



ACT Government Gazette

Gazetted Notices for the week beginning 18 November 2021

VACANCIES

ACT Executive

ACT Executive

Minister Rattenbury's office

Senior Adviser – Communications

Senior Adviser Level 1 \$120,436 - \$126,404, Canberra (PN: 53511)

Closing Date: 09 December 2021

Weeks to Close: 2

Details: An 18-month temporary position is available in the office of Shane Rattenbury MLA, Attorney-General, Minister for Water, Energy and Emissions Reduction, Minister for Consumer Affairs and Minister for Gaming.

The Strategic Communications Manager provides high-level communications advice to Minister Rattenbury, coordinating communications activities across multiple MLA offices in the ACT's two-party government.

The Strategic Communications Manager supports a team of four Communications and Media Advisers to deliver high quality information and engagement opportunities to the Canberra community across a range of channels, working with ACT Government directorates including JACS, EPSDD, CSD, Health and CHS.

Working to Minister Rattenbury's Group Chief of Staff, and with the Chief Minister's Government Communications Unit, the Strategic Communications Manager ensures effective communications are integrated into supporting constituents and achieving policy and legislative goals.

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.

Duties

- Identify long-term communications priorities for this term of government
- Target resources, including staff time and communications budgets, toward achieving the identified priorities
- Guide the development and implementation of strategic communications and engagement plans
- Guide collaboration with internal and external stakeholders
- Manage emerging issues as required
- Administer MLA communications budgets to meet reporting requirements
- Refine processes and ways of working to maximise efficiency, effectiveness and staff wellbeing
- Ensure commitments in the Parliamentary and Governing Agreement that relate to public communications are consistently adhered to
- Arrange learning and development opportunities for MLAs and staff
- Other duties as directed.

Eligibility/Other Requirements

Applicants for this role should have:

- A strong background in political or government communications
- Relevant qualifications in communications, community engagement, media or content development, or at least seven years' experience
- Strong written and verbal communication skills
- Experience developing and implementing communications strategies
- Experience managing a team.

Note: This is a part-time temporary position commencing in February 2022 for a period of 18 months with a high degree of flexibility, currently undertaken for three days (22 hours) per week and the full-time salary noted above will be pro-rata.

How to Apply: Written pitch of no more than two pages, plus curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Carol Bunt (02) 6205 8500 carol.bunt@act.gov.au

ACT Executive

Minister Steel's office

Senior Adviser

Senior Adviser Level 1 \$120,436 - \$126,404, Canberra (PN: 44650)

Closing Date: 10 December 2021

Weeks to Close: 2

Details: Chris Steel is the ACT Minister for Transport and City Services, Minister for Skills and Special Minister of State. We are looking for a driven and enthusiastic Senior Adviser who is passionate about policy reform, to join our team with a focus on the transport portfolio.

About the role

The Senior Adviser provides high quality strategic advice and policy input across a wide range of issues related to the ACT Government's transport agenda. This includes working on key elements of the ACT Transport Strategy; zero emissions transition across public transport and other transport modes; road safety policy and legislation; and more.

The Senior Adviser also contributes to the work of the Minister's office in a range of other ways, including coordinating Legislative Assembly business; preparing advice, briefings, speeches, and other outputs for the Minister as required; and working closely with other policy advisers both within the office and across the ACT Government to effectively integrate government initiatives.

Being a great adviser is about more than subject matter expertise – it requires judgment, integrity, and a strong interest in making the ACT an even better place to live and work for all Canberrans. We also know that a curriculum vitae doesn't always tell the full story when it comes to the contribution someone is able to make. So, we're trying something different. If you're interested in working with us, please complete the short five-question exercise available here. We'll use this process to identify candidates for interview and further assessment. You don't need to provide a curriculum vitae upfront, although we may ask for one if you are selected for interview.

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

What we offer

- An inclusive workplace that values different backgrounds, unique perspectives, and diversity.
- A commitment to work life balance that considers individual circumstances and family needs.
- Great remuneration with a total salary package of between \$142,716 and \$149,788 including allowances and superannuation.
- Broader conditions as outlined in the ACT Legislative Assembly Member's Staff Enterprise Agreement.

How to Apply: Please submit your expression of interest via the online form only by Friday 10 December 2021.

For more information about this role or to discuss your interest in applying, please contact Chief of Staff Jennifer Rayner – Jennifer.Rayner@act.gov.au

Expression of Interest form: <https://forms.gle/9skf3h253bd5WPx77>

Contact Officer: Jennifer Rayner jennifer.rayner@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Health Systems, Policy and Research

Public Health, Protection and Regulation

Environmental Health

Environmental Health Officer

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 29631)

Gazetted: 24 November 2021

Closing Date: 13 December 2021

Details: The Environmental Health section includes an Environmental Health Food Safety team and an Environmental Health Environment and Radiation team. These teams protect and promote the good health of the ACT community through the fostering of safe and healthy environments.

This position is suitable for an experienced qualified Environmental Health Officer within the Food Safety Team who will be responsible for conducting food safety inspections, investigating food business complaints and assessing food business registration applications against the *Food Act 2001* and the Australian New Zealand Food Standards Code. The position will also be responsible for investigating food poisoning outbreaks within a multidisciplinary team, conducting routine and statutory food samples, contributing to and developing food safety information for industry, providing onsite advice and education to food handlers and contributing to ongoing procedural improvements.

This position works closely with the Environment team with the possibility of rotation and the opportunity to be directly involved in other areas of public health protection (e.g. legionella control, public pool and spa regulation, insanitary conditions, public health outbreaks), while working in a dynamic and changing environment.

Eligibility/Other requirements: To be eligible for the position you must have a Bachelor of Applied Science (Environmental Health) or similar qualification acceptable and recognised by the Australian Institute of Environmental Health and/or Environmental Health Practitioners of Australia. A current Drivers licence is also required.

Notes: This is a temporary position available immediately 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.

How to Apply: Please provide a written response demonstrating your skills and experience against the Professional/Technical Skills and Knowledge and Behavioural Capabilities. Applications must also include a current curriculum vitae, two referees and copy of your Environmental Health qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyndell Hudson (02) 5124 6125 lyndell.hudson@act.gov.au

Digital Solutions Division

Technology Operations

Cyber Security Hub

Business Analyst, Identity Governance Project

Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 54176)

Gazetted: 23 November 2021

Closing Date: 9 December 2021

Details: The Digital Solutions Division within ACT Health is seeking to recruit motivated and experienced Business Analysts who can be part of a dynamic project team to make a significant contribution to the digital transformational changes underway in our health system. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

Under the broad direction of the Senior Project Manager, the Senior Business Analyst is responsible for the provision of documenting requirements in line with the Digital Solutions Division Delivery Frameworks and processes.

To be successful, the Senior Business Analyst must have:

proven conceptual and analytical skills so that the customers business needs are properly interpreted and translated into application and operational requirements

extensive experience preparing requirement models, detailed specifications and design documentation

excellent communication skills interacting with diverse range of key stakeholders to capture requirements

experience managing traceability requirements, use cases and test planning activities

strong decision-making skills to assess a situation, consider options and select a course of action.

Eligibility/Other Requirements: This role requires you to obtain and maintain an Australian Government NV1 Security Clearance. To obtain this, you must be an Australian citizen. If you are not successful in obtaining a security clearance, your employment in the role will not commence. If you have already commenced, your employment will be terminated.

Note: This is a temporary position available for a period of 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 is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hakan Gultekin (02) 5124 9062 Hakan.Gultekin@act.gov.au

Digital Solutions Division

Information and Data Management

Data Management Hub

Data Developer

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 34193)

Gazetted: 22 November 2021

Closing Date: 8 December 2021

Details: An exciting opportunity exists for a Data Developer to work in the busy dynamic external submissions team. The Data Developer will support the team in developing national submissions to be used for submissions and will be able to provide accurate analysis of activity data to all levels of ACT Health. This role is crucial and will enable ACT Health to provide quality data to Commonwealth agencies. The role of the Data Developer will be fast-paced and challenging, but you'll be contributing to the transformational change in the ACT health system, and we promise we'll have a lot of fun along the way. 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 cost data. IDM also manages the Directorate's relationships with the national data agencies. It also is responsible for developing and monitoring a health 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 the Apply Now button below.

Contact Officer: Prathima Karri (02) 5124 9353 Prathima.Karri@act.gov.au

Health System, Policy and Research

Policy, Partnerships, and Programs

Executive Support Unit

Executive Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 44147)

Gazetted: 19 November 2021

Closing Date: 26 November 2021

Details: Reporting to the Executive Group Manager, the Executive Officer is responsible for the coordination and preparation of government business, high level advice, and project activities in relation to the Policy Partnership and Programs Branch. It is expected that the Executive Officer will have an exceptional understanding of the responsibilities and accountabilities of the functions of the Health Directorate, and the branch, and is able to work collaboratively with staff and Executives across the Directorate to support the delivery of priorities.

To be successful, you will have current experience in providing support in an executive office and have highly developed written and oral communication skills, be adaptable, proactive and responsive, and be able to quickly acquire knowledge and understanding of situations and subject matter. You will have well developed and a current working knowledge of TRIM and Objective. The successful applicant will provide leadership to staff, be solutions focused and work with flexibility, efficiency, and diplomacy. The Executive Officer will be expected to lead a strong and positive team culture, that values the contributions of all towards meeting our strategic priorities.

Notes: This is a temporary position available immediately for three months with the possibility of extension up to six 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 only. Work is currently undertaken from home five days a week but this may change in the new year. The office is located in Bowes Street Woden.

How to Apply: Please submit a written response addressing the Selection Criteria along with a curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Marilynne Read (02) 5124 9442 Marilynne.Read@act.gov.au

Health Directorate COVID-19

COVID-19

Business Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 48137)

Gazetted: 19 November 2021

Closing Date: 26 November 2021

Details: ACT Health is seeking people with Executive Support experience to join the COVID-19 Response Division. The Business manager will lead small team providing executive support functions to Branch EBMs and coordination of activities to the broader COVID Operations team. We are looking for someone with previous Executive Officer or Business Manager experience. This position will be responding to requests from stakeholders for information about the program, coordinating government business correspondence and activities, and liaison with business partners and key stakeholders to ensure deadlines are met. This is a fast-paced environment and would suit an individual who can adapt to change.

Eligibility/Other Requirements

The successful application will need to undergo a pre-employment National Police Check.

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. Selection may be based on application and referee reports only

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement up to two pages in length 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: Laura McNeill (02) 5124 9605 laura.mcNeill@act.gov.au

Health Systems, Policy and Research

Preventive and Population Health

Alcohol and Other Drug Policy

Assistant Director

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 29558)

Gazetted: 18 November 2021

Closing Date: 2 December 2021

Details: An exciting opportunity exists for an enthusiastic and dedicated Assistant Director to work in the Alcohol and Other Drug Policy Team. Under the general direction of the Director, the position will participate in or project manage a range of alcohol and other drug projects.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident. A Merit Pool from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please also provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Williams (02) 5124 9755 rebecca.williams@act.gov.au

Public Health, Protection and Regulation

Health Protection Service

Environmental Health Food Safety

Environmental Health Officer

Health Professional Level 1/2 \$64,531 - \$94,461, Canberra (PN: 34410)

Gazetted: 19 November 2021

Closing Date: 7 December 2021

Details: The Environmental Health section includes an Environmental Health Food Safety team and an Environmental Health Environment and Radiation team. These teams protect and promote the good health of the ACT community through the fostering of safe and healthy environments.

This position is suitable for a qualified Environmental Health Officer who will be responsible for conducting food safety inspections, investigating food business complaints and assessing food business registration applications against the *Food Act 2001* and the Australian New Zealand Food Standards Code. The position will also be responsible for investigating food poisoning outbreaks within a multidisciplinary team, conducting routine and statutory food samples, contributing to and developing food safety information for industry, providing onsite advice and education to food handlers and contributing to ongoing procedural improvements.

This position works closely with the Environment team with the possibility of rotation and the opportunity to be directly involved in other areas of public health protection (e.g. legionella control, public pool and spa regulation, insanitary conditions, public health outbreaks), while working in a dynamic and changing environment.

Eligibility/Other Requirements:

Tertiary qualification – A Bachelor of Applied Science (Environmental Health) or similar qualification acceptable and recognised by the Australian Institute of Environmental Health and/or Environmental Health Practitioners of Australia.

Divers Licence

Note: This position will be filled at either the HP1 or HP2 level, dependant on the skills and experience of the successful applicant. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a written response demonstrating your skills and experience against each of the Selection Criteria along with your current curriculum vitae and copy of your Environmental Health qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyndell Hudson (02) 5124 6125 Lyndell.Hudson@act.gov.au

Office of the Director-General

Ministerial and Government Services

Senior Director, Ministerial and Government Services

Senior Officer Grade A \$153,041, Canberra (PN: 29472)

Gazetted: 18 November 2021

Closing Date: 25 November 2021

Details: The ACT Health Directorate is seeking an enthusiastic, flexible, and proactive individual to undertake the role of Senior Director, Ministerial and Government Services (MAGS).

The MAGS team is responsible for coordinating and providing support across the ACT Health Directorate and to Minister's Offices on Cabinet and Assembly, Legislative, Ministerial, and Director-General matters, briefings, and correspondence.

The Senior Director is responsible for providing high level strategic advice and direction to the MAGS team to ensure high quality, timely responses are provided to stakeholders in a dynamic and fast-paced environment. The Senior Director also works closely with the Office of the Director-General, ACTHD Executives and Directorate, Minister's Offices, as well as across the ACT Government, to support the strategic objectives of the organisation and Government. This is a diverse role and would suit a driven person who is interested in, and enjoys, managing and providing advice on ministerial and government business matters. The successful applicant will require previous experience in the management and provision of advice on Cabinet, Assembly, Ministerial and Government Business matters and correspondence, have highly developed organisational skills, be flexible and proactive, and the ability to build and maintain supportive working relationships with internal and external stakeholders of various levels. The position requires a strong leader, who can motivate and mentor staff, and requires a high degree of integrity and trust due to the management of sensitive and confidential information. If you are enthusiastic about developing and improving processes to ensure the effective and efficient delivery of a high volume of work on a day-to-day basis, then we want to hear from you!

Notes: The Ministerial and Government Services team are currently working from home and have been required to work from home for extended periods during COVID-19. The ability to work remotely or in a hybrid arrangement (home and office) will be important. It is expected that this role will commence in a remote working

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

How to Apply: You can apply by providing a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description, your current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sallyanne Pini (02) 6205 4689 sallyanne.pini@act.gov.au

**Health System Policy and Research Group
Health System Planning and Evaluation
Local Hospital Network (LHN) Commissioning
Senior Director, LHN Commissioning
Senior Officer Grade A \$153,041, Canberra (PN: 17413)**

Gazetted: 18 November 2021

Closing Date: 26 November 2021

Details: This role is about improving hospital services for the people of Canberra and its surrounding region. You will be leading the ACT's contractual relationship with its second largest public hospital services provider, namely Calvary Health Care ACT (Calvary). It is a leadership and management role, with responsibility for a small but growing team. It is a governance role, with a significant focus on contractual governance and public accountability. You will be working collaboratively with Calvary to ensure they deliver against key service delivery and funding performance indicators for Calvary Public Hospital Bruce and Clare Holland House Hospice. You will identify and manage risk for the ACT government; you will have lots of scope for exercising judgement and innovative thinking to further the relationship with Calvary and improve public health care in the ACT.

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

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

How to Apply: Please provide a curriculum vitae and a statement keeping to around four pages in length demonstrating suitability against the professional and behavioural skills, and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret Stewart (02) 5124 9420 Margaret.Stewart@act.gov.au

**Office of Professional Leadership and Education
Business Management Unit
Director, Executive Office
Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 22982)**

Gazetted: 18 November 2021

Closing Date: 25 November 2021

Details: The Office of Professional Leadership and Excellence (OPLE) is looking for a Director in its Business Management Unit to manage the fast-paced executive office that supports all of the profession leads.

The profession leads – the Chief Medical Officer, the Chief Allied Health Officer, the Chief Nursing and Midwifery Officer, the Chief Psychiatrist and the Director of the Academic Unit of General Practice – provide professional advice and leadership across the ACT health system to help achieve safe, appropriate and effective health care for the ACT community.

Managing all the requests for advice, guidance and corporate input from each unit within OPLE requires excellent organisational skills, an eye for detail, and the ability to build strong relationships with people at all levels, from all over government and relevant stakeholders. The Director is essential to the smooth running of the division, and provides critical assistance to the individual profession leads, by keeping government business moving and finding solutions to problems as they arise.

If you have an excellent understanding of government processes, and you're looking to sharpen your stakeholder management skills, to work closely with a committed group of senior executives, and to take a lead role in the professional operation of a division, then we'd like to hear from you.

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

Note: This is a temporary position available from 1 December 2021 up until 28 February 2022 with the possibility of permanency. . Part-time hours will be considered and the full-time salary noted above will be pro-rata. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Current and former ADF members are also encouraged to apply.

How to Apply: Please review the position description for more details. You are encouraged to discuss the role with the contact officer before applying.

Please submit the following:

a two-page pitch (12 pt font, please) that explains your ability to perform the role

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

Your pitch should:

show that you have the capabilities in the “What you Require” section of the Position Description

demonstrate your capacity to perform the duties and responsibilities detailed in the “What You Will Do” section of the Position Description, especially examples of how you have done this in the past

tell the selection panel how your abilities and experience make you the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamie Droney (02) 5124 6195 Jamie.I.Droney@act.gov.au

Digital Solutions Division

Information and Data Management

Reporting and Analysis

Senior Director, Reporting and Analysis

Senior Information Technology Officer Grade A \$153,041, Canberra (PN: 43124)

Gazetted: 18 November 2021

Closing Date: 7 December 2021

Details: Are you a Senior Data Professional that's up for a challenge? Do you have experience in strategy, policy, strong leadership and program management skills as well as experience in preparing ministerial and jurisdictional briefs, reports and correspondence? Do you have the ability to work within tight deadlines? If you enjoy a challenge and would like to lead and work with a high-performance team then this may be the opportunity for you.

The role of Senior Director, Reporting and Analysis will lead and manage the government business and reporting and analysis sections of the Information and Data Management Branch. The environment is fast-paced and challenging and will include leading the team to transition reporting from current state to using the new Digital Health Record. You will be working in a dynamic team contributing to the transformational change in the ACT health system and there will be fun along the way and every day is a learning experience.

The Information and Data Management Branch is responsible for managing the ACT Health Directorate's reporting requirements this includes the development of data sets for national data agencies and Australian governments, the development of datasets to support the COVID-19 response as well as assisting the health services transition in one of the most significant projects in ACT Government, the Digital Health Record (DHR). The Branch is also 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.

Notes: This is a temporary position available immediately for six months with the possibility of permanency. 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 response which addresses the Selection Criteria located in the Position Description of no more than 3 pages, your current curriculum vitae and the names and contact details of at least two referees, one of which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Justine Spina (02) 5124 9040 Justine.Spina@act.gov.au

Digital Solutions Division

Future Capability

Future Capability Hub

Assistant Director, Reporting and Analysis

Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 54000)

Gazetted: 18 November 2021

Closing Date: 7 December 2021

Details: Exciting opportunities exist for an Assistant Director and an Information Technical Officer grade 2 (ITO2) to work in the busy dynamic reporting and analysis team. The Assistant Director/ITO2 will primarily support the team in assisting with the successful implementation of a new Notifiable Diseases Management System (NDMS). In addition, the roles will support responding to data requests and developing reports to be used for management decision making and providing accurate analysis of activity data to all levels of ACT Health. This role is crucial for enabling the ACT Health Directorate to provide quality reporting and analysis and ensure successful implementation of NDMS.

The role of the Assistant Director/ITO2 will be fast-paced and challenging, but you'll be contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way.

These positions will sit within the Future Capability Hub but will work for the Information and Data Management (IDM) branch. The IDM branch is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance and costing data. IDM also manages the Directorate's relationships with the national data agencies, is responsible for developing and monitoring a health performance framework and for the delivery of health services across the ACT.

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

Eligibility/Other Requirements:

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

Notes: This is a temporary position available immediately for a period of 12 months. 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 response which addresses the Selection Criteria located in the Position Description of no more than 3 pages, your current curriculum vitae and the names and contact details of at least two referees, one of which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

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

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

Administration Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 53680)

Gazetted: 18 November 2021

Closing Date: 9 December 2021

Details: Position Overview

The Administration Officer will assist the Administration Team, comprising of the Executive Assistant / Office Manager and the Senior Property Officer with the day-to-day administrative tasks of the Commission. As a confident and professional communicator, the Administration Officer will be the first point of contact for incoming calls and visitors, maintaining the Commission inbox, answering queries, and directing these enquiries appropriately. The duties carried out by the Administration Officer will be, but not limited to; providing administrative support and assistance with records and asset management, processing of invoices and any other duties appropriate to maintain effective operation of the Commission.

What You Will Do

Provide high level administrative support to the Commission's Administrative Team including receiving and screening incoming phone calls, greeting visitors,

General administrative support assisting the Senior Property Officer,

Records management

Assistance with meeting organisation, ordering stationery and processing invoices

Assist with maintenance of the office, including liaising with contractors and arranging general maintenance,

Register, track and update records and databases, complying with systems and processes, to ensure that all information is accurate, stored correctly and accessible in accordance with requirements of the Territory Records Act 2002.

Undertake other duties appropriate to this level of classification that contribute to the effective administration of the Commission.

Eligibility/Other Requirements:

This position will require, an NV1 security clearance (or the ability to obtain and maintain an NV1 clearance).

Approval to commence employment may be granted by the Commissioner or CEO on the basis of successful acquisition of an appropriate clearance.

A driver's licence is essential.

Notes: This is a part-time position available at 21.63 hours per week and the full-time salary noted above will be paid pro-rata. Flexible arrangements considered for the successful candidate. There may be times when the position occupant will be required to work in excess of part time hours for specific Commission activities.

