



ACT Government Gazette

Gazetted Notices for the week beginning 08 September 2022

VACANCIES

ACT Electoral 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

Electoral Commissioner

Generic Remuneration Tribunal - Determination 3, Canberra (PN: 02308)

Gazetted: 08 September 2022

Closing Date: 16 September 2022

The ACT Electoral Commission is an independent statutory authority established under the *Electoral Act 1992*, with responsibility for the conduct of elections and referendums for the ACT Legislative Assembly and for the provision of electoral advice and services. It comprises a part-time Chairperson, the full-time Electoral Commissioner and a part-time Member. The members of the Commission are officers of the Legislative Assembly, statutorily independent from executive government.

As Chief Executive Officer, the Electoral Commissioner leads and manages the authority's operations under the strategic governance of the Commission.

The Electoral Commissioner serves in a dual capacity as both a member of the Commission and as a statutory office holder with independent powers and functions under the Electoral Act and other legislation. These include responsibility for:

- the majority of procedures relating to the conduct of ACT Legislative Assembly elections;
- maintenance of the ACT electoral roll (in partnership with the Australian Electoral Commission);
- registration of political parties; and
- administering the election funding, expenditure and financial disclosure scheme.

The Commissioner is supported by a small team of full-time staff, with the assistance of additional seconded and casual staff during election periods.

To be successful in this critical and challenging role, you will have sound emotional intelligence, be results driven, have exceptional judgement and integrity, be highly collaborative and have a demonstrable ability to work with diverse stakeholders and communities. You will be highly agile and be able to deliver outcomes in a dynamic and complex operating environment; in particular you must be highly experienced in delivering quality outcomes within the context of immutable deadlines.

You will have experience leading complex and diverse projects and programs, facilitating cooperation and partnerships, and embracing and driving change effectively within a client-centred service environment. You will be accustomed to, and embrace, high levels of scrutiny over your work and therefore will be dedicated to professionalism, agility, quality, learning lessons and implementing effective assurance strategies.

To be eligible, individuals must have extensive knowledge of and experience in electoral systems or management or public administration and not have been at any time in the previous 10 years, a member of the Legislative Assembly, the Parliament of the Commonwealth or the legislature of a State or another Territory. A person who is or has been a member of a political party at any time in the last 5 years is also not eligible for appointment.

The next Legislative Assembly election is due to be held in October 2024.

How to apply?

Before applying, please obtain selection documentation from the Executive Intelligence Group vacancies page www.executiveintelligencegroup.com.au Ref. No. 821. If, after reading the selection documentation, you require further information please contact Tricia Searson or Karina Duffey at Executive Intelligence Group on (02) 6232 2200.

Applications close: 5.00pm AEST Friday 16 September 2022

Contact Officer: Tricia Searson and Karina Duffey (02) 6232 2200 nikki.randlal@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>

Population Health

Health Protection Service

Business Management Services

Team Leader

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 17540)

Gazetted: 14 September 2022

Closing Date: 28 September 2022

Details: Do you have strong people skills and a high attention to detail? We're looking for someone who wants to develop their leadership skills within a complex environment. The Business Management Services is a small team of Administrative Officers that provide critical support to each of the business units of the Health Protection Service. The team provides frontline customer service and assists the public to receive responses to their enquiries, and to apply for the various licences, permits, registrations and approvals. This role is required to maintain a high-level of confidentiality, follow procedures accurately, and to exercise sound judgement. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

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

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

How to Apply: Interested candidates are requested to provide a two-page pitch demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a recent curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Schmahl (02) 5124 6279 Victoria.Schmahl@act.gov.au

Mental Health and Suicide Prevention Division

Mental Health Policy and Strategy (MHPS) Branch and Office for Mental Health and Wellbeing (OMHW)

MHPS Branch and OMHW

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 27078, several)

Gazetted: 14 September 2022

Closing Date: 28 September 2022

Details: Do you have a passion for the mental health of our community and an interest in contributing to high level policy and project development across Government in the ACT? Look no further, as several exciting opportunities exist within the Mental Health and Suicide Prevention (MH and SP) Division of the ACT Health Directorate. We are seeking to fill several policy and project roles at the Assistant Director (SOGC) level. Successful applicants for these exciting positions will support delivery of unique projects such as those funded through the Bilateral Agreement on Mental Health and Suicide Prevention, as well as contribute to the high-level policy responsibilities of the Division. The MH and SP Division manages two business units which are responsible for whole of government strategic mental health policy and program development, coordination, liaison, research, reporting and provision of advice on mental health and suicide prevention and related issues as well as management of unique projects. The two units are:

