



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 23 September 2021**

## VACANCIES

### ACT Health

Selection documentation for the following positions may be downloaded from

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

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

#### **Health Systems Policy and Research Group**

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

#### **Health Protection Service**

#### **Assistant Director/Senior Policy Officer**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 29623)**

Gazetted: 28 September 2021

Closing Date: 12 October 2021

**Details:** The Public Health Regulation and Projects (PHRaP) section of the Health Protection Service is seeking a Senior Policy Officer to contribute to the development, implementation and evaluation of public health policy and regulation. PHRaP is responsible for the development and implementation of a wide range of policy and regulation items relating to public health e.g. food safety, recreational water quality, insanitary conditions, tobacco control and smoke-free, e-cigarettes and other matters that may impact upon public health.

The advertised role will have a strong focus on work relating to environmental health regulatory policy, including declared public health risk activities under the *Public Health Act 1997* and other public health concerns (e.g. insanitary conditions related to hoarding and domestic squalor, death cap mushrooms, etc). The ideal candidate for this position will have well-developed communication skills, an understanding of risk-based regulation and public health issues, and be able to apply this knowledge in a policy setting. 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 commencement, the successful candidate will be required to undergo a pre-employment National Police Check. A tertiary qualification in a health or science related field is highly desirable.

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

**How to Apply:** Please provide a pitch of no more than two pages that demonstrates your capability to perform the duties and responsibilities outlined in the attached Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure one of the referees is your current or most recent supervisor.

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

Contact Officer: Rebecca Stones (02) 5124 9848 [rebecca.stones@act.gov.au](mailto:rebecca.stones@act.gov.au)

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

#### **Preventive and Population Health**

#### **Epidemiology Section**

#### **Data Manager**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 51095)**

Gazetted: 28 September 2021

Closing Date: 12 October 2021

**Details:** This is an opportunity for someone with broad experience in managing epidemiological and health related data to join the epidemiology team in ACT Health. Duties include managing the acquisition, translation and

provision of large data sources as part of a local data linkage infrastructure; developing and curating datasets for analysis; and developing web-based data presentation techniques.

Duties also include negotiating data access with policy makers, service providers, NGOs, consumers, community groups and researchers, in addition to representation of ACT Health on internal and external committees.

The successful applicant will be required to work under minimal supervision.

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

**Note:** This is a temporary position available for 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. This position will be moving to a new workplace designed for activity-based working. Selection may be based on application and referee reports only.

**How to Apply:** If you are interested in joining this dynamic team, you can apply by providing a written statement of no more than two pages addressing the Capabilities, along with your curriculum vitae and contact details for two referees, one being your current supervisor.

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

Contact Officer: Warren Holroyd (02) 5124 9458 warren.holroyd@act.gov.au

## Health System Planning and Evaluation

### LHN Commissioning

### LHN Funding and Performance

#### Assistant Director

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53374)**

Gazetted: 28 September 2021

Closing Date: 15 October 2021

**Details:** Do you have experience working in economic or funding policy? Are you a self-driven individual who likes to find innovative solutions to complex funding problems? If you also have excellent analytical skills and find you thrive in an exciting, dynamic and fast-paced environment and you are an exceptional communicator then this may well be the perfect job for you!

The ACT Health Directorate's Commissioning Branch is looking for a senior policy analyst to support the financial management and performance of Calvary Public Hospital Bruce, one of the Territory's major providers of public health services. The position is also a key contributor to broader health funding policy and financial sustainability issues. 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:**

You will be working with funding models, performance management and other governance levers. You may have some understanding of economics or economic concepts, which would be valuable to the team, but not essential. You should be able to work with data as well as have strong skills in writing for government business.

**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:** To apply for this opportunity please submit the following:

A two-page pitch telling the panel why you are the best person for this role by relating your experience and qualifications to the selection criteria;

A current curriculum vitae 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: Jacob Fell (02) 5124 9349 Jacob.Fell@act.gov.au

## Digital Solutions Division

### Information and Data Management

#### Information Management Hub

### **Director, Data Repository**

#### **Senior Information Technology Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52718)**

Gazetted: 27 September 2021

Closing Date: 11 October 2021

**Details:** The Information and Data Management Branch (IDM) of the Digital Solutions Division is looking, for enthusiastic staff who have experience in leading strong teams in the delivery and management of high quality, well-structured data warehouse solutions.

The role of Director, Data Repository will be fast-paced and challenging, but you'll be leading a team contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way.

The Information and Data Management Branch (IDM) within the Digital Solutions Division is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance, and costing data. IDM also manages the Directorate's relationships with the national data agencies. It also is responsible for developing and monitoring a health performance framework for the delivery of health services across the ACT.

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

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

**Note:** A merit pool will be established from this selection process and will be used to fill similar vacancies over the next 12 months.

**How to Apply:** Please submit a written application of no more than three pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

**Applications should be submitted via [apply Now button below](#).**

Contact Officer: Sean Winefield (02) 6207 5754 [sean.winefield@act.gov.au](mailto:sean.winefield@act.gov.au)

### **Health System, Policy and Research**

#### **Policy, Partnerships, and Programs**

##### **Legal Policy**

##### **Director, Legal Policy**

#### **Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 21928)**

Gazetted: 24 September 2021

Closing Date: 1 October 2021

**Details:** The ACT Health Directorate is looking for a skilled professional and leader to fill the role of Director, Legal Policy for up to six months with the possibility of extension.

The Legal Policy team within Policy, Partnerships and Programs provides legal policy support across the Directorate on health policy and mental health policy. The Legal Policy team is currently working on projects across the *Mental Health Act 2015*, *Mental Health (Secure Facilities) Act 2016*, *Health Act 1993*, and the *Health Records (Privacy and Access) Act 1997*. We are looking for a highly motivated individual who can lead a small team and demonstrate flexibility in supporting teams across the Directorate to develop legislative proposals, undertake legislative reviews, contribute to amendments proposed by other directorates and provide legal policy input on policy proposals. The ideal candidate will have experience in the legislative processes of government, as well as well-developed written and oral communication skills and the ability to lead negotiations and complex discussions. 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 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. Selection may be based on application and referee reports only.

**How to Apply:** If you are interested in this position, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, curriculum vitae and contact details of two referees, one being your current supervisor.

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

Contact Officer: Cheryl Garrett 0456 790 612 [cheryl.garrett@act.gov.au](mailto:cheryl.garrett@act.gov.au)

### **ACT Integrity Commission**

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

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

#### **Investigations**

##### **Senior Intelligence Analyst**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 48708)**

Gazetted: 28 September 2021

Closing Date: 22 October 2021

Details:

##### **Agency Overview**

The ACT Integrity Commission (ACTIC) is an independent body that has powers under the Integrity Commission Act 2018 (the Act) to investigate and prevent corrupt conduct and foster public confidence in the ACT Legislative Assembly and the ACT public sector. To complement its investigative, referral and preventative functions, the ACTIC delivers anti-corruption advisory, education and training services.

The ACTIC commenced the operational component of its work on 1 December 2019. As a result of recent amendments to the Public Interest Disclosure Act 2012 (ACT), the Commission is now also responsible for all ACT Public Interest Disclosures.

##### **Business Unit Overview**

The business unit comprises of the Assessment and Investigation functions of the Commission.

The role of the Assessment team is to record, triage and assess corruption reports and Public Interest Disclosures reported to or received by the Commission and propose appropriate recommendations to refer, investigate or dismiss reports. The role of the Investigation team is to undertake preliminary inquiries and investigations into corruption reports made to the Commission under the Act by members of the public (s57), mandatory reporters (s68), via referral from prescribed entities (s59) or investigations initiated by the Commission (s101).

The intelligence and computer forensics functions provide direction and support to the business unit.

##### **Position Overview**

The key duties and responsibilities of the position include:

The design, procurement, management, and maintenance of a fit-for-purpose intelligence database to enable the development of comprehensive intelligence products that support the investigations and assessment processes.

Duties include database stewardship, program and project management, stakeholder engagement, system maintenance and the identification and development of new information sources, including:

drafting of memorandums of understanding,

establishment of formalised access to relevant information sources and

management of the allocated budget for the intelligence function.

A well-developed ability to coordinate and carry out complex intelligence projects ensuring:

knowledge of intelligence processes, methodologies and techniques are consistently applied, and operational practices will withstand internal and external scrutiny;

that Intelligence-led enquiries proactively drive and complement investigation strategies through the development of intelligence products;

research and analysis, high level problem solving and the ability to form sound judgments to provide expert advice to Commission staff;

information management is aligned with legislation and Commission policies including records in respect of Chapter Four Telecommunications (Interception and Access) Act 1979 are maintained in accordance with legislative and policy objectives, and

Operational and organisational risks are effectively managed and reported as required.

Where necessary, prepare evidentiary material for Commission examinations and for referral to prosecution entities ensuring:

Preparation of intelligence products as required for evidentiary purposes in Commission proceedings, or other prosecuting authority and disciplinary proceedings; and

Evidentiary material is professionally presented in accordance with legislative requirements, internal policies and the requirements of the Office of the ACT Director of Public Prosecutions.

Communicate with internal and external stakeholders, establishing collaborative and effective working relationships ensuring:

Intelligence products and reporting activities are disseminated in a professional and timely manner,

Inter-agency liaison to maintain productive networks and to promote information sharing and partnerships to ensure Commission practices are bench-marked and aligned with contemporary intelligence methodologies,

Develop, implement and review policies and procedures as they apply to this position, to maintain and increase the operational capabilities of the Commission,

Research and review new analytical tools, data interrogation, research capabilities and threat assessment methodologies to support and increase the Commissions strategic decision making and operational activities, and

Provide Intelligence support to other Commission units.

Promote a culture of continuous personal and organisational improvement through positive personal behaviours and recognition of the role the Commission plays in ensuring human rights are upheld and supported

Promote ethical practice, Work Health and safety (WHS), Equal Employment Opportunity (EEO), diversity and employee well-being.

The ACT Integrity Commission 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 capabilities form the criteria that are required to perform the duties and responsibilities of the position. Your response to all six criteria should not exceed 900 words.

Highly experienced in strategic and operational intelligence within a law enforcement, or regulatory compliance environment.

Demonstrated knowledge of data interrogation, intelligence processes, methodologies and techniques to direct investigations.

Demonstrated knowledge of the rules of evidence, criminal procedure and the preparation and oversight of intelligence products for evidentiary purposes.

Well-developed ability to coordinate and carry out complex intelligence projects involving research and analysis, high level problem solving and provision of sound judgements.

The ability to draft and review policy and procedures for the intelligence processes of the Commission.

Highly developed oral and written communication skills including the ability to establish collaborative and effective working relationships with internal and external stakeholders.

**Professional / Technical Skills and Knowledge**

A degree or higher-level qualification in an intelligence related discipline from a recognised Tertiary institution is highly desirable.

**Behavioural Capabilities**

Organisational abilities include the ability and flexibility to effectively manage and prioritise multiple tasks to meet deadlines;

Analytical and problem-solving skills includes the ability to collate, examine and determine intelligence product based on the information obtained, the circumstances surrounding a report and the objectives and priorities of the Commission;

Tenacity and attention to detail; and

Ability to work within a multi-disciplinary team environment, inclusivity, self-awareness and emotional intelligence.

**Compliance Requirements**

This position will require, at a minimum, a baseline security clearance. Approval to commence employment may be granted by the Commissioner or CEO on the basis of successful acquisition of an appropriate clearance.

A current valid driver's licence is required.

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

**How to Apply:** Applicants must address the criteria that are required to perform the duties and responsibilities of the position. Your response to all six criteria should not exceed 900 words

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

Contact Officer: Jeff Smith 0481 173 464 [Jeff.Smith@integrity.act.gov.au](mailto:Jeff.Smith@integrity.act.gov.au)

## **Canberra Health Services**

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

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

### **Strategic Communication and Engagement**

#### **Office of Deputy CEO**

#### **Assistant Director, Media**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 36837)**

Gazetted: 27 September 2021

Closing Date: 11 October 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/>

#### **COMMUNICATION AND ENGAGEMENT**

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

This position plays an integral role in responding to media and providing timely and accurate information, ensuring high community awareness, positive community engagement and reputation management.

#### **DUTIES**

Under limited direction of the Director, Media, and working collaboratively with the team, you will:

Provide assistance in developing and managing the delivery of Canberra Health Services' media strategy (including crisis/issues identification and management)

Develop and assist in providing strategic advice on media issues to the Chief Executive Officer and Ministers' offices

Manage and ensure effective operation of the media inquiry process.

Develop media releases and digital content for distribution.

Establish and maintain productive cooperative relationships with internal and external stakeholders

Monitor compliance to the media policy and keep it up-to-date

Manage and participate in the 24/7 on call roster

Undertaking other duties appropriate to this level of classification which contribute to the operations of the Branch.

#### **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**

Flexible, adaptive, and comfortable with a changing working environment

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

Highly developed organisational skills with a high degree of drive and responsiveness.

Position Requirements/Qualifications:

Relevant tertiary education qualifications and a minimum of two to three years working professionally in a related sector is preferred.

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

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

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

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

Undergo a pre-employment National Police Check.

**Note:** This is a temporary full time position available for two years.

Contact Officer: Charlotte Harper 0435 690 304 [charlotte.harper@act.gov.au](mailto:charlotte.harper@act.gov.au)

## **Adult Mental Health Inpatient Services**

### **Neurostimulation Suite**

#### **Neurostimulation Suite Coordinator**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 52993)**

Gazetted: 23 September 2021

Closing Date: 12 October 2021

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

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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/>

Adult Mental Health Inpatient Services (AMHIS) is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. AMHIS incorporates the Adult Mental Health Unit (AMHU), Mental Health Short Stay Unit (MHSSU), 12B Mental Health Unit, and Mental Health Clinical Liaison (MHCL) Team.

The ACT Wide Neurostimulation Suite (NTS) Coordinator has the role of coordinating consumers receiving electroconvulsive therapy (ECT) treatment within AMHIS, providing territory wide support to the Clinical Director NTS Services, psychiatrists, in-patient clinical teams, community mental health teams, nursing staff, consumers, carers and other stakeholders. The NTS Coordinator as a central point of contact, is responsible for the coordination of care provided to patients receiving ECT Territory wide.

The core responsibilities of the NTS Coordinator are:

To be aware of current ECT capacity and demand within mental health services.

Promote effective coordination of ECT Services throughout CHS, including engaging anaesthetic staff, theatre staff and mental health services.

Provide training and education.

Strategic planning and business development of the service throughout CHS.

In this position you will be required to undertake professional development and supervision; participate in quality improvement initiatives; contribute to the multidisciplinary team processes and uphold the Canberra Health Services Values of Reliable, Progressive, Respectful and Kind.