How to Apply: Please provide a two-page pitch consisting of a maximum 900 words outlining your skills and experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carrie Gibson (02) 6207 3891 Carrie.Gibson@integrity.act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Nursing Relief Pool

Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (LP6638)

Gazette Date: 24 November 2021

Closing Date: 01 December 2021

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

Reference Number: 17306

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

Contact Officer: Karen Dell (02) 6201 6111 karen.dell@calvary-act.com.au

Calvary Public Hospital Bruce

Allied Health

Senior Social Worker

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (LP7141)

Gazette Date: 24 November 2021

Closing Date: 24 November 2021

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

Reference Number: 17288

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

Contact Officer: Karen Dell (02) 6201 6111 karen.dell@calvary-act.com.au

Calvary Public Hospital Bruce

Nursing Relief Pool

Endorsed Enrolled Nurse

Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (LP8539)

Gazette Date: 24 November 2021

Closing Date: 01 December 2021

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

Reference Number: 17296

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

Contact Officer: Kerry Foley (02) 6201 6564 kerry.foley@calvary-act.com.au

Calvary Public Hospital Bruce

Medical Imaging

Radiographer/Trainee Sonographer

Medical Imaging Level 2 \$68,809 - \$94,461, Canberra (LP7581)

Gazette Date: 19 November 2021

Closing Date: 23 November 2021

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

Reference Number: 17251

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

Contact Officer: Rebecca Manning (02) 6201 6143 rebecca.manning@calvary-act.com.au

Calvary Public Hospital Bruce

Physiotherapy Department

Physiotherapist

Health Professional Level 1/2 \$64,531 - \$94,461, Canberra (LP8652)

Gazette Date: 19 November 2021

Closing Date: 30 November 2021

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

Reference Number: 17285

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

Contact Officer: Jason Whittingham (02) 6201 6190 jason.whittingham@calvary-act.com.au

Calvary Public Hospital Bruce

Health Information Services

Senior Health Information Services Manager

Health Professional Level 4 \$111,887 - \$120,436, Canberra (LP9994)

Gazette Date: 19 November 2021

Closing Date: 23 November 2021

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

Reference Number: 17124

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

Contact Officer: Toni Paterson (02) 6201 6280 toni.paterson@calvary-act.com.au

Canberra Health Services

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

Applications can be sent via email to: jobs@act.gov.au

Clinical Support and Projects

Neonatal Intensive Care Unit

Neonatology Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29989, several - 0127Y)

Gazetted: 19 November 2021

Closing Date: 8 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

Canberra Health Services (CHS) is focused 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 Department of Neonatology is the only tertiary level 5-6 Neonatal Unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Together with a small team of Clinical Development Nurses (CDN) you will support nursing staff in both NICU and SCN to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education will be provided across morning and evening shifts, seven days a week.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive,

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

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

Position Requirements/Qualifications:

Relevant Post-graduate qualifications in Neonatal Nursing, Certificate IV in Workplace Assessment and a minimum of two years' experience working professionally in neonatology nursing is preferred.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

NOTES

This is a part-time temporary position available for five months with the possibility of extension. This job is available at 32 hours and the full-time salary noted above will be paid pro-rata.

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

Contact Officer: Joelle Martinoski (02) 5124 7569 Joelle.A.Martinoski@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services - Adult Mental Health Unit, Mental Health Short Stay Unit and 12B Registered Nurse Level 1

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 53905, several - 01Z8T)

Gazetted: 23 November 2021

Closing Date: 16 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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, Alcohol and Drug Services (MHJHADS) is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery.

The Adult Mental Health Unit (AMHU) is a 40-bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the person, their carers and other key services. The Mental Health Short Stay Unit (MHSSU) is a sub-acute 6 bed inpatient unit located in the Emergency Department for people requiring extended mental health assessment and or treatment initiation.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing skills and care to achieve sound recovery outcomes. It is also an expectation that you will contribute to the multidisciplinary team, and support the senior nurses, Clinical Nurse Consultant and Assistant Director of Nursing in change processes. You will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

ABOUT YOU

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Behavioural Capabilities

Flexible, adaptable and comfortable with changing working environment.

Commitment to achieving positive outcomes

Strong organisational skills with a high degree of personal motivation.

Position Requirements/Qualifications:

Relevant Post graduate qualification in Mental Health Nursing and experience working professionally within acute Mental Health setting is preferred.

The successful applicant will need to be available to work a rotating shift roster, including night shifts and weekends.

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 Police check.

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

Notes: These are temporary positions available for six months with the possibility of extension and/or permanency. Please note that appointment may be based on written applications and referee reports.

Contact Officer: Monique Fielder (02) 5124 5452 monique.t.fielder@act.gov.au

Infrastructure and Health Support Services

Project Manager

Infrastructure Officer 3 \$112,145 - \$123,104, Canberra (PN: 54069 - 01ZB5)

Gazetted: 22 November 2021

Closing Date: 9 December 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

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation.

The Project Manager role will report to the Senior Project Manager, Capital Project Delivery and undertake key activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with infrastructure delivery partners, Major Projects Canberra.

The Project Manager will be responsible for managing a number of major CHS projects, ensuring that they are delivered on time and within budget, whilst minimising impacts to clinical services from operating within a live hospital environment. This will include a range of construction projects involving demolition works, construction of new buildings and refurbishments of existing buildings. A key element will be engaging with internal and external stakeholders, and managing stakeholders expectations to deliver agreed project outcomes.

The position is offered for a period of 2 years with the possibility of extension or permanency.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, you will be someone who thrives on working in a fast-paced, stimulating and results-orientated environment. You will be able to liaise effectively with a broad range of stakeholders to deliver agreed outcomes. You will also have a demonstrated track record of working in a team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

Have strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders;

Be able to respond to and prioritise competing and often urgent requests in a calm and efficient manner, while maintaining high work standards and accuracy; and

Have a commitment to achieving positive outcomes for clients and the CHS organisation.

Position Requirements/Qualifications:

Mandatory

Relevant profession qualifications in Engineering, Architecture or Project

Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

Desirable

General Construction Induction Card (White Card) for working on a construction site.

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

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for 2 years with the possibility of extension and/or permanency.

Contact Officer: Dave Gilbert 0466 845 732. dave.gilbert@act.gov.au

Rehabilitation, Aged and Community Services

University of Canberra Hospital

Director of Nursing

Registered Nurse Level 5.5 \$166,958, Canberra (PN: 11362 - 01YZG)

Gazetted: 22 November 2021

Closing Date: 6 December 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

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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, University of Canberra Hospital (UCH: specialist rehabilitation facility on the grounds of the University of Canberra), Community Health Centres and Village Creek Centre in Kambah.

The RACS Director of Nursing is supported by three Assistant Directors of Nursing (UCH, Geriatrics, Community Nursing). Although the DON's office is located at UCH, the role also covers services at Canberra Hospital and across the Community. The Director of Nursing role is pivotal in building relationships within and across teams to achieve high standards of care and deliver against CHS's key indicators.

ABOUT YOU

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Behavioural Capabilities

Innovative, adaptable and flexible with strong organisational skills and high degree of drive for change and provide responsive services to meet clients' needs

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

Excellent communication skills

Position Requirements/Qualifications:

Relevant registration or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum of five years' experience working professionally in a senior management / operational role is preferred.

Post graduate qualifications in health management and/or Post graduate qualifications in Nursing are highly desirable.

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

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

Fulfil the responsibilities of this role 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.

Contact Officer: Rhonda Maher 0466 770236 rhonda.maher@act.gov.au

Medicine

Cardiology

Cardiac Scientist/Physiologist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 16293 - 01Z94)

Gazetted: 22 November 2021

Closing Date: 6 December 2021

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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 cardiology department at Canberra Hospital provides both inpatient and outpatient services to the ACT and surrounding region. The coronary care unit manages approximately 2,000 acute admissions annually. The department also provides approximately 7,000 occasions of service per year to outpatients, including medical clinics, nursing clinics and cardiac diagnostic investigations and therapeutic interventions (including electrophysiology and cardiac CT). The department provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region.

The department is supported by dedicated heart function and pulmonary hypertension clinics designed to provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care. Planning is underway for state-of-the-art expanded acute cardiac care unit and cardiac catheterisation laboratories in the Canberra Hospital Expansion Project (scheduled for completion in 2024).

An exciting opportunity exists for a cardiac scientist to become a part of the allied health team. This position requires knowledge and competency to work autonomously to conduct routine, and assist in complex, cardiac physiology diagnostic investigations and therapeutic interventions according to procedures and published standards. The role includes supporting the operational and quality management requirements of the service with the provision to educate and train staff and students. The role requires participation in and contribution to continual professional development of the cardiac scientist group.

Within CHS, the cardiac 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 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

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Behavioural Capabilities

Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

Demonstrates strong organisational skills with a high degree of drive.

Demonstrates high-level communication and interpersonal skills with a proven ability to build and maintain effective professional relationships.

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 12-months' post-qualification experience in Cardiac Science.

Be registered under the Working for Vulnerable People Act.

The successful applicant will need to be available for after hours on-call.

Desirable

Be eligible for membership with Professionals in Cardiac Science Australia (PICSA)

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

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:

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: Leah Giles 5124 2692 leah.giles@act.gov.au

Cancer and Ambulatory Support

Radiation Oncology

Director Radiation Therapy

Radiation Therapist Level 6 \$165,764 - \$173,558, Canberra (PN: 28988 - 0124K)

Gazetted: 22 November 2021

Closing Date: 9 December 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/>

The Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient, and community settings. The Division is also responsible for the administration and some clinical support to Ambulatory and Community Health centres across ACT Health.

The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including three Varian TrueBeams and one Varian Edge accelerator, two dedicated CT Simulators, SXRT, Eclipse planning system with Hyperarc for SRS, HDR brachytherapy and ARIA Oncology Patient Management System.

The Director of Radiation Therapy is responsible for the leadership and management of the Radiation Therapy team and for ensuring patient centred, safe, and effective care. The position is part of the senior management

team within Radiation Oncology that collaborates to implement standard work processes and process improvement initiatives in the support of the department and organisational vision and goals.

ABOUT YOU

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Behavioural Capabilities

Experience in planning and implementation of Radiation Therapy services as part of new or redeveloped facilities. Innovation, adaptability and flexibility to drive change and provide responsive services to meet clients' needs. Demonstrates a commitment to work, health and safety (WH&S) and the positive patient experience and displays behaviour consistent with CHS values of Reliable, Progressive, Respectful and Kind.

Position Requirements/Qualifications:

Relevant recognised tertiary or equivalent qualifications and a minimum of 3 years' experience working professionally in Radiation Therapy is preferred.

Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia.

ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.

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.

Provide current immunisation status papers.

If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made. Contact Officer: Katherine Wakefield (02) 512 42738 Katherine.Wakefield@act.gov.au

People and Culture

Executive Office

Director, Organisational Structure

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 53893 - 01204)

Gazetted: 22 November 2021

Closing Date: 6 December 2021

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

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Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

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The role of the Director Organisational Structure will be to work closely with other CHS Division's to deliver strategically aligned workforce solutions in areas including change management, industrial and employee relations, pay and benefits, and implementation of organisational structures and realignment.

The Director Organisational Structure will report to the Senior Director, Workforce Strategy and Planning with a dotted line of reporting to the executive director of any division that they are assisting with structural redesign.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Experience in being an effective team collaborator and contributing to a successful team dynamic.

Ability to communicate with influence.

Position Requirements/Qualifications:

Qualification in related field with strong IR experience and knowledge of complex health workforce.

Strong project Management skills are also required.

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.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew White (02) 6124 9633 andrew.white@act.gov.au

Infrastructure and Health Support Services

Canberra Hospital Expansion Program Administrator

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 50255 - 01YRE)

Gazetted: 18 November 2021

Closing Date: 24 November 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

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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 Canberra Hospital Expansion Project includes a new Clinical Services Building (CSB) on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, coronary care and support services, such as a central sterilising services department and a helicopter Landing Site. The CSB will be located to the Northern end of the campus, between Hospital Road and Palmer Street, displacing existing aged administration, accommodation and outpatient buildings (Building 5 and 24).

The Infrastructure and Health Support Services (IHSS) Group is responsible for the infrastructure delivery and maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation.

The Canberra Hospital Expansion Program Administrator will report to the Project Director, Campus Modernisation and will work closely with the CSB Project Team and CHS Clinical and Corporate Executive areas.

This role will manage all office administration systems, functions and processes associated with the operational commissioning program and governance committees established for the Canberra Hospital Expansion Project. This will include following up stakeholders and project team members on outstanding actions, risk and issue updates to support the program schedule, prioritisation of the development and clearance of Executive and Ministerial requests and file documentation management.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with the ability to manage competing priorities and attention to detail.

Well-developed analytical and problem-solving skills.

Well-developed written and oral communication skills.

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

Position Requirements/Qualifications:

Desirable:

Proficiency in the use of Microsoft Office including Word, Excel and PowerPoint.

Administration experience and expertise including the ability to plan, coordinate and prioritise work within a multi-skilled, fast paced and dynamic team office environment.

The successful applicant will:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Vanessa Brady 0404 364 949 Vanessa.Bradley@act.gov.au

Women, Youth and Children

Canberra Maternity Options Service

Registered Midwife – Maternity Options Service

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 44712 - 01250)

Gazetted: 22 November 2021

Closing Date: 6 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

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

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.

The Canberra Maternity Options Service (CMOS) is the first point of contact for women accessing public maternity care in the ACT. Midwives in the team will provide evidence-informed information to support the woman's decision making across the childbirth continuum and during the postnatal period up to six weeks after their baby is born.

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 simultaneously managing and prioritising multiple issues) with a high degree of drive

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

Positive work ethic and ability to problem solve

Position Requirements/Qualifications:

Relevant Registered as a Midwife with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of 2 years' experience working professionally and comprehensive experience in the delivery of midwifery care across the scope of practice of a midwife is preferred.

Holds or is working towards postgraduate qualifications in child and family health nursing or other relevant post graduate course is desirable but not essential.

International Board Certified Lactation Consultant is desirable but not essential.

Driver's license.

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

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

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

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 full-time position available for nine months with the possibility of extension and/or permanency. Whilst full-time is preferred, part-time hours will be considered.

Contact Officer: Rebekah Howard (02) 5124 4386 Rebekah.Howard@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services - Adult Mental Health Unit, Mental Health Short Stay Unit and 12B

Registered Nurse Level 2

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 45058 - 01285)

Gazetted: 23 November 2021

Closing Date: 16 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services
Alcohol and Drug Services
Child and Adolescent Mental Health Services (CAMHS)
Justice Health Services

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and Canberra Hospital.

AMHU is a 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 consumer, their 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. Planned service expansion will see the opening of a new 10 -bed low dependency inpatient unit at Canberra Hospital in 2021.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

This is a full-time position working across AAMHS on a rotating shift roster, including morning, evening, and night shifts.

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

Demonstrated clinical leadership and the ability to develop all members of the team.

Be able to communicate with influence, particularly with the diverse teams including internal and external parties within acute mental health care.

Be flexible, adaptable, and able to be comfortable with a changing work environment.

Position Requirements/Qualifications:

Mandatory

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

Minimum of three years' recent experience working professionally in an acute mental health facility.

The successful applicant will need to be available to work on a seven day a week roster filling 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](#).

Desirable

Hold or be working toward Post Graduate qualification in mental health nursing.

Clinical leadership experience

Current driver's licence

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 six months with the possibility of extension and/or permanency. Please note that appointment may be based on written applications and referee reports.

Contact Officer: Monique Fielder (02) 5124 5452 monique.t.fielder@act.gov.au

Medicine

Department of Respiratory and Sleep Medicine

Respiratory Scientist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 37800 - 01297)

Gazetted: 19 November 2021

Closing Date: 3 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Respiratory Physiology Laboratory (RPL) provides clinical services to adult and paediatric patients for the assessment and monitoring of respiratory conditions. The RPL provides a suite of respiratory assessment, including spirometry, lung volume measurements, gas transfer, bronchial provocation testing, cardiopulmonary exercise testing. An exciting opportunity exists for a respiratory scientist to become a part of the allied health team. This position requires knowledge and competency to work autonomously to conduct routine, and assist in complex, respiratory function assessment according to procedures and published standards. The role includes supporting the operational and quality management requirements of the respiratory physiology service with the provision to educate and train staff and students. The role requires participation in and contribution to continual professional development of the respiratory scientist group.

Within CHS, the respiratory 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 particularly 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 1-years post-qualification experience in conducting and interpreting respiratory physiology measurements.

Be registered under the Working for Vulnerable People Act.

Desirable

Be eligible for membership with Australian and New Zealand Society of Respiratory Science (ANZSRS).

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

Post-graduate qualifications in respiratory physiology and/or professional credential as a Certified Respiratory Function Scientist from the Australian and New Zealand Society of Respiratory Science (ANZSRS).

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.

Notes: This is a temporary position available for 11.5 months with the possibility of extension and/or permanency.

Contact Officer: Elizabeth Richards (02) 5124 5131 Elizabeth.Richards@act.gov.au

ACT Pathology

Chemical Pathology

Point of Care Scientist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 16939 - 01249)

Gazetted: 19 November 2021

Closing Date: 7 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

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

The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary Hospital.

Under the Direction of the Chief Scientist of Chemical Pathology and Senior Scientist of Point of Care Therapies (PoCT) the successful applicant will be responsible for ensuring day to day activities of the Point of Care Testing sub-section of the Chemical Pathology Laboratory are efficiently run. The successful applicant will be required to undertake duties associated with performance of point of care testing across CHS including liaising with internal and external customers, training of laboratory and non-laboratory staff, coordination of EQAP/IQC, analysis of samples, maintenance of equipment, monitoring of supplies, operating PoCT IT software and participation in quality management activities.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Ability to communicate effectively with a diverse group of stakeholders

Position Requirements/Qualifications:

Mandatory:

A science degree or equivalent relevant qualifications.

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a Diagnostic laboratory service

Desirable:

Experience in the day-day operations of PoCT devices

Experience of the quality requirements of a laboratory

Experience of working with IT systems for the management of Pathology devices/instrumentation

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).

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 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.

Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination.

Provide confirmation of education

NOTES

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

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

Contact Officer: Simon Newton (02) 5124 2843 simon.newton@act.gov.au

Quality, Safety, Innovation and Improvement

Patient Experience

Consumer Feedback and Engagement Coordinator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 15998 - 0127V)

Gazetted: 19 November 2021

Closing Date: 3 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 is focusing on Canberra Health Services' strategic approach to patient safety and quality with a focus on continuous quality improvements.

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

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation

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

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

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

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

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

High level verbal and written communication, and interpersonal skills

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

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

Position Requirements/Qualifications:

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

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

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

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

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for 11.5 months from 31 January 2022 to 27 January 2023 with the possibility of extension.

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

Food Services

Food Services Patients Services

Menu Monitor/Cafeteria Supervisor

Health Service Officer Level 5 \$58,589 - \$61,498, Canberra (PN: 30489 - 01281)

Gazetted: 22 November 2021

Closing Date: 9 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure

services, support, and operations. Food and Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services.

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff, and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

The Food Service Department prepares, cooks, and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

- Food Service Administration.
- Operation Support Services - Food preparation and Food Production.
- Patient Services:
- Meal Plating and Rethermalisation.
- Meal deliveries to patients
- Menu monitors.
- Cafeteria: Food, meals and drinks for staff and guests.

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

- External sites: Dhulwa and other Community Centres.

Applications are sought from enthusiastic and motivated individuals to fill a vacant position of HSO-5 FT Menu Monitor within the Food Services Patients Services team, which is part of Infrastructure and Health Support Services.

Food Services provides meals and other products to many Canberra Health Services locations including The Canberra Hospital, National Capital Hospital, and other Medical Centre's within the ACT. The successful applicant will be required to work as a key member of the Food Service, Menu Monitors team. The successful applicant/s will be required to follow the HSO-5 duties as listed in the Duty Statement and Selection Criteria.

ABOUT YOU

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Behavioural Capabilities

- Communication and interpersonal.
- Flexibility and adaptability with a changing working environment.
- Organisational, coordination and planning skills and a focus on outcomes.
- High degree of self-drive and initiative.

Position Requirements/Qualifications:

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

Highly Desirable:

- Industry recognized qualifications.

Desirable:

- Relevant experience in Microsoft Office applications.
- Relevant experience using food service IT systems.
- The successful applicant will need to be available for rotational morning, evening, weekend, and public holiday shifts. Some position's will not be required to work shifts.
- Current class C driver's licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- 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.
- Complete the Food Safety certificate.

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

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

Women Youth and Children Division

Clinical Support and Projects

Maternal Transfers Redesign Lead

Registered Midwife Level 3.1 \$108,237 - \$112,691, Canberra (PN: 53873 - 0127M)

Gazetted: 18 November 2021

Closing Date: 2 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

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

The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised maternity and neonatology services for the ACT and surrounding regional areas.

The CHWC offers antenatal, birthing and postnatal services under various models of care aimed at providing woman and family centred care. Birthing options include midwifery led continuity models, midwifery care, maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region.

The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

The aim of the Maternal Transfers Project (MTP) is to improve the system for maternal transfers across NSW and the ACT for pregnant women requiring higher level care.

There are seven Tiered Maternity Networks (TMNs) across NSW and one in the ACT that provide support to the 71 planned birthing maternity facilities across the region. These TMNs are coordinated from the Level 6 facility responsible for the TMN and so named according to that facility:

The purpose of the Maternal Transfer Redesign Lead role is to:

facilitate the integration and evaluation of the MTR Initiative for their local health district (LHD) and associated Tiered Perinatal Network (TPN)

collaborate with the MTR Obstetric Clinical Leads, NSW Ministry of Health and other NSW Health entities and stakeholders as the point of contact for the MTR initiative.

ABOUT YOU

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

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

Behavioural Capabilities

Be proactive, enthusiastic and a strong communicator with strong organisational skills

High level interpersonal and leadership skills with the ability to apply critical thinking

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

Position Requirements/Qualifications:

Relevant tertiary midwifery qualifications and a minimum of 5 years' experience.

Eligible for registration with the Nursing and Midwifery Board through 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](#).

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 at (8) hours per week for 11 months with the possibility of extension. The above full-time salary will be pro-rata.

Contact Officer: Peter Scott 0439823033 Peter.Scott@act.gov.au

Rehabilitation, Aged and Community Services

Occupational Therapy

Occupational Therapist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 22995, several - 0123T)

Gazetted: 18 November 2021

Closing Date: 2 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: reliable, progressive, respectful and kind.