Office for Mental Health and Wellbeing (OMHW), which includes a Suicide Prevention Team

Mental Health Policy and Strategy (MHP and S)

We are seeking enthusiastic and dedicated team members with suitable backgrounds in health or community service delivery, program development, implementation, and evaluation, and/or project management. These positions will have responsibility for supporting the delivery, planning and evaluation of mental health and suicide

prevention activities within the Division. As such, tertiary qualifications in a health or related field, clinical and service delivery experience and/or relevant policy and planning experience in the areas of suicide prevention and mental health would be highly desirable. However, other relevant experience that can support achievement of the desired outcomes will also be considered.

Successful applicants will play an important role in engaging and collaborating with internal and external stakeholders and may also be required to prepare and coordinate strategic and policy advice, Cabinet Submissions, Ministerial briefings, Directorate correspondence and coordination, and other related requests as required. The MH and SP Division highly values a supportive team culture, and successful applicants must be able to demonstrate their ability to contribute positively to the team environment.

The ACT Health Directorate takes a values-based approach to its role as the steward of the ACT health system and the MH and SP Division offers a dynamic strategy, policy and planning environment working collaboratively across health and human service sectors.

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

Eligibility/other requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: There are several positions available immediately for a period of up to 12 months with possibility of permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process which may be used to fill similar vacancies over the next 12 months.

This position will be in an activity-based working (ABW) workplace. Under ABW arrangements, officers will not have a designated workstation/desk. Officers must have the ability to work from home or remotely

How to apply: Please submit a two-page pitch, using specific examples addressing your claims against the Position Description, your personal qualities, and qualifications for the role(s) as well as your curriculum vitae.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Gabrielle Mulcahy (02) 512 44642 Gabrielle.Mulcahy@act.gov.au

Policy Partnerships and Programs

Policy, Partnerships and Programs Executive Branch

Executive Office of Policy, Partnerships and Programs

Coordination Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 50471)

Gazetted: 09 September 2022

Closing Date: 23 September 2022

Details: We offer a values-based culture in which we pride ourselves on inclusion, respect, and integrity. We provide interesting, diverse work in a unique government environment where you can see the impact you have on the Canberra community.

Policy, Partnerships and Programs Division (PPP) provides strategic leadership, direction and action that improves the health of our community and ensures our public health system meets our community's needs, now and into the future. PPP delivers strategic health policy advice on issues including primary care, workforce, Aboriginal and Torres Strait Islander health, women, aged care, LGBTIQ+, inter-governmental negotiations, legal and funding matters.

The Data Analytics Branch, within the Policy Partnerships and Programs Division, brings together specialist teams undertaking epidemiology, analytics, and reporting, forecasting, and modelling, data management and data governance.

We are seeking a values-based officer for the position of Coordination Officer. This role will manage the division's central email mailbox which includes allocating tasks to the appropriate policy area, coordinating responses and preparing them for the clearance of the Executive Group Manager, and to forward distribution to the appropriate unit. The role also maintains the correspondence register and provides general administrative support including financial assistance to the division.

This position has a high level of autonomy, significant contact with Directorate officers of all levels, requiring a high degree of sensitivity, as well as a highly responsive approach to meet tight deadlines against competing priorities in a fast-paced environment.

If you are highly driven, very organised, value integrity, diligent, and are always respectful, especially under time pressure and in some challenging scenarios, we would love to hear from you!

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

Current and former ADF members are encouraged to apply.

Eligibility/other requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: This is a temporary position available immediately for up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

This position will be in an activity-based working (ABW) workplace. Under ABW arrangements, officers will not have a designated workstation/desk. Officers must have the ability to work from home or remotely.