#### **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**

Proven advanced clinical experience in a leadership role

Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs

Strong organisational skills with a high degree of drive

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

##### **Mandatory:**

Approved tertiary/ or equivalent qualifications in nursing.

Current unconditional registration or eligibility for unconditional registration as a Registered Nurse with the Nursing and Midwifery Board of Australia.

##### **Desirable:**

Completion of or working towards completion of post graduate qualifications in Mental Health or Health Care Management.



Experience in either a Mental Health Setting, Operating Theatres or directly with ECT.

Completion of Electroconvulsive Therapy Training.

Experience with monitoring people being treated with clozapine.

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

Fulfill 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: Shaun Bayliss (02) 5124 5406 [shaun.bayliss@act.gov.au](mailto:shaun.bayliss@act.gov.au)

### **Territory Wide Surgical Services**

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

#### **Central Waitlist Officer**

#### **Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 36787)**

Gazetted: 23 September 2021

Closing Date: 7 October 2021

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

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

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Territory Wide Surgical Services forms part of the Clinical Operations Division within Canberra Hospital and Health Services of ACT Health and supports the provision of effective public surgical services in ACT public hospitals. The role of the Territory Wide Surgical Services Team is to establish, review and update policy that governs the management of elective surgery for ACT public hospitals. The service also provides support for initiatives to improve the efficiency and effectiveness for elective surgery including managing access to surgery through the Central Waitlist Service and the Telephone information Service. A key strategic priority for this service is to deliver timely access to effective and safe hospital care. Therefore, another key role of this service is to work collaboratively with all hospitals to develop and implement Territory Wide initiatives that are aimed at improving access to elective surgery and services.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong communication, organisational and time management skills with a high level of drive and initiative.

Ability to adapt and be flexible to accommodate change and provide response services to meet the department's needs.

Ability to work as part of a small team displaying leadership skills, and is a positive advocate and representative of the service.

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

Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential. A high level of keyboard and administrative skills in a health environment would be an advantage

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

Fulfill 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:**

Undergo a pre-employment National Police Check.

Contact Officer: Sue Simpson (02) 5124 9079 [sue.simpson@act.gov.au](mailto:sue.simpson@act.gov.au)

## Medicine

### Medicine Operational

#### Personal Assistant to Director of Nursing

#### Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 14190)

Gazetted: 23 September 2021

Closing Date: 30 September 2021

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

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

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

#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Applications are sought for an enthusiastic and professional individual to fill the position of Personal Assistant within the office of the Director of Nursing, Division of Medicine.

The Division of Medicine has recently merged with the Emergency Department and this would be a great opportunity to develop your skills in a busy office environment.

This position is responsible for managing the daily activities of the Director of Nursing and two Assistant Directors of Nursing within the Division of Medicine by preparing a range of correspondence, management of diary inboxes and calendars, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

Applicants will need to be professional and have excellent communications, organisational and time management skills while adhering to CHS confidentiality policies and procedures. The applicant must have ability to liaise effectively with staff at all levels.

It is expected that the Personal Assistant, Division of Medicine will have a strong understanding of the responsibilities and accountabilities of the functions of Ambulatory and Medical Inpatient Services. It is expected that you will be able to work collaboratively with executives across Canberra Health Services to support the delivery of priorities.

#### ABOUT YOU

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

#### Position Requirements/Qualifications:

Knowledge and experience with CHS information management systems, including ACT Patient Administration System (ACTPAS), Clinical Patient Folder (CPF) and the Clinical Portal,

Experience with medical terminology and typing.

#### 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 Police check.

**Notes:** This is a temporary position available for 11 months with the possibility of extension.

Contact Officer: Kristi-Lee Vaughan 02 5124 3603 [Kristi-Lee.Vaughan@act.gov.au](mailto:Kristi-Lee.Vaughan@act.gov.au)

## Clinical Services

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

#### Adult Community Mental Health Services

#### Health Professional

#### Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 19711)

Gazetted: 23 September 2021

Closing Date: 7 October 2021

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## POSITION OVERVIEW

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

The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres.

Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The program recently implemented a new model of care which aims to improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

Provide optimal treatment for people in their homes and community as effective hospital diversion

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

The position reports to a Team Leader who is based on site in the relevant community health centre. This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

## ABOUT YOU

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

### Behavioural Capabilities

Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service

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

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

### Position Requirements/Qualifications:

#### Mandatory:

##### For Psychology:

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

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

##### For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

##### 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 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

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:**

Hold a current driver's licence

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.

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

Contact Officer: Sabarish Radhakrishnan (02) 5124 1795 [sabarish.radhakrishnan@act.gov.au](mailto:sabarish.radhakrishnan@act.gov.au)

**Strategy and Governance**

**Risk Management**

**Risk Coordinator**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 45768)**

Gazetted: 23 September 2021

Closing Date: 7 October 2021

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

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

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

**POSITION OVERVIEW**

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

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy, Planning and Government Relations, Risk, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community.

The Risk Coordinator position works as part of a small and dedicated team supporting risk management processes within Canberra Health Services. As Risk Coordinator, you will also coordinate medical device and pharmaceutical recall, alert, and product correction activity. You will play a key role in strengthening the maturity of risk management across CHS, helping to maintain high standards of care, and improving the health of our community. You will report to the Director, Risk Management.

**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**

Self-motivated and ability to demonstrate initiative

Ability to think strategically and influence others in accommodating change

Adaptability and flexibility to deal with quickly changing work environments

A sense of humour.

**Position Requirements/Qualifications:**

**Desirable:**

Knowledge acquired either through formal studies or work experience in relation to risk management

Clinical background and experience in a health setting 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](#).

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

Undergo a pre-employment National Police Check.

Contact Officer: Sharon Sheather (02) 5124 9551 [sharon.sheather@act.gov.au](mailto:sharon.sheather@act.gov.au)

## **Rehabilitation, Aged and Community Services**

### **Occupational Therapy**

#### **Activities Coordinator**

**Allied Health Assistant 3 \$68,065 - \$71,405 (up to \$75,539 depending on qualification level), Canberra (PN: 48033)**

Gazetted: 23 September 2021

Closing Date: 12 October 2021

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

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

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes The University of Canberra Hospital, Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the Mullangarrie Unit, Red Hill. Our staff are committed to the delivery of health services that reflect CHS values: Reliable, Progressive, Respectful and Kind.

Based at the University of Canberra Hospital (UCH), the Activities Coordinator is a pivotal role in ensuring a healthy and happy quality of life for our older patients. The Activity Coordinator will be responsible for the development and implementation of innovative activities for the patients on the Cotter (20 bed slow stream rehabilitation) ward at UCH.

Understanding the needs of frail, aged and patients of limited function on UCH wards, the Activities Coordinator will be responsible for liaising closely with the multidisciplinary team to review patients' needs by planning, facilitating and evaluating activities in order to contribute to the enhancement of patients' health.

Under supervision of the Allied Health Professional (AHP) and working with a multi-disciplinary team, the Activities Coordinator is responsible for providing day to day implementation, record keeping and evaluation of the activities program to a range of patients within a designated caseload area.

This position will have direct clinical supervision from an Occupational Therapist and will be supported by an experienced team of clinicians and other Allied Health Assistants.

#### **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, self-motivation and high levels of initiative.

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

High level communication and interpersonal skills.

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

##### **Mandatory:**

Cert IV in Allied Health assistance and a minimum of 3 years' experience working professionally in an Allied Health Assistant role

Current Drivers' licence

##### **Desirable:**

Experience working in rehabilitation and/or aged care is preferred.

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

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:**

Be registered under the *Working with Vulnerable People Act 2011*

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 12 months with the possibility of extension and/or permanency.

Contact Officer: Jane Lawrence (02) 5124 0073 jane.lawrence@act.gov.au

## **Quality, Safety Innovation and Improvement**

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

#### **Quality Safety Business Partner**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 46588)**

Gazetted: 24 September 2021

Closing Date: 8 October 2021

Details:

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

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

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements.

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

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies,

Reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement.

#### **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**

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

Patient/consumer/carer focus

High level of emotional intelligence and strong engagement skills

Proactive with strong organisational skills, able to work independently and within a team environment

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

Tertiary qualifications or equivalent in a health profession and be registered (or be eligible for registration) with the Australian Health Practitioner Regulation Agency (AHPRA) or be eligible for membership of the appropriate professional organisation and a minimum of four years' experience working professionally in a health care setting is preferred.

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

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

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

Undergo a pre-employment National Police Check.



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

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

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

### **Community Care Program**

#### **Rehabilitation Aged and Community Services**

#### **Community Nurse**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 32915)**

Gazetted: 24 September 2021

Closing Date: 8 October 2021

Details:

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

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

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: care, excellence, collaboration and integrity.

ACT's first sub-acute rehabilitation hospital has been recently completed and is located on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of Canberra Health Services' planned network of health facilities designed to meet the needs of our ageing and growing population.

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 health care community-based technical nursing services to residents of the ACT.

#### **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**

Demonstrate initiative and enthusiasm within the workplace.

Well-developed communication and interpersonal skills.

The ability to work autonomously and as part of a multi-disciplinary team.

Highly organised and well-developed time management skills.

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

The successful applicant will need to be available for occasional weekend and after-hours work.

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

Tertiary qualifications (or equivalent) in Nursing.

Current Driver's license.

Experience as a registered nurse in the community setting (Desirable)

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

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

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

Undergo a pre-employment National Police Check.

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

**NOTES**

There are several temporary positions available for 11 months with the possibility of extension and/or permanency.

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

Contact Officer: Wendy Woodman (02) 5124 1298 Wendy.Woodman@act.gov.au

**Clinical Services**

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

**Child and Adolescent Mental Health Services**

**Clinical Manager**

**Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 23207)**

Gazetted: 24 September 2021

Closing Date: 4 October 2021

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

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

**POSITION OVERVIEW**

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

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and 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.

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 clinicians.

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

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

Commitment to achieving positive outcomes for children and young people, their families and/or carers.

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

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

**Position Requirements/Qualifications:**

**Mandatory for all disciplines:**

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 1 years' post-qualification experience working professionally in respective field.

A current Driver's Licence.

**Occupational Therapists** must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

**Psychologists** must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).

**Social workers** must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the ACT Working with Vulnerable People Act 2011

**Highly desirable for all disciplines:**

Experience working with children, young people, and adults with a Mental Illness.



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 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:** This is a temporary position available for a period of six months with the possibility of extension and/or permanency. An Order of Merit may be used to fill future identical full time and part time vacancies across CAMHS within a 12-month period. Selection may be based on written application and referee reports only

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

Contact Officer: Charmaine Nicoll (02) 5124 3133 [charmaine.nicoll@act.gov.au](mailto:charmaine.nicoll@act.gov.au)

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

**Child and Adolescent Mental Health Service - CAMHS North Community Team**

**Clinical Manager**

**Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 23947, several)**

Gazetted: 23 September 2021

Closing Date: 12 October 2021

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

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

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

**POSITION OVERVIEW**

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

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 and HP2 clinicians.

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

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

**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**

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

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

Commitment to achieving positive outcomes for children and young people, their families and/or carers.

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

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

**Position Requirements/Qualifications:**

**Mandatory for all disciplines:**

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 3 years' post-qualification experience working professionally in respective field, 5+ years' post qualification experience is preferred.

A current Driver's Licence.

**Occupational Therapists** must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

**Psychologists** must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).

**Highly Desirable for Psychology:**

Approved or eligible for approval as a Psychology Board of Australia Supervisor.

**Mental Health Psychologist Allowance:** Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

**Social workers** must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the ACT Working with Vulnerable People Act 2011

**Highly desirable for all disciplines:**

Experience working with children, young people, and adults with a Mental illness.

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 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.

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:** These are permanent part-time positions available at (29.40) hours per week and the above full-time salary will be pro-rata. An Order of Merit may be used to fill future identical full time and part time permanent and temporary vacancies across CAMHS within a 12-month period. Selection may be based on written application and referee reports only.

Contact Officer: Charmaine Nicoll (02) 5124 3133 [charmaine.nicoll@act.gov.au](mailto:charmaine.nicoll@act.gov.au)

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

**Director of Allied Health**

**Aboriginal and Torres Strait Islander Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 37327)**

Gazetted: 24 September 2021

Closing Date: 12 October 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. We provide acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. 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 position of Aboriginal and Torres Strait Liaison Officer (ALO), will work collaboratively in a team to provide appropriate consultation, support, liaison, and culturally appropriate and responsive care to Aboriginal and Torres Strait Islander people accessing MHJHADS services. The ALO will provide support to the participants, their family and carers, through providing cultural assessment, ongoing liaison and collaboration and external service providers. All team members are required to undertake professional development, cultural supervision and participate in quality improvement initiatives.

For Aboriginal and Torres Strait Islander employees, CHS offers Aboriginal and Torres Strait Islander Health Workforce Support Network.

Grow with us

The ACT Government has announced a significant investment in mental health services in Canberra. As our organisation continues to grow, we need passionate and skilled people to join our team.

You're important to us

Staff are our most important asset, so we've got a range of initiatives to support our staff.

About You

### **Behavioural Capabilities**

Ability to manage confidential and sensitive information;

Strong organisational skills with a strong work ethic; and

Adaptability and flexibility to accommodate change and provide responsive services.

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

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 mandatory and therefore confirmation may be requested.

Knowledge of Aboriginal and Torres Strait Islander communities and health issues.

Registration under the ACT Working with Vulnerable People Act 2011

Current driver licence.

### **Desirable:**

Certificate IV in Mental Health and/or Alcohol or Other Drug skill training qualification (or equivalent)

### **Please note 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.

**Contact Officer:** Suzanne Clarke 0468 601 318 [suzanne.clarke@act.gov.au](mailto:suzanne.clarke@act.gov.au)

## **Clinical Services**

### **Women, Youth and Children**

#### **Child Youth Women's Health Program**

#### **Clinical Nurse Manager**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 29109)**

Gazetted: 29 September 2021

Closing Date: 18 October 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/>

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 multidisciplinary context if not by a multi-disciplinary team.

Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child

development concerns; and information and support for parenting. This is the only child and family health service across the ACT.

Under broad direction, this position will provide professional leadership, through clinical expertise, and operational management for a Maternal and Child Health (MACH) team. The successful candidate will draw on knowledge and experience working as a Child and Family Health or MACH Nurse, as well as experience as an operational manager.

A full-time opportunity is available to provide management and clinical support to a team of Maternal and Child Health nurses. The successful candidate will have strong leadership skills and critical thinking skills and possess excellent communication skills. They will promote and actively contribute to a safe and positive working team culture and work collaboratively within the leadership team to provide a quality service to ACT families with children from birth to 6 years of age

#### **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, including the capacity to simultaneously manage and prioritise multiple issues, demonstrating a high degree of drive.