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

Occupational Therapy services within RACS are offered in community, outpatient and inpatient settings including The Canberra Hospital and University of Canberra Hospital. We are committed to providing exceptional care through high quality assessment and therapeutic intervention for a range of client populations in rehabilitation, aged care and community health settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

Occupational Therapists have direct clinical supervision from a Senior Occupational Therapist and are supported by an experienced team of clinicians and Allied Health Assistants.

These positions will rotate through inpatients and outpatients at the University of Canberra Hospital, the acute aged care wards at the Canberra Hospital and the Community Health Services that operate from centres in Belconnen and Kambah.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with high degree of initiative.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

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

Effective communication, including active listening skills, and an ability to negotiate.

Position Requirements/Qualifications:

Mandatory:

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

Hold a current driver licence.

Other:

Previous experience working in the rehabilitation, aged-care or community health sectors is highly desirable.

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:

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: There is a variety of temporary contracts available for up to 11.9 months in duration with the possibility of extension and/or permanency.

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

People and Culture

Recruitment Services

Senior Recruitment Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 20698 - 01ZB4)

Gazetted: 18 November 2021

Closing Date: 7 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

If you have great attention to detail, enjoy working in a fast paced environment and work well within a team then this position is for you. CHS is looking for a motivated team player to join their recruitment team as a Senior Recruitment Officer. You will need to be adaptable to change, be able to prioritise workloads and have great communication skills. 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/>

Located on the Canberra Hospital campus, the Employment Services team is responsible for the strategic and operational management of the People and Culture Branch, ensuring the effective and efficient operation of strategic people management advice, policy and programs across CHS. This position will provide advice and assistance to staff, Managers and Executives on recruitment matters and compliance with legislation, including overseas recruitment.

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 adapt and be flexible to accommodate changing priorities and provide responsive assistance to meet the recruitment needs of CHS managers and Executives.

2. Strong organisational skills and be able to apply independent thinking.

3. High level professional communications skills, with demonstrated capability to effectively communicate with staff of all levels.

Position Requirements/Qualifications:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

NOTES

This is a temporary position available for a period of 11 months with the possibility of extension and/or permanency.

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

Contact Officer: Grace Taverner (02) 5124 9614 Grace.Taverner@act.gov.au

Equipment Services

Rehabilitation, Aged Care and Community Services

Health Service Officer, Equipment Loan Service

Health Service Officer Level 3 \$53,886 - \$55,637 (Retention Point CHS Only \$55,731), Canberra (PN: C12376, several - 01Z9D)

Gazetted: 22 November 2021

Closing Date: 8 December 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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, Independent Living Centre and the University of Canberra Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values of Reliable, Progressive, Respectful and Kind.

RACS work collaboratively with patients, their carers and other services within and external to CHS.

The Equipment Loan Service team is responsible for effective and efficient delivery, collection, cleaning and maintenance of rehabilitation equipment to support clients in the community and to ensure the delivery of high-quality customer service and client care.

About You

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Position Requirements/Qualifications:

Hold a current driver's licence.

A high level of fitness and ability to perform all duties.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Obtain a Working with Vulnerable People Registration

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

Note: These position's will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

Contact Officer: Jessica Nuss 51241065 jessica.nuss@act.gov.au

Deputy CEO

Strategy and Governance

Policy, Planning and Government Relations

Government Liaison Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 46519 - 01ZCE)

Gazetted: 23 November 2021

Closing Date: 7 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 the Policy and Planning, Risk, and Legal Liaison Services and Government Relations areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community.

The Government Relations team provides operational and strategic support to the health Ministers' Offices, the Chief Executive Officer and CHS staff on ministerial and government business including matters relating to Cabinet, the ACT Legislative Assembly, intergovernmental and ministerial requests. We are a small, supportive and dedicated team known for our service culture that is in line with our values; Reliable, Progressive, Respectful and Kind.

The Government Liaison Officer is located at Canberra Hospital and reports to the Assistant Director, Government Relations. The position provides support to Executives at CHS in relation to business for the CEO and Ministers concerning Cabinet and Assembly matters and demonstrates a high degree of sensitivity and confidentiality, as well as a highly responsive approach in responding to tight deadlines.

ABOUT YOU

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Behavioural Capabilities

Well-developed organisational skills a high degree of initiative, drive and flexibility.

Sound communication, liaison and negotiation skills.

Strong writing skills and attention to detail.

A sense of humour.

Position Requirements/Qualifications:

Desirable:

Experience and understanding of Cabinet, Assembly and machinery of government processes

Experience using HPE Content Manager (TRIM).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

NOTES

This is a temporary position available for a period of three months with the possibility of extension.

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

Contact Officer: Katherine Macpherson (02) 5124 9590 Katherine.macpherson@act.gov.au

Rehabilitation, Aged and Community Services

Brindabella Outpatient

Brindabella Officer Manager

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 40792 - 01YSS)

Gazetted: 24 November 2021

Closing Date: 8 December 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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah.

Under the direction of the RACS Administration Manager, the Departmental Office Manager is responsible for the coordination and provision of administrative support services for RACS within the Unit/ Centre. This involves managing and overseeing the work of the Administration Team, providing leadership, guidance and further supporting the Administration Team within the Office to meet departmental targets and objectives. Additionally, the Office Manager role provides administrative support to the Director within the office, RACS Division and Executives as required.

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 Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah.

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

Effective communication skills and the ability to develop and maintain relationships across Canberra Health Services and relevant external parties.

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, and

Commitment to providing high quality customer service and achieving positive outcomes for clients and the Division

Position Requirements/Qualifications:

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 Safety and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of 13 months with possibility of extension and/or permanency.

Contact Officer: Simon Anderson 51248303 simon.r.anderson@act.gov.au

Medical Imaging

Operations

Operations Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 20601 - 01ZC0)

Gazetted: 24 November 2021

Closing Date: 10 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 is a business unit within the division of Medical

Services with operations located at the Canberra Hospital and the University of Canberra Hospital. The service operates 24 hours, seven days a week all year round. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services on behalf of medical specialists, general practitioners and their patients.

Reporting to the Director of Business Operations, the Operations Manager will drive the delivery of specified operational functions within the department. This includes overseeing administrative and information technology functions within the department, ensuring key performance targets are tracked and standard operating procedures are developed and adhered to.

The Operations Manager will be responsible for ensuring that timely and accurate data is available, analysed and presented in draft form to the Director of Business Operations to assist in the production of monthly reports to inform business decisions and forging the gap between financial accountability and business management.

Under the direction from the Director of Business Operations, this role will provide an increased focus on the delivery of streamlined, efficient services which are managed and benchmarked nationally against Health Round Table data. This role will lead data collection, and assist with capital works functions, equipment procurement, project management, and the development of services going forward including expansion plans.

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:

A demonstrated record of achievement in the delivery of operational management in a service delivery environment, preferably within a health or allied health setting.

High level written and oral communications skills, with demonstrated capability to effectively communicate across the organisation and with external stakeholders.

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

Adaptability and flexibility to accommodate change with a solutions focus and provide responsive services to meet stakeholders needs.

Position Requirements/Qualifications:

Relevant qualifications in industry, project management, business/public sector management and/or relevant public sector experience is highly desirable.

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

Knowledge of compliance obligations for Medical Imaging under Medicare legislation and/or the ability to quickly acquire knowledge.

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Sean Fenotti (02) 5124 7254 sean.fenotti@act.gov.au

Clinical Nurse Consultant (COVID19 Care @ Home)

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 53272 - 01Z9V)

Gazetted: 23 November 2021

Closing Date: 10 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 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 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 CNC role would work Monday to Friday. The ACT COVID-19 Care@home Program is managed by the Division of Medicine at Canberra Health Services (CHS). The program also coordinates the infusion service for monoclonal treatment for COVID positive patients. The role will coordinate the outpatient clinic service where patients will be provided with assessment, intervention, and monitoring, including Chest X-Ray (mobile), Pathology, Spirometry and Intravenous rehydration.

ABOUT YOU

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Behavioural Capabilities

1. Excellent interpersonal skills with a proven ability to provide leadership to and work effectively as part of a multidisciplinary team to achieve service delivery objectives
2. Drive for ongoing personal and professional development
3. Strong organisational skills with a high degree of drive
4. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

Certification relating to relevant speciality, or equivalent.

Relevant:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

NOTES

This is a temporary position available for three months with the possibility of extension.

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

Contact Officer: Marg Mcmanus (02) 51245164 margaret.McManus@act.gov.au

Infrastructure and Health Support Services

Senior Project Manager

Infrastructure Officer 4 \$132,911 - \$151,004, Canberra (PN: 45390 - 01ZBB)

Gazetted: 23 November 2021

Closing Date: 9 December 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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation.

The Senior Project Manager role will report to the Project Director, Capital Project Delivery and undertake key activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with infrastructure delivery partners, Major Projects Canberra.

The Senior Project Manager will be responsible for managing a number of major CHS projects, ensuring that they are delivered on time and within budget, whilst minimising impacts to clinical services from operating within a live hospital environment. This will include a range of construction projects involving demolition works, construction of new buildings and refurbishments or existing Senior Project Manager Project Director, Capital Project Delivery Senior Director, Capital Project Delivery buildings. A key element will be engaging with internal and external stakeholders and managing stakeholder expectations to deliver agreed project outcomes.

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, you will be someone who thrives on working in a fast-paced, stimulating and results-orientated environment. You will be able to liaise effectively with a broad range of stakeholders to deliver agreed outcomes. You will also have a demonstrated track record of working in a team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

Have strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders;

Be able to respond to and prioritise competing and often urgent requests in a calm and efficient manner, while maintaining high work standards and accuracy; and

Have a commitment to achieving positive outcomes for clients and the CHS organisation.

Position Requirements/Qualifications:

Mandatory

Relevant profession qualifications in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or
Have significant building or Infrastructure knowledge and/or project management experience.

Desirable

General Construction Induction Card (White Card) for working on a construction site.

Please note 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 two years with the possibility of extension or permanency.

Contact Officer: Dave Gilbert Dave Gilbert 0466 845 732 dave.gilbert@act.gov.au

Paediatric Endocrinology and Diabetes Service

Social Work

Paediatric Diabetes Social Worker

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 48608 - 01ZBS)

Gazetted: 23 November 2021

Closing Date: 10 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions. It is an interdisciplinary service delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes. Services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre.

The Social Work service provides individual interventions for children and young people with diabetes and their families and carers. As a social worker you will provide clinical assessment, management, and evaluation of social work care to patients in tertiary and ambulatory care settings, with diabetes and other chronic conditions. The Social Worker will understand issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. You will be an integral part of the Paediatric Endocrinology and Diabetes Service, collaborating with Endocrinologists, Diabetes Nurse Educators, and Diabetes Dietitians to provide interdisciplinary care for people with complex diabetes.

The Diabetes Social Worker will be operationally responsible to the Service Coordinator of the Paediatric Endocrinology and Diabetes Service in the Division of Women, Youth and Children. You will report professionally to the Director of Allied Health in the Division of Women, Youth and Children.

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

1. Ability to work within an interdisciplinary team environment
2. Effective communication and interpersonal skills
3. Willingness to critically reflect on and develop your practice skills and framework

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of one year experience working professionally in social work is preferred.

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

- Have an understanding of how the National 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.

Degree in Social Work

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

Be registered under the Working for Vulnerable People Act 2011.

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

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

NOTES

This is a permanent part-time position available at 18:40 hours per week and the full-time salary noted above will be paid pro-rata.

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

Contact Officer: Rosemary Young (02) 5124 4007 Rosemary.Young@act.gov.au

Rehabilitation, Aged and Community Services

Occupational Therapist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 28662 - 01Z3P)

Gazetted: 23 November 2021

Closing Date: 7 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: reliable, progressive, respectful and kind.

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

Rehabilitation and Aged Care Occupational Therapy services are offered in community, inpatient and outpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

The Senior Occupational Therapist is an important leadership role within Occupational Therapy and is responsible for the coordination and provision of day-to-day occupational therapy services to a range of patients within a designated caseload area. This involves the provision of clinical assessments and interventions to facilitate positive

patient outcomes. Senior Occupational Therapists are responsible for providing professional supervision and support to other Occupational Therapists, Allied Health Assistants and students.

This position(s) maybe required to participate in overtime, on call and/or rotation roster.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of initiative.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

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

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

Position Requirements/Qualifications:

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

Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Current drivers 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](#).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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.

NOTES

This is a temporary position available for two years temporary with possibility of extension or permanency.

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

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

Finance and Business Intelligence

Accounting and Compliance

Senior Director External Reporting and Budgets

Senior Officer Grade A \$153,041, Canberra (PN: 51093 - 0122X)

Gazetted: 23 November 2021

Closing Date: 9 December 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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service. We provide financial advice and reporting to the hospital, including activity performance reports and business insights. Our dedicated Financial Business Partners provide direct support to clinical and operations partners, ensuring timely and accurate information is available to enhance critical decision support.

This role is responsible for the leading a small team delivering specialist accounting functions that include financial statements and annual report requirements, external budgeting, monthly reporting to external stakeholders and ledger management.

Duties:

Under limited direction of the Senior Director, Accounting, Compliance and Improvement, you will be responsible for the delivery of the external reporting function including CHS financial statements, budget papers, performance reporting of strategic and accountability indicators and ongoing ledger management. The role will require collaboration with internal and external stakeholders including Shared Services and ACT Treasury.

You will:

Lead a small team in meeting the statutory and other reporting obligations of CHS Finance including:

preparation of the annual external budget;

preparation of annual Financial Statements, and other financial reports; and

management of the statement of performance and other reporting requirements.

Provide leadership and management to the Finance and Business Intelligence division, including managing human and financial resources.

Undertake consultation and high-level negotiations, liaison and coordination across the Minister's office, Directorate and with other government agencies.

Provide advice to the Chief Financial Officer and the Senior Management Team on financial trends and specific proposals.

Partner with the leadership team in identifying / recommending and implementing business processes improvements.

Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About You

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Highly developed communication skills including the ability to produce high quality written documents and deliver presentations to a range of stakeholders.

The ability to provide timely and accurate reporting under tight timeframes.

Position Requirements/Qualifications:

Highly Desirable:

Experience in the provision of financial accounting in a highly complex environment.

Experience in the preparation and delivery of financial statements in accordance with relevant Australian accounting standards.

Experience in the use of Oracle Financials or similar financial management information system.

Understanding of the ACT Government budgetary processes.

Tertiary qualifications in accounting and professional membership or progress towards CPA / CA or comparable bodies.

Hold a current driver's license.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Ian Turnbull (02) 5124 9705 ian.turnbull@act.gov.au

Nursing and Midwifery Patient Support Services

Infection Prevention and Control Unit

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 48486 - 01ZAE)

Gazetted: 23 November 2021

Closing Date: 10 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021. In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Infection Prevention and Control Unit comprises a team of dedicated nursing staff working with the Infectious Diseases medical staff to minimise infection risks for patients, health care workers, and the general public. The Unit strives for excellence in achieving this aim through ongoing programs including staff and public education, policy development and review, and surveillance of hospital-acquired infections; key input in location and equipping of new or redesigned clinical areas; outbreak management; and promotion of hand-hygiene and other infection control techniques.

ABOUT YOU

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Behavioural Capabilities

Self motivated

Adaptable to change

Team player

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of five years post graduate experience working professionally is preferred.

Be registered or be eligible for registration 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](#).

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

Obtain a clearance certificate

Undergo a pre-employment National Police Check.

Contact Officer: Christine Mead (02) 5124 8583 christine.mead@act.gov.au

Cancer, Ambulatory and Community Health Support

BreastScreen ACT

Client Support Officer

Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (PN: 24527 - 01290)

Gazetted: 23 November 2021

Closing Date: 7 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> BreastScreen ACT is part of the BreastScreen Australia screening program. The Service offers free breast screening to women aged 40 years and over living in the ACT. The Program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All administrative support and assessments clinics are carried out in the Canberra city clinic.

ABOUT YOU

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Behavioural Capabilities

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

Passionate about customer service

Organised

Flexible

Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

NOTES

This is a temporary position available for five months with possibility of extension and/or permanency.

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

Contact Officer: Ellannah Finch (02) 6205 5118 Ellannah.Finch@act.gov.au

Nursing, Midwifery and Patient Support Services

Infection Prevention Control Unit, Occupational Medicine Unit, Tissue Viability Unit.

Assistant Director of Nursing: Infection Prevention Control Unit, Occupational Medicine Unit, Tissue Viability Unit.

Registered Nurse Level 4.2 \$131,034, Canberra (PN: 35849 - 01ZAX)

Gazetted: 23 November 2021

Closing Date: 10 December 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

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/> Located on the Canberra Hospital campus, the office of Nursing, Midwifery and Patient Support Services will consult and partner with the Executive Directors of clinical services on relevant issues, make decisions on across-the-board approaches and will play a central role in championing an exciting transformational agenda in Canberra Health Services which will bring exceptional and innovative health outcomes to our diverse community, and set

new standards and models of healthcare in Australia. The office of Nursing, Midwifery and Patient Support Services plays a key role in developing a collaborative and strategic approach to nursing and midwifery and patient support services for CHS, including setting the strategic, professional, and workforce-oriented agenda.

The Infection Prevention and Control Unit (IPCU), Occupational Medicine Unit (OMU) and Tissue Viability Unit (TVU) are a part of Nursing, Midwifery and Patient Support Services division.

The IPCU provides evidence-based practices, education, training and support programs to staff, consumers, and patients throughout CHS to minimise the risk of infection transmission and thereby aims to prevent patients from acquiring preventable healthcare associated infections.

The OMU provides an occupational assessment, screening, and vaccination programs for CHS staff and a follow up management service for staff with blood and body fluids exposure (BBFE) such as needlestick, other sharps, splash, scratch, and bite incidents.

The TVU provides an evidence based holistic approach to the specialty of skin and wound prevention, assessment, and management. The TVU provides clinical support to all services across CHS.

The fulltime ADON position is based at Canberra Hospital and the position maybe required to travel to other CHS sites and ACT Government locations.

ABOUT YOU

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Behavioural Capabilities

Strong organisational and leadership skills with a high degree of drive and ability to critically think

Experience in managing and influencing teams, processes, and practice improvement in a workforce environment

Adaptability and flexibility to accommodate change and provide responsive services to meet organisational and divisional needs

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 1 years' experience working professionally in leadership/management is preferred.

Mandatory:

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

Must hold a current driver's licence

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

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

Desirable:

Relevant tertiary qualifications or equivalent and eligibility for membership of the appropriate professional organisation.

Knowledge of the Australian Guidelines for the Prevention and Control of Infection in Healthcare.

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

Obtain a Compliance Certificate from OMU relating to assessment, screening and vaccination processes against specified infectious diseases.

Undergo a pre-employment National Police Check.

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

Contact Officer: Chris Mead (02) 5124 8583 christine.mead@act.gov.au

Allied Health

Acute Allied Health Services

Social Worker

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 13382 - 01ZCU)

Gazetted: 23 November 2021

Closing Date: 10 December 2021

Details: 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, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings:

The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

ABOUT YOU

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Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Ability to perform novel, complex, critical or difficult tasks with professional supervision.

Position Requirements/Qualifications:

Relevant undergraduate or postgraduate qualification in Social Work and a minimum of three years' experience working professionally in Social Work is preferred.

Hold a current driver's license, preferable but not mandatory.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Be registered under the Working for Vulnerable People Act.

Comply with Canberra Health Services 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

NOTES

This position(s) is required to participate in rotations and afterhours roster where applicable. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

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

Contact Officer: Patrice Higgins (02) 5124 2316 Patrice.Higgins@act.gov.au

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

Director of Clinical Services

Director of Clinical Services

Specialist Band 1-5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 29852 - 01YT2)

Gazetted: 23 November 2021

Closing Date: 1 December 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/> Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

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

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

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The Office of the Director of Clinical Services (DOCS) will work collaboratively with the Executive Director of MHJHADS to ensure the most effective model of medical leadership, to support high quality patient care and a positive culture across the medical workforce. The DOCS is responsible for clinical leadership and clinical governance across the division, ensuring strong medical engagement within MHJHADS. The DOCS role has seven direct reports: five Clinical Directors and two Deputy Clinical Directors within MHJHADS.

The DOCS will also work closely with the Office of the Chief Psychiatrist to safeguard rights of individuals, improve service delivery, administer the functions under the Act and monitor standards and services.

Note: This position is a temporary 3-year Senior Specialist position. The Clinical Director position is for a 3-year tenure.

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

ABOUT YOU

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Position Requirements/Qualifications:

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

1. Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.
2. Fellowship of the Royal Australian and New Zealand College of Psychiatrists or equivalent specialist qualifications.
3. Provide evidence of satisfactory participation on the RANZCP Continuing Professional Development Program or equivalent
4. Provide evidence of the completion of a recognised management qualification
5. Extensive experience in the leadership and management of diverse teams working in a Mental Health and/or Justice Health environment is desirable
6. Knowledge of the Mental Health Act 2015 and other related legislation is desirable
7. Experience in training postgraduates and clinical supervisory skills is desirable
8. Holding a current driver's licence is desirable
9. Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
10. 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
11. Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.
12. Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

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

Prior to commencement successful candidates will be required to:

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Katrina Rea, Executive Director MHJHADS, (02) 5124 1577 katrina.m.rea@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Allied Health

Director of Allied Health

Health Professional Level 6 \$153,041, Canberra (PN: 36846 - 01ZBT)

Gazetted: 23 November 2021

Closing Date: 16 December 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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

An exciting opportunity exists for a talented, experienced Allied Health leader to become part of a strong leadership team, implementing a new structure to support stronger integration of care across the Mental Health, Alcohol and Drug and Justice Health services in the ACT. This role has recently been reconfigured to incorporate a mix of operational and professional responsibilities. Reporting to the Executive Director of the division, the role is a key member of the senior leadership team. The role would suit a passionate allied health professional with a strong collaborative leadership style who works best within a multidisciplinary team environment.

The Director of Allied Health works collaboratively with the divisional leadership team to ensure quality, seamless care to consumers.

The Director of Allied Health role is operationally responsible for specialist allied health services including the Mental Health Day Program, Mental Health Therapies Program, Inpatient allied health services and neuropsychology services.

