Services, Canberra (PN. 51819) (Gazetted 15 June 2021)

Sarah Pettit

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 29449) (Gazetted 4 June 2021)

Jemma Saunderson

From: Administrative Services Officer Class 3 \$66,867 - \$71,963

Canberra Health Services

To: Administrative Services Officer Class 4 \$74,237 - \$80,381

Canberra Health Services, Canberra (PN. 51818) (Gazetted 15 June 2021)

Canberra Health Services

Millie Whiteman Backen

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 54093) (Gazetted 16 February 2021)

Chief Minister, Treasury and Economic Development

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Kai Cui

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Justice and Community Safety

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development, Canberra (PN. 38759) (Gazetted 8 June 2021)

Shared Services

Finance Services

Finance Operations

Jason Gannon

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development, Canberra (PN. 09652) (Gazetted 21 April 2021)

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. 14474) (Gazetted 20 May 2020)

Economic Development

Economic Recovery and Strategic Policy

Max Murdoch

From: Senior Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$131,773 - \$148,344

Chief Minister, Treasury and Economic Development, Canberra (PN. 51806) (Gazetted 14 May 2021)

Education

School Performance and Improvement

Tuggeranong Network

Calwell High School

Lyndsey Houghton

From: \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 32804) (Gazetted 24 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.

Office of the Director-General

Michael Mahar

From: Senior Officer Grade B \$131,773 - \$148,344

Education

To: †Senior Officer Grade A \$153,041

Education, Canberra (PN. 46479) (Gazetted 21 July 2021)

School Improvement and Performance

Belconnen Network

Melba Copland Secondary School

Wendy Mattress

From: School Assistant 2 \$50,184 - \$55,413

Education

To: School Assistant 4 \$68,175 - \$73,820

Education, Canberra (PN. 40490) (Gazetted 25 May 2021)

Service Design and Delivery

Student Engagement

Maddison Wallace

From: Health Professional Level 2 \$68,809 - \$94,461

Education

To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Education, Canberra (PN. 48592) (Gazetted 8 June 2021)

School Performance and Improvement

Tuggeranong Network

Calwell High School

Kellie Williams

From: \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 32804) (Gazetted 24 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.

School Performance and Improvement

Tuggeranong Network

Fadden Primary School

Jennifer Wynne

From: School Assistant 2 \$50,184 - \$55,413

Education

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Education, Canberra (PN. 50715) (Gazetted 26 November 2020)

Justice and Community Safety

ACT Corrective Services

Custodial Operations

Danielle Jux

From: Correctional Officer Class 1 \$67,595 - \$80,606

Justice and Community Safety

To: Correctional Officer Class 2 \$84,517 - \$90,535

Justice and Community Safety, Canberra (PN. 15098) (Gazetted 8 January 2021)

ACT Corrective Services

Custodial Operations

Matthew Kelly

From: Correctional Officer Class 2 \$84,517 - \$90,535

Justice and Community Safety

To: Correctional Officer Class 3 \$96,926 - \$103,318

Justice and Community Safety, Canberra (PN. 49988) (Gazetted 12 March 2021)

ACT Human Rights Commission

Victim Support ACT

Financial Assistance Scheme

Tamara Wheaton

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. 31852) (Gazetted 21 May 2021)

Transport Canberra and City Services

City Services

Jose Henriquez

From: Infrastructure Officer 2 \$89,008 - \$102,403

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$112,145 - \$123,104

Transport Canberra and City Services, Canberra (PN. 34282) (Gazetted 10 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.

Transport Canberra and Business Services

Territory and Business Services

Canberra Memorial Parks

Daniel Williams

From: General Service Officer Level 3/4 \$52,441 - \$57,268

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$58,133 - \$63,979

Transport Canberra and City Services, Canberra (PN. 20105) (Gazetted 2 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.