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

A strong commitment to organisation values and vision

Resilience and adaptability in a dynamic health environment

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

Relevant post graduate qualifications in Child and Family nursing and a minimum of two years' experience working professionally in Maternal and Child Health is required.

Additional tertiary qualifications and experience in midwifery, pediatrics or leadership and management are desirable but not essential.

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.

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

Contact Officer: Louise Murphy (02) 5124 1701 [louise.murphy@act.gov.au](mailto:louise.murphy@act.gov.au)

## **Nursing**

### **14A Haematology**

#### **Clinical Development Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22212)**

Gazetted: 27 September 2021

Closing Date: 11 October 2021

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

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

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

#### **POSITION OVERVIEW**

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

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings.

14A is a 22 bed Haematology, medical and radiation oncology ward incorporating all patients from diagnosis to end of life care. We have a strong core staff and would like to expand this with committed, compassionate, and dedicated staff that can retain their humour and fun side in a very acute setting.. Must hold the ADAC assessor

qualification, be up to date with all ADAC modules and chemotherapy competent. Train the trainer qualifications for assessing BLS, aseptic technique and CVAD's are essential. The Registered Nurse Level 2 provides a coordinated approach to patient's assessment and planning and delivery of care for complex Haematological diagnosis. The Registered Nurse Level 2 will be credentialed in chemotherapy administration and education.

#### **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 commitment to education, learning and accountability in professional development

Be able to demonstrate advanced critical thinking in high pressure situation

Promote and encourage teamwork and adult learning

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

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

A current Antineoplastic Drug Administration Course (ADAC) and assessor certificate.

Train the trainer qualifications for assessing BLS, aseptic technique and CVAD's are essential.

The successful applicant will need to be available for Thursday and Friday morning shifts as this position will be job sharing with the substantive clinical development nurse (CDN, for a 12-month period with the possibility of extension and increased hours)

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 part-time position available at (16) hours per week with the possibility of an increase in hours, for 12 months with the possibility of extension.

Contact Officer: Sue Langdon (02) 5124 3396 [sue.langdon@act.gov.au](mailto:sue.langdon@act.gov.au)

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

#### **Territory Wide Surgical Services**

#### **Central Waitlist Officer**

#### **Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 52378)**

Gazetted: 27 September 2021

Closing Date: 11 October 2021

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

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

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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/>

Territory Wide Surgical Services forms part of the Clinical Operations Division within Canberra Hospital and Health Services of ACT Health and supports the provision of effective public surgical services in ACT public hospitals.

The role of the Territory Wide Surgical Services Team is to establish, review and update policy that governs the management of elective surgery for ACT public hospitals. The service also provides support for initiatives to improve the efficiency and effectiveness for elective surgery including managing access to surgery through the Central Waitlist Service and the Telephone information Service.

A key strategic priority for this service is to deliver timely access to effective and safe hospital care. Therefore, another key role of this service is to work collaboratively with all hospitals to develop and implement Territory Wide initiatives that are aimed at improving access to elective surgery and services.

#### **ABOUT YOU**

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**Behavioural Capabilities**

Strong communication, organisational and time management skills with a high level of drive and initiative

Ability to adapt and be flexible to accommodate change and provide response services to meet the department's needs

Ability to work as part of a small team displaying leadership skills, and is a positive advocate and representative of the service

**Position Requirements/Qualifications:**

Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential. A high level of keyboard and administrative skills in a health environment would be an advantage

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

Fulfill 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 a period of 12 months with the possibility of extension and /or permanency

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

Contact Officer: Sue Simpson (02) 5124 9079 sue.simpson@act.gov.au

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

**Various**

**New Graduate Psychologist**

**Health Professional Level 1 \$64,531 - \$84,544, Canberra (PN: 12792, several)**

Gazetted: 27 September 2021

Closing Date: 28 October 2021

Details:

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

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

**POSITION OVERVIEW**

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

An exciting opportunity exists for graduates of clinical, forensic, or health psychology higher degree programs to come work as a new graduate psychologist in Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS).

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, and other community settings including people's homes. These services include (and are not limited to):

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Community Mental Health Services

Justice Health Services

Mental Health Inpatient Services



The successful applicants will be employed as psychologists in one of our multidisciplinary teams in community and inpatient mental health settings and Justice Health Services. As a psychologist, you will provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns alongside a multidisciplinary team consisting of allied health assistants, medical officers, nurses, exercise physiologists, occupational therapists, peer workers, and social workers.

*Successful applicants will be part of a large network of psychologists with access to internal training and education. Psychologists in MHJHADS professionally report to the Principal Psychologist and are supported to meet their professional learning goals.*

Provisional Psychologists who have submitted their application and are awaiting formal approval of general registration with the Psychology Board of Australia are encouraged to apply. Please note the expected start date is February 2022.

At the end of the graduate year, consideration for ongoing appointment as a Health Professional Level 2 is contingent on successful recruitment through a merit selection process.

#### **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**

Critical thinking skills and ability to form defensible conclusions based on evidence and sound judgement

Ability to manage confidential and sensitive information

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment, while meeting the demands of a training (internship) program

Commitment to achieving positive outcomes

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

##### **Mandatory:**

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

##### **Desirable:**

Current 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.

##### **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:** These are temporary positions available for 12 months. At the end of the graduate year, consideration for ongoing appointment as a Health Professional Level 2 is contingent on successful recruitment through a merit selection process. The expected start date is February 2022, with applicants required to have obtained general registration by this time. Provisional Psychologists who have submitted their application to the Psychology Board of Australia are encouraged to apply in anticipation of their general registration being granted by the start date.

**Contact Officer:** Natalie Campbell (02) 5124 7295 [natalie.campbell@act.gov.au](mailto:natalie.campbell@act.gov.au)

#### **Medical Services**

#### **Medical Imaging**

#### **Registered Nurse**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 12544, several)**

Gazetted: 27 September 2021

Closing Date: 14 October 2021

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

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

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Medical Imaging Department at CHS operates 24 hours, seven days a week, as well as on call and offers a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

#### **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 independently and as part of a multidisciplinary team

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

High level patient assessment skills

High level communication skills and the ability to think critically.

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

Relevant tertiary qualifications in the field of nursing and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

The successful applicant will need to be available for a rotating roster, including a close call roster requirement

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

Undergo a pre-employment National Police Check.

**Notes:** These are temporary positions available for 10 months with the possibility of extension and/or permanency.

Contact Officer: Misty Wilson (02) 5124 4333 [misty.wilson@act.gov.au](mailto:misty.wilson@act.gov.au)

#### **Medicine**

##### **Dermatology**

##### **Booking and Scheduling Officer**

##### **Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 52434)**

Gazetted: 27 September 2021

Closing Date: 11 October 2021

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#### **Position Overview**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Dermatology Unit at Canberra Hospital provides consultative and minor surgical services for persons with chronic and acute dermatological issues.

This position provides administrative and office support to the Dermatology Unit with duties including booking appointments, referral management, screening telephone calls long with general reception duties. This role



requires demonstrated ability to ensure high quality customer service standards and a high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS and Clinical Portal.

#### **About You**

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#### **Behavioural Capabilities**

Professional.

Dedicated.

Conscientious.

#### **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.

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

Undergo a pre-employment National Police Check.

**Note:** This is a part-time permanent position available at 22.05 hours per week and the full-time salary noted above will be paid pro-rata. Previous experience working within Dermatology is preferred but not essential.

**Contact Officer:** Jade Ngata (02) 5124 2063 [jade.ngata@act.gov.au](mailto:jade.ngata@act.gov.au)

### **Nursing and Midwifery**

#### **Surgery**

#### **Registered Nurse**

**Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 12440, several)**

Gazetted: 28 September 2021

Closing Date: 28 September 2022

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

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

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

#### **POSITION OVERVIEW**

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

We are seeking enthusiastic, motivated Registered Nurses to work on our Surgical Wards. These positions are required to work a rotating roster across morning, evening and night shifts including weekends and public holidays.

#### **ABOUT YOU**

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#### **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)

The successful applicant will need to be available for weekend and a rotating roster of Morning, Evening and Night shifts.

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 Police check.

**Notes:** This is an on-going recruitment to fill multiple temporary and potentially permanent full-time and part-time vacancies as they arise across the Surgical Wards.

Contact Officer: Clair Collins or Jeanine Young (02) 5124 2364 [clair.collins@act.gov.au](mailto:clair.collins@act.gov.au)

**Clinical Services**

**Medicine**

**Sleep Scientist**

**Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 31211, several)**

Gazetted: 29 September 2021

Closing Date: 15 October 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 focused on the delivery of high quality, effective, person-centred care. It provides acute, subacute, 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 Department of Respiratory and Sleep Medicine (DRSM) provides both inpatient and outpatient services to the ACT and surrounding region. The department manages approximately 1,300 in-patient admissions annually. The department receives around 8,500 referrals per year for outpatient services, including medical clinics, nursing clinics, bronchoscopy, along with respiratory and sleep diagnostic investigations and therapeutic interventions. The Sleep Disorders Unit (SDU) provides 24-hour clinical services to adult patients for the assessment and management of sleep disorders. These positions require knowledge and competency to work autonomously to conduct routine, and assist in complex, polysomnography and positive airways pressure therapy management according to procedures and published standards. The role includes supporting the operational and quality management requirements of the sleep service with the provision to educate and train staff and students. The role requires participation in and contribution to continual professional development of the sleep scientist group. Within CHS, the sleep science profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five (5) generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

**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**

Demonstrates strong organisational skills with a high degree of drive and resilience.

Displays adaptability and the flexibility necessary to accommodate change and provide a service which is responsive to clients' needs.

**Position Requirements/Qualifications:**

**Mandatory:**

Bachelor of Science/Applied Science, or equivalent

Minimum of one-years post-qualification experience in conducting in-laboratory polysomnography and positive airway pressure titration.

Be registered under the Working for Vulnerable People Act.

The successful applicant will need to be available for shift work (day, evening and overnight shifts) with ad-hoc shifts rostered up to 12 hours in duration to cover operational and staffing level requirements.

**Desirable**

Be eligible for membership with Australia and New Zealand Sleep Science Association (ANZSSA).

Be eligible for accreditation with the Australian Council for Clinical Physiologists (ACCP).

Competently analyse polysomnography data in accordance to current published standards and guidelines.

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.

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:** Several exciting opportunities exist for a sleep scientists (full-time or part-time) to become a part of the allied health team. The full-time salary noted above will be paid pro-rata for part time positions.

Contact Officer: Martin Urban (02) 5124 2066 martin.urban@act.gov.au

**Medicine**

**ACT Covid-19 Care @Home Program**

**Registered Nurse Level 2**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: PV006, several)**

Gazetted: 29 September 2021

Closing Date: 18 October 2021

Details:

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**POSITION OVERVIEW**

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The ACT COVID -19 Care@ Home Program is a program that cares for patients who have tested positive to the Delta variant and other variants of SARS-CoV-2, and are managed safely in the community. The ACT COVID – 19 Care@Home Program was developed to provide an outpatient monitoring service, with the aim to support patients at home and prevent hospital attendance and admission where feasible. It is staffed by Adult and Paediatric nurses and supported by on-call nursing and medical teams. The ACT COVID – 19 Care@Home program is a 7 day a week program, with hours of work 0830 to 5 pm. The ACT COVID-19 Care@Home Program is managed by the Division of Medicine at Canberra Health Services (CHS).

**ABOUT YOU**

Canberra Health Services (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 LGBTIQ are particularly encouraged to apply.

### **Behavioural Capabilities**

Good Communication Skills

Ability to work in a team nursing environment

Adaptable and flexible to changes

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

Relevant - Be registered or be eligible for registration as a Registered Nurse with 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](#).

### **Desirable:**

Hold a current driver's license.

### **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 Police check.

**Notes:** These are temporary positions available for six months, part-time hours will be considered and the above full-time salary will be pro-rata.

Contact Officer: Marg McManus 0432 757412 [margaret.McManus@act.gov.au](mailto:margaret.McManus@act.gov.au)

## **Clinical Services**

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

#### **Senior Neuropsychologist/Team Manager**

**Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 19643)**

Gazetted: 29 September 2021

Closing Date: 18 October 2021

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

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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 (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.

An exciting opportunity exists for a Senior Psychologist to join and lead the MHS Neuropsychology team within Rehabilitation and Speciality Mental Health Services. The team provides high quality neuropsychological services to the Division including evidence-based assessment and intervention to consumers across all programs of MHJHADS, including

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Secure Mental Health Inpatient Services, and

Older Person's Community Mental Health Team; MHS-Intellectual Disability team; Adult Mental Health

Rehabilitation Unit and the Adult Mental Health Day Service, within Rehabilitation and Specialty Mental Health Services

The team also provides consultation and in-servicing of staff, supervision of psychologists and provisional psychologists, and advice to the Division on matters relating to neuropsychological assessment and intervention. The Team Manager of MHS Neuropsychology reports to the Operational Director/Director of Allied Health within the Division of MHJHADS and provides clinical leadership, operational management of and guidance to the discipline workforce, and ensures high quality, evidence-based service delivery. The manager provides regular input and forms an integral part of the Operational Director/DAH leadership team. The manager is responsible for ensuring high quality, evidence-based service delivery, oversight of professional development and supervision, promotion and support of quality improvement and/or research initiatives and contribute to team processes.

More specifically, the Team Manager / Senior Neuropsychologist will:

Provide high quality expertise in neuropsychology assessment and intervention for people across various settings including child and adolescent, adult, forensic and other specialty services.

Promote positive client outcomes through the leadership and provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Perform novel, complex, critical work at high level of expertise.

Perform a consultative role within the field of Neuropsychology.

Contribute to the professional field of expertise in Neuropsychology.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of initiative

Leadership, management and supervision skills

Highly developed interpersonal communication skills to form effective relationships and positively influence decision making.

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

##### **Mandatory:**

Masters/Doctoral degree in Clinical Neuropsychology or Clinical Psychology

General registration with Psychology Board of Australia under Australian Health Practitioner Regulation Agency (AHPRA)

Area of Practice Endorsement in Clinical Neuropsychology or Clinical Psychology

Minimum of 5 years post qualification paid work experience.

Board approved supervisor and eligibility to supervise higher degree students and psychology Registrars.

##### **Desirable:**

Previous work experience in a mental health setting.

Current Driver's licence.

The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time and remuneration according to the enterprise bargaining agreement.

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:**

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for Allied Health Professionals.

**Notes:** This is a permanent part-time position, the above full-time salary will be pro-rata.

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

**Justice Health, Alcohol and Drug Services**

**Mental Health**

**Psychologist**

**Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 52990)**

Gazetted: 24 September 2021

Closing Date: 12 October 2021

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

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

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

#### **Position Overview**

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

The Adult mental Health Unit (AMHU) is 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence – based service providing high quality mental health care, guided by the principles of recovery. The service aims to provide collaborative care involving the person, the carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and /or treatment initiation

The successful applicant of the HP2 Psychologist position is responsible for conducting skilled clinical assessment and delivering individual and group based psychological interventions to people.