They are also the professional lead for Allied Health staff across the division including those working in other parts of the service. In addition the role manages a number of small engagement teams including the Aboriginal Liaison team, Consumer and Carer Consultants and Peer Workers.

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

Rehabilitation and Speciality Services.

Adult Community Mental Health Services.

Adult Acute Mental Health Services.

Alcohol and Drug Services.

Child and Adolescent Mental Health Services (CAMHS).

Justice Health Services.

About You

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

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.

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications (or equivalent) in an Allied Health discipline are essential.

Be registered under the Working for Vulnerable People Act 2011.

This position may be required to participate in an on-call roster.

Desirable:

Postgraduate qualifications in a management field are highly desirable.

Current Driver's license.

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.
Contact Officer: Katrina Rea 5124 1577 Katrina.M.Rea@act.gov.au

Cancer and Ambulatory Services

Radiation Oncology

Specialist / Senior Specialist – Radiation Oncology

Specialist / Senior Specialist – Radiation Oncology

Specialist Band 1 - 5/Senior Specialist \$183,172 - \$247,471, Canberra (PN: 26873 - 01278)

Gazetted: 23 November 2021

Closing Date: 30 November 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 focused on the delivery of high quality, effective, person-centered care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

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

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

As part of the Radiation Oncology team, you will have the opportunity to contribute to high quality clinical service provision while participating in the teaching and quality improvement program within a dynamic multidisciplinary environment.

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

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

ABOUT YOU

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

Position Requirements/Qualifications:

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

1. Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.
2. Fellowship of the Royal Australian and New Zealand College of Radiologists or equivalent specialist qualifications.
3. A Minimum of 1 years' experience working professionally in Radiation Oncology is preferred
4. The successful applicant will need to be available for occasional weekend and after-hours work
5. Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
6. 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.

7. Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

8. Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

1. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

2. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

3. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

4. Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

5. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

6. Be able to demonstrate that they are performing at a level consistent with this competency framework.

Prior to commencement successful candidates will be required to:

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment National Police check.

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

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

Contact Officer: Dr Brandon Nguyen, Unit Director Radiation Oncology, (02) 512 45191

brandon.nguyen@act.gov.au

Chief Operating Officer Clinical Services

Cancer and Ambulatory Services

Radiographer

Medical Imaging Level 3 \$106,897 - \$112,636 (up to \$118,222 on achieving a personal upgrade), Canberra (PN: 11571 - 01ZAP)

Gazetted: 23 November 2021

Closing Date: 7 December 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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

Position Overview

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

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

BreastScreen ACT provides screening at three sites located at the Canberra City, Phillip and Belconnen Health Centres. All assessments are performed at the Canberra City clinic. As a Radiographer, you will perform routine mammographic screening along with the opportunity to become involved in assessment procedures. You will need to exercise independent judgement to perform routine screening mammograms in a digital environment.

We would love to have you join a great team in a dynamic workplace environment.

About You

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Behavioural Capabilities

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

Strong interpersonal and organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Possess a Degree or Diploma in Applied Science (Medical Imaging).

Evidence of current registration with Australian Health Practitioner Regulation Agency (AHPRA).

Evidence of a current ACT Radiation Licence (or be eligible for).

Be eligible for membership to the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT).

Hold a current Certificate of Mammographic Practice – CMP (or the willingness to attain).

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

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

Prior to commencement successful candidates will be required to:

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

Comply with ACT Health credentialing requirements for allied health professionals.

Undergo a pre-employment National Police Check.

Contact Officer: Mary Humphrey 02 5124 1829 Mary.Humphrey@act.gov.au

Women Youth and Children

Community Health Programs

PEP/IMPACT Clinical Nurse Manager

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 33499 - 01ZBV)

Gazetted: 23 November 2021

Closing Date: 10 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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.

The Child Health Targeted Support Service delivers a range of enhanced health services for children and families experiencing vulnerability and includes the Child at Risk Health Unit (CARHU), Community Paediatric and Child Health Service, Child Protection Liaison Officer and the Child Protection and Strengthening Health Response to Family Violence (SHRFV) training teams.

We are looking for an experienced registered nurse to provide clinical leadership to a team who provide a home visiting service and care for children and families experiencing vulnerabilities. The successful candidate will work collaboratively within a supportive multidisciplinary team environment and lead the team through a governance redesign and subsequent change management process. Work hours are 0830-1700hrs Monday to Friday.

ABOUT YOU

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Behavioural Capabilities

The ability to think innovatively and collaboratively regarding the provision of service delivery for families with vulnerabilities within a multi-disciplinary environment.

The ability to be forward thinking and embrace innovation

Kindness

Position Requirements/Qualifications:

A minimum of five years' experience working professionally in Child and Family health is preferred.

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

Hold post graduate qualifications in Child and Family Health Nursing.

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](#).

Hold a current driver's licence.

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.

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

Office of the CIO

Digital Health Record Project Group

Project Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 54116 - 01ZB1)

Gazetted: 24 November 2021

Closing Date: 13 December 2021

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

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Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> ACT Health Directorate (ACTHD) is currently implementing a territory wide Digital Health Record (DHR) system that includes Canberra's public hospitals, community health centres, walk-in centres, and justice health services. CHS is working in partnership with the project to implement the DHR and ensuring CHS is ready to adopt the technology. This role will assist CHS clinical, administration and management staff to be ready for the DHR. The CHS change management project is being coordinated through the Office of the Chief Information Officer (CIO) of CHS.

ABOUT YOU

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Behavioural Capabilities

You will be an outstanding communicator, able to drive collaboration and inclusion.

You focus on quality and continual improvement, by taking a structured approach to your work, planning ahead and seeking feedback.

Your resilience will see you through the challenges and help you navigate the dynamic nature of the job.

Position Requirements/Qualifications:

Relevant secondary and tertiary qualifications, where a project management qualification would be highly regarded. A minimum of 12 months experience working professionally in a project management role is preferred. The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time, as the project nears go-live.

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.

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

Contact Officer: Kerri McGufficke (02) 5124 4425 kerri.mcguifficke@act.gov.au

Department of Respiratory and Sleep Medicine

Administration

Outpatients Administrative Support

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 44797 - 01ZAL)

Gazetted: 23 November 2021

Closing Date: 7 December 2021

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Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/> This position reports to the Office Manager (reporting) and Administration Manager. The position involves the booking and scheduling of outpatient appointments and procedures, Medicare billing and medical record responsibilities, as well as other general administrative duties.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

About You

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Strong communication and interpersonal skills.

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

Position Requirements/Qualifications:

No relevant qualifications or minimum of experience working professionally in Public Health Administration is required.

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.

Contact Officer: Sandra Fisher 5124 3994 sandra.fisher@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

Education and Training Services

Pathways College

Student Support

Education Advisor, Disability

Teacher Level 1 \$78,538 - \$104,793, Canberra (PN: 51210)

Gazetted: 24 November 2021

Closing Date: 8 December 2021

Details: The Education Advisor Disability, Teacher Level 1 Education Disability Support (EDS) will work in a multidisciplinary team to provide support services to students, specifically to those with a disability. Will perform professional educational, administrative and training duties associated with the provision of support services to students with a disability including:

identification, negotiation and coordination of advice and support for equity groups, particularly those with a disability.

Provide advice and training to staff in working with students with a disability.

Provide advice, information, advocacy and referral for students/potential students regarding a range of educational and inclusion issues.

Provide case management for students with a disability and in consultation develop access plans for study at CIT.

Maintain data and admin as per Student Support requirement.

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

Eligibility/Other requirements:

Certificate IV in Training or Assessment. Where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for Registered Training Organisations (Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set) and Complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

Prior to commencing in this role, a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

How to Apply: Provide a written response to the Selection Criteria of no more than three pages. Provide your curriculum vitae, two completed referee reports, and evidence of Working with Vulnerable People registration.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rhonda Fuzzard (02) 6207 4914 rhonda.fuzzard@cit.edu.au

CIT Technology and Design

CIT Horticulture and Floristry

Teacher Level 1 Conservation and Ecosystems Management

Teacher Level 1 \$78,538 - \$104,793, Canberra (PN: 44986)

Gazetted: 19 November 2021

Closing Date: 3 December 2021

Details: The Canberra Institute of Technology (CIT) Horticulture and Floristry team is looking for an innovative and professional teacher to deliver subjects within the Certificate III in Conservation and Ecosystems Management.

Eligibility/Other Requirements:

Mandatory:

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, Clause 40.

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

- o hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);
- o where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs; and
- o complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

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

Industry Experience:

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021.

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

Desirable:

- Certificate III in Conservation and Land Management/ horticulture or other related trade qualification.
- Chemical users certification.

Notes: This is a temporary position available for a two year contract with possibility of extension or permanency. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Collins (02) 6207 3024 Julie.Collins@cit.edu.au

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

Education and Training Services

Library and Learning Services

Liaison Librarian

Professional Officer Class 1 \$62,767 - \$87,032, Canberra (PN: 30745, several)

Gazetted: 19 November 2021

Closing Date: 3 December 2021

Details: The Canberra Institute of Technology (CIT) is looking for Liaison Librarians to become part of a team delivering dynamic and innovative information services including online, reference and specialist research. The successful candidates will be involved in planning and delivering digital and information literacy sessions in consultation with teaching staff, identifying and assessing learning resources; and undertake copyright compliance

moderation duties. Liaison Librarians hold a key collaborative role in the design, implementation, and maintenance of dynamic online and Library service environments to engage students and teachers at CIT.

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:

Mandatory:

An appropriate degree or diploma together with training in information studies which qualifies for admission to Associate Membership of the Australian Library and Information Association (ALIA) or a recognised course of study.

An ability to work one shift per week.

Note: There are several positions available, one permanent full-time and two temporary full-time position's available for up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are required to address the Selection Criteria 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: RachelP Karasick (02) 6207 4291 RachelP.Karasick@cit.edu.au

Chief Minister, Treasury and Economic Development

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

Applications can be sent via email to: jobs@act.gov.au

Executive Group Manager, Economic and Financial Group

Temporary Vacancy (asap – 31 January 2022)

Chief Minister, Treasury and Economic Development Directorate

Treasury Stream

Position: E391

(Remuneration equivalent to Executive Level 2.4)

Circulated to: ACTPS Senior Executive List

Date circulated: 22 November 2021

ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an appropriately qualified person to fill the position of Executive Group Manager, Economic and Financial Group. The position is responsible for the provision of advice to government and agencies on the economic and revenue outlook, economic and revenue policy and federal financial relations, managing the Government's borrowing and financial investment programs and providing advice on and administering the motor accident injuries and lifetime care and support schemes.

The successful applicant will have strong policy and numerical skills, an impressive track record of executive leadership and excellent communication skills.

This position will commence immediately until 31 January 2022 while a process to fill the position long-term is conducted. However, it may be shortened depending on the outcome of the long-term recruitment process. For further information please see the position description attached.

To apply: Interested candidates should submit a short Expression of Interest, of no more than two pages addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Stephen Miners via email, stephen.miners@act.gov.au by Friday 26 November 2021.

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

Remuneration: The position attracts a remuneration package ranging from \$332,821 - \$346,259 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$268,758.

Contact Officer: Stephen Miners, 0405 118 676 or stephen.miners@act.gov.au

**Executive Branch Manager, People and Capability
Temporary Vacancy (6 December 2021 to 2 February 2022)
Chief Minister, Treasury and Economic Development Directorate
Corporate
Position: E421**

(Remuneration equivalent to Executive Level 1.4)

Date circulated: 22 November 2021

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Expressions of interest are sought for the position of Executive Branch Manager, People and Capability. This temporary vacancy is from 6 December 2021 to 2 February 2022.

The People and Capability Branch provides solutions, advice and support to the leaders and staff of CMTEDD to enable them to fulfil their people management responsibilities. The branch's services encompass work health safety and wellbeing, employee relations, injury management, learning and development and workforce data analytics. The successful candidate will possess outstanding leadership, strategic, relationship management, communication and change management skills with a strong background in leading strategic human resource initiatives across a complex and diverse workforce.

For further information please see the Executive Capabilities attached.

To apply: Interested candidates should submit a short EOI, of no more than one page addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Steven Wright via email to steven.wright@act.gov.au by COB Friday 26 November 2021.

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

Remuneration: The position attracts a remuneration package ranging from \$254,933 - \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

Contact Officer: Steven Wright (02) 6207 1356 steven.wright@act.gov.au

Economic Development

Venues Canberra

Executive Administration Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 42205)

Gazetted: 19 November 2021

Closing Date: 3 December 2021

Details: Venues Canberra manages the Territory's premier venues - GIO Stadium, Manuka Oval and Exhibition Park in Canberra. We are seeking an experienced Executive Administration Officer to provide support to the Executive Branch Manager and the senior management team. The successful applicant will have the ability to manage competing priorities, liaise and communicate with a wide range of internal and external stakeholders and maintain confidentiality. The Executive Administration Officer is an important position that is often the first point of contact for Venues Canberra and a link between our business unit and other parts of 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: It is desirable to have relevant experience and/or qualifications in executive support/office management.

How to Apply: Please supply a curriculum vitae along with contact details for two referees and address the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Orr (02) 6256 6704 melissa.orr@act.gov.au

Access Canberra

Construction and Utilities

Builder and Building Surveyor Licensing Team

Senior Licensing Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 45645)

Gazetted: 18 November 2021

Closing Date: 25 November 2021

Details: Do you know how to read and interpret legislation? Do you have the skills to undertake complex licence applications, regulatory issues and have great attention to detail? If the answer is yes, then come and join the Builder and Building Surveyor Licensing team.

The Builder and Building Surveyor Licensing team have a short-term vacancy to fill. We are looking for someone who has experience in administering regulatory activities. If you are motivated and enjoy working as part of a busy team then we would like to hear from you.

The *Builder and Building Surveyor Licensing team* is part of the wider licencing teams within Construction, Utilities and Environment Protection Branch. We process licences and registrations under a variety of legislation including the *Construction Occupations (Licensing) Act 2004*, the *Architects Act 2004* and the *Work Health and Safety Act 2011*. The team performs these functions on behalf of statutory officers: The Construction Occupations Registrar, the ACT Architects Board and the Regulator of Work Health and Safety. We are responsible for providing administrative support to the compliance and regulatory teams of Access Canberra in relation to the above occupations.

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 12 December 2021 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. This position will be based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application of no more than two page, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and one completed referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Courtney Adams (02) 6207 7916 Courtney.Adams@act.gov.au

Economic Development

Senior Public Relations Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 43248)

Gazetted: 18 November 2021

Closing Date: 7 December 2021

Details: Do you love the buzz of a festivals and events and want to join a dynamic team of marketing and communications specialists who are vital to the success of Canberra's event scene? As the Senior Public Relations Officer at Events ACT, you will have opportunities to put your content creation, editorial and pitching skills to the test as you work alongside campaign managers to deliver successful major and community events in Canberra. You will have a passion for producing and pitching targeted and high-quality written content which improves the visibility of Canberra's events in local and interstate markets and drives engagement and attendance. You will be adept at forming and maintaining positive working relationships with local and national media, and skilled in identifying opportunities for promotion of our events.

Your ability to hit the ground running and effectively manage your time will be a key asset in this role as you work closely with media, partners, sponsors and internal stakeholders to support the delivery of multiple projects at a time.

Events ACT recognises the fundamental role our people play in our success. While this is a fast-paced role you will be supported to thrive and grow your skills as a marketing professional. Our ideal candidate will be passionate about collaboration and feel strongly about building on the supportive high performing culture we have developed here.

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

Desirable

A minimum of 3 years' experience in Marketing and Advertising and/or related discipline.

Tertiary qualifications in public relations, journalism, marketing communications or related disciplines.

Australian Driver's licence.

Flexibility to work weekends and evenings on occasion and during key event periods.

Notes: This is a permanent position available immediately. A merit pool may 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 is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

How to Apply: If this sounds like you, please send your curriculum vitae and an application. Applications should clearly address the Selection Criteria and be no longer than two pages telling us why you are the right person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Marks (02) 6205 9728 sarah.marks@act.gov.au

Economic Development

VisitCanberra

Social Media and Content Marketing Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 16867)

Gazetted: 19 November 2021

Closing Date: 15 December 2021

Details: You'll know your way around social media channels, the tools for scheduling, measurement and reporting, and be able to use your creative copy-writing skills to ensure content not only builds our audience and manages our community but moves the destination forward. Our end goal is to convert people to visit Canberra or attend an event in the Canberra region.

You will have the opportunity to attend networking functions and events, build and maintain relationships with industry and produce quality content.

The successful candidate will be passionate about Canberra and its offering and demonstrate a strong ability to develop messaging and tactics which speak to our audiences and bring our marketing campaigns to life.

Reporting using a variety of monitoring tools and platforms will be a must to assess what content is performing well and enabling the team to achieve our marketing objectives.

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:

A qualification in marketing, communications or related discipline is highly desirable

A minimum of 18 months experience in marketing and/or communications is strongly preferred.

Flexibility to work occasional weekends, public holidays and evenings during key periods.

Notes: This is a temporary position available immediately until 24 June 2022 with the possibility of extension up to 12 months and/or permanency. A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

How to Apply: If this sounds like you, please submit your curriculum vitae and a supporting statement.

Applications should clearly address the Selection Criteria and be no longer than three pages telling us why you are the right person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Clare Szydluk (02) 6205 4677 Clare.Szydluk@act.gov.au

Corporate

People and Capability

Director Employee Relations

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 51622)

Gazetted: 19 November 2021

Closing Date: 26 November 2021

Details: The People and Capability Branch in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a dynamic and high-performing Director to lead the operations of the Employee Relations team.

You are responsible for managing and coordinating the team's delivery of responsive customer-focused advisory and support services for CMTEDD on employment and industrial relations matters across conduct, performance and other workplace behaviours, change management and consultation. This includes reportable conduct, Public Interest Disclosures, disciplinary processes and other administrative investigations, internal reviews, and appeals. You will have outstanding communication, collaboration, consultation, negotiation, and influencing skills, and demonstrate a deep understanding of legislative and industrial frameworks for the role these core skills play in achieving successful outcomes.

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

Note: This is a temporary position available immediately for up to two months with the possibility of extension up to 12 months. An order of merit may be established to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a two-page pitch outlining your experience and/or abilities against the Professional/Technical Skills, Knowledge and Behavioural Capabilities outlined in the Position Description and your curriculum vitae with contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Wright (02) 6207 1356 Steven.Wright@act.gov.au

Workforce Capability and Governance

Workplace Safety and Industrial Relations

Healthier Work

Industry Advisor, Healthier Work

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52463)

Gazetted: 18 November 2021

Closing Date: 6 December 2021

Details: The Healthier Work program builds the capacity of ACT private and public sector employers to provide safe and healthy working environments and use work as a mechanism to promote health and wellbeing. The program works closely with the ACT business community and public sector organisations to provide access to information, advice, support and resources to assist them to develop and implement evidence-based workplace health and wellbeing initiatives. The Healthier Work program is looking for people to fill the following roles: Assistant Director (SOGC) to provide strategic oversight and management of the program's resources, evaluation, communications, and stakeholder engagement

Industry Advisor (ASO6) to provide targeted support to business through the program's Recognition Scheme, as well as supporting the program's broader communications and stakeholder engagement activities.

These roles would suit people with knowledge and experience in workplace health and wellbeing, workplace safety, health promotion, or business management, who are eager to drive change to create workplaces where employees and businesses thrive.

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:

Whilst not mandatory, experience and /or qualifications in areas related to work health and safety, public health, health promotion, business or other relevant related discipline would be highly regarded.

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

How to Apply: Please submit an application addressing the Selection Criteria 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: Raelene Nayler (02) 6205 2411 Raelene.Nayler@act.gov.au

Workforce Capability and Governance

Workplace Safety and Industrial Relations

Healthier Work

Assistant Director, Healthier Work

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52462)

Gazetted: 18 November 2021

Closing Date: 6 December 2021

Details: The Healthier Work program builds the capacity of ACT private and public sector employers to provide safe and healthy working environments and use work as a mechanism to promote health and wellbeing. The program works closely with the ACT business community and public sector organisations to provide access to information, advice, support and resources to assist them to develop and implement evidence-based workplace health and wellbeing initiatives.

The Healthier Work program is looking for people to fill the following roles:

Assistant Director (SOGC) to provide strategic oversight and management of the program's resources, evaluation, communications, and stakeholder engagement

Industry Advisor (ASO6) to provide targeted support to business through the program's Recognition Scheme, as well as supporting the program's broader communications and stakeholder engagement activities.

These roles would suit people with knowledge and experience in workplace health and wellbeing, workplace safety, health promotion, or business management, who are eager to drive change to create workplaces where employees and businesses thrive.

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:

Whilst not mandatory, experience and /or qualifications in areas related to work health and safety, public health, health promotion, business or other relevant related discipline would be highly regarded.

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

How to Apply: Please submit an application addressing the Selection Criteria 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: Raelene.Nayler@act.gov.au (02) 6205 2411

Economic Development

Skills Canberra

Vocational Education and Training Program Operations

Administration Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 02409)

Gazetted: 18 November 2021

Closing Date: 2 December 2021

Details: Are you good with people? Do you have great communication and customer service skills? Are you an organised person who can prioritise effectively to keep on top of things? Have you demonstrated strong administration skills and attention to detail in past roles? Are you looking to join a supportive team that works hard but has fun too? Do you want to contribute to programs that help young people and adults earn a new qualification so they too can land their dream job? If this is what you are looking for, we may have the perfect role for you! If you haven't worked in government before but think you have what it takes and are willing to learn, please call the contact officer or submit an application.

What will you do? You will work as part of a small but passionate team in Skills Canberra called the Vocational Education and Training (VET) Program Operations team. As an administration officer you will be involved in everything from contacting customers and stakeholders, applying policies and procedures to deliver program outcomes, processing invoices, preparing correspondence for students and training providers, managing data pertaining to training records, and providing timely and accurate oral and written advice to stakeholders about a wide a range of issues relating to VET programs.

What you require: You will have strong communication, administration and stakeholder liaison skills, and the ability to quickly familiarise yourself with and apply program guidelines. You will bring your skills in setting priorities and monitoring workflow, together with your aptitude for developing efficient work practices, to assist Skills Canberra meet a range of program objectives. Your excellent time management and attention to detail will set you apart from the rest.