How to apply: If you are interested in applying for this position, please provide a written statement of no more than two pages addressing the What You Require section of the Position Description, your curriculum vitae and contact details of two referees. Preferably referees with a thorough knowledge of your work performance and that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the “Apply Now” button below:

Contact Officer: Rachel Imholz (02) 5124 9927 Rachel.Imholz@act.gov.au

Canberra Health Services

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

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

Medical Services

Pharmacy

Lead Pharmacist – Women, Youth and Children

Pharmacist Level 4 \$121,747 - \$131,067, Canberra (PN: 19646 - 025II)

Gazetted: 08 September 2022

Closing Date: 16 October 2022

Details: Canberra Health Services – Lead Pharmacist Women, Youth and Children

Canberra Health Services (CHS) is looking for an experienced and dynamic pharmacist to lead our pharmacy services in the area of Women, Youth and Children and assist us in meeting the ever-increasing demand of a rapidly growing population. The ACT Government has invested more than \$50 million to expand the Centenary Hospital for Women and Children which is a purpose-built facility that brings together specialist services that include: Women's Health, Maternity, Neonatology, Paediatric, and Women, Youth and Child Nutrition.

Benefits

Health Professionals employed at CHS enjoy excellent conditions. Our Enterprise Agreement is available at

<https://www.health.act.gov.au/careers/come-and-work-us/enterprise-agreements>

Health Professional benefits over and above remuneration include:

Generous leave provisions including 20 days of annual leave

Up to \$12,000* in reimbursement of relocation expenses for permanent or long-term appointments with additional provisions for dependants

Access to financial and other supportive resources to enhance professional development

*Terms and Conditions Apply – refer to enterprise agreement for more details

Living and working in Canberra

Ranked as the world's most liveable city, Canberra offers the ultimate work/life balance with access to world-class facilities, stunning natural surrounds, and great career opportunities. Canberra is the capital city of Australia and is situated inland between the cities of Sydney and Melbourne. It is a picturesque city, conveniently nestled alongside Australia's highest alpine mountains and the South Eastern coastal region of New South Wales. This means that is the perfect city to base yourself so that you may be skiing some of the best alps in Australia within 2 hours or enjoying the pristine beaches of the South Coast within 90 minutes.

A move to Canberra means you have more time to do things you and your family enjoy.

To find out more about living in our wonderful city please visit <https://canberra.com.au/live/>

Contact Officer: Hamed Lane 02 5124 2203 Contact Officer Number 02 5124 2203 hamed.lane@act.gov.au

Cancer Ambulatory Services

Walk in Centres

Advanced Practice Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 52542, several)

Gazetted: 08 September 2022

Closing Date: 13 September 2022

Details: Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. We provide acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding regions. More information can be found on the [CHS website](#).

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

The Walk in Centre's (WiC) are a primary health service with Advanced Practice Nurses (APN) and Nurse Practitioners (NP) who provide episodic care for minor injury and illness to the ACT community and surrounds. Advanced Practice Nurses provide care to clients, using advanced clinical assessment skills supported by clinical treatment protocols, medication standing orders and clinical decision making.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

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

Position Requirements/Qualifications:

Relevant registered nurse qualifications and a minimum of 5 years' experience working professionally in primary health assessment experience is preferred.

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

Minimum of 5 years post graduate nursing experience.

Ability to work across all ACT Walk-in Centres, as directed.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable:

Primary health assessment and treatment experience.

Tertiary level qualification OR Post Graduate course work or study.

The successful applicant must be available for a rotating roster with weekend, Public Holidays and evening work.

Have a high-level 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:

As part of the selection process permanent Advanced Practice Nurse position candidates will need to complete a 4-week OSCE training module and pass the relevant Assessments for which Canberra Health Services will supply a temporary paid position to cover you for completion of the training module and assessment. Failure to complete or pass the module and assessments will result in an unsuccessful application and no permanent offer being extended. Please contact the listed Contact Officer for further information regarding this process."

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

How to Apply: Applications must be submitted through the e-recruitment system. Applications must include a copy of a current resumé, and

A response to the selection criteria under “What You Require” in no more than two pages.

Where possible include specific relevant examples of your work.

Contact Officer: Claire Barrot 0466 860 721

Medicine

Renal Service

Renal Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29935-025MD)

Gazetted: 12 September 2022

Closing Date: 26 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division’s commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include chronic kidney disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care.