The successful applicant will be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 level as well as to students and clinically related staff (such as Allied Health Assistants)

The position will report operationally to the Allied Health Manager of AMHU/ MHSSU. Professional governance of this position will come from the Principle Psychologist (MHJHADS)

#### **About You**

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

#### **Behavioural Capabilities**

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

Strong organisational skills with high degree of drive.

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

Ability to work collaboratively as part of a multidisciplinary team.

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

Relevant Psychologist HP2 qualifications:

Be registered or be eligible for general registration with the Psychology Board of Australia (AHPRA)

Minimum of 12 months paid work experience, post qualification, in a related/ relevant organisation/ service post qualification experience

Current Passenger vehicles 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.

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 National Police check.

**Contact Officer:** Roz Fitzgerald 02 51245401 [roz.fitzgerald@act.gov.au](mailto:roz.fitzgerald@act.gov.au)

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

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

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

**Education and Training Services  
Health Community and Science  
Human Services  
Administrative Officer**

**Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 19125)**

Gazetted: 23 September 2021

Closing Date: 30 September 2021

**Details:** CIT Human Services Department is seeking to employ an ASO4 Administrative Officer to manage student applications and compliances for the Diploma of Nursing program. This position will collaborate with all applicants, including international students, industry and peak bodies on matters relevant to student entry requirements and AHPRA registration for the Diploma of Nursing program and ensure the regulatory requirements of ASQA and ANMAC are adhered to.

**The successful candidate will be required to:**

Demonstrate fluency in digital/IT skills

Have extensive experience in using Microsoft Office suite

Have high level interpersonal and communication skills

Develop and maintain working relationships with industry and key stakeholders

Develop and monitor processes that require compliance for entry and graduation

Work across the department and support other administrative staff in their roles

**The Administrative Service Officer Level 4 will perform administrative tasks including, but not limited to:**

Participate in course information sessions, student entry into the program across Human Services department  
Coordinate student recruitment processes for the Diploma of Nursing program and monitor entry requirements for students are met

Work across the department and support other administrative tasks such as, liaise with CRN creation team, lab/room bookings and collectively problem solve student issues

Have an understanding of commonly used databases in the VET sector for student management processes and in the health industry for student placements

Lead student tracking processes in collaboration with other administrative staff ensuring student compliance for graduation

Assist with ASQA audit processes, ANMAC Accreditation, IMI audits, subpoenas and other regulatory requirements relating to programs delivered in Human Services department

CIT is committed to building an inclusive workplace through a culturally diverse workforce. 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**

**Mandatory:**

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Desirable:**

Previous experience working with teaching staff and students in the VET sector

**Notes:** This is a temporary position available from 19 October 2021 to 31 December 2021 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Applicants are asked to submit a supporting statement of no more than two pages outlining their experience and/or ability to perform the Selection Criteria, as well as a current curriculum vitae and the contact details of at least two referees.

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

Contact Officer: Lily Muthurajah (02) 6205 7381 [lily.muthurajah@cit.edu.au](mailto:lily.muthurajah@cit.edu.au)

**CIT Corporate Services**

**Banner Business /Functional Analyst**

**Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 34272)**

Gazetted: 23 September 2021

Closing Date: 30 September 2021



**Details:** There is an opportunity for an experienced Business/Functional Analyst in the Student Management Systems Team at the Canberra Institute of Technology (CIT). In this role, you will be required to identify and analyse issues arising with the functionality and use of CIT's Student Information Management System (the Banner System), liaise with stakeholders to design and document specifications for solutions and implement testing procedures. You will also be required to design and produce standard and ad-hoc reports to internal and external clients using Structured Query Language (SQL) tools such as SQL developer and the Argos reporting tool. You will have a strong client service focus and the ability to implement change management processes related to the Banner system, including preparation and implementation of system upgrades and development of Banner documentation.

**Eligibility/Other Requirements:** Experience with Student Information Management Systems such as Banner and the Argos reporting tool will be highly regarded.

**Notes:** This is a permanent position available commencing on 12th October 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:** Applicants are required to address the Selection Criteria (maximum four pages) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports at a later date.

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

Contact Officer: Pabs Balbarosa (02) 6207 5598 Pabs.Balbarosa@cit.edu.au

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

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

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

#### **Digital, Data and Technology Solutions Customer Engagement Services Branch CMTEDD and JACS ICT Embedded Team ICT Support Officer**

**Information Technology Officer Class 1 \$71,963 - \$81,917, Canberra (PN: 14508)**

Gazetted: 24 September 2021

Closing Date: 1 October 2021

**Details:** As an ICT Support Officer you will possess a keen mind and an eagerness to assist our clients within the Directorates of CMTEDD and JACS to navigate the ICT services that Digital, Data and Technology Solutions provide. We are after someone who can provide good customer service and enjoys working in a team, with the added benefit of being based at 220 London Circuit with our customer base.

A typical day may include:

Provide support in coordinating, actioning and monitoring ICT service requests in a IT Service Management tool (Service Now).

Work as a team member, assisting to ensure that the quality of service delivered to clients meets or exceeds expectations as well as liaising with both internal and external stakeholders.

Assist and provide support to the Refresh team with lifecycle management of ICT assets.

Work with the Directorates to ensure we provide the best service and provide positive outcomes.

Manage escalations, engaging with ICT technical teams and Directorates as required.

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:**

To be successful, you will possess good interpersonal and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders. You will have a flexible mindset and enjoy the challenge of being presented with different problems every day. You will be able to effectively self manage, prioritise tasks, and escalate problems when needed.

**Notes:** This is a temporary position available from 1 November 2021 until 30 June 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.



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:** Your application should include the following:

1. One page response to the following questions:

Give an example of when you have had to manage and prioritise your own tasks.

Give an example of when you have solved a problem for a client that required you to liaise and negotiate with other teams.

2. Current curriculum vitae including previous relevant experience, training and qualifications and details of two referees.

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

Contact Officer: Nathan Dickinson (02) 6205 5449 Nathan.Dickinson@act.gov.au

## Corporate

### Corporate Management

#### Corporate and Coordination Services

##### Assistant Director, Sustainability and Corporate

##### Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 33774)

Gazetted: 23 September 2021

Closing Date: 7 October 2021

**Details:** CMTEDD Corporate is looking for a skilled and enthusiastic officer keen to support the team and the Directorate in sustainability and work health and safety spheres. Under limited direction the officer will progress the Directorate's sustainability agenda (in liaison and coordination with relevant business areas) as well as implement Workplace Health and Safety tenant safety compliance processes across CMTEDD. The role also supervises the fleet management function for the directorate, including the transition to zero emissions vehicles. 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 until 11 March 22 with the possibility of 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.

**How to Apply:** Please provide an application addressing the Selection Criteria, details of at least two referees and your curriculum vitae.

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

Contact Officer: Imogen Davis (02) 6205 2733 imogen.davis@act.gov.au

## Access Canberra

### Fair Trading and Regulatory Strategy

#### Data and Strategy

##### Director

##### Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 53415)

Gazetted: 23 September 2021

Closing Date: 7 October 2021

**Details:** Access Canberra is looking for a golfing great. The Data and Strategy Team needs someone who knows how to drive long-range strategic priorities; enjoys the challenge of chipping out bunkered problems; and is comfortable with putt-ing themselves at the centre of the action.

As a Director within the team, you will need to know how to pick the right club for the job; when to adjust your approach to suit the course; and be a champion...of good governance. The job is not a stroll up the back-9 though. There are many opportunities to show your strategic and analytical thinking, while leading a small team to deliver business-critical support functions and projects to strict deadlines.

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 from 18 October 2021 up to 1 July 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** If you've got the drive to square up and take on this rewarding role, explain in less than three pages why you have the Skills, Knowledge and Behaviour required that make you the best candidate. Send through with your curriculum vitae and contact details for two referees.

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

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

## **Workforce Capability and Governance**

### **Workplace Safety and Industrial Relations**

#### **Regulatory Policy**

##### **Director**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 11143)**

Gazetted: 23 September 2021

Closing Date: 7 October 2021

**Details:** The Regulatory Policy team is seeking a senior officer to fill the Director, workers' compensation role in the team. If you are interested in leading workers' compensation reforms in the Territory and overseeing scheme performance and can demonstrate experience, initiative and leadership in legislative policy reforms and stakeholder engagement then this position will be a fantastic opportunity for the successful candidate.

The Regulatory Policy team, within the Workplace Safety and Industrial Relations Group, is a small team responsible for legislative policy development and implementation in relation to work health and safety, injury management and workplace laws in the Territory.

The successful candidate for this role will support the Senior Director in the team and lead the development of legislative policy outcomes that deliver the Government's priorities and national commitments in improving injury management and monitor the ACT's workers' compensation scheme performance. As a small team, the Director's role may also involve working on injury management legislation to support the team's workload. The successful candidate will be required to demonstrate the ability to lead often complex and technical legislative projects.

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 with tertiary qualifications in law, economics and/or public policy and experience in injury management and workplace laws will be highly regarded.

**Note:** A merit pool will be established from this selection process to fill future identical vacancies over the next 12 months. Our workforce is currently working from home, these arrangements will apply to this position while the ACT is in COVID-19 lockdown. The successful candidate will be provided with information on how to work safely from home. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a two-page pitch setting out your experience, skills and qualifications against the required capabilities for the role, along with your current curriculum vitae and two referee reports.

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

Contact Officer: Ellen Lukins (02) 6205 3874 ellen.lukins@act.gov.au

## **Workforce Capability and Governance**

### **Office of the Deputy Director General**

#### **Executive Officer**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 35337)**

Gazetted: 23 September 2021

Closing Date: 30 September 2021

**Details:** The Office of the Deputy Director-General Workforce Capability and Governance is seeking a dynamic and skilled professional to fill the role of Executive Officer to the Deputy Director-General (DDG).

In this role you will be responsible for leading priority tasks and projects on behalf of the DDG and managing the effective operation of the DDG Office.

The DDG works closely with relevant stakeholders and senior leaders across the service in developing effective whole of service policies, legislative and industrial frameworks, work health and safety policies and systems, whole of service workforce transformation strategy, policies and programs, and is instrumental in driving a strategic whole of service focus to meet future workforce needs.

The DDG and their office works to:

provide high level policy advice to the Chief Minister and the Minister for Industrial Relations and Workplace Safety;

embed an inclusive whole of service focus and effective support mechanisms for all its employees within all its policies, programs and legislative frameworks;

foster quality relationships with directorates, agencies and other key stakeholders;

pave the way for the future of flexible work to meet emerging and expected needs of the Service; and

drive continuous improvement in the delivery of policies, programs and legislative frameworks through effective use of data derived from collaboration with directorates and agencies, ACTPS survey and enterprise bargaining processes, and by implementing robust evaluation and reporting processes.

A typical day could include:

advising on and providing leadership to high priority tasks and projects in consultation with executive and senior leaders;

representing the DDG and the Office at high level meetings and forums;

quality assuring the advice and work product provided to the DDG;

monitoring tasks, projects and timeframes and determining whether items are progressing and on track to achieve desired outcomes. In the event of a potential or expected delay effectively communicate reasons for delay or alteration, and facilitate agreement on the way forward; and

mentoring your colleagues in developing their skills and knowledge and encouraging a positive workplace culture.

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.

**How to Apply:** After reviewing the 'What you will do' and 'What you require' sections in the Position Description, submit your application as a two page written response addressing these criteria, accompanied by a curriculum vitae and the details of two referees. Selection may be based on application and referee reports only.

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

Contact Officer: Damian West (02) 6207 5397 damian.west@act.gov.au

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

### **Customer Engagement Services Branch**

#### **CMTEDD and JACS ICT Team**

#### **Systems and Application Delivery Officer**

#### **Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 01249)**

Gazetted: 23 September 2021

Closing Date: 7 October 2021

**Details:** As a Senior officer within the CMTEDD and JACS ICT Team, you will navigate and promote the ICT services that the Digital, Data and Technology Solutions Group provides. We are looking for someone who can support ICT business critical systems, solve problems, engage with both technical and business systems users, external vendors in an embedded ICT team setting. We are after someone who can provide excellent customer service and can own problems to resolution.

A typical day may include:

Managing service requests from business teams

Creating and managing change requests for business applications and coordinating with technical teams and business users.

Engaging with business teams to understand current business applications issues and provide/facilitate resolution.

Raising business systems incidents and change requests with software vendors and coordinating resolution

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.

To be successful, you will possess good interpersonal and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders. You will understand functional components of ICT business systems running on enterprise servers and possess a working knowledge of databases.

You will have the ability to understand and perform basic problem solving or root cause analysis. You will be able to effectively self-manage, prioritise tasks, and escalate problems when needed.

**Notes:** This is a temporary position available for a period up to 12 months with possibility of permanency. A Merit Pool will be established from the selection process and will be used to fill any further vacancies over the next 12 months.

**How to Apply:** To apply for this role please provide your curriculum vitae including details of two referees and two-page pitch setting out why you would like to undertake the role, the skillset you would bring and how you would make a positive impact in the role.

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

Contact Officer: Samuel Alwenya (02) 6207 5237 samuel.alwenya@act.gov.au

## Revenue Management

### Support

#### Finance Officer

##### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 40566)**

Gazetted: 23 September 2021

Closing Date: 7 October 2021

**Details:** The Finance team within the ACT Revenue Office is responsible for undertaking budget projections and adjustments relating to territorial revenue and expenses; Revenue Management financial reporting; audit activities and liaison with internal and external stakeholders. We're looking for a like-minded person to join our team as a Finance Officer. The role will require excellent analytical skills and proficiency in the Microsoft Office suite particularly Excel and Word.

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**

Tertiary qualifications in Finance or Commerce are highly desirable.

Working knowledge of financial management systems such as Oracle and TM1 or similar.

**Notes:** This is a temporary position available immediately until 30 June 2022 with the possibility of extension.

Selection may be based on application and referee reports only.

**How to Apply:** Please apply with your curriculum vitae and a two-page supporting statement showing your capabilities against the Selection Criteria, along with contact details of at least two referees.

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

Contact Officer: Shafali Jain (02) 6207 4765 shafali.jain@act.gov.au

## Office of International Engagement

### Assistant Director, Export Programs and Strategy

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 15587)**

Gazetted: 23 September 2021

Closing Date: 29 September 2021

**Details:** The Office of International Engagement (OIE) is seeking a senior officer to help build export activity in the ACT and Canberra Region, and support other international-engagement activities of the OIE.