About Skills Canberra: Skills Canberra is responsible for the provision of strategic advice and overall management of VET. Skills Canberra also manages Commonwealth and ACT funding directed to VET programs in the ACT. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available for up to 12 months, with the possibility of extension. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Our workforce is currently working from home wherever possible unless required to attend the office for a specific purpose. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role.

How to Apply:

Please review the attached Position Description and provide the following documents:

- your current curriculum vitae, including contact details for at least two referees (preferably one from your most recent supervisor/manager).

- A supporting statement, of no more than 1,500 words, providing evidence of your suitability for the role.

Address each selection criterion separately and include examples that clearly demonstrate your relevant skills, knowledge, and behavioural capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rina Onorato (02) 6207 8019 or (02) 6205 8555 rina.onorato@act.gov.au

Access Canberra

Fair Trading and Compliance

Infringement Review

Assistant Manager Infringements

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 13861)

Gazetted: 18 November 2021

Closing Date: 2 December 2021

Details: Would you like to make a difference and contribute to safer roads for Canberrans? Can you lead, manage, and support your team to deliver high quality customer service? Are you interested in court proceedings for road transport matters? If the answer is yes, then you may be the person we are looking for. The Access Canberra Infringement team is responsible for the review of Parking and Traffic infringement notices. We help with general enquiries, take payments, set up payment plans, adjudicate on events across the speed camera network and comply with legislated timeframes and guidelines. As an Assistant Manager in the Infringement team, you will be available to support team members regarding a variety of infringement matters and provide excellent customer service to clients with more complex enquiries. You will be responsible for the ongoing training and development of your team members and be able to manage competing priorities successfully while fostering a positive team culture. You will have excellent communication and organisational skills to support successful court outcomes, compile evidentiary documents, liaise with the Director of Public Prosecutions and represent the authority in court 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.

Notes: Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to work remotely safely and effectively.

How to Apply: Your application should be written in the form of a pitch, no longer than two pages, explaining how your Skills, Knowledge and Behaviour make you the right person for this role. Applicants are also required to provide a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Valerie Kitson (02) 6207 7200 valerie.kitson@act.gov.au

Access Canberra

Projects, Governance and Support

Strategic ICT

Director, Strategic ICT

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 19918)

Gazetted: 18 November 2021

Closing Date: 2 December 2021

Details: Access Canberra is committed to delivering great regulatory outcomes and customer services to the community of the ACT and understands it is the capability and ingenuity of our workforce which determines our ability to deliver on this commitment. With that in mind, we are seeking to recruit an energetic and engaging leader who will play a key role in developing and uplifting several functions and capabilities within the team to meet the evolving needs of the government and community. The successful applicant for this position will demonstrate strong leadership in introducing and managing change, whilst having a strong focus on a healthy and proactive workplace culture enabling Access Canberra's people to achieve their potential. They will establish networks, build and manage complex cross agency relationships with users, technical staff, vendors, management and customers to ensure stakeholder needs are understood and accommodated.

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 or other qualifications associated with program/project management, enterprise/business architecture, business analysis or change management is highly desirable.

Notes: Selection may be based on application and referee reports only. Touching base with the contact officer to discuss the duties of the position is highly recommended.

How to Apply: Please review the Position Description for details about the role and submit:

A two-page pitch outlining your experience and/or abilities against the duties/responsibilities and selection criteria outlined in the Position Description; and

Your curriculum vitae with contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Veronica Morados (02) 6207 0584 veronica.morados@act.gov.au

Digital, Data and Technology Solutions (DDTS)

Strategic Business Branch

Commercial Services

Senior Director Commercial Services

Senior Officer Grade A \$153,041, Canberra (PN: 27690)

Gazetted: 19 November 2021

Closing Date: 26 November 2021

Details: Do you have exceptional organisational skills, with experience in ICT procurements and Contracts? Do you like a fast paced work environment, can you drive quality and timely outcomes for the Territory? Do you have well developed liaison, oral and written communication skills? If so, then this is the job for you!

Commercial Services within the Strategic Business Branch is seeking an experienced in ICT procurement and contracts who will provide strategic direction and advice on ICT procurements and contracts used by Digital Data and Technology Solutions and the ACT Government Directorates.

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

Eligibility/Other Requirements:

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

Notes: This is a temporary position available for up to six 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. This position is available to ACT Government officers and employees only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Damian Grovenor (02) 6207 9384 Damian.Grovenor@act.gov.au

Shared Services

Partnership Services Group

HR and Finance Service Desk

Team Leader, Operations

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

Gazetted: 24 November 2021

Closing Date: 8 December 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 temporary vacancy for 12 Months with the possibility of extension. 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: Jennifer Edmestone (02) 5124 9994 Jennifer.Edmestone@act.gov.au

Access Canberra

Licensing and Registrations

Liquor and Gaming Licensing

Licensing Authorised Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 43469, several)

Gazetted: 19 November 2021

Closing Date: 3 December 2021

Details: Do you have the desire and drive to deliver outcomes? If you enjoy working in a small team and being challenged, then this job is for you! Access Canberra's Licensing and Registrations Branch is seeking a highly motivated Licensing/Authorised Officer. Access Canberra is all about giving people easy access to ACT Government

regulatory services, payments and information while offering great customer experience. We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. 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. The Licensing/Authorised Officer will process applications for new licences, registrations and permits and the renewal of these on behalf of the Commissioner for Fair Trading and the ACT Gambling and Racing Commission. You will be a self-starter who accepts challenges and takes responsibility for delivering outcomes. 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 in this role you will need to possess sound organisational skills, be capable of managing multiple tasks and display a consistent commitment to providing exceptional customer service. You will communicate with all levels of management while contributing collaboratively as part of a multi-disciplinary team.

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

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: Karl Somers (02) 6205 3210 karl.somers@act.gov.au

Access Canberra

Licensing and Registrations

Liquor and Gaming Licensing

Licensing Authorised Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 42495, several)

Gazetted: 22 November 2021

Closing Date: 8 December 2021

Details: Do you have the desire and drive to deliver outcomes? If you enjoy working in a small team and being challenged, then this job is for you! Access Canberra's Licensing and Registrations Branch is seeking a highly motivated Licensing/Authorised Officer. Access Canberra is all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. 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. The Licensing/Authorised Officer will process applications for new licences, registrations and permits and the renewal of these on behalf of the Commissioner for Fair Trading and the ACT Gambling and Racing Commission. You will be a self-starter who accepts challenges and takes responsibility for delivering outcomes. 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 in this role you will need to possess sound organisational skills, be capable of managing multiple tasks and display a consistent commitment to providing exceptional customer service. You will communicate with all levels of management while contributing collaboratively as part of a multi-disciplinary team.

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: Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity and provide 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: Cecilia Tupou (02) 6207 0480 cecilia.tupou@act.gov.au

Access Canberra

Engagement, Compliance and COVID19 Response

COVID Compliance Team

Engagement and Compliance Administration Support Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 54115)

Gazetted: 22 November 2021

Closing Date: 29 November 2021

Details: Are you ready to undertake an exciting adventure? Can you perform the unachievable regularly? Do you have the ability to pull a rabbit out of a hat, or make problems vanish into thin air? Can you create new space and time at a moment's notice? If so, pack up your magic wand and fly over to Access Canberra!

Access Canberra, within the Chief Minister, Treasury and Economic Development Directorate, is looking for an Engagement and Compliance Administration Support Officer extraordinaire who can perform magic and amaze others by their skills and actions and do it over and over again each day.

In this important position, you will play a vital role to support our master magicians within the Access Canberra COVID Compliance Team to perform remarkable feats and conjure amazing outcomes in support of the Public Health Directions.

If you're a person who likes to help make things happen and amaze others with your executive support skills, we want you to join our magical team in Access Canberra.

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 for immediately for three 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.

How to Apply: Send us a one page pitch outlining how your magic touch makes you the perfect person for the job to the Contact Officer.

Applications should be submitted to the Contact Officer.

Contact Officer: Rachael Short (02) 6205 3614 Rachael.Short@act.gov.au

Treasury, OneGov Service Centre

ACT Property Group

Customer and Tenancy Management

Assistant Director, Customer Relationship Management

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 37565)

Gazetted: 23 November 2021

Closing Date: 10 December 2021

Details: ACT Property Group looking for is a customer driven person. We provide accommodation, property maintenance and property upgrade services to ACT Government, community and commercial customers. This position and team is vital to ensuring that we understand and deliver our services to meet or exceed customer expectations where possible. The person in this position provides the first point of contact for a group of customers acting as the tenancy manager and coordinating and liaising with other areas in ACT Property Group and Government. The position also provides day to day management of identified buildings under management or lease, liaison with building owners and advice on service improvements.

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:

A current driver's licence (car) is highly desirable.

Notes: Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. The Merit Pool may be used to fill similar vacancies over the next 12 months.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Cassandra Keppell (02) 6205 9876 kassandra.keppell@act.gov.au

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

Policy and Cabinet

Cabinet, Assembly and Government Business

Director, Assembly and Government Business

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 26492)

Gazetted: 23 November 2021

Closing Date: 30 November 2021

Details: An exciting and valuable career opportunity presents itself in the Cabinet, Assembly and Government Business Branch as Director, Assembly and Government Business. If you enjoy being at the forefront of government decision making and supporting the passage of Government Business through its various channels this position will be of interest. As the Cabinet, Assembly and Government Business Branch supports the highest levels of the ACT Government, including Ministers and Members of the Legislative Assembly, applicants must possess integrity, sound judgement and excellent communication skills and the ability to demonstrate resilience in a high-pressure environment

The role is responsible for managing, leading and motivating a team and providing appropriate support and guidance. The successful applicant will lead and supervise all things Cabinet and Assembly from coordinating Cabinet papers to working with directorates to meet timelines for government responses to Assembly Committee Reports, Petitions, Resolutions and Auditor-General Reports and the timely delivery of government business across government and into the Legislative Assembly.

To undertake this role successfully you will have demonstrated high level knowledge and understanding of machinery of government processes and procedures, applying your knowledge to support and advise on the development of Cabinet and Assembly business.

This is a diverse and interesting role as part of a high functioning branch, whose members willingly support each other in meeting critical timeframes.

Notes: This is a temporary position available from 16 December 2021 until 28 January 2022 with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit:

A two-page pitch (maximum) outlining their suitability for the position in line with the Position Description.

A current curriculum vitae with details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dorena Morris (02) 6207 5989 Dorena.Morris@act.gov.au

Shared Services and Property

ACT Property Group

Integrated Facilities Management

Property Upgrades Officer

Infrastructure Officer 1 \$73,786 - \$87,181, Canberra (PN: 27272, several)

Gazetted: 24 November 2021

Closing Date: 13 December 2021

Details: ACT Property Group is seeking people who have experience in project management of property upgrades. This position manages an allocated set of property upgrade projects on ACT Government properties. Using technical skill and experience in maintenance and upgrade of properties the person in this role delivers projects from inception to the completion of the defects period, assisting clients to ensure the ACT Government receives high quality, technically proficient services in a timely manner. People in these roles will generally have a building trade or building management background and are able to provide technical advice when required.

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:

Hold a relevant professional qualification in Engineering, Architecture or Project Management, or accreditation with a professional body recognised within Australia, or

Hold a relevant building degree, or

Have significant building or Infrastructure knowledge and/or project management experience.

In addition, applicants must:

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

Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV).

Hold a current driver's licence (car).

Membership of a relevant professional association and qualification/s in Procurement, Contract Management or Work Health and Safety are highly desirable.

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

Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. 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 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.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Licensing and Registration

Transport Licensing

Managers - Transport Licensing and Business Engagement

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 51932, several)

Gazetted: 24 November 2021

Closing Date: 1 December 2021

Details: 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 clients whose licensing and registration needs are sometimes complex in nature – particularly under the current COVID-19 environment. In these roles you will need to be creative, agile and anticipatory to meet competing demands while supporting good governance. Your strong people and communication skills will help you manage key relationships and adeptly navigate sensitive, time critical and complex matters.

One of our roles will use your strong liaison and negotiation skills to build a strong relationship with the rego.act (driver licence and vehicle registration database) team and manage timely implementation of new initiatives into the rego.act database.

Two of the roles will use your ability to support teams in the delivery of risk based customer service contributing to road safety in the ACT.

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.

Notes: There are three opportunities available:

One opportunity to manage the driver licence medical management team – permanent.

One opportunity to manage the licence and registration administration team - for a period of up to six months with a possibility of extension and/or permanency.

One opportunity to manage engagement with the rego.act team and delivery of rego.act initiatives - for a period of up to seven months with the possibility of extension and/or permanency.

A merit pool will be established for applicants who are found to be suitable – this pool may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please review the position descriptions for more details – the Manager, Transport Licensing description covers both the medical management role and the licence and registration administration team role. Please submit the following:

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Wilson (02) 6207 7155 Rebecca.Wilson@act.gov.au

Corporate

Workforce Strategy, Business Support and Information Governance

Culture, Engagement and Workforce Planning

Assistant Director, Employee Engagement

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 54321)

Gazetted: 24 November 2021

Closing Date: 10 December 2021

Details: Corporate provides a range of strategic, governance, organisational development, administrative and human resource functions for the Chief Minister, Treasury and Economic Development Directorate.

As an Assistant Director in the Culture, Engagement and Workforce Planning team you will be committed to the ongoing development of employee engagement activities that contribute to a positive workplace culture. In partnership with Executives, key stakeholders and staff you will be responsible for developing, implementing and monitoring various internal engagement channels and content, as well as organising and facilitating various employee engagement initiatives.

To succeed in the role, you will be an experienced communications and engagement professional with expertise in internal engagement. You will be a strategic thinker who uses your influence to develop and roll out a range of initiatives that contribute to an engaged, high performing workforce.

Your exceptional communication skills will be essential in developing material which supports our strategic priorities. Your sound judgement and ability to analyse information and recommend solutions to complex problems will enable you to achieve in this position.

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

Eligibility/Other Requirements: Relevant qualifications in a communications/engagement related discipline will be highly regarded while extensive experience in an employee engagement role is essential.

Note: This is a temporary six month position with the possibility for extension up to 12 months or permanency.

The duties of this position are able to be arranged to suit flexible start and finish times for full time hours or reasonable part time hours, subject to negotiation prior to commencement. A merit list 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 that provides evidence of your suitability to the role. Include examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities.

Please also attach a current curriculum vitae and provide names/contact details for two referees (one of which, should be your current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Bridgid Edwards (02) 6207 6198 Bridgid.Edwards@act.gov.au

Access Canberra

Licence and Registration

Vehicle Safety Standards

Senior Technical Officer

Technical Officer Level 4 \$88,899 - \$101,743, Canberra (PN: 02424)

Gazetted: 19 November 2021

Closing Date: 3 December 2021

Details: The occupant of the position will with minimal direction from the Manager of Vehicle Safety Standards manage or assist in the day-to-day operations of the Motor Vehicle Inspection Station providing vehicle roadworthy and Identification Inspections. Provide leadership, advice and support to vehicle inspectors and technical officers. This position will involve direct supervision of personnel.

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

Essential: An Associate Diploma in Mechanical Engineering or a Certificate III in Automotive Mechanics (Automotive trades' certificate) is

Desirable: Experience in technical vehicle safety and/or compliance inspections would be highly regarded.

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: To apply for this role please submit a two-page pitch addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Francois Patron (02) 6207 7172 francois.patron@act.gov.au

City Renewal Authority

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

Applications can be sent via email to: jobs@act.gov.au

Executive Branch Manager, Design and Place
Temporary Vacancy (three months with the possibility of extension)
City Renewal Authority
Design and Place
Position: E1044

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 24 November 2021

The City Renewal Authority (CRA) is seeking to engage a dynamic Executive Branch Manager (EBM) in a temporary capacity to provide strategic program and project leadership and technical design advice to the Authority and the Authority's Board. The EBM is the senior subject matter expert on design issues associated with the delivery of the CRA's Program and Project Agenda and leads the delivery of the CRA's design program across the City Renewal Precinct. This includes project design leadership, procurement and management, review and the formulation and implementation of place-based renewal and revitalization action plans in collaboration with a range of internal and external partners.

The EBM, Design and Place supports the Chief Executive Officer and the Authority Board in advancing high quality design in the achievement of the CRA's objectives and programs. The position plays a central role in how the CRA partners, creates its projects and then co-designs and collaborates with other ACT Directorates, industry and the broader community to deliver them. The role is also a focus for innovation and creativity across the different elements of the Authority's work.

Eligibility/Other Requirements: Formal qualifications in Architecture, Urban Design, Project Management, Planning and Urban Development or demonstrable experience is required.

To apply: Please provide your response to the criteria listed against the candidate profile in the attached Position Description, ensuring that responses reflect the Executive Capabilities outlined in the Selection Criteria. Please include a current curriculum vitae and contact details for two referees and send to Annette Zerial via email, annette.zerial@act.gov.au by COB Monday 6 December 2021.

Note: The role is currently situated at 5 Constitution Avenue, Canberra City but will be moving to Nara House, 3 Constitution Avenue in February 2022. Selection may be based on written application and referee reports only.

Remuneration: The position attracts a remuneration package ranging from \$254,933 - \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

Contact Officer: Annette Zerial 0410 412 807 annette.zerial@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

Corporate Services
Finance and Budget

Finance

Finance Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 21777)

Gazetted: 23 November 2021

Closing Date: 30 November 2021

Details: Community Services Directorate (CSD) is seeking the services of an experienced Finance Officer to join the Financial Reporting Team within the Directorate. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements: Experience in a financial reporting role, including assistance with financial statement and audits. The position requires attention to detail and aiming for best practice in the execution of the duties. Relevant tertiary qualifications in accounting highly desirable.

Notes: This is a temporary position available immediately for 6 months with a possible extension up to 12 months and/or permanency.

How to Apply: Please submit a written response to the Selection Criteria and include your curriculum vitae including referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Parbinder Kaur (02) 6207 2998 parbinder.kaur@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

Service Design and Delivery

Universal School Support

UNIVERSAL SCHOOL SUPPORT P-12 SERVICE AND STAKEHOLDER DELIVERY

Senior Policy Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 38905)

Gazetted: 24 November 2021

Closing Date: 1 December 2021

Details: Expressions of interest are being sought to fill the position of Senior Policy Officer. The Universal School Supports branch is looking for an enthusiastic individual to undertake a Senior Project Officer position with the Universal School Support team, with a focus on providing secretariat support for committees that the team manages. Our ideal candidate will have demonstrated secretariat capabilities with the ability to prepare high quality minutes, meeting papers, and to follow up on committee actions. We are also seeking someone with excellent interpersonal, communication and relationship building skills, with the ability to work collaboratively in supporting schools to deliver high quality educational outcomes for students. The successful candidate should be able to comfortably engage with legislation and provide quality advice to stakeholders, including committee members. The role will also involve the ongoing development of policies and procedures.

Eligibility/Other requirements: An understanding of animal ethics, including relevant local and national legislation, as it applies to ACT schools, is desirable.

Notes: This is a temporary position available immediately until the end of January 2022 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please provide a statement of claims, no longer than two pages, against the Duties/Responsibilities reflecting on your Experience, Skills and Abilities along with a curriculum vitae and contact details for your referee.

Applications should be sent to the Contact Officer.

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

Service Design and Delivery

Director School Improvement – Service Design

Director School Improvement \$208,986, Canberra (PN: 42422)

Gazetted: 24 November 2021

Closing Date: 8 December 2021

Details: The Director of School Improvement Service Design is accountable for the development of policy, strategic planning, and system leadership across a broad range of areas. These areas include Pedagogy, Curriculum, Wellbeing, Health, Inclusion and Aboriginal and Torres Strait Islander Education.

The role provides the Director-General and the Executive Governance Committee with advice and ongoing support in relation to strategic policy and operational areas for which the Branch is responsible.

The Director of School Improvement leads key stakeholder processes and forums associated with the work of the five sections of the Branch. The Director of School Improvement understands and aligns the Directorate vision with whole of Government priorities.

As a leader in the Service Delivery and Design Group, the Director of School Improvement contributes to the design and delivery of significant school and system improvement initiatives aligned with the directions and priorities of the Directorate's Strategic Plan.

The position provides system leadership to support high quality and inclusive education services and supports to schools and school communities. The Director of School Improvement administers funding to schools for the provision of educational services and to build the capacity of schools to provide high quality education for all ACT public school students. The Director of School Improvement also supports access to professional learning related to the functions of the Branch the Directorate.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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 leading ACT public schools please send your Curriculum Vitae (two pages) and statement of claims (no longer than five pages) addressing the Selection Criteria. Your Curriculum Vitae should also include the details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate McMahon (02) 6205 9205 EGMSDD@act.gov.au

School Improvement

North/Gungahlin Network

Gungahlin College

School Leader C - TECHNOLOGY/VET - Gungahlin College

School Leader C \$130,338, Canberra (PN: 19927)

Gazetted: 24 November 2021

Closing Date: 1 December 2021

Details: Gungahlin College is seeking an inspiring and innovative leader to join the leadership team. The role encompasses leading and managing Technology, Vocational Education Training (VET) system and Careers. This position will have a strong focus on improving student outcomes through data driven collaboration, and pedagogies suited to contemporary learning environments.

VET knowledge and qualifications or a willingness to become VET qualified is highly desirable.

The successful applicant will demonstrate:

Proven implementation of effective instructional school leadership and leading learning.

Sound knowledge of ACT Board of School Secondary Studies (BSSS) assessment, reporting and moderation

practices, high level digital skills, and ability to implement and drive programs within Technology, VET and Careers.

Ability to strategically lead and coordinate school-wide VET and Careers.

Eligibility/Other requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognized school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Access Canberra](#).

Notes: In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Applicants are to provide a curriculum vitae, supporting statement (maximum three pages) and a cover sheet with two referees.

The supporting statement should address the capabilities listed below and be written with a focus on the Position Description specified for the position.

Leading, learning and teaching.

Leading improvement, innovation and change.