The Renal Clinical Development Nurse will be required to work across the service to assist in educating the staff of the ACT Renal Network. The position is based at the Canberra Health Services and reports to the Renal Assistant Director of Nursing, Division of Medicine.

ABOUT YOU

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Behavioural Capabilities

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

- Excellent interpersonal skills with a proven ability to provide leadership and education to colleagues in a clinical setting
- Drive for ongoing personal and professional development
- Strong organisational skills with a high degree of drive and a positive attitude
- Adaptability and flexibility to accommodate change and provide support to colleagues in a clinical environment

Position Requirements/Qualifications:

- Working towards or hold post graduate studies relevant to speciality field.
- Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- 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.

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

As part of the selection process permanent Advanced Practice Nurse/Nurse Practitioner position candidates will need to complete a 4-week OSCE training module and pass the relevant Assessments for which Canberra Health Services will supply a temporary paid position to cover you for completion of the training module and assessment.

Failure to complete or pass the module and assessments will result in an unsuccessful application and no permanent offer being extended. Please contact the listed Contact Officer for further information regarding this process

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.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Bonny Chen (02) 51243368 bonny.chen@act.gov.au

Clinical Services

Clinical Services

Surgery

Administration Manager

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 39595 - 025DV)

Gazetted: 09 September 2022

Closing Date: 23 September 2022

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: www.canberrahealthservices.act.gov.au

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Peri-operative Services, Day Surgery Unit and Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Pain Management Unit and the Trauma and Orthopaedic Research Unit.

These services are supported by administration support officers who engage in a range of duties including reception responsibilities in patient service areas, and general business support and personal assistant activities in the business offices of the division's clinical units. The clinical units within the Division of Surgery include:

Anaesthesia and Pain Medicine

ACT Trauma Service

Acute Surgical Unit

Cardiothoracic Surgery

General Surgery

Intensive Care

Neurosurgery

Oral Maxillofacial Surgery

Ophthalmology

Orthopaedic Surgery

Otolaryngology Head and Neck Surgery

Paediatric Surgery

Plastic Surgery

Retrieval Services

Urology

Vascular Surgery

The administration support officer position is an integral part of a multidisciplinary team responsible for the coordination and administrative support to clinical units and services.

ABOUT YOU

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

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

A commitment to providing high quality customer service.

Adaptability and flexibility to accommodate change.

Position Requirements/Qualifications:

Mandatory

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

A high level of knowledge and demonstrated ability in the use of health-based Information Technology (IT).

Working towards or holds a certificate in management, customer service, medical terminology or another relevant field is desirable.

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

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

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

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Melissa Warylo Melissa Warylo 51240931 Melissa.Warylo@act.gov.au

Medicine

Cardiology

Clinical Nurse Consultant

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 12129 - 025B1)

Gazetted: 09 September 2022

Closing Date: 23 September 2022

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

website: www.canberrahealthservices.act.gov.au

The primary role of the Heart function Clinic in the Cardiology Department is to provide patients with nursing care and service to advocate and streamline for timely and accurate diagnosis, treatment, and therapies for patients with a diagnosis of heart failure. This is an acute service for patients who have recently been admitted to hospital with an acute heart failure admission.

The main role of the advanced practice nurse in this service is to provide support to patients with heart failure in the inpatient and outpatient setting. The registered nurse will require advanced clinical skills, have complex decision-making skills, and require clinical competencies to deliver advanced nursing practice for individuals. Experience in managing systems of clinical governance, leading quality improvement and participating in research; and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within an innovative service that will require someone with the ability to be flexible and manage change within the service.

ABOUT YOU

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Behavioural Capabilities

Advanced knowledge of cardiovascular disease and anatomy

Strong organisational and leadership skills with high degree of drive

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 cardiovascular nursing speciality, or equivalent.

Relevant:

- 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.

Note: The Cardiology Department Heart function is seeking a skilled and motivated experienced Registered Nurse to fill a permanent position.

The position is full time, Monday to Friday business hours of work.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Michelle Lander (02) 5124 7216 Michelle.Lander@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Services

Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 37371 - 025JL)

Gazetted: 09 September 2022

Closing Date: 27 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Canberra Health Services, Secure mental Health Services is seeking an HP3 senior Occupational Therapist. Work will include providing interventions for people in a secure inpatient setting and supporting a transition back into the community.