Be a part of an exciting team working to further expand and diversify our economy and the ACT's international reputation in a highly dynamic international environment. If you think strategically and tactically and have a bias for action, and you are skilled in building relationships, we would like to hear 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** The successful applicant will be required to undergo a National Police Check.

**Notes:** Available immediately to 11 February 2022, with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

**How to Apply:** Please submit an application addressing each of the Professional / Technical Skills and Knowledge and Behavioural Capabilities outlined in the attached Position Description, with a maximum of 300 words per

criteria. Please also submit your curriculum vitae and the contact information for at least two referees who can support your claims. Please supply at least two referees who can support what you write in your application and expand upon and support your case.

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

Contact Officer: Richard Watson (02) 6207 6272 Richard.Watson@act.gov.au

## **Access Canberra**

### **Licensing and Registrations**

#### **Assistant Director**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 42523, several)**

Gazetted: 24 September 2021

Closing Date: 8 October 2021

**Details:** Are you a strong leader who thrives in a complex regulatory environment? Do you have experience in risk-based decision making and the delivery of significant government reform and initiatives? If the answer is 'Yes' then the Licensing and Registrations Branch wants to hear more about you and why you are the ideal candidate. We work in a highly responsive environment where your priorities will change several times throughout any given day. We have diverse Government stakeholders and a broad range of Industry based clients whose licensing and registration needs are sometimes complex in nature – particularly under the current COVID-19 environment. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are welcoming of your application.

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**

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Previous experience in a regulatory environment is highly desirable.

Knowledge of gaming, transport and industry licensing is desirable.

**Notes:** There are several opportunities available across the branch, with two permanent positions; and three temporary positions for a period of up to 12 months with a possibility of extension and/or permanency. A merit pool will be established for applicants who are found to be suitable, this may be used to fill future opportunities in the branch.

**How to Apply:** Please submit a curriculum vitae and a two-page pitch detailing your claims against the Selection Criteria found in the Position Description.

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

Contact Officer: Katrina Fleck (02) 6205 8415 katrina.fleck@act.gov.au

## **Shared Services and ACT Property Group**

### **ACT Property Group**

#### **Quality, Risk, Compliance and Safety - ACT Property Group**

#### **Assistant Director, Quality Assurance**

**Administrative Services Officer Class 6/Senior Officer Grade C \$88,899 - \$120,436, Canberra (PN: 46705)**

Gazetted: 29 September 2021

Closing Date: 6 October 2021

**Details:** Do you like making sure organisations have good quality management and risk management systems in place? Do you have an eye for detail and can draft policy and procedure documents with ease? Then this role would be a good fit. As a Quality Assured organisation ACT Property Group needs a passionate manager to ensure that the quality system is reviewed, updated and maintained, risks are identified and managed and our staff use the systems. This person drives management and implementation of the Quality Management System in the organisation.

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.

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, experience and/or training in Quality Management Systems is desirable.

**Note:** This is a temporary position available for a period of three months. This position will be filled at either the ASO6 or SOGC level, dependent on the skills and experience of the successful applicant. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. 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 available to ACT Government officers and employees 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 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 Curriculum Vitae 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 to the Contact Officer**

Contact Officer: Mark DaSilva (02) 6207 2832 mark.dasilva@act.gov.au

## **Access Canberra**

### **Construction Utilities and Environment Protection**

#### **Compliance Regulator**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 41162)**

Gazetted: 24 September 2021

Closing Date: 16 October 2021

**Details:** Applications are sought to fill the permanent position of Compliance Regulator in the Rapid Regulatory Response Team.

We are looking for a person with a unique combination of skills, knowledge, and behaviours to fill the role of Compliance Regulator in the Rapid Regulatory Response Team. In this role you will respond to complaints received by Access Canberra in relation to building and planning matters.

You will conduct complex regulatory activities to assess compliance with the relevant Acts, Regulations, and technical building requirements, as well as on-site inspections and audits. The role requires extensive liaison and communication with a range of stakeholders, including owners of properties, construction professionals and complainants.

You will assess and provide ACT building and planning legislation related advice on site to stakeholders while adhering to Access Canberra's engage and educate policy approach to resolving complaints.

Highly desirable for the role are excellent customer service skills, extensive knowledge of ACT building and planning legislation (including ACT development approval and building approval frameworks) and other relevant legislation, along with a very good understanding of Canberra building industry networks. Please see the attached Position Description for an outline of the position's responsibilities.

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:** Candidates shortlisted for an interview will have to undertake a knowledge test prior to the interview. A merit pool will be prepared from this recruitment process which will be used to fill future similar permanent or temporary opportunities in Rapid Regulatory Response Team if become available within 12 months from the completion of current recruitment process.

**How to Apply:** If you have read the Position Description and Selection Criteria and would like to apply for the role, please send:

your curriculum vitae.

a two-page response addressing the Selection Criteria giving examples of your experience that demonstrates you can successfully perform this role (maximum of two pages).

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

Contact Officer: Ajith Buddhadasa (02) 6205 8359 [ajith.buddhadasa@act.gov.au](mailto:ajith.buddhadasa@act.gov.au)

## **Workforce Strategy and Governance**

### **Workforce Strategy and Capability**

#### **ACTPS Talent and Leadership**

##### **Assistant Director, ACTPS Leadership and Talent**

##### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53361)**

Gazetted: 28 September 2021

Closing Date: 12 October 2021

Details:

#### **Who we are**

The Workforce Strategy and Capability Branch focuses on understanding and responding to the challenges which face the ACTPS workforce and Canberra community now, and those we will face in the future. We ask questions about what the future of work looks like, collaborating across the ACTPS to design and deliver initiatives which will drive workforce strategy and transformation, as well as the underlying people policies, programs and culture which will enable our collective success.

#### **What you will do**

Under the guidance of the Senior Director, you will manage the successful coordination of a range of initiatives including leadership programs and induction, mobility placements, networking events, program communications, nominations, evaluation and reporting – all designed to support contemporary leadership aligned with the ACTPS core values and signature behaviours. You will use your excellent customer service skills to work effectively with Senior Executives of the ACTPS across all directorates.

#### **What we require**

To thrive in the role, you will need to operate with a high degree of independence to manage end-to-end projects. You will have advanced proficiency in planning, prioritising and implementing projects within specified timeframes and budget.

You will be exceptional at establishing and maintaining effective and diverse business partnerships with stakeholders at all levels. Your expert communication and influencing skills will be heavily relied on, as well as your ability to adapt to and overcome rapidly evolving situations. You will excel in this position if you are resilient, flexible and able to adapt to changing circumstances while managing multiple priorities and demands.

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:** 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:** After reviewing the “What you will do” and “What you require” sections in the Position Description, please provide a two page written response to support your application. Please provide evidence of your suitability for the role by including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

Applicants should also provide a current curriculum vitae and details of two referees as part of their application.

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

Contact Officer: Claire Shrewsbury (02) 6207 6481 [claire.shrewsbury@act.gov.au](mailto:claire.shrewsbury@act.gov.au)

## **Access Canberra**

### **Fair Trading and Regulatory Strategy**

#### **Regulatory Strategy**

##### **Assistant Director - Automatic Mutual Recognition**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53416)**

Gazetted: 28 September 2021

Closing Date: 12 October 2021

**Details:** The Strategy team within Fair Trading and Regulatory Strategy branch is looking for an Assistant Director with excellent leadership and collaborative skills, and an ability to problem solve that is second to none. The work is varied and fast-paced and will involve leading a small team to work collaboratively with the leadership teams of each branch across Access Canberra to ensure we are ready for legislative reform for Automatic Mutual Recognition of occupational licences to commence in July 2022.

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 until 1 July 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** If you have the ability to see the big picture but enjoy working through the detail then send us a two page pitch outlining how you meet the selection criteria and are the best candidate to deliver the duties of the job. Include your curriculum vitae and the contact details for two referees.

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

Contact Officer: Jodie Vaile (02) 6207 1915 Jodie.Vaile@act.gov.au

## **Shared Services**

### **Partnership Services**

#### **Service Centre/HR and Finance Service Desk**

##### **Team Leader, Operations**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 07153)**

Gazetted: 28 September 2021

Closing Date: 12 October 2021

**Details:** Are you an effective leader and coach?

Do you have excellent organisation skills with the ability to manage competing priorities?

Can you forge collaborative relationships with stakeholders?

If you answered yes to all of the above, keep reading!

Here at the Shared Services HR and Finance Service Desk we provide 1st level support for all ACT Government staff on general human resource and finance related matters. We have a fantastic team dedicated to providing an excellent experience for our customers via a range of channels including phone, live chat, email and online forms. We are looking for someone who is as enthusiastic and passionate as we are about leading a team to achieve successful outcomes. You will work collaboratively with the leadership team to ensure efficient running of operations and achievement of strategic objectives. With responsibility of the day-to-day management of team operations and quality assurance, demonstrated ability to lead and coach a team is a must. Your focus will be on staff well-being, engagement, and satisfaction, ensuring the team is effectively resourced to provide services that meet the needs of our customers.

You will have excellent communication skills and the ability to build and maintain effective working relationships, as you work closely with our internal partners to ensure continuity of processes between the Service Desk and escalation teams with a focus on the overall customer experience. You don't shy away from a challenge and thrive in a fast-paced environment with competing priorities and deadlines. You're a strategic thinker, actively contributing to the development and execution of our broader strategic direction and business improvement initiatives.

Ticking all the boxes? We want to hear 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.



**Eligibility/Other Requirements:** Current ACT Government CMTEDD Baseline clearance or ability to obtain and hold a baseline security clearance is mandatory.

**Note:** This is a permanent vacancy. A merit pool will be established from this selection process and will be used to fill potential vacancies over the next 12 months.

**How to Apply:** In no more than three pages, provide a response demonstrating your experience against each of the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description. Please accompany this with your resume and contact details for at least two referees.

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

Contact Officer: Angela Wise (02) 6205 2367 [angela.wise@act.gov.au](mailto:angela.wise@act.gov.au)

## **Workforce Capability and Governance**

### **Strategy and Transformation Office**

#### **Data Analyst**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53336)**

Gazetted: 29 September 2021

Closing Date: 27 October 2021

**Details:** The human brain can process visuals 60,000 times faster than it processes text, discerning an image in just 13 milliseconds. In today's big data saturated landscape, it's imperative that government organises and simplifies data to foster an improved understanding of mass information to drive better policy development and outcomes. The Strategy and Transformation Office (STO) brings together cross-disciplinary teams with diverse minds to solve complex and adaptive problems, including playing a pivotal role in building long-term strategic planning. The team works in partnership with business areas on niche or whole of government problems to determine appropriate responses to complex business challenges and opportunities.

The STO is looking for a highly motivated and collaborative person to analyse data and develop compelling narratives that are concise, easy to understand, and targeted to the appropriate audience.

Success in this role demands a strong attention to detail and analytical orientation coupled with exceptional communication skills and a highly developed collaborative nature. Experience and ability to work within an agile project-based Matrix management working environment is highly desirable.

Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a role where no day is the same then this is for you.

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

**Eligibility/Other Requirements:** A formal qualification in a field of statistics/mathematics, computer science and/or two+ years' experience in a data analysis role would be highly desirable.

**Note:** This is a temporary position available for up to 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** To apply, submit a two-page pitch outlining how your Skills, Knowledge and Behaviour make you the best fit for the role.

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

Contact Officer: Caitlin Roy (02) 6207 4724 [caitlin.roy@act.gov.au](mailto:caitlin.roy@act.gov.au)

## **Shared Services**

### **Partnership Services**

#### **Recruitment and Information Services**

#### **Administration Support Officer**

#### **Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 37982)**

Gazetted: 29 September 2021

Closing Date: 10 October 2021

**Details:** Recruitment and Information Services are seeking an Administration Support Officer who has a keen eye for detail and is committed to delivering excellent customer service.

The position provides general administrative support across Recruitment and Information Services including coordination of applications received for positions advertised on the Jobs website and general administrative support to the Recruitment team. Our area is a high-volume, customer facing and service driven environment and requires motivated, flexible people with an excellent attention to detail.

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 until June 2022 with the possibility of extension up to twelve months. 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:** If you feel you have the necessary skills and attributes to fill this role, please send your curriculum vitae (with contact details of two referees) and a maximum two page response to the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description.

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

**Contact Officer:** Nici Oke (02) 6207 9000 [nici.oke@act.gov.au](mailto:nici.oke@act.gov.au)

## **Workforce Capability and Governance**

### **Strategy and Transformation Office**

#### **Project Officer Strategy**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53337)**

Gazetted: 29 September 2021

Closing Date: 27 October 2021

**Details:** Are you a master Tetris player? Can you connect the dots and join the pieces to complete the puzzle? Can you read between the lines and anticipate next moves? Can you provide clear directions and support to get your team across the finish line in a hard-fought game of Capture the Flag?

The Strategy and Transformation Office (STO) brings together cross-disciplinary teams with diverse minds to solve complex and adaptive problems, including playing a pivotal role in building long-term strategic planning. The team works in partnership with business areas on niche or whole of government problems to determine appropriate responses to complex business challenges and opportunities. The STO creates collaborative design experiences that bring the right people together at the right time to solve the right strategic problems.

The occupant of the position needs to be a multi-disciplinary strategic thinker who has foresight and the ability to take a big-picture, long-term view of the ACTPS. Success in this role demands a strong strategic and analytical orientation coupled with exceptional communication skills and a highly developed collaborative nature.

Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a role where no day is the same then this is for you.

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

**Eligibility/Other Requirements:** Experience in a strategy unit or consulting environment would be highly desirable.

**Note:** This is a temporary position available for up to 12 months with 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:** To apply, submit a two-page pitch outlining how your skills, knowledge and behaviour make you the best fit for the role.

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

**Contact Officer:** Caitlin Roy (02) 6207 4724 [caitlin.roy@act.gov.au](mailto:caitlin.roy@act.gov.au)

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

### **Customer Engagement Services**

#### **Service Assurance**

#### **Print Services Coordinator**

#### **Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 34570)**

Gazetted: 27 September 2021

Closing Date: 4 October 2021

**Details:** This position plays a key role in the operational delivery of printing and imaging as a service contract between the service provider and Digital, Data and Technology Solutions (DDTS) on behalf of the ACT Government. The successful candidate will liaise with stakeholders to ensure a fit for purpose solution is provided to the business on their print requirements and assist the Print Manager with the progression of service and incident requests and with the provider.

The successful occupant is required to develop effective relationships with all business areas and DDTs that contribute to a successful Whole of Government print service and be responsible for delivering customer satisfaction in the resolution of issues.