Leading the management of the school.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Michael Lemmey (02) 6142 1000 michael.lemmey@ed.act.edu.au

Office of the Director-General

Executive Officer to the Director-General

Senior Officer Grade A \$153,041, Canberra (PN: 46479)

Gazetted: 23 November 2021

Closing Date: 30 November 2021

Details: The Education Directorate is seeking a highly talented individual for the role of Executive Officer to the Director-General. The Executive Officer works under limited direction to establish and maintain positive

relationships across the Education Directorate and ACT Public Service and with education stakeholders to quickly develop an understanding of complex policy and operational matters to provide high-level advice to the Director-General. The position will suit a flexible operator who can work quickly and exercise strong judgement in relation to operational, policy and governance matters.

Eligibility/Other requirements:

Provide high level strategic advice to the Director-General, Executive and the Minister about administrative and operational matters including issues management.

Prepare and quality assure briefings, correspondence, reports, presentations and speaking points to a high standard.

Plan and manage cross directorate projects and projects identified by the Director-General.

Support the Director-General at executive meetings, governance committees and other high level forums, including the provision of advice and/or representing the Director General at meetings as required.

Ensure continuous improvement of the administrative policy and practice of the Office of the Director-General, promoting effective and efficient operations, budget oversight, and coordination across the executive team.

Oversee the Director-General's stakeholder engagement.

Manage a small team and work closely with other executive offices across the Directorate to ensure seamless and consistent support is provided to the Directorates senior executive team.

Notes: This is a temporary opportunity available for four months commencing in January 2022. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

- Schools that cater for children under 12 (preschool to year six schools).
- Specialist schools.
- Flexible learning programs.
- Early childhood education and care services (including out of school hours care).
- Preschool to year ten schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please provide a two-page statement responding to the Professional and Technical Skills, and Knowledge and Behavioural Capabilities listed in the Position Description along with a curriculum vitae containing details of two referees (one of whom is a current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Mahar (02) 6205 0494 michael.mahar@act.gov.au

School Performance and Improvement

North Canberra and Gungahlin

Gold Creek School

School Leader C Executive Teacher Primary

School Leader C \$130,338, Canberra (PN: 02633)

Gazetted: 23 November 2021

Closing Date: 7 December 2021

Details: Gold Creek School is seeking a dynamic, forward thinking leader for our Junior School site who values the importance of collaboration and building relationships. The successful applicant will demonstrate strong teaching practice across the primary years with a passion for inquiry based pedagogy. The successful applicant will lead teams to ensure success for all students. As a member of the wider P-10 executive team, the successful applicant will support the Principal to implement the school's new five year Strategic Plan with a focus on building a strong school culture and connection to community.

As a member of the executive team:

Lead teams to design and deliver high quality programs to maximise student agency and ownership of learning

Lead teams to support the academic and social success of all students through personalised learning

Coach and mentor staff to continue to strengthen Gold Creek School's inquiry based approach to learning

Work closely as part of the Junior School executive team to support the management of the operational needs of the P-6 site

Collaboratively lead school improvement

Eligibility/Other requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Notes: In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

- schools that cater for children under 12 (preschool to year 6 schools)
- specialist schools
- flexible learning programs, and
- early childhood education and care services (including out of school hours care)
- P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Interested applicants should provide a curriculum vitae, statement of claims based on the capabilities outlined in the application package and contact information of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Jagers (02) 6142 1300 Nicole.Jagers@ed.act.edu.au

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

Business Services

Governance and Community Liaison

Office of the Executive Branch Manager

Executive Support Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 33388)

Gazetted: 22 November 2021

Closing Date: 29 November 2021

Details: The Governance and Community Liaison Branch is seeking an enthusiastic and motivated Executive Assistant who is organised, proactive, flexible, has a keen eye for detail, has experience with Outlook and records management systems and is able to work to competing priorities and deadlines. The vacancy is Temporary from the start of the New Year until the end of April 2022 with the possibility of permanency.

Notes: This is a temporary vacancy available from 3 January 2022 until 29 April 2022 with the possibility of permanency. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

- schools that cater for children under 12 (preschool to year 6 schools)
- specialist schools
- flexible learning programs, and
- early childhood education and care services (including out of school hours care)
- P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Applicants should provide a curriculum vitae and written application of up to two pages describing how their Skills, Knowledge, Behavioural Capabilities and Experiences relate to the duties of the position. Selection may be based on this written submission and referee reports only, while still ensuring that the selected applicant/s is suitable and will be able to fulfil the required duties and responsibilities of the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristen Laurent (02) 6205 6749 kristen.laurent@act.gov.au

School Performance and Improvement

Belconnen School Network

Macquarie Primary School

Preschool Assistant Educator

School Assistant 3 \$56,858 - \$61,194, Canberra (PN: 11620)

Gazetted: 19 November 2021

Closing Date: 3 December 2021

Details: Macquarie Primary School is a preschool to Year 6 school located in Belconnen. We are looking for an enthusiastic person to fill the role of Preschool Assistant Educator working as part of our early childhood teaching team. The successful candidate will have a passion for working with young children in a dynamic learning environment. The role includes working alongside the preschool teacher to implement an effective preschool program which is based on children's individual interests and needs. As a part of a team the assistant will assist with programming and material preparation, support children's wellbeing and engagement, supervision of children on the playground and on excursions and any specialised medical requirements. The preschool staff participate fully in the whole school activities, timetables and events. The successful applicant will have knowledge of the National Quality Standard and Early Years Learning Framework. They will also possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community.

Note: This is a temporary part-time position available at (18:45) hours per week - Tuesday, Wednesday, Thursday 8:30 - 3:30. The full time salary noted above will be paid pro rata. It is available from 24 January 2022 until 27 January 2023.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings are required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

Certificate III in Education and Care or equivalent.

Current First Aid certificate

How to Apply:

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 Selection Criteria section of the Position Description including Relevant Knowledge and Relevant Skills and Abilities.

A current curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ann Walker (02) 6142 1550 Ann.Walker@ed.act.edu.au

School Improvement

North Gungahlin Network

Harrison School

Maths and Science Executive Teacher

School Leader C \$130,338, Canberra (PN: 25398)

Gazetted: 18 November 2021

Closing Date: 2 December 2021

Details: Harrison School is a P-10 school situated in Gungahlin. Harrison School is a dynamic, inclusive learning environment where staff work collaboratively to create a consistent approach to learning and teaching. We are

seeking dynamic Executive Teacher of the Mathematics and Science learning areas to lead staff and students in the 7-10 area of the school. The successful applicants will work in a team environment with both executive and teaching staff. They must be proactive, work well under pressure and demonstrate the ability to contribute in a fast paced, innovative, inclusive and everchanging environment.

Eligibility/Other Requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please submit a statement of claims against all five leadership capabilities no more than five pages in length accompanied by a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqui Ford (02) 6142 2200 jacqui.ford@ed.act.edu.au

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

School Improvement and Performance Division

North Gungahlin

Harrison School

Year 7/8 School Connection and Engagement Officer

School Leader C \$130,338, Canberra (PN: 23394)

Gazetted: 18 November 2021

Closing Date: 2 December 2021

Details: Harrison School is a P-10 school situated in Gungahlin. Harrison School is a dynamic, inclusive learning environment where staff work collaboratively to create a consistent approach to learning and teaching. We are seeking dynamic Executive Teacher of 7/8 School Connection and Engagement to lead staff and students in Wellbeing of the 7-10 area of the school. The successful applicant will work in a team environment with both executive and teaching staff. They must be proactive, work well under pressure and demonstrate the ability to contribute in a fast paced, innovative, inclusive and everchanging environment.

Eligibility/Other Requirements: In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, staff members working at Harrison School must provide evidence of their vaccination status.

Applicants for this position will be required to provide their vaccination status as follows:

first dose of a registered COVID-19 vaccine by no later than 1 November 2021, and

second dose of a registered COVID-19 vaccine by no later than 29 November 2021.

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please submit a statement of claims against all five leadership capabilities no more than five pages in length accompanied by a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqui Ford (02) 6142 2200 jacqui.ford@ed.act.edu.au

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

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

Executive Branch Manager, Development and Implementation

Temporary Vacancy (4 January 2022 to 28 January 2022)

Environment, Planning and Sustainable Development Directorate

Development and Implementation

Position: E1071

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 24 November 2021

Do you have experience in delivering development projects and programs? Are you interested in shaping the City?

The Executive Branch Manager (EBM) role leads a range of work within the Development and Implementation

Division with a focus on delivery of high-quality services and functions which include:

- Projects that support government led urban renewal,
- The Loose Fill Asbestos Eradication program,
- Due diligence, place planning and investigations on urban sites, and
- Implementation of planning and infrastructure projects.

The EBM works directly to the Executive Group Manager, Development and Implementation, and will work collaboratively with Executive, across Government and the ACT industries, while representing EPSDD through multiple forums. This role requires the proven ability to build and maintain strategic relationships, lead and deliver large scale projects within set and often tight timeframes, as well as having high level communication skills.

Our people are our greatest asset, and you would be charged to lead and drive change management strategies, skill and capacity building, embedding a performance culture based on collaboration and achieving results.

To apply: Interested candidates should submit an Expression of Interest (pitch) that responds to the requirements of the role and how you will fulfil these (maximum two pages), a copy of a current curriculum vitae, details of two referees and confirmation of availability for the full period to Erin Brady via email, Erin.Brady@act.gov.au by COB Tuesday 30 November 2021.

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

Remuneration: The position attracts a remuneration package ranging from \$254,933 - \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

Contact Officer: Erin Brady on (02) 6205 4522 or Erin.Brady@act.gov.au

Environment

ACT Parks and Conservation Service

Urban Reserves - Wildlife

Senior Urban Wildlife Officer

Senior Park Ranger 3 \$82,506 - \$87,331, Canberra (PN: 14609)

Gazetted: 24 November 2021

Closing Date: 13 December 2021

Details: The Senior Urban Wildlife Officer co-ordinates the delivery of the PCS Urban Wildlife Program. PCS attends more than 2000 kangaroo collisions each year across the ACT. This program requires staff to work largely autonomously to attend to sick or injured wildlife across the ACT.

The position supervises a small team of staff and contractors to implement best practice activities that are consistent with relevant codes of practice and legislation and deliver program objectives.

The position is also responsible for developing and maintaining relationships with key program support partners. As directed by the Area Manager, the team may also support field officers to undertake general maintenance and construction duties relating to management within the PCS estate.

Eligibility/Other Requirements:

Manual drivers licence

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.

Willingness to wear a uniform

Participate in a roster that may include working after hours, weekends and public holidays

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

How to Apply: Please submit a written application addressing the selection criteria limiting responses to 350 words 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: Mark Sweaney 0427745420 Mark.Sweaney@act.gov.au

Statutory Planning

Executive Assistant

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 35301)

Gazetted: 23 November 2021

Closing Date: 30 November 2021

Details: The Statutory Planning Division is looking for a highly motivated and organised person to fill the role of Executive Assistant (EA). The EA reports directly to the Executive Group Manager, Statutory Planning and the Executive Branch Manager, Development Assessment. The position will provide a range of high level confidential administrative support functions to the Executive including diary management, arranging and scheduling appointments and meetings, screening telephone calls, travel and accommodation arrangements and ensuring correspondence, emails and enquiries are dealt with promptly and efficiently.

Notes: This is a temporary position is available to 30 June 2022 with possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Please provide a two page statement addressing the criteria, together with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Weller (02) 6205 3846 Craig.Weller@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.

Planning and Urban Policy

Strategic Planning and Reform

Strategic Planning

Senior Director, Strategic Planning and Reform

Senior Officer Grade A \$153,041, Canberra (PN: 33693)

Gazetted: 23 November 2021

Closing Date: 30 November 2021

Details: The Planning and Urban Policy Division within Environment, Planning and Sustainable Development (EPSDD) is seeking a highly motivated senior leader to drive its Strategic Planning functions.

The Senior Director, Strategic Planning manages the team in its progression of innovative and contemporary land planning policies, programs and projects that are consistent with Government policy and investment priorities. If you have a good understanding of urban planning policy in an ACT context, and are a strong strategic thinker, then this role may well be your calling.

Eligibility/Other Requirements: Tertiary qualifications and experience in strategic land use planning, urban and regional planning and policy, social planning, urban economics or other relevant professional area, are highly desirable.

Note: This is a temporary position available immediately for six months with possibility of extension up to 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. An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months

How to Apply: A two-page Expression of Interest addressing the Selection Criteria, together with a curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carolyn O'Neill (02) 6207 6842 Carolyn.O'Neill@act.gov.au

Environment, Heritage and Water

Conservation Research and Evaluation

Senior Vegetation Ecologist

Senior Professional Officer Grade C \$111,887 - \$120,436, Canberra (PN: 00637)

Gazetted: 19 November 2021

Closing Date: 15 December 2021

Details: We are seeking an enthusiastic, collaborative and highly skilled ecologist to lead a small team carrying out applied ecological research and monitoring focused on the vegetation and ecological communities of the ACT, and provide high-quality advice into decision-making processes within and beyond government. Within Environment Planning and Sustainable Development Directorate (EPSDD), this position sits in the Conservation Research and Evaluation branch, a motivated and collaborative team working with our partners to provide robust ecological evidence to guide conservation and management decision-making in the ACT. 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:

Mandatory:

Tertiary qualifications in ecology, environmental science, natural resource management or similar field

Five years plus experience in ecological research/monitoring

Current manual driver's licence.

Highly Desirable:

Experience in the ACT or other government environment/NRM agencies.

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

How to Apply: Please provide a curriculum vitae and a response to the selection criteria. The latter should be not more than three pages and address each criterion specifically. Referee reports are not required. Applicants are welcome and encouraged to contact the Contact Officer to discuss the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rosie Cooney 0422 281 818 Rosie.Cooney@act.gov.au

Independent Statutory Offices including boards, tribunals and committees

Resident Judge of the Supreme Court of the Australian Capital Territory

Gazetted: 19 November 2021

Closing Date: 19 December 2021

The Attorney-General of the Australian Capital Territory, Mr Shane Rattenbury MLA, invites expressions of interest from eligible and suitably qualified people for appointment as a Resident Judge of the Supreme Court of the Australian Capital Territory.

Expressions of interest are sought from all areas of the legal community, including the private, government and community sectors. Women, people with disabilities, people of Aboriginal and Torres Strait Islander, people from culturally diverse backgrounds and those who identify as LGBTIQ are encouraged to apply.

Eligibility

A Resident Judge is appointed by the ACT Executive. In order to be eligible for this appointment, a person must:

- be or have been a judge of a superior court of record of the Commonwealth or a State, or a judge of the Supreme Court; or
- have been a legal practitioner for not less than 5 years.

A person is not eligible to be appointed as a Resident Judge if they have attained the age of 70 years.

Selection Criteria

The selection criteria are set out in the *Supreme Court (Resident Judges Appointment Requirements) Determination 2015 (No 1)* which are available for download [here](#).

Remuneration

Remuneration, allowances and entitlements are detailed in Part 2B of the *Supreme Court Act 1933*. The Resident Judge is entitled to remuneration of \$468,020 per annum.

Enquiries and Expressions of Interest

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

Mr Richard Glenn

Director-General

Justice and Community Safety Directorate

PO Box 158

CANBERRA ACT 2601

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

Expressions of interest close on 19 December 2021. Late applications may be accepted at the panel's discretion. This Expression of Interest process may be used to establish an order of merit to support future appointments as a Resident Judge.

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

ACTCT

ACT Civil and Administrative Tribunal Registry Support Officer, ACAT

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 44042)

Gazetted: 24 November 2021

Closing Date: 7 December 2021

Details: Are you looking to use your client focused customer service skills in a unique environment? Do you thrive in a fast-paced team environment, with internal drive to provide outstanding client experiences? Can you meet tight deadlines while still producing high quality work?

The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated, resilient, and enthusiastic person to perform the role of Registry Support Officer. We are seeking someone with:

a love for interacting with people
excellent computer skills
self-drive to get the next task started as soon as the last task is completed
an eye for detail and desire to get things right

The role will see you delivering high quality client focused registry services, via phone, email, and in person, to assist members of the public accessing ACAT. You will be part of a team of high performers, who behind the scenes, undertake vital administrative support to ensure that ACAT can undertake its work in a timely and effective way.

If this sounds like you, we would love to hear from you!

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

How to Apply: Applicants should provide:

curriculum vitae

and details of two referees (one of which must be your current supervisor/manager); and

a personal pitch (the pitch is to be a maximum of one page). In your personal pitch, please explain why you are the best person for the job and how you meet all the *Behavioural Capabilities listed below*:

Ability to develop and maintain productive working relationships to achieve individual, team and organisational goals.

Ability to deliver a high standard of customer and community focused service, with an emphasis on quality and attention to detail.

Ability to operate in a demanding and dynamic work environment and contribute to and engage with improved methods of working.

Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: JessicaC Smith (02) 6205 5418 JessicaC.Smith@act.gov.au

ACT Courts and Tribunal

Team Leader, ACAT (Energy and Water)

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 42756)

Gazetted: 24 November 2021

Closing Date: 7 December 2021

Details: Would you like to use your people skills to lead a small team that assists Canberrans experiencing issues with energy and water utilities? Do you thrive in a fast-paced team environment, with internal drive to provide outstanding client experiences, in a changing workplace environment?

The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated, resilient, and enthusiastic person to perform the role of Team Leader, ACAT (Energy and Water). We are seeking someone with:

excellent people skills to deal with a broad range of people from a range of backgrounds and circumstances

a love for mentoring others to be their best

excellent computer skills

a desire to make client service delivery better

The role will see you responsible for delivering high quality client focused registry services for ACAT's energy and water section. You will assist the teams Assistant Director lead and manage a small team delivering high quality registry services to Canberrans. The role has a diverse range of clients, and one minute you could be assisting someone having financial difficulties, with the next minute involving a consumer in the middle of complex complaint with their utility. You will need to be comfortable having difficult conversations, while possessing the ability to develop and maintain important partnerships and working relationships.

If this sounds like the job for you, we want to hear from you!

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

How to Apply: Applicants should provide a:

curriculum vitae

and details of two referees (one of which must be your current supervisor/manager); and

a personal pitch (the pitch is to be a maximum of two pages). In your personal pitch, please explain why you are the best person for the job and how you meet the six Professional Skills and Knowledge and Behavioural Capabilities listed below.

Professional / Technical Skills and Knowledge

Administration Skills

Dispute resolution and/or case management experience

Organisational Awareness

Behavioural Capabilities

Delivers Quality

Leads, Drives Collaboration and Inclusion

Demonstrates Resilience, Innovation and Curiosity

You should refer to the attached selection documentation which contains more detail on the Professional Skills and Knowledge and Behavioural Capabilities.

Specific examples should be provided where appropriate.

Criteria. Your curriculum vitae should also include the details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brenton Hutchison (02) 6207 1438 Brenton.Hutchison@act.gov.au

Parliamentary Counsel's Office

Legislative Publishing Section

Senior Director, Legislative Publishing Section

Senior Officer Grade A \$153,041, Canberra (PN: 14196)

Gazetted: 24 November 2021

Closing Date: 15 December 2021

Details: The Parliamentary Counsel's Office is seeking a talented and collaborative person to fill the role of Senior Director, Legislative Publishing Section. The Senior Director is a key position in the office and requires a dynamic leader with a diverse range of skills. You will be part of the Parliamentary Council Office (PCO) executive and provide strategic advice, planning and leadership across the full range of office management, business processes and development activities. The Senior Director is responsible for managing the Legislative Publishing Section to deliver timely, accurate and effective legislative editing, notification and publishing services. Knowledge of legislative publishing would be an advantage but is not essential as on-the-job training will be provided in relation to these functions. Your ability to quickly develop this knowledge is important. The Senior Director is also responsible for the maintenance and ongoing development of the ACT legislation register (www.legislation.act.gov.au) and its supporting systems, which requires you to have excellent project management and people management skills. Skills in legislative publishing management and associated information management would be an advantage.

The successful applicant will also have, or have the capacity to develop, a thorough knowledge of the workings of the Justice and Community Safety (JACS) Directorate and be able to represent PCO on various whole of Directorate committees, including in relation to ICT, business continuity, risk, policies and procedures, and finance. The role is suited to someone with excellent communication skills and a can-do attitude, who contributes to a positive workplace culture and enjoys achieving results.

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

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency.

How to Apply: Applications from potential candidates should include a supporting statement of no more than two pages outlining experience and/or abilities relative to the Selection Criteria and the duties and responsibilities outlined in the Position Description, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ann Moxon (02) 6205 3782 ann.moxon@act.gov.au

ACT Courts and Tribunal

Coroner's Court

Forensic Medicine Centre

Mortuary Technician

Technical Officer Level 2 \$65,966 - \$75,539, Canberra (PN: C11547, several)

Gazetted: 24 November 2021

Closing Date: 8 December 2021

Details: The ACT Coroner's Court and Forensic Medicine Centre is seeking casual Mortuary Technicians to assist pathologists conducting post-mortems on behalf of the ACT Coroners.

Mortuary technicians play an important role in the post-mortem examination process. They assist forensic pathologists in preparing bodies and organ specimens for examination, while also maintaining the mortuary rooms, supplies and equipment.

Do you have qualifications in Mortuary Practice and/or a degree in the field of Science or Health Sciences or course work in Biology or Forensics, (preferably including physiology/anatomy); or any combination of education or experience which would demonstrate the ability to perform the work of a Mortuary Technician?

Are you looking for a technical role that will enhance your professional skills development and offer training opportunities in a wide range of medical, forensic and anatomical vocations?

If this opportunity sounds like the next step in your career, and you are looking to join the team of professionals who undertake this vital role in investigation of cause of deaths on behalf of the ACT Coroner's court we are keen to hear from you.

The Forensic Medicine centre currently has positions available for casual technicians in a modern facility offering teaching, training and potential professional development for the right candidates. The Forensic Medicine centre is a modern facility and currently undertakes 300-400 post-mortem examinations each year and requires technicians to support the work of the pathologists undertaking this highly skilled and specialised area of work. These casual positions may involve varying periods of duty and the successful applicants will be expected to work within and occasionally outside of usual work hours. Whilst normally required during on days when post-mortem procedures are being conducted, emergency services and similar shift work and study commitments may be accommodated.

This job is physically and emotionally demanding. The position involves regular exposure to deceased persons of all ages, often in all states of disfigurement, decomposition and/or disruption.

The successful applicants will be required to be vaccinated against Hepatitis B and other applicable vaccines.