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

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

**How to Apply:** Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity and providing examples to demonstrate how your Skills, Knowledge, Behavioural capabilities and experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

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

Contact Officer: Theodore Merkoureas (02) 6207 9855 Theodore.Merkoureas@act.gov.au

### **Community Services**

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

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

#### **Children Youth and Families**

##### **Strategy and Governance**

##### **Policy and Procurement Officer**

##### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 34169)**

Gazetted: 28 September 2021

Closing Date: 7 October 2021

**Details:** The Policy and Procurement Officer role is focussed on supporting the development of the next stage of reform for *A Step Up for Our Kids* – Out of Home Care Strategy. The role will primarily be responsible for assisting with planning, research and development of policies and sourcing and procurement arrangements for the ACT's next stage of reform in out of home care.

The Strategy and Governance team is a small team located in CYF, led by the Executive Branch Manager, and reporting to the Executive Group Manager. The team is charged with driving the cultural change required to support the implementation of the transformational out of home care strategy – *A Step Up for Our Kids (A Step Up)*. Implementation of *A Step Up* is one of the Community Service Directorate's (CSD) key strategic projects. The Strategy is designed to reduce entry of children and young people to care; to improve life outcomes for children and young people who cannot return to live with their families; and to improve the governance and performance of out of home care services. The Branch leads and coordinates a complex program of change projects involving a range of government and non-government organisation to achieve these goals.

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

Current driver's licence.

Demonstrated technical competence or an ability to rapidly a working knowledge of policy development, and the sourcing and procurement of human services.

Experience and/or desire to work in a community services environment.

##### **Desirable qualifications and experience:**

Vocational/tertiary qualifications in policy, procurement, or a related discipline.

Experience working with a range of software programs including Microsoft 365, Word, Excel, Powerpoint and TRIM.

##### **Additional information**

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](http://www.legislation.act.gov.au/a/2011-44/default.asp) and

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

**How to Apply:** Please provide a two-page pitch of your demonstrated experiences that are relevant to the Selection Criteria specified in the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Lisa Brown 6207 9379 [lisa.brown@act.gov.au](mailto:lisa.brown@act.gov.au)

## **Children, Youth and Families**

### **Strategy and Governance**

#### **Director, Strategy and Governance**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 34172)**

Gazetted: 24 September 2021

Closing Date: 6 October 2021

**Details:** The Director, Strategy and Governance role is focussed on contributing to the implementation and redesign of *A Step Up for Our Kids* Out of Home Care Strategy 2015-2020 by supporting the delivery of projects through a project management framework. The role will primarily be responsible for coordinating the redesign program of work in relation to a range of research, engagement and communication activities with key stakeholders including children, young people, birth families, kinship and foster carers, Children, Youth and Family staff, advocacy services and government and non-government agencies.

The role includes being responsible for leading engagement activities, displaying confidence and an ability to step into difficult conversations, leading and managing staff, advising on prevention and out of home care policy advice, project management, secretariat support of various governance groups, presenting qualitative and quantitative data to interested parties, preparation of Directorate and Ministerial briefs and engagement with a variety of stakeholders in relation the current and future status of out of home care. The position calls for someone who is highly motivated as this is a significant reform project at a critical juncture in its development.

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

##### **Essential qualifications and experience:**

Current Driver's Licence.

Experience and/or desire to work in a community services environment.

##### **Desirable qualifications and experience:**

Relevant tertiary qualifications in project management, human-centred design and policy or related discipline.

Experience working with IT systems including Microsoft Word, Excel, PowerPoint and TRIM.

##### **Additional information**

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](http://www.legislation.act.gov.au/a/2011-44/default.asp) and [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

**How to Apply:** Please provide a two-page pitch of your demonstrated experiences that are relevant to the Selection Criteria specified in the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Melanie Saballa (02) 6207 5938 [Melanie.Saballa@act.gov.au](mailto:Melanie.Saballa@act.gov.au)

## **Children, Youth and Families**

### **Child and Youth Protection Services**

#### **Practice and Performance**

### **Project Officer**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 07362)**

Gazetted: 23 September 2021

Closing Date: 11 October 2021

**Details:** The Project Officer works as part of the Child and Youth Protection Services (CYPS) executive team to deliver professional outcomes for CYPS, including undertaking project management and reporting, secretariat functions, the creation and management of confidential documents including the creation of client briefs and the analysis and reporting of relevant information.

The Project Officer position sits within the Practice and Performance executive team.

The functions of CYPS Practice and Performance include:

Providing specialist support to CYPS operations.

Cultural Services and support, including Family Group Conferencing.

Independent case conferencing.

Intensive targeted trauma informed interventions to vulnerable and traumatised children and young people.

Case analysis to support improved decision making.

Working across all functions to ensure best practices in service provision to children and young people.

Providing practice leadership and professional development.

Ensuring quality practice system controls and continuous improvement including maintaining and updating the Integrated Management System Knowledge Portal (IMS) and practice guidelines.

Implementing audit and compliance programs.

Managing skill development through training and induction facilitated by Practice Leaders.

Liaising with the community and building working partnerships through Health, Education, and community liaison.

Ensuring effective relationships with the Out of Home Care and community sector.

Managing child centred functions including adoption facilitation, kinship carer support and permanency planning for children in care.

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

Current driver's licence.

Proficiency with Microsoft Office product and database systems.

Relevant tertiary qualifications in project management or related discipline is desirable.

**Note:** A Merit Pool will may be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW).

Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

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

Contact Officer: Kim Brady (02) 6205 0408 kim.brady@act.gov.au

### **Education**

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

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

#### **School Improvement**

##### **Amaroo School**

##### **Business Manager - Finance**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 38656)**

Gazetted: 29 September 2021

Closing Date: 6 October 2021

**Details:** The Business Manager-Finance is an active member of the school leadership team, responsible for the financial management of the School. This role oversees and manages all aspects of the financial procedures and processes within the School, including budget and financial reporting compliance requirements. Review and analysis of expenditure against allocated budgets is a crucial part of the role. The role provides support to the Executive Principal, while working collaboratively with the school leadership team and the school community to support student outcomes.

**Eligibility/Other Requirements:** Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

**How to Apply:** The online application form requires a written response to the Selection Criteria and a curriculum vitae to be provided.

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

Contact Officer: Gai Beecher (02) 6142 1266 [Gai.Beecher@ed.act.edu.au](mailto:Gai.Beecher@ed.act.edu.au)

## **Service Delivery and Design**

### **Student Engagement**

#### **Assistant Director, Recruitment and Staffing**

##### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 36862)**

Gazetted: 29 September 2021

Closing Date: 6 October 2021

**Details:** The Assistant Director –Recruitment and Staffing is responsible for managing end to end recruitment for the Student Engagement Branch, and may be required, at times, to work across the other branches of Service Design and Delivery Group. This includes preparation of recruitment documentation, coordinating panels, providing scribing support for shortlisting and interviews and the onboarding of staff. The role also involves managing a small team of administration staff, managing position occupancy across the branch, as well as the appointment of both temporary and permanent staff, and contract extensions.

The position requires a person with exceptional time management and prioritisation skills as well as high level stakeholder engagement skills. Ideally, the successful candidate will have demonstrated experience managing recruitment processes for Administration, Allied Health, Classroom Teacher/School Leader and Executive level staff.

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

Highly Desirable: Demonstrated experience managing recruitment processes for Administration, Allied Health, Classroom Teacher/School Leader and Executive level staff.

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

**How to Apply:** Please submit a current curriculum vitae and statement (no more than two pages in length) addressing the Selection Criteria.

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

Contact Officer: Jessie Atkins 0423079443 [jessie.atkins@act.gov.au](mailto:jessie.atkins@act.gov.au)

## **Business Services**

### **Governance and Community Liaison**

#### **Governance , Policy and Procedures**

##### **Administrative Officer, Governance, Policy and Procedures**

##### **Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 40946)**

Gazetted: 29 September 2021

Closing Date: 13 October 2021

**Details:** ACT Education Directorate is looking for an officer with excellent judgement, time management and communication skills to provide temporary backfill for the role of Administration Officer, Governance, Policy and Procedures.

The main focus of this role will be provision of support across the various work areas of the team, including on activities relating to the management of the Directorate's policies and procedures framework, school board appointments, delegations, and supporting the work of the EGC secretariat. It is an exciting opportunity to be able to support the efficient operation of the team in meeting its operational requirements and extend your learning in core areas of Directorate business.

Our ideal candidate will be self-motivated, have an eye to quality improvement and an ability to effectively communicate with staff at all levels across the organisation. General capability in ICT, data management and use of TRIM is also important.

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

**Eligibility/Other Requirements**

Demonstrated skills and experience with IT and relevant programs such as Trim, and experience in providing committee support is desirable.

**Notes:** This is a temporary position available immediately until June 2021 with the possibility of permanency. Selection may be based on application and referee reports only.

**How to Apply:** In two page or less please outline what you would bring to the role, in particular what experience and skills you could align to this position. Please also provide a current curriculum vitae and details of two referees who have a thorough knowledge of your work performance and outlook.

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

Contact Officer: Kirsten HurfordClark (02) 6207 3230 [kirsten.hurfordclark@act.gov.au](mailto:kirsten.hurfordclark@act.gov.au)

**Service Centre Team Leader**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 44257)**

Gazetted: 29 September 2021

Closing Date: 13 October 2021

**Details:** Digital Strategy, Services and Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff as well as students. This includes managing and providing advice and business and technical support on Teaching and Learning systems, Business and Administration systems, Information and Communication Technology (ICT) programs and relevant policies and procedures. To provide this support we have a Service Centre, for which we are currently seeking a Team Leader.

The role involves a range of responsibilities including providing excellent customer service and support via a range of channels, managing the workload and reporting requirements of the service centre as well as providing a range of assistance to the overarching team in regard to the team's deliverables.

To be successful in this role you will have skills in service delivery; exceptional organisation skills and initiative to manage multiple priorities and demands; excellent stakeholder relationship skills to work collaboratively with schools and team members; and well-developed communication skills with an ability to be responsive and efficient.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

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

**Eligibility/Other Requirements:**

The ideal candidate will have excellent customer service skills, with a demonstrated knowledge of service centre operations.

ITIL Qualifications will be well regarded.

An understanding of the Education environment is desirable.

**Notes:** This is a temporary position available until 30 April 2022 with the possibility of permanency.

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.

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 two-page statement addressing:**

How your skills align to this role;

What you would bring to the role, in particular what experience you could apply to this position; and;

Describe an achievement that you are most proud of that is relevant to this role.

A current curriculum vitae with contact details for at least two referees.

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

Contact Officer: Jodie Crawford (02) 6207 1946 [Jodie.Crawford@act.gov.au](mailto:Jodie.Crawford@act.gov.au)



## System Policy and Reform

### Enrolments and Planning

#### Director Enrolment Policy

##### Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 35389)

Gazetted: 28 September 2021

Closing Date: 5 October 2021

**Details:** The Director, Enrolment Policy leads and manages the Enrolment Policy team. The Director is responsible for developing and delivering the program of reform for enrolment policy and practice in relation to public schools, to achieve the overarching goals of consolidating the integrity of policy and practice, ensuring its coherence to governing legislation and strategic aims of the Directorate and enhancing its contribution to managing student demand in the context of growth. Developing and delivering the reform program involves extensive collaboration with other areas of the Directorate and with school Principals and Business Managers.

The team is also responsible for delivering the Directorate's enrolment enquiry phone line, developing content for website and other public informational materials concerning enrolment policy, and for providing training and ongoing advice to school staff in regard to implementing enrolment policy and procedures.

The Director is also responsible for the ongoing functions of staff management and development. Ideally, the successful candidate will have demonstrated experience leading teams responsible for public facing service delivery and in policy development and implementation in a public sector context.

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 a period of 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:** Please provide a two-page pitch demonstrating your suitability for the role and responding to the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

If this position interests you and you have further questions please send an email to

[enrolmentandplanning@act.gov.au](mailto:enrolmentandplanning@act.gov.au)

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

Contact Officer: VanessaS Attridge (02) 6205 3502 [enrolmentandplanning@act.gov.au](mailto:enrolmentandplanning@act.gov.au)

## Business Services

### Strategic Finance and Procurement

#### External Budgets and Reporting

##### Senior Finance Officer

##### Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 33666)

Gazetted: 28 September 2021

Closing Date: 12 October 2021

**Details:** The Strategic Finance and Procurement Branch requires a self-motivated, highly capable Senior Finance Officer, to assist with financial and budgetary management. Working to the Director, External Budgets and Reporting, the role will require you to be familiar with the ACT Government budget process, and to have experience in monthly and annual financial reporting and capital works reporting. The successful applicant will have excellent communication, and technical accounting skills and be able to liaise with a wide range of stakeholders on a broad range of topics. Work in a very busy environment and manage parts of the budget and financial reporting process. The successful applicant will be to find solutions to complex issues and identify ways to improve existing processes.

#### Eligibility/Other Requirements:

Relevant qualifications in Accounting or similar and/or experience is desirable.

Working knowledge of the Oracle, APAIS and TM1 systems is also desirable.

**Notes:** An order of merit will be established from this selection process and will be used to fill identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be operating from a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Staff are currently working primarily from home due to the COVID-19 restrictions. Please discuss any concerns or questions you may have with the Contact Officer.



**How to Apply:** Applicants should submit a current curriculum vitae, a two-page statement addressing the Selection Criteria as per the Position Description, and details of two referees, one of which should be a current supervisor.

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

Contact Officer: Mark Scanes (02) 6205 5478 Mark.Scanes@act.gov.au

#### **Business Services Division**

#### **Communications Engagement and Government Support**

#### **Ministerial and Corporate Reporting**

#### **Assembly Liaison Officer**

#### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 35230)**

Gazetted: 28 September 2021

Closing Date: 12 October 2021

**Details:** The Ministerial and Corporate Reporting team provides the critical connection between the Directorate and Government.

The team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly and Ministerial business. The team coordinates significant input to government commitments, annual reporting, performance and accountability and attendance at committee hearings.

The team also provides secretariat support for critical stakeholder engagements and manages the Directorate's stakeholder engagement frameworks.

The Assembly Liaison Officer reports to the Assistant Director, Ministerial, Assembly and Cabinet and works within the Communications, Engagement and Government Support branch.

The ideal candidate will have excellent interpersonal and communication skills, with the ability to work under pressure and achieve deadlines in an environment of competing priorities. The position requires a high level of attention to detail and the ability to operate as an effective team member, working collaboratively to foster effective relations with a range of stakeholders.

**Notes:** This is a temporary position available until 30 June 2022 with the possibility of extension up to 12 months and/or permanency. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. 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 demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

In two pages or less tell us: how your skills align to this role; what you would bring to the role, in particular what experience you could apply to this position; and describe an achievement that you are most proud of that is relevant to the role.

A current curriculum vitae 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: Vicki Page (02) 6207 3765 vicki.page@act.gov.au

#### **School Improvement**

#### **Canberra College**

#### **Business Manager**

#### **Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 49223)**

Gazetted: 24 September 2021

Closing Date: 20 October 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. Canberra College is in Phillip. Our enrolment area includes Chapman, Chifley, Coombs, Curtin, Denman Prospect, Duffy, Farrer, Fisher, Garran, Holder, Hughes, Isaacs, Lyons, Mawson, Molonglo, O'Malley, Pearce, Phillip, Rivett, Stirling, Stromlo, Torrens, Uriarra Village, Waramanga, Weston, Wright and we have approximately 1200 students enrolled. Further information about the school can be found on our [website here](#).

**Eligibility/Other Requirements:** Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**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: Christopher Brown (02) 6142 3288 [christopher.brown@ed.act.edu.au](mailto:christopher.brown@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](mailto:jobs@act.gov.au)**

### **Sustainability and the Built Environment**

#### **Climate Change and Energy**

#### **Program Delivery and Policy**

#### **Assistant Director**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 21196, several)**

Gazetted: 29 September 2021

Closing Date: 18 October 2021

**Details:** Climate Change and Energy Division is seeking to employ Assistant Directors to work across a variety of sections within our Division.

The Climate Change and Energy Division ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. Through policies and programs including active engagement with the community, we seek to reduce energy use, support renewable energy, promote environmentally sound transport choices, improve awareness of climate change impacts and responses, and increase resilience to our changing climate. These activities occur in all sectors including government, business, community and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city. This is a unique opportunity to work on world leading, cutting edge policies and programs and provides interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community.

Occasional weekend work may be required.

**Notes:** An order of merit will be established from this process to fill identical vacancies at level over the next 12 months. Selection may be based on application and referee reports only. Please note, 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: Applications are sought from potential candidates and should include:**

Two-page pitch supporting statement addressing Selection Criteria.

Curriculum vitae.

Contact details of at least two referees.

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

Contact Officer: Nicole Coyles (02) 6207 4688 Nicole.Coyles@act.gov.au

**Environment Heritage and Water**

**ACT Parks and Conservation Service**

**Senior Forester**

**Professional Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 39120)**

Gazetted: 27 September 2021

Closing Date: 11 October 2021

**Details:** The forestry section of the ACT Parks and Conservation Service (PCS) is looking for a softwood plantation forester with several years experience. The section is responsible for the planning and delivery of commercial forestry operations in close proximity to Canberra producing a wide range of social, environmental and economic benefits. In addition the team is closely involved in bushfire mitigation and preparedness activities, management of the ACT haulage road network and delivery of recreational opportunities to the community including authorised motorsports.

**Eligibility/Other Requirements**

A relevant degree level qualification in Forestry from an Australian tertiary institution, or a comparable overseas qualification is mandatory.

Fire Trained Employee – the occupant of this position is required to meet and maintain the minimum competency based fire training which includes an annual fire preparedness session as well as an annual fitness assessment. A Fire Trained Employee is required to undertake fire management duties as directed, including fire suppression and hazard reduction, and will be included as part of a fire resource roster over the fire season.

**Notes:** This is a temporary position available for a period of 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:** 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: Peter Langdon 0408 358 026 peterd.langdon@act.gov.au

**Environment Heritage and Water**

**ACT Parks and Conservation Service**

**Assistant Director Forests**

**Senior Professional Officer Grade C \$111,887 - \$120,436, Canberra (PN: 29595)**

Gazetted: 27 September 2021

Closing Date: 11 October 2021

**Details:** The forestry section of the ACT Parks and Conservation Service (PCS) is looking for an experienced softwood plantation operations manager. The section is responsible for the planning and delivery of commercial forestry operations in close proximity to Canberra producing a wide range of social, environmental and economic benefits. In addition the team is closely involved in bushfire mitigation and preparedness activities, management of the ACT haulage road network and delivery of recreational opportunities to the community including authorised Motorsports.

**Eligibility/Other Requirements**

A relevant degree level qualification in Forestry from an Australian tertiary institution, or a comparable overseas qualification is mandatory.

Fire Trained Employee – the occupant of this position is required to meet and maintain the minimum competency based fire training which includes an annual fire preparedness session as well as an annual fitness assessment. A Fire Trained Employee is required to undertake fire management duties as directed, including fire suppression and hazard reduction, and will be included as part of a fire resource roster over the fire season.

**Notes:** This is a temporary position available for a period of 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:** 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: Peter Langdon 0408 358 026 peterd.langdon@act.gov.au

## **Environment, Heritage and Water**

### **Parks and Conservation Service**

#### **Fire, Forests and Roads/Fire Management**

##### **Fire Management Officer**

**Technical Officer Level 3 \$77,011 - \$87,032, Canberra (PN: 25051, several)**

Gazetted: 27 September 2021

Closing Date: 11 October 2021

**Details:** The ACT Parks and Conservation Service (PCS) is a branch of the Environment, Planning and Sustainable Development Directorate (EPSDD) with responsibility for planning and ongoing management of our parks, reserves and commercial forests. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. In addition, PCS manages a commercial forestry estate on behalf of the ACT Government providing a broad recreation facility, carbon capture and an economic return for the ACT community.

A core function of the PCS is the planning, preparation and management of fire in the landscape to meet land management aims while incorporating Nggunawal cultural burning knowledge and aspirations and ecological burning objectives.

A number of opportunities exist for suitably qualified, innovative and motivated fire managers to join our team. As a member of the PCS Fire, Forest and Roads team, the successful applicants will manage a specialist bushfire management activities in the complex and highly visible PCS bushfire program.

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

The successful applicant will have relevant tertiary qualifications or extensive technical/professional knowledge, experience and ability in the field of bushfire management.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

This position is classified as "Fire Trained Employee" under the *ACT Public Sector Technical and Other Professional Enterprise Agreement 2018-2021*. Bushfire related activities, including bushfire suppression and rostered standby, are a mandatory component of the position. Appointment/promotion/transfer to the position is conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment.

A pre-employment medical is required.

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

**How to Apply:** Applications must address 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: Kirsty Babington (02) 6205 0106 kirsty.babington@act.gov.au

## **Environment**

### **ACT Parks and Conservations Service**

#### **Parks and Partnerships**

**Park Ranger Grade 1 Park Ranger 1 \$66,867 - \$71,963 , Canberra (PN: 52322, several)**

Gazetted: 24 September 2021

Closing Date: 21 October 2021

**Details:** The ACT Parks and Conservation Service is seeking applications from suitably qualified people who are interested in a permanent contract as a Park Ranger Grade 1.

Under supervision, ACT Parks and Conservation Rangers Grade 1 are responsible for the delivery of a broad range of basic conservation and natural resource land management programs in various ACT parks and reserves.

Candidates should have basic knowledge and/or experience in natural and cultural resource management; and the ability to apply their knowledge/experience to conservation and rural land management activities.

**Eligibility/Other Requirements:**

**Mandatory requirements**

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.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

This is a Fire Designated position and the occupant is required to undertake the annual fitness assessment, bushfire fighting training, fire suppression and hazard reduction duties. Applicants must be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training and search and rescue operations.

Be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an "as needs" basis.

Be prepared to wear a uniform.

Possess a manual drivers' licence.

Be an Australian citizen, have permanent residency status or a visa permitting you to work permanently in Australia.

**Other Desirable skills and experiences:**

A person who is of Ngunnawal descent and recognised within the Ngunnawal community.

A Certificate in Conservation and Land Management (or equivalent) or evidence that you are currently completing such a qualification; or previous work experience in roles of a similar nature focused on environmental and or land management.

**Notes:** There are several positions available. 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: Peter Cotsell 0448 228 489 [Peter.Cotsell@act.gov.au](mailto:Peter.Cotsell@act.gov.au)

**Environment**

**ACT Parks and Conservations Service**

**Parks and Partnerships**

**Park Ranger Grade 1**

**Park Ranger 1 \$66,867 - \$71,963, Canberra (PN: 52322, several)**

Gazetted: 24 September 2021

Closing Date: 20 October 2021

**Details:** The ACT Parks and Conservation Service is seeking applications from suitably qualified people who are interested in a permanent contract as a Park Ranger Grade 1.

Under supervision, ACT Parks and Conservation Rangers Grade 1 are responsible for the delivery of a broad range of basic conservation and natural resource land management programs in various ACT parks and reserves.

Candidates should have basic knowledge and/or experience in natural and cultural resource management; and the ability to apply their knowledge/experience to conservation and rural land management activities.

**Eligibility/Other Requirements:**

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Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

This is a Fire Designated position and the occupant is required to undertake the annual fitness assessment, bushfire fighting training, fire suppression and hazard reduction duties. Applicants must be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training.

Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training and search and rescue operations.

Be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an “as needs” basis.

Be prepared to wear a uniform.

Possess a manual drivers’ licence.

Be an Australian citizen, have permanent residency status or a visa permitting you to work permanently in Australia.

**Other Desirable skills and experiences:**

A person who is of Ngunnawal descent and recognised within the Ngunnawal community.

A Certificate in Conservation and Land Management (or equivalent) or evidence that you are currently completing such a qualification; or previous work experience in roles of a similar nature focused on environmental and or land management.

**Notes:** There are several positions available. 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: Peter Cotsell 0448 228 489 Peter.Cotsell@act.gov.au

**Justice and Community Safety**

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

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

**Public Trustee and Guardian**

**Finance Unit**

**Director Finance Unit**

**Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 53348)**

Gazetted: 29 September 2021

Closing Date: 20 October 2021

**Details:** The Public Trustee and Guardian (PTG) is a unique ACT Territory Authority that provides trustee, guardianship, financial management and estate administration services to the ACT community.

We have a temporary vacancy for a motivated and well-organised person who is skilled in strategic administration to act as Director in PTG’s Finance Unit. The Finance Unit provides a Corporate Finance, Investment/Funds Management, Taxation and Property service to the PTG and its clients. The successful candidate will assist the Finance Unit’s Senior Director with all functions in relation to the management of the Unit and project-manage the ongoing development of PTG’s CRM. Applications are sought from people with exceptional communication, organisational and administration skills with a strong ability to prioritise workloads.

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

**How to Apply:** If you are looking for a dynamic role working in a unique environment, please submit a response 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 and the name and contact 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

## Corporate

### ICT Capital Works and Infrastructure

#### Senior Director, ICT Capital Works and Infrastructure

##### Senior Officer Grade A \$153,041, Canberra (PN: 50924)

Gazetted: 28 September 2021

Closing Date: 29 October 2021

**Details:** Do you enjoy working with a high performing and diverse team?

ICT, Capital Works and Infrastructure (ICTCWI) are seeking a highly motivated, industry professional to fill the position of Senior Director, Architecture and Governance.

The Senior Director, Architecture and Governance in the ICTCWI branch will be responsible for providing support to the JACS Chief Information Officer (CIO) in developing and implementing the JACS ICT Strategy, which will include:

forecasting and monitoring demand across the ICT portfolio

developing and maintaining an Enterprise Architecture

developing roadmaps for changes to the ICT landscape to ensure business needs are supported and ICT investment maximised

monitoring and reporting on ICT controls at an enterprise level and driving improvements to mitigate risk in line

with the ACT Government Cyber Security Policy and the Protective Security Policy Framework

identifying opportunities for improvement and risk mitigation across the ICT landscape, and

driving a centralised view of the JACS' portfolio of ICT systems, services, programs and projects.

The Senior Director, ICTCWI will also cultivate, and nurture collaborative working relationships with key internal and external stakeholders, including key government agencies and authorities and represent the branch and the directorate at committee level as required.

#### Eligibility/Other Requirements

Ability to obtain a security clearance if required.

Relevant industry or tertiary qualifications with 10 years experience in IT Architecture, solution design, IT Security, or the management and governance of an ICT portfolio is highly desirable.

A driver's licence is required

**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. ICT Capital Works and Infrastructure is located at 220 London Circuit which is an activity-based working (ABW) environment.

**How to Apply:** Please provide a two page written response addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities in the Position Description. Also include a current curriculum vitae and the contact details of two referees.

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

Contact Officer: Danielle Krajina (02) 6207 4813 [danielle.krajina@act.gov.au](mailto:danielle.krajina@act.gov.au)

## Public Trustee and Guardian

### Finance Unit

#### ICT Manager

##### Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 53213)

Gazetted: 27 September 2021

Closing Date: 18 October 2021

**Details:** The Public Trustee and Guardian is a unique organisation that provides trustee, financial management, guardianship and estate administration services to the ACT community.

We have a permanent vacancy for a motivated and well organised professional who is skilled in IT administration to undertake the role of ICT Manager in our Finance Unit. The ICT Manager is responsible for the administration of records, information and ICT systems and for the ongoing management, support and maintenance of PTG's emerging ICT and legacy ICT systems. The role also incorporates the administration of unclaimed monies including processing claims and payments, communication with stakeholders and reconciliation of the unclaimed monies trust account.

**Eligibility/Other Requirements:** Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* is required. For further information on registration refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

**How to Apply:** If you are looking for a dynamic role working in a unique environment, please submit an application 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 and the name and contact details of two referees. Queries regarding the role should be directed to the Contact Officer.

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

Contact Officer: Denise Caldwell (02) 6207 9800 [denise.caldwell@act.gov.au](mailto:denise.caldwell@act.gov.au)

## Emergency Services Agency

### Finance

#### Finance and Budget

##### Senior Finance Officer

##### **Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 40487)**

Gazetted: 24 September 2021

Closing Date: 8 October 2021

**Details:** The Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Territory. The Agency's four operational services are ACT Ambulance Service, ACT Fire and Rescue Service, ACT Rural Fire Service and ACT State Emergency Service. The Agency's supporting branches are People, Culture and Training, Risk and Planning, Capability, Coordination and Support, and Finance.

The Finance branch is responsible for providing enabling corporate functions across the ESA to support operations, and to provide operational assistance where an Incident Management Team (IMT) is established.

The sections of this branch include:

Finance and Budgets

Performance Reporting

Capital Works.

The Senior Finance Officer will operate with a degree of independence while providing high level support to the Branch in achieving portfolio outcomes.

Under the general direction of the Director, Finance and Budgets, the Senior Finance Officer will, amongst other things:

Provide strategic and procedural support on directorate and government issues.

Prepare strategic and complex submissions, reports, and briefs including ESA Business Case preparation.

Liaise with other Directorate and ACTPS external stakeholders on behalf of the ESA

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

Qualifications either as a CPA or working towards a CPA are highly desirable.

This position may require a pre-employment medical

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**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:** Applications are sought from potential candidates and should include a supporting statement of no more than two (2) page addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description. A current curriculum vitae including the details of two referees should also be provided.