Employment is subject to an acceptable Criminal Record by the Australian Federal Police.

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 Mortuary Practice and/or a degree in the field of Science or Health Sciences or course work in Biology or Forensics, (preferably including physiology/anatomy); or any combination of education or experience which would demonstrate the ability to perform the work of a Mortuary Technician.

Notes: These positions will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Current and former ADF members are encouraged to apply.

How to Apply: To apply for this exciting opportunity, please submit your curriculum vitae, including the details of at least two referees and a maximum two-page Expression of Interest outlining why you are the right candidate for this role and tell us about yourself and why this role would be of interest to you and how your experience, personal attributes and knowledge are relevant for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Little (02) 6207 0878 Susan.Little@courts.act.gov.au

ACT Corrective Services

Community Operations

Community Services Work Unit

Community Service Work Supervising Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 44065)

Gazetted: 23 November 2021

Closing Date: 10 December 2021

Details: ACT Corrective Services (ACTCS) is looking for enthusiastic, motivated and conscientious people to fill the role of Community Service Work Supervising Officer (ASO3) within the Community Service Work Unit (CSWU).

The successful applicant will be required to supervise and monitor offenders undertaking community services work, as a condition of a Court Order. You will also account for equipment, ensuring it is returned in a clean and serviceable condition and that damaged or unsafe equipment is identified.

In addition, you will provide administrative and clerical support within CSWU, including maintaining files, records and statistical data. You will also assist senior members with other work in the Unit to ensure the objectives of the CSWU are achieved.

The successful applicant will be expected to demonstrate the ability to supervise and work with clients and possess well developed interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Eligibility/Other Requirements:

A driver's licence and a Senior First Aid certificate are essential.

Eligible applicants will be subject to a police record check.

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.

The occupant of this position will be required to work a rotating shift roster and undertake parts of the duties outside normal business hours (including weekends).

This position requires a pre-employment medical.

How to Apply: Applicants are required to submit three items: 1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of their driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sandford Beggs (02) 6205 4679 Sandford.Beggs@act.gov.au

ACT Corrective Services

Corporate Services

Finance and Business Services Unit

Administration Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 11242)

Gazetted: 23 November 2021

Closing Date: 10 December 2021

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals for the position of Administration Officer (ASO4) with the Finance and Business Services Unit.

The successful applicant will provide support and assistance to ACTCS officers for all their procurement needs. You will work, across a wide range of procurement and contract management elements including procuring goods and services for the Territory's only prison, the Alexander Maconochie Centre, maintenance and construction projects, facilities management and management of ACTCS's fleet vehicles.

Further to this, you will have the opportunity to engage with stakeholders across ACTCS, the Justice and Community Safety Directorate, the ACT Government as a whole and neighbouring jurisdictions; the role will include a significant level of engagement with Procurement ACT.

This role will offer the opportunity to work in an exciting and challenging environment where your actions will generate tangible impacts on detainees and the wider community, develop an understanding of procurement and contract management within the public sector, and be part of a supportive and engaging team

To be successful, you will be required to demonstrate skills in procurement and contract management and project management, as well as exceptional communication and interpersonal skills.

Eligibility/Other Requirements:

Experience/qualification in Procurement and/or Accounting is highly desirable.

Background / Security clearance checks will be conducted.

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

How to Apply: To apply, applicants are required to submit three items: (1) one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae; (3) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ambika Sivalingam (02) 6207 2817 Ambika.Sivalingam@act.gov.au

ACT Courts and Tribunal

Magistrates Court

Director - Legal

Legal Officer Grade 1 \$68,810 - \$138,585, Canberra (PN: 42375)

Gazetted: 23 November 2021

Closing Date: 9 December 2021

Details: Under direction, the Director Legal will exercise extensive or in-depth legal professional knowledge and skills and a high degree of independent professional judgment in performing legal professional work. When exercising quasi-judicial functions, the role operates with a high degree of independence.

The role will assist to deliver on priorities under the ACTCT Strategic Plan. It will also assist the ACTCT in the leadership and management of registry staff, with a focus on continuous improvement and building registry staff capacity to deliver services and outcomes. The role also includes developing and maintaining a specialisation in technical knowledge and/or legal complexity to better service the needs of the ACTCT.

The Director – Legal will be expected to:

utilise a high degree of analytical and conceptual skills to assess and determine routine quasi-judicial matters; exercise a degree of independence to analyse routine legal, policy and legislative proposals; proactively identify within the Magistrates Court opportunities for increased efficiency and provide advice for improvements to the Registrar and implement agreed change programs.

The work at this level requires knowledge of the jurisdiction of the Magistrates Court and related legal policies and projects. Three of six Case management is an integral part of this level, as you will be required to manage cases in relevant jurisdictions.

You will be required to regularly assess appropriate case management pathways to respond to the needs of:

- individual cases;
- the judiciary and
- Magistrates Court users.

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

How to Apply: The online application requires a curriculum vitae and a written response against the criteria outlining your capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Helen Banks (02) 6207 1203 Helen.Banks@courts.act.gov.au

ACT Corrective Services

Custodial Operations

Custodial Operations

Trainee Correctional Officer (automatically converted to a Correctional Officer Grade 1 upon successful completion of training)

Correctional Officer Trainee \$49,472, Canberra (PN: 39676, several)

Gazetted: 22 November 2021

Closing Date: 19 December 2021

Details: Do you have what it takes to be a Correctional Officer? Do you have life experience and an interest in community safety? Do you like working in a team and have exceptional communication skills? Are you resilient when faced with challenging situations and environments? Do you have the maturity to be assertive whilst remaining level-headed, non-judgmental, fair and respectful? If this sounds like you, this may be the role for you! Successful applicants will be required to complete a 12-week Correctional Recruit Training (CRT) course in the first instance and will receive a training salary of \$49,472 per annum for this period. The CRT will provide you with all the relevant training to be a competent and accomplished Correctional Officer. This includes everything from legislations and policies, to report writing and dealing with challenging behaviours. Following the successful completion of this training, you will automatically become a Correctional Officer Grade 1 earning a salary range between \$67,595 and \$80,606 per annum, plus superannuation and the potential for allowances. You will also be

supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice within the first 12 months of your employment. These positions are based at the Alexander Maconochie Centre in Canberra. ACTCS will be hosting three information evenings for people interested in learning more about these opportunities. Senior ACTCS staff will team up with current Correctional Officers to talk about what it is like to work in a correctional environment. There will be opportunities to ask lots of questions including discreet opportunities to learn more about the opportunities for women, young people and people from diverse backgrounds, as well as details about the training. (Please note, attendance at the information session is not mandatory).

Information sessions will be held at the following locations:

Goulburn: Goulburn Soldiers Club, on Wednesday 1st December 2021 at 6:00pm.

Canberra: Gungahlin Eastlake, on Tuesday 7th December 2021 at 6:30pm.

Cooma: Ex-Soldiers Club, on Thursday 9th December 2021 at 6:00pm

You **must register** to attend these information sessions. Please telephone (02) 6207 1149 or email ACTCSpeopleandculture@act.gov.au. For more information, please see the "Frequently Asked Questions" document available on the ACT Government jobs website.

Eligibility/Other Requirements:

To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement.

Compliance Requirements/Qualifications

Relevant custodial experience or Certificate III in Correctional Practice are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to service;

Current unrestricted Driver's license is essential.

Senior First Aid Certificate is essential

Relevant tertiary qualifications desirable.

This position requires pre-employment psychological and medical testing and Police record check.

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.

How to Apply: To apply for this exciting opportunity, in 1,000 words or less tell us why your life experience would make you perfect for this role.

In addition, you must submit the following:

An ACT Government Application Cover Sheet (auto generated with online application form);

Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months;

A copy of your Driver's Licence; and

A completed Association Declaration form.

Note: Applications that do not provide your pitch **PLUS** all four documents listed above will not be considered by ACTCS.

We encourage applications from a diverse range of individuals with varying work and life experiences, in particular applications from women and from Aboriginal and Torres Strait Islander people.

Applications close 19 December 2021.

There are five stages to this recruitment process: (1) initial application assessment; (2) Language, Learning and Numeracy (LLN) testing and written assessment; (3) psychometric (psychological aptitude) testing; (4) interview; and (5) referee assessment.

You will be notified if you do not progress from one stage to the next.

Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement of the CRT. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months. Current Correctional Officers of ACTCS will not be required to undertake the psychometric testing and medical assessment part of the recruitment process, nor will they need to attend the CRT. Should current Correctional officers be deemed successful, they will be transferred to the AMC in due course.

Applications should be submitted via the Apply Now button below.

Contact Officer: Romina Charles (02) 620 71149 ACTCSPeopleandCulture@act.gov.au

Emergency Services Agency

Assistant Commissioner Operations, ACT Emergency Services Agency

Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E1200)

Gazetted: 24 November 2021

Closing Date: 8 December 2021

Details: Interested in leading, influencing and delivering reform initiatives to achieve the next level of success for this vital agency?

The ACT Emergency Services Agency sits within the Justice and Community Safety Directorate (JACS) and is responsible for protecting the community and ensuring the ACT is one of the safest in Australia and the world. The specialist functions of ESA Operations include emergency management; risk, planning and preparedness; spatial and digital services; emergency communications and ICT; and fire safety. The role works in partnership with the corporate services portfolio of enabling and operational support services to ensure the provision of efficient, effective and resourced 24-hour emergency services throughout the year. This includes compliance, community education and awareness programs, and training to maintain readiness and delivery of emergency services to agreed benchmarks.

As a key member of the executive leadership group, you will report to the Commissioner and ensure the specialist operations functions support the emergency services of the Agency to meet legislative requirements. This will require you to provide high level strategic leadership, expert advice, emergency response support to the operational emergency services and the delivery of emergency management operations. Important elements of the role include the capacity to engender a culture of innovation, implement transformational reform to meet Agency and community objectives, and foster sustained, collegiate relationships across the Agency, JACS directorate, government and non-government organisations.

Politically astute, you possess significant executive leadership experience within complex, dynamic and operationally demanding emergency environments. With proven ability to provide high level command and control incident management, you bring an appetite to drive and influence reform and the capacity to build positive relationships across broad stakeholder groups. The role will play to your strengths in collaborative leadership, diplomacy, resilience and change management and provides the forum to contribute to the Agency's ongoing growth and next level of success. Sound like you?

Remuneration: The position attracts a remuneration package ranging from \$254,933 - \$264,885 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

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

How to Apply: For further information and to apply visit rosemaryhardham.com.au.

Contact Officer: Rosemary Hardham (03) 8648 6552 rosemaryhardham.com.au

Emergency Services Agency

Assistant Commissioner Corporate, ACT Emergency Services Agency

Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E1197)

Gazetted: 24 November 2021

Closing Date: 8 December 2021

Details: Interested in leading, influencing and delivering reform initiatives to achieve the next level of success for this vital agency?

The ACT Emergency Services Agency sits within the Justice and Community Safety Directorate (JACS) and is responsible for protecting the community and ensuring the ACT is one of the safest in Australia and the world. ESA Corporate Services works collaboratively across the Agency to support the Commissioner, operational services, external agencies and coordination of national and international resource deployments. The specialist functions of the portfolio include finance and reporting; governance and policy; training and development; people and culture; workforce and volunteer management; and health, safety and wellbeing.

As a key member of the executive leadership group, you will report to the Commissioner and work in partnership with Chief Officers, executives and the broader senior leadership team. This will require you to provide high level strategic leadership and expert advice on workforce management, financial management, operational and logistics resourcing, and governance. Important elements of the role include the capacity to engender a culture of

innovation, implement transformational reform to meet Agency and community objectives, and foster sustained, collaborative relationships across the Agency, JACS directorate and government more broadly.

Politically astute, you possess significant executive leadership experience within a corporate services portfolio in complex, dynamic and operationally demanding emergency environments, proven ability to build positive relationships with stakeholders across volunteers, community and government and an appetite to drive and influence reform. The role will play to your strengths in collaborative leadership, diplomacy, resilience and change management and provides the forum to contribute to the Agency's ongoing growth and next level of success.

Sound like you?

Remuneration: The position attracts a remuneration package ranging from \$254,933 - \$264,885 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

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

How to Apply: For further information and to apply visit rosemaryhardham.com.au.

Contact Officer: Rosemary Hardham (03) 8648 6552 rosemaryhardham.com.au

Public Trustee and Guardian

Wills, Estates and Trusts Unit

Assistant Estate and Trust Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 51108)

Gazetted: 18 November 2021

Closing Date: 2 December 2021

Details: The Public Trustee and Guardian is an ACT independent statutory office that provides trustee, guardianship, financial management and estate administration services to the ACT community.

We have a vacancy available for a motivated and well organised professional to work as an Assistant Estate and Trust Officer in our Wills, Estates and Trusts Unit. This is a busy unit delivering a range of functions including Deceased Estate administration, preparation of Wills and Enduring Power of Attorney, Trust administration and administration of Confiscated Criminal Assets. We also help to raise awareness in the community about the importance of having a Will and to encourage more people to put arrangements in place.

In this role, the successful applicant will provide administrative support in estate and trust administration including file management, preparing correspondence, undertake searches and maintain journals, statistics and other records.

We are seeking applications from candidates with exceptional communication, organisational and administration skills with a good ability to prioritise workloads.

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

Eligibility/Other Requirements:

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

Notes: This position will commence January 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a two-page statement of claims, outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components outlined in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alicia Beauchamp (02) 6207 9800 alicia.beauchamp@act.gov.au

Major Projects Canberra

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

Applications can be sent via email to: jobs@act.gov.au

Project Development and Support

Communications

Light Rail

Director Communications, Light Rail

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 38075)

Gazetted: 22 November 2021

Closing Date: 9 December 2021

Details: Major Projects Canberra is leading the planning, procurement and delivery of some of the largest and most complex city-shaping projects in the Territory such as Light Rail to Woden, Canberra Hospital Expansion and the new CIT Campus Woden. With some busy years ahead, we are looking for an experienced, organised and efficient manager with a strong background in communications to plan, lead and oversee the delivery of project and construction communications on the light rail to Woden project. You'll need a strong track record in providing communications advice; successfully planning and implementing contemporary communications strategies and initiatives; and a strong focus on maintaining effective working relationships with partners, contractors and stakeholders at all levels. Working closely with the Project Director and Director of Engagement and Stakeholder Management for the light rail project, every day will bring a new challenge and you'll be contributing to a collaborative and supportive team culture. 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. If this sounds like something you'd like to be a part of, then please apply.

Eligibility/Other requirements:

Desirable:

Relevant tertiary qualifications or a minimum of 8 years' experience working professionally in the fields of communications and/or marketing.

The ability to work flexibly with some out of hours work may be 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. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural Capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Navarro (02) 6205 0192 tania.navarro@act.gov.au

Project Development and Support

Communications

Light Rail

Director Engagement, Light Rail

SOGC/SOGB \$131,773 - \$148,344, Canberra (PN: 54195)

Gazetted: 19 November 2021

Closing Date: 8 December 2021

Details: Major Projects Canberra is leading the planning, procurement and delivery of some of the largest and most complex city-shaping projects in the Territory such as Light Rail to Woden, Canberra Hospital Expansion and the new Canberra Information and Technology (CIT) Campus Woden.

With some busy years ahead, we are looking for an experienced, organised and efficient manager to set the foundations for proactive and well-planned stakeholder management in Major Projects Canberra and to lead and oversee the delivery of community engagement strategies and initiatives on the light rail to Woden project.

You'll need a strong track record in providing communications advice; successfully planning and implementing creative and effective engagement strategies and initiatives; and a strong focus on maintaining effective working relationships with partners, stakeholders and colleagues at all levels.

Working closely with the Project Director and the Communications lead for light rail, every day will bring a new challenge and you'll be contributing to a collaborative and supportive team culture.

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.

If this sounds like something you'd like to be a part of, then please apply.

Eligibility/Other Requirements

Desirable:

Relevant tertiary qualifications or a minimum of 8 years' experience working professionally in the fields of communications and/or community engagement.

Trained and certified in IAP2 or equivalent best practice community engagement.

The ability to work flexibly with some out of hours work may be required.

Notes: This is a temporary position available immediately for 12 months, with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Navarro (02) 6205 0192 tania.navarro@act.gov.au

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

Chief Operating Office

Governance and Ministerial Services

Governance

Compliance Assurance Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 10320)

Gazetted: 24 November 2021

Closing Date: 1 December 2021

Details: The Governance and Ministerial Services branch provides essential corporate services to all of Transport Canberra and City Services (TCCS) to enable line areas to deliver essential services to our community, support the safety and wellbeing of our staff, and implement robust governance arrangements. It delivers whole of directorate corporate support services such as policy, planning, ministerial, risk management and internal assurance arrangements.

We are seeking applications from highly motivated and goal orientated individuals to fill the role of Compliance Assurance Officer (CAO) within the TCCS Governance team. This position provides essential assurance services to the Directorate by assessing operational compliance and performance against legislation, regulations and policies; and by actively supporting the TCCS internal audit function.

The successful applicant will be responsible for the development and execution of an annual internal compliance work plan. Key duties will include undertaking internal compliance reviews, drafting and presenting reports to the Executive and Audit Committee. The role of CAO will also ensure the effective implementation of agreed internal audit and compliance report recommendations and support the Governance team to deliver key branch level objectives.

Applicants should be amazing communicators, customer focused, IT savvy and not afraid to take on complex challenges. We are looking for critical thinkers, and innovators who are able to identify and analyse root causes to non-compliance, assess risk and identify solutions to enhance internal controls and support continuous improvement within a complex organisation.

Eligibility/Other requirements:

Tertiary qualifications and/or demonstrated experience in audit, and assessing compliance against legislative, regulatory and policy frameworks is highly desirable.

Tertiary qualifications and/or demonstrated experience in risk management, quality management, and or government investigations are highly desirable.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and a two-page response to the required capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Neilsen (02) 6207 4304 matthew.neilsen@act.gov.au

City Services

Development Coordination

School Safety Program

Assistant Director

Infrastructure Officer 3 \$112,145 - \$123,104, Canberra (PN: 52605)

Gazetted: 24 November 2021

Closing Date: 1 December 2021

Details: The Development Coordination Branch has responsibility for TCCS' review of external and private development, road network performance analysis and modelling and the school safety program. The branch ensures quality outcomes of development across the city and undertakes work to inform infrastructure planning. Within the branch the school safety program is responsible for delivering the school safety and active travel programs. The program also coordinates government responses to traffic management, safety and infrastructure concerns around schools.

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, safety, excellence and innovation as well demonstrate the related signature behaviours.

Eligibility/Other Requirements:

The position is responsible for supporting the delivery of TCCS' School Safety Program, which includes investigating and planning infrastructure improvements around schools. The program provides a single point of contact for schools, school communities, residents, parent bodies and ACT Government directorates for all school transport related programs and infrastructure requests. The program also delivers the Ride or Walk to School program, the It's Your Move Safe Cycle program, the Active Streets for Schools program and the School Crossing Supervisor program.

This role requires a person who can inspire, energise and positively influence team and individual outcomes across the directorate. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires an individual with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles.

Notes: This is a temporary position available until 30 June 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, this position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please address the Selection Criteria under the "WHAT YOU REQUIRE" section of the Position Description in no more than two pages. Please also include a current curriculum vitae (resume) and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Andrew Crichton (02) 6205 8457 Andrew.Crichton@act.gov.au

Transport Canberra

Planning and Delivery

Customer Experience

Director Customer Experience

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 54230)

Gazetted: 22 November 2021

Closing Date: 9 December 2021

Details: The Director Customer Experience Delivery is responsible for leading a small team to activate Transport Canberra's Customer Strategy whilst also overseeing delivery of a quality day-to-day customer service to Transport Canberra customers.

The Director Customer Experience Delivery will leverage data and insights, be responsible for implementing new technologies, drive operational problem solving to meet customer needs, implement our customer service strategy, and build cross-functional partnerships to deliver meaningful customer-centred solutions.

They will work with Transport Canberra and City Service's (TCCS) central Strategic Policy and Customer Branch to embed design principles and policies which operationalise and bring our Customer Strategy to life, as well as directly delivering customer service.

You are tertiary qualified with a passion to drive positive customer-led change in an organisation and looking for an opportunity to be part of an opportunity to bring teams together in a cohesive way, driving engagement, and optimising processes and frameworks to deliver on TCCS's vision.

As a senior leader within TCCS, you will be expected to inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a value-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

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.

Current and former Australian Defence Force members are encouraged to apply.

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

How to Apply: Submit Curriculum Vitae and 1000-word pitch addressing the following:

Strong leadership qualities, including the ability to inspire and drive performance, strategic thinking and information analysis that contributes to customer centric outcomes.

Proven track record of initiating and driving improvements in culture, process and technologies which enhance customer experience.

High performing relationship management skills with the capacity to engage with and build relationships with customers as well as operational staff at all levels.

Good organisational skills and ability to adapt to evolving work priorities, as well as the ability to work both independently and productively, providing essential reporting to broader stakeholder groups both external and internal to the Transport Canberra team.

Excellent writing skills, including the ability to translate findings from data analysis to written reports or oral presentations that may be delivered to both technical and non-technical audiences.

Demonstrated understanding and commitment to workplace respect, equity and diversity, workplace health and safety best practise and industrial democracy principles and practise.

Applications should be submitted via the Apply Now button below.

Contact Officer: ShelleyA Kennedy (02) 6207 6787 shelleya.kennedy@act.gov.au

City Services

Executive Assistant

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 18300)

Gazetted: 19 November 2021

Closing Date: 3 December 2021

Details: Applications are being sought for an Executive Assistant responsible for providing high level confidential administrative support to the Deputy Director-General City Services within the Transport Canberra and City Services Directorate.

City Services has a collaborative and high performing Executive Support team whose primary function is to ensure the Deputy Director-General and Executive Group Managers are effectively supported, by managing competing priorities to support the delivery of City Services objectives and meet stakeholder expectations. The team is made up of one Executive Officers and three Executive Assistants that each support the three Executives.

In this fast-paced and important role you will draw on your vast administration capability and people skills to provide quality executive support and maintain the integrity of the Deputy Director-Generals office by effectively managing stakeholder relationships.

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

Eligibility/Other Requirements: Experience supporting a Senior Executive would be highly desirable.

How to Apply: Applicants should address the numbered selection criteria against each of the Selection Criteria. Succinct applications that clearly demonstrate applicants' contribution towards successful team projects will be viewed highly.

Demonstrated experience in prioritising, coordinating and managing support arrangements for the effective and efficient functioning of the Director-General's Office.

Demonstrated ability to think strategically and make balanced, well informed decisions, including the ability to work under pressure and meet deadlines in a calm and efficient manner.

Effective communication (oral and written), excellent interpersonal and networking skills, liaison and problem-solving skills and the demonstrated ability to review correspondence, reports and presentations with accuracy and attention to detail.

Proven efficiency in various computer applications including virtual meeting technology and ministerial and correspondence tracking systems.

Demonstrated personal drive and integrity and the ability to consistently display high quality customer service principles, practices and attributes, within a high pressure office environment.

Demonstrated high-level ability to consistently display commitment and leadership to the implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and compliance with the requirements of the *Territory Records Act*.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Althorp (02) 6207 7352 Vanessa.Aldorp@act.gov.au

City Services

Development Coordination

School Safety Program

Program Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53892)

Gazetted: 19 November 2021

Closing Date: 3 December 2021

Details: The Development Coordination Branch has responsibility for TCCS' review of external and private development, road network performance analysis and modelling and the school safety program. The branch ensures quality outcomes of development across the city and undertakes work to inform infrastructure planning. Within the branch the school safety program is responsible for delivering the school safety and active travel programs. The program also coordinates government responses to traffic management, safety and infrastructure concerns around schools.

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, safety, excellence and innovation as well demonstrate the related signature behaviours.

The position is responsible for supporting the delivery of TCCS' School Safety Program. The program provides a single point of contact for schools, school communities, residents, parent bodies and ACT Government directorates for all school transport related programs and infrastructure requests. The program delivers the Ride or Walk to School program, the It's Your Move Safe Cycle program, the Active Streets for Schools program and the School Crossing Supervisor program.

Eligibility/Other Requirements:

Under limited direction the Program Manager, School Safety Program is required to:

Support the delivery of a suite of programs and initiatives that increase safety in school environments and encourage active travel amongst school communities.

Support the coordination of government responses to transport and safety related concerns around schools.

Produce communication and educational resources to support schools, school communities and parent groups to promote active travel and safe driving and parking behaviours.

Develop correspondence and briefing materials, including advisory notes, arrangements briefs, speeches and letters.

This position does not involve direct supervision of staff.

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Demonstrated stakeholder management experience, including the ability to work collaboratively with a wide range of stakeholders across government and the community to deliver high quality outcomes.

Ability to work under limited supervision to promote and deliver a suite of school transport and safety programs.

Well-developed communication (oral and written), negotiation, liaison, representation and customer service skills.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

Professional / Technical Skills and Knowledge

Tertiary Qualifications or demonstrated experience in one of the following fields is highly desirable: behavioural sciences, health promotion, communications or human resources.

Behavioural Capabilities

Service Delivery, Service Alignment – I align team goals with Government priorities and direction, providing advice that is impartial and evidence based.

Team work, Community/Stakeholder Relationships – I ensure that the community and stakeholders have equitable access to service provision and associated consultation.

Achieves Results with Integrity, Delivering Results – I prioritise workload appropriately and establish realistic timeframes for the completion of work and am accountable for my own and the team's performance and achievement of results.

Compliance Requirements / Qualifications

Tertiary qualifications or demonstrated experience in one of the following fields is highly desirable: behavioural sciences, health promotion, communications or human resources.

Driver's licence (class C) is essential.

This position does not require a Working with Vulnerable People Check, however the ability to obtain one is desirable. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

How to Apply: Please address the Selection Criteria in the "WHAT YOU REQUIRE" section of the Position Description in no more than two pages, and provide a curriculum vitae (resume) including the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Crichton (02) 6205 8457 Andrew.Crichton@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.

**Transport Canberra and Business Services
Territory and Business Services**

Capital Linen Service

Director of Operations

Capital Linen Service Band 9 \$131,773 - \$148,345, Canberra (PN: 26488)

Gazetted: 18 November 2021

Closing Date: 2 December 2021

Details: The Director, Operations is responsible for the management of the laundry operations at Capital Linen Service.

The role will report to the Executive Branch Manager and be part of the Senior Management team

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

Eligibility/Other Requirements:

Permanent Residency of Australia.

Drivers licence (class C).

Operations Management experience (preferred).

How to Apply: Applicants should submit their curriculum vitae and up to a maximum two page (A4) response to the Selection Criteria/capability requirements noted in the Position Description. Please provide contact details for two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Siobahn Condie (02) 6108 4878 siobahn@horizonone.com.au

WorkSafe ACT

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

Applications can be sent via email to: jobs@act.gov.au

WorkSafe ACT

WorkSafe ACT

Major Investigations

Exhibits and Family Liaison Officer

Regulatory Inspector 5 \$82,506 - \$87,331, Canberra (PN: 53460)

Gazetted: 23 November 2021

Closing Date: 7 December 2021

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

We have a permanent vacancy for a motivated and highly organised professional to fill the role of Exhibits and Family Liaison Officer within our Major Investigations Team. The Exhibits and Family Liaison Officer is responsible for the coordination and management of WorkSafe ACT exhibits, property, and liaison with relevant parties. The Exhibits and Family Liaison officer is also responsible for the implementation of a 'best practice' framework for the

handling of all exhibits and property in accordance with legislative requirements and will provide assistance in the planning of investigations and the appropriate collection and management of evidence.

The successful candidate will have well developed communication skills and will play an important role coordinating WorkSafe ACT's contact with the families of those who have suffered a workplace death or serious injury.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

Notes: A Merit Pool will be established from this selection process and may 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: Applications are sought from potential candidates and should include a supporting pitch of no more than two pages addressing the skills under 'Ideal Candidate' as listed in the Position Description. Please also ensure you demonstrate your ability to meet the requirements as per the 'Essential Requirements'. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brooke Grey 6205 0753 brooke.grey@worksafe.act.gov.au

APPOINTMENTS

ACT Health

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

Kane Deering, Section 68(1), 29 November 2021

Senior Officer Grade A \$153,041

Jamie Droney, Section 68(1), 18 November 2021

Senior Information Technology Officer Grade A \$153,041

Glenn Loughton, Section 68(1), 22 November 2021

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

Michael Smith, Section 68(1), 22 November 2021

Canberra Health Services

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

Kayla Bates, Section 68(1), 25 November 2021

Technical Officer Level 1 \$60,942 - \$63,894

Yuhong Chen, Section 68(1), 25 November 2021

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

Jubail Crisol, Section 68(1), 25 November 2021

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

Kerry Davis, Section 68(1), 25 November 2021

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

Kate Fasch, Section 68(1), 30 November 2021

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

Peter Finglas-Watson, Section 68(1), 25 November 2021

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

Stephen French, Section 68(1), 22 November 2021

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

Clare Higgins, Section 68(1), 25 November 2021

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

Blesson Kallampallyil George, Section 68(1), 25 November 2021

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

Kayed Kayed, Section 68(1), 25 November 2021

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

Tasfia Khan, Section 68(1), 22 November 2021

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

Jenna Kratzel, Section 68(1), 22 November 2021

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

Pearle Leong, Section 68(1), 18 November 2021

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

Kimberley Morey, Section 68(1), 25 November 2021

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

Prafulatta Patel, Section 68(1), 25 November 2021

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

Jessica Pavese, Section 68(1), 25 November 2021

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

Anne Quero, Section 68(1), 25 November 2021

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

Jade Tracey, Section 68(1), 22 November 2021

Technical Officer Level 1 \$60,942 - \$63,894

Rannie Vicentino, Section 68(1), 25 November 2021

Technical Officer Level 1 \$60,942 - \$63,894

Guihong Zhang, Section 68(1), 25 November 2021

Canberra Institute of Technology

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

Caitlin Blissenden, Section 68(1), 18 November 2021

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

Bobbi Bradnam, Section 68(1), 18 November 2021

Chief Minister, Treasury and Economic Development

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

Norfazilah Abd Rahman, Section 68(1), 22 November 2021

Information Technology Officer Class 2 \$88,899 - \$101,743

Sumati Arora, Section 68(1), 22 November 2021

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

Laura Barnett, Section 68(1), 22 November 2021

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

Natasha Byrne, Section 68(1), 22 November 2021

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

Devinder Chatrath, Section 68(1), 25 November 2021

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

Eloise Dillon, Section 68(1), 25 November 2021

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

Patrick Drake-Brockman, Section 68(1), 22 November 2021

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

Matthew Farrell, Section 68(1), 25 November 2021

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

Michael Fernando, Section 68(1), 29 November 2021

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

Shiyin Li, Section 68(1), 25 November 2021

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

Ashleigh Morris, Section 68(1), 23 November 2021

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

Bella Parsonage Phelan, Section 68(1), 25 November 2021

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

Panompon Pattarapongdilk, Section 68(1), 29 November 2021

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

Hayden Raftery, Section 68(1), 23 November 2021

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

Hitesh Sachdeva, Section 68(1), 29 November 2021

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

Sewwandi Samarappulige, Section 68(1), 29 November 2021

Information Technology Officer Class 2 \$88,899 - \$101,743

Alexander Searle, Section 68(1), 22 November 2021

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

Alham Siddiqui, Section 68(1), 17 November 2021

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

Bo Song, Section 68(1), 22 November 2021

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

Yao Sun, Section 68(1), 22 November 2021

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

Tania Talwar, Section 68(1), 22 November 2021

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

Purvi Wadhawan, Section 68(1), 23 November 2021

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

Judith Young, Section 68(1), 4 January 2022

Community Services

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

Aaron Dries, Section 68(1), 29 November 2021

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

Teone Nutt, Section 68(1), 22 November 2021

Education

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

Paul Goulder, Section 68(1), 26 November 2021

School Assistant 2/3 \$50,184 - \$61,194

Jennifer McKinlay, Section 68(1), 17 November 2021

Environment, Planning and Sustainable Development

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

Shannon Panchuk, Section 68(1), 13 December 2021

Justice and Community Safety

Government Solicitor 2 \$123,482 - \$148,167

Amy Pyett, Section 68(1), 18 November 2021

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

Ryan Street, Section 68(1), 18 November 2021

Suburban Land Agency

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

Rebecca Kaye, Section 68(1), 24 November 2021

TRANSFERS

Canberra Health Services

Dragica Grujoska

From: Technical Officer Level 1 \$60,942

Canberra Health Services

To: Technical Officer Level 1 \$60,942 - \$63,894

Canberra Health Services, Canberra (PN. 19499) (Gazetted 2 August 2021)

Arpitaben Patel

From: Technical Officer Level 1 \$60,942

Canberra Health Services

To: Technical Officer Level 1 \$60,942 - \$63,894

Canberra Health Services, Canberra (PN. 29829) (Gazetted 2 August 2021)

Chief Minister, Treasury and Economic Development

Shane Butterworth

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 49343) (Gazetted 22 April 2021)

Jessica Walpole

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 27965) (Gazetted 11 August 2021)

Education

Emelia Kayser-Gascoigne

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

Education

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

Education, Canberra (PN. 33666) (Gazetted 28 September 2021)

Jessica Ross

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

Canberra Health Services

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

Education, Canberra (PN. 31019) (Gazetted 22 July 2021)

PROMOTIONS

ACT Health

Health Policy and Strategy

Caitlin Figueiredo

From: Graduate Administrative Assistant \$74,237 - \$76,511

ACT Health

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

ACT Health, Canberra (PN. 43032) (Gazetted 19 November 2021)

**Digital Solutions Division
Technology Operations
Clinical and Administrative Systems Hub
Toni Prenzoski**

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
ACT Health, Canberra (PN. 53698) (Gazetted 11 August 2021)

Canberra Health Services

CHS Chief Operating Officer Clinical Services

Jonathan Burdin

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Canberra Health Services
To: Administrative Services Officer Class 4 \$74,237 - \$80,381
Canberra Health Services, Canberra (PN. 09923) (Gazetted 23 March 2021)

Maria Caggiano

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. 53404) (Gazetted 21 October 2021)

Isabel Manzano

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. 19611) (Gazetted 20 August 2021)

David Tesolin

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. 53403) (Gazetted 21 October 2021)

Canberra Institute of Technology

CIT Education and Training Services

CIT Education Services

CIT Program Services

David Keeley

From: Teacher Level 1 \$78,538 - \$104,793
Canberra Institute of Technology
To: †Teacher Level 2 (EDS CIT) \$111,963 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement)
Canberra Institute of Technology, Canberra (PN. 49620) (Gazetted 14 October 2021)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

CIT Education and Training Services

CIT Education Services

CIT Education Projects

Monique Roeton

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

Canberra Institute of Technology

To: †Teacher Level 2 (EDS CIT) \$111,963 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement)

Canberra Institute of Technology, Canberra (PN. 52355) (Gazetted 5 October 2021)

Chief Minister, Treasury and Economic Development

Service Design and Delivery

Angus Cheng

From: Graduate Administrative Assistant \$74,237 - \$76,511

Education

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 54338) (Gazetted)

This promotion to a non-advertised position has been made under Section C6.3.5 of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Shared Services

Partnership Services

Service Centre/HR and Finance Service Desk

Jessikah Clarke

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 05406) (Gazetted 29 June 2021)

Corporate

Cameron Dawson

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 53238) (Gazetted 24 June 2021)

Corporate

Corporate Management

Executive Support and Budget

Simona Doelle

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35255) (Gazetted 14 May 2021)

Access Canberra

Licensing and Registrations

Hayley Eastman

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 52667) (Gazetted 24 September 2021)

Access Canberra

Projects, Governance and Support

Gambling and Harm Prevention

Regina Gaudry

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. 40856) (Gazetted 18 January 2021)

Access Canberra

Engagement, Compliance and Covid-19 Response

Mohit Pant

From: Administrative Officer - Professional Services \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 11835) (Gazetted 9 March 2021)

Workforce Capability and Governance

Office of the Deputy Director General

Fay Prowse

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35337) (Gazetted 23 September 2021)

Access Canberra

Parking Operations and Traffic Camera Compliance

Licence Plate Recognition

Samuel Turk

From: Administrative Services Officer Class 2 \$59,016 - \$65,167

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38259) (Gazetted 4 December 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.

Economic and Financial Group

Economic and Financial Analysis Group

Economic and Regulatory Policy Unit

Nicole Wong

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55458) (Gazetted 19 February 2021)

Access Canberra

Licensing and Registrations

Leanne Woolfe

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

Transport Canberra and City Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 04683) (Gazetted 24 September 2021)

Community Services

Housing ACT

Policy and Business Transformation

Solution Delivery

Tracey Harwood

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

Community Services

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

Community Services, Canberra (PN. 52961) (Gazetted 10 September 2021)

**Housing ACT
Client Services
Gateway Services
Nicole Luteru**

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

Community Services

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

Community Services, Canberra (PN. 26827) (Gazetted 2 September 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Education

Service Design and Delivery

Ashleigh Cockburn

From: Graduate Administrative Assistant \$74,237 - \$76,511

Chief Minister, Treasury and Economic Development

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

Education, Canberra (PN. 46699)

This promotion to a non-advertised position has been made under Section C6.3.5 of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

ACT Schools - Government

School Improvement

Throsby School

Susannah Cooke

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

Education

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

Education, Canberra (PN. 52638) (Gazetted 12 October 2021)

Business Services Division

Kristen Downes

From: Graduate Administrative Assistant \$74,237 - \$76,511

Education

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

Education, Canberra (PN. 28081)

This promotion to a non-advertised position has been made under Section C6.3 5 of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Environment, Planning and Sustainable Development

Sustainability and the Built Environment

Climate Change and Energy

Program Delivery and Policy

Jacinta Evans

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 50590) (Gazetted 29 September 2021)

Environment

Parks and Conservation Service

Parks and Partnerships - Urban Reserves

Christopher Lambert

From: General Service Officer Level 7 \$65,966 - \$69,661

Environment, Planning and Sustainable Development

To: General Service Officer Level 9 \$77,011 - \$87,032

Environment, Planning and Sustainable Development, Canberra (PN. 20108) (Gazetted 16 March 2021)

Environment, Heritage and Water

Conservation Research

Julian Seddon

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 53277) (Gazetted 13 October 2021)

Justice and Community Safety

Emergency Services Agency

Finance

Finance and Budget

Natasha Cklamovska

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

Justice and Community Safety, Canberra (PN. 40487) (Gazetted 24 September 2021)

Legislation, Policy and Programs

Civil Law and Regulatory Branch/Criminal Law and Royal Commission Branch

Elizabeth Dixon

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

Transport Canberra and City Services

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

Justice and Community Safety, Canberra (PN. 27993) (Gazetted 11 August 2021)

Director of Public Prosecutions

Legal

Tahlia Drumgold

From: Prosecutor Associate \$74,237 - \$76,511

Justice and Community Safety

To: †Prosecutor Grade 1 - 2 \$80,621 - \$126,027

Justice and Community Safety, Canberra (PN. 43757) (Gazetted 21 July 2021)

Director of Public Prosecutions

Legal

Lauren Knobel

From: Prosecutor Associate \$74,237 - \$76,511

Justice and Community Safety

To: †Prosecutor Grade 1 - 2 \$80,621 - \$126,027

Justice and Community Safety, Canberra (PN. 43758) (Gazetted 21 July 2021)

ACT Courts and Tribunal

Daniel Laundess

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

Chief Minister, Treasury and Economic Development

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

Justice and Community Safety, Canberra (PN. 55116) (Gazetted 3 September 2021)

Emergency Services

ACT Ambulance Operations

Sarah Maloney

From: Graduate Paramedic Intern \$75,404 plus penalties

Justice and Community Safety

To: †Ambulance Paramedic 1 \$78,680 - \$88,512 plus penalties

Justice and Community Safety, Canberra (PN. 48663)

This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2018-2021.

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Michael Roberts

From: Ambulance Paramedic 1 \$78,680 - \$88,512 plus penalties

Justice and Community Safety

To: Intensive Care Paramedic 1 \$91,392 - \$101,265 plus penalties

Justice and Community Safety, Canberra (PN. 03500) (Gazetted 25 November 2021)

Emergency Services

ACT ambulance services

Hannah Stevens

From: Graduate Paramedic Intern \$75,404 plus penalties

Justice and Community Safety

To: †Ambulance Paramedic 1 \$78,680 - \$88,512 plus penalties

Justice and Community Safety, Canberra (PN. 48662)

This promotion is made in accordance with Clause R1.2 of the ACT Ambulance Service Enterprise Agreement 2018-2021.

Emergency Services Agency

ACT Ambulance Service (ACTAS)

Clinical Governance Unit (CGU)

Steven Watt

From: Ambulance Paramedic 1 \$78,680 - \$88,512 plus penalties

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 49121) (Gazetted 11 March 2021)

Transport Canberra and City Services

Chief Operating Officer Group

Governance and Ministerial Services

Ministerial Services Unit

Liana Brozic

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 00498) (Gazetted 26 October 2021)

City Services

Matthew Culvenor

From: Graduate Administrative Assistant \$74,237 - \$76,511

Transport Canberra and City Services

To: †Information Technology Officer Class 1 \$71,963 - \$81,917

Transport Canberra and City Services, Canberra (PN. 11034)

This promotion to a non-advertised position has been made under Section C6.3.5 of the Technical and Other Professional Enterprise Agreement 2018-2021.

**Policy Transport Policy and Planning
Planning**

Bianca De Silva

From: Graduate Administrative Assistant \$74,237 - \$76,511

Chief Minister, Treasury and Economic Development

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

Transport Canberra and City Services, Canberra (PN. 54228)

This promotion to a non-advertised position has been made under Section C6.3.5 of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

City Services

City Presentation

Place Management

Charles Edmond

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 33885) (Gazetted 6 August 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

City Presentation

Place Management

Bonnie Greene

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 56991) (Gazetted 6 August 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

Victoria Herbert

From: Graduate Administrative Assistant \$74,237 - \$76,511

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 54228)

This promotion to a non-advertised position has been made under Section C6.3.5 of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

City Services

Poorna Kumara

From: Graduate Administrative Assistant \$74,237 - \$76,511

Transport Canberra and City Services

To: †Infrastructure Officer 1 \$73,786 - \$87,181

Transport Canberra and City Services, Canberra (PN. 12328)

This promotion to a non-advertised position has been made under Section C6.3.5 of the Technical and Other Professional Enterprise Agreement 2018-2021.

Governance and Ministerial Services

Grace McIntosh Kessling

From: Graduate Administrative Assistant \$74,237 - \$76,511

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 32234)

This promotion to a non-advertised position has been made under Section C6.3.5 of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

Ella Nelson-Lee

From: Graduate Administrative Assistant \$74,237 - \$76,511

Transport Canberra and City Services

To: †Information Technology Officer Class 1 \$71,963 - \$81,917

Transport Canberra and City Services, Canberra (PN. 37994)

This promotion to a non-advertised position has been made under Section C6.3.5 of the Technical and Other Professional Enterprise Agreement 2018-2021.

City Services

City Presentation

Place Management

Joshua Page

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 46023) (Gazetted 6 August 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

City Presentation

Place Management

Charles Russell

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 40904) (Gazetted 6 August 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

City Presentation

Place Management

Mark Sili

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 56993) (Gazetted 6 August 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

City Presentation

Place Management

Raymond Sisia

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 33884) (Gazetted 6 August 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

Madeleine Wickens

From: Graduate Administrative Assistant \$74,237 - \$76,511

Transport Canberra and City Services

To: †Infrastructure Officer 1 \$73,786 - \$87,181

Transport Canberra and City Services, Canberra (PN. 42196)

This promotion to a non-advertised position has been made under Section C6.3.5 of the Technical and Other Professional Enterprise Agreement 2018-202.

Finance

Kelsie Williams

From: Graduate Administrative Assistant \$74,237 - \$76,511

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 38590)

This promotion to a non-advertised position has been made under Section C6.3 .5 of the Administrative and Related Classifications Enterprise Agreement 2018-2021.

CORRIGENDA

Canberra Health Services

Promotion for Veronica Harms from RN2 to RN3 was not printed in last weeks gazette 18/11/2021