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

Contact Officer: Cherry Wang (02) 6205 3441 [Cherry.Wang@act.gov.au](mailto:Cherry.Wang@act.gov.au)

## Corporate

### Senior Director

##### **Senior Officer Grade A \$153,041, Canberra (PN: 43152)**

Gazetted: 23 September 2021

Closing Date: 7 October 2021

**Details:** We are seeking applications from strategic communications and stakeholder engagement professionals to deliver a broad range of projects in our directorate.

We are a small but innovative branch and we need you to motivate and back your team to deliver excellent outcomes that support business priorities.



You will have strong skills in leading communications, engagement, media and digital team members in delivering integrated plans and products.

You will enjoy leading your team in designing communications and engagement strategies to tell the best stories about how our work benefits the ACT community.

You will excel at managing responses to reactive media matters, including issues management, but also be effective at identifying positive media opportunities.

You will relish the challenge of understanding complex projects and issues and support our business partners in delivering solutions that help our community.

You will thrive at working in a fast-paced, constantly changing environment and support your teams in seeing change as an opportunity to do something differently.

You will have strong communication and negotiation skills, solid project management expertise, and the enthusiasm and ability to take a digital first approach in everything we do.

We are looking for 'out-of-the-box' thinkers with fresh ideas who want to work in an environment where no two weeks are ever the same.

If you're passionate about what you do, and you want to make a difference in the lives of our community, we encourage you to submit your application.

**Eligibility/Other Requirements:**

Relevant tertiary qualifications and/or significant experience working professionally in the fields of communications and engagement is highly desirable.

The successful applicant will need to be available for occasional weekend and after-hours work.

The ability to work flexibly with some out of hours work is required.

A current driver's licence is essential.

**Notes:** This is a temporary position available immediately until 30 June 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

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

Contact Officer: Karen Broussard (02) 6207 1200 Karen.Broussard@act.gov.au

**ACT Corrective Services**

**Custodial Operations**

**AMC Admin**

**Executive Officer**

**Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 09749)**

Gazetted: 23 September 2021

Closing Date: 7 October 2021

**Details:** ACT Corrective Services (ACTCS) is seeking an experienced, highly motivated and organised person, to fill the role of Executive Officer to the General Manager, Custodial Operations, at the Alexander Maconochie Centre (AMC).

The Executive Officer is responsible for overseeing administrative functions for the General Manager's office and Custodial Operations, including managing correspondence, phone enquiries, secretariat for senior meetings, internal reviews, business planning and the AMC visits booking service, while managing some members of the AMC executive support team.

In addition, you will fulfill administrative obligations outlined in the Emergency Management Framework and be responsible for recording and preparing responses to Ministerial and external requests and correspondence, carrying out high level liaison with staff and external agencies.

To be successful, you will have the ability to work in a demanding and busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities.

**Eligibility/Other Requirements:**

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 maybe required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

The successful candidate may be required to undergo a criminal record check.

Driver's licence is preferable.

**How to Apply:** Applicants are required to submit two items: (1) A one to three page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements; and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

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

Contact Officer: Corinne Justason (02) 6205 9788 Corinne.Justason@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](mailto:jobs@act.gov.au)**

#### **Suburban Land Agency**

#### **Program Solutions**

#### **Marketing**

#### **GIS Maps Manager**

**Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 49660)**

Gazetted: 28 September 2021

Closing Date: 3 October 2021

**Details:** Are you a skilled visual storyteller? Are you a creative person, love problem solving but also have a high attention to detail? Come and join the Suburban Land Agency's marketing team. We are looking for an enthusiastic GIS Maps Manager to support the agency with our geospatial and mapping needs.

We are looking for a team player who is passionate about the customer experience, making a difference and new ways of thinking. Importantly, we are looking for people who are flexible, proactive and able to establish good relationships across the agency.

The role works in a fast-paced environment and will deliver a range of geospatial data projects within a supportive and diverse team.

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

Qualifications, and or demonstrated experience in Geospatial mapping programs, with a minimum 5 years' experience is highly desirable;

Experience in High level of use of Adobe suite, including Photoshop and Illustrator.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** Appointment may be made on application and referee reports only. 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:** A pitch of no more than two pages is sought from potential candidates outlining experience against the Selection Criteria.

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

Contact Officer: Josie Khng (02) 6207 3079 [josie.khng@act.gov.au](mailto:josie.khng@act.gov.au)

### **Transport Canberra and City Services**

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

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

## City Services

### Executive Group Manager, City Operations

**Executive Level 2.4 \$332,821 - \$346,259 depending on current superannuation arrangements, Canberra (PN: E581)**

Gazetted: 28 September 2021

Closing Date: 15 October 2021

**Details:** Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Group Manager City Operations.

The Executive Group Manager, City Operations reports to the Deputy Director-General City Services and is responsible for providing leadership in the delivery of a wide range of services to the community.

The Executive Group Manager leads all teams responsible for the look of the city and its environs and associated compliance activities and represents the Directorate at Government, industry and community forums on matters that span its operations.

The role requires exceptional leadership, executive management and negotiation skills across a range of portfolio areas including project management, transport planning and services, policy, financial management, human resources, government, the wider community and business issues.

The successful candidate will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes.

Consistent with the 'One Service' approach of the ACT Public Service, this role contributes to broader whole of service initiatives relating to workforce management and planning. The Executive Group Manager plays a key role in the research and development of innovative approaches for sustainable asset planning and maintenance.

**Remuneration:** The position attracts a remuneration package ranging from \$332,821 to \$346,259 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$268,758.

**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.

**How to Apply:** Applicants should submit a two-page expression of interest and curriculum vitae addressing their suitability.

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

**Contact Officer:** Jim Corrigan (02) 6207 5819 [jim.corrigan@act.gov.au](mailto:jim.corrigan@act.gov.au)

## City Services

### Roads ACT

#### Road Maintenance

#### Asset Officer

**Infrastructure Officer 2 \$89,008 - \$102,403, Canberra (PN: 26315, several)**

Gazetted: 27 September 2021

Closing Date: 27 October 2021

**Details:** Several Asset Officer positions are being recruited. Each position is part of a different team. The various teams are committed to the asset management of the Territory's road maintenance portfolio including bridges and civil structures (e.g. road cuttings, embankments, retaining walls etc); concrete structures (footpaths, driveways, kerbs and channels etc) and non-structural pavement maintenance (line marking, signage etc). This includes technical engineering analysis, detailed structural inspection, and assisting with the procurement and management of bridges, footpaths and other related civil infrastructure related contracts.

As an Asset Officer in Roads ACT, you will have strong teamwork, a keen eye for details, and the ability to think analytically.

The position will best suite you if you enjoy the following tasks at work:

solving problems

building effective systems to manage assets

producing accurate technical reports

getting out of the office to perform site inspections

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

**Eligibility/Other Requirements:**

Qualifications in engineering relevant to the position and substantial professional experience in a relevant field is highly desirable.

Current driver's licence is essential.

Permanent Resident and/or Citizen of Australia.

**Note:** There are several permanent full time position's available. 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. An interview which may include questions relating to your experience, scenario based questions, short writing tasks, and MS Excel tasks.

**How to Apply:** Shortlisting of candidates for interview based on your written application, which must include a response (maximum one page) to each Selection Criteria. Please also provide a current curriculum vitae and the names and contact details for two referees.

**Applications should be submitted via apply Now button below.**

Contact Officer: Maryam Moradi (02) 6207 5739 maryam.moradi@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.

**City Services**

**City Presentation**

**Urban Treescapes**

**Leading Hand**

**General Service Officer Level 5/6 \$58,133 - \$63,979, Canberra (PN: 21345, several)**

Gazetted: 23 September 2021

Closing Date: 12 October 2021

**Details:** Urban Treescapes is responsible for the management and maintenance of more than 790,000 trees on parklands and streets throughout ACT, and there are currently multiple vacancies across our five depots for energetic leading hands who can work confidently within a team environment.

As a Depot Leading Hand within City Services, this role requires a person who can energise and positively influence team members and individual outcomes. The role is responsible for a small team of workers carrying out tree maintenance activities, which includes carrying out site specific risk assessments and ensuring that crews work safely.

Please see the attached position description for more information about the role.

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

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

**How to Apply:** Applications should include:

A statement of no more than four pages addressing the 'What you require' and 'Compliance requirements/qualifications' sections in the Position Description

A current curriculum vitae (resume)

Contact details of at least two referees

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

Contact Officer: Lachlan Taylor (02) 6207 7852 lachlan.taylor@act.gov.au

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

**APPOINTMENTS**

**ACT Health**

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

Kiri Joyce-Griggs, Section 68(1), 24 September 2021

**Canberra Health Services**

**Specialist – Senior Specialist, \$183,172 - \$247,471**

Adam Eslick, Section 68(1), 22 September 2021

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

Moyosola Adegboygun, Section 68(1), 30 September 2021

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

Caroline Jarvis, Section 68(1), 30 September 2021

**Registered Nurse Level 3.1 \$108,237 - \$112,691**

Jennifer Kennedy, Section 68(1), 29 September 2021

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

Alyce McKinley, Section 68(1), 30 September 2021

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

Thien Nguyen-Phoc, Section 68(1), 30 September 2021

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

Heather Perry, Section 68(1), 27 September 2021

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

Sheetal Sunwar, Section 68(1), 30 September 2021

**Assistant in Nursing \$52,301 - \$54,070**

Phenphan Weissel, Section 68(1), 30 September 2021

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

Jenna Wheatley, Section 68(1), 30 September 2021

**Canberra Institute of Technology**

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

Kylee Shea, Section 68(1), 13 September 2021

**Chief Minister, Treasury and Economic Development**

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

Jennifer Carrier-Mclean, Section 68(1), 27 September 2021

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

Alexandra Craig, Section 68(1), 27 September 2021

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

Viviana Espinosa, Section 68(1), 28 September 2021

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

Shincy George, Section 68(1), 27 September 2021

**Senior Building Trade \$81,384 - \$87,032**

Michael Jago, Section 68(1), 27 September 2021

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

Sanjeev Moktan, Section 68(1), 27 September 2021

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

Zhenxing Wang, Section 68(1), 30 September 2021

**Community Services**

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

Leith Felton-Taylor, Section 68(1), 27 September 2021

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

Briony Griffiths, Section 68(1), 1 October 2021

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

Wangchuk Loday, Section 68(1), 28 September 2021

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

Alexandra Pralow, Section 68(1), 5 October 2021

**Justice and Community Safety**

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

Jake Bradley, Section 68(1), 27 September 2021

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

Janell Waithe-Davison, Section 68(1), 21 October 2021

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

Kenneth Hall, Section 68(1), 27 September 2021

**Suburban Land Agency**

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

Renee Allen-Narker, Section 68(1), 27 September 2021

**Transport Canberra and City Services**

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

James Cumming, Section 68(1), 22 September 2021

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

Jacqueline Gardner, Section 68(1), 20 September 2021

**Bus Operator - Training \$72,609**

Stephen Pedrotta, Section 68(1), 16 August 2021

**TRANSFERS**

**Canberra Health Services**

**Ana O'Rourke**

From: Health Professional Level 4 120,436

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 41975) (Gazetted 7 June 2021)

**Community Services**

**Emma Goodwin**

From: Child and Youth Protection Professional Level 3 \$103,735

Community Services

To: Child and Youth Protection Professional Level 3 \$103,735 - \$109,018 (up to \$114,160 on achieving a personal upgrade)

Community Services, Canberra (PN. 16541) (Gazetted 23 April 2021)

**Environment, Planning and Sustainable Development**

**Kelly Dobson**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 40997) (Gazetted 27 October 2020)

**Justice and Community Safety**

**Jack Powsey**

From: Senior Officer Grade A \$153,041

Justice and Community Safety

To: Senior Officer Grade A \$153,041

Justice and Community Safety, Canberra (PN. 39828) (Gazetted 16 August 2021)

**PROMOTIONS**

**ACT Health**

**Health Systems, Policy and Research**

**Public Health Protection and Regulation**

**Covid - 19 Response**

**Seriden Hall**

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

ACT Health

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

ACT Health, Canberra (PN. 48701) (Gazetted 22 June 2021)

**Digital Solutions Division**

**Technology Operations**

**Support, Architecture and Software Hub**

**Aaron Spina**

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

ACT Health

To: Information Technology Officer Class 2 \$88,899 - \$101,743

ACT Health, Canberra (PN. 44450) (Gazetted 23 July 2021)

**Canberra Health Services**

**Chipo Gadaga**

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

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 44811) (Gazetted 14 July 2021)

**Sharon Little**

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

Canberra Health Services

To: †Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 09998) (Gazetted 21 January 2021)

**Anuruddika Manatunga Arachchige Dona**

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. 33255) (Gazetted 16 July 2021)

**Tiffany Savli**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 49795) (Gazetted 15 June 2021)

**Clinical Services**

**Ethan Sharp**

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 12120) (Gazetted 11 August 2021)

**Chief Minister, Treasury and Economic Development**

**Technology Services Branch**

**ICT Security**

**Matt Dennis**

From: Information Technology Officer Class 2 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33021) (Gazetted 20 July 2021)

**Shared Services**

**Finance Services**

**Finance Operations/Bank**

**Ngoc Phoung Magbutay**

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

Chief Minister, Treasury and Economic Development

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



Chief Minister, Treasury and Economic Development, Canberra (PN. 06440) (Gazetted 12 January 2021)

**Digital, Data and Technology Solutions**

**Strategic Business Branch**

**Portfolio Delivery Office**

**Vishal Sampson**

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

ACT Health

To: Information Technology Officer Class 2 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 39504) (Gazetted 8 July 2021)

**Shared Services**

**Payroll and HR Systems**

**HR Systems**

**Scott Stokes**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 08309) (Gazetted 29 July 2021)

**Community Services**

**Housing ACT**

**Client Services**

**Tenant Experience**

**Julie-Ann McMaster**

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

Community Services

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

Community Services, Canberra (PN. 40526) (Gazetted 13 November 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Children, Youth and Families**

**Business Support**

**Jessica Noble**

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

Community Services

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

Community Services, Canberra (PN. 35100) (Gazetted 25 June 2021)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Child and Youth Protection Services**

**Lisabeth Spulak**

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

Justice and Community Safety

To: †Child and Youth Protection Professional Level 4 \$118,626 - \$127,282

Community Services, Canberra (PN. 20100) (Gazetted 10 June 2021)

**Education**

**Service Design and Delivery**

**Digital Strategy, Services and Transformation**

**Jay Bellchambers**

From: School Leader C \$130,338

Education

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

Education, Canberra (PN. 33986) (Gazetted 9 July 2021)

**Environment, Planning and Sustainable Development**

**Environment**

**Conservation Planning and Policy**

**Water Policy**

**Lucinda Berrie**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 11876) (Gazetted 1 March 2021)

**Transport Canberra and City Services**

**Chief Operating Officer**

**Alice Harvey**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 36340) (Gazetted 19 August 2021)