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: www.canberrahealthservices.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
- Justice Health Services
- Child and Adolescent Mental Health Services (CAMHS)
- Rehabilitation and Specialty Mental Health Services

Dhulwa Mental Health Unit (DMHU) and the Gwangal Mental health Unit (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Gwangal Mental health (GMHU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Both units are managed by MHJHADS Division. At this level it is expected this role will be an integral member of the Multi-disciplinary team and will provide, under reduced supervision, high quality occupational therapy services that will achieve sound outcomes for people within a therapeutic secure environment. In addition to core skills in mental health practice, the occupational therapist will offer a range of assessments, therapeutic interventions and high-quality programs specifically targeted at promoting people's optimal engagement and participation in meaningful activities, as well as addressing functional and occupational issues. The Occupational Therapist will contribute to all stages of a person's journey, from the time of admission through to their preparation and transition to other settings. All staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

ABOUT YOU

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

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

Position Requirements/Qualifications:

- Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.
- Previous experience in mental health service or forensic/custodial service is desired.
- Previous experience in an inpatient mental health facility is desired.
- Hold a current Drivers Licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Undergo 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.
- 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 - Working with vulnerable people (WWVP) registration (act.gov.au)

Contact Officer: Graham Twycross (02) 6205 1477 graham.twycross@act.gov.au

Medicine

Cardiology Department

Electrophysiology Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 38887 - 025BA)

Gazetted: 09 September 2022

Closing Date: 27 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Cardiac Electrophysiology (EP) Service at Canberra Hospital is delivered through consolidated delivery of services for patients with cardiac rhythm disorders by a team of highly specialised clinicians. The service will provide patients with timely and accurate diagnoses and therapies. Electrophysiologists will partner closely with other Cardiologists and the multidisciplinary team to achieve best outcomes for patients with simple to complex cases. Electrophysiology procedures are performed in patients with cardiac rhythm disturbances. These investigations are used to study the electrical function of the heart to determine its susceptibility to very fast or very slow rhythms which may need specific treatment.

The main role of the registered nurse in this service is to provide support to patients with rhythm disorders. The registered nurse will require advanced clinical skills in Cardiovascular nursing, have complex decision-making skills and require clinical competencies to deliver advanced nursing practice for individuals. Experience in managing systems of clinical governance, leading quality improvement and participating in research; and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. The position will run nurse led clinics with the support of Cardiologists, to assist in pre and post-operative device education and follow up.

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

Advanced knowledge of cardiovascular disease and anatomy

Strong organisational and leadership skills with a high degree of drive

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

Position Requirements/Qualifications:

Relevant Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and is working towards relevant tertiary qualifications is preferred.

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

Contact Officer: Michelle Lander (02) 5124 7216 michelle.lander@act.gov.au

Women, Youth and Children

Maternal and Child Health

RN/RM Level 1 Scholarship

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 21648 - 025G8)

Gazetted: 09 September 2022

Closing Date: 26 September 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team

Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns; and information and support for parenting. This is the only child and family health service across the ACT.

The scholarship program has been developed to create a sustainable pathway for Registered Nurses/Midwives to undertake tertiary study while obtaining relevant work experience leading to a work ready experienced MACH workforce upon graduation

Maternal and Child Health nurses are supported by the National Framework for Universal Child and Family Health services. MACH Nurses are guided by the seven standards outlined in the National Standards of Practice for Maternal Child and Family Health nurses in Australia (2017).

Maternal and Child Health (MACH) nurses support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context.

All MACH Nurses deliver services across the ACT from health centre locations to outreach clinic sites.

Supporting families, parents, and carers to build skills and confidence in their parenting role is a core element of the ACT Children and Young People Plan 2015-2025. The WYCCHP seeks to contribute to this objective by providing MACH support for families with a primary health care approach, recognising the importance of optimal health and physical and mental wellbeing of parents and other primary carers. Universal child and family health services also contribute to the health of the general population through health promotion and preventive health initiatives such as breastfeeding promotion immunisation programs, child safety and parenting support.

Registered nurse/midwives will be employed to attend the universal first home visit (H/V) and consecutive H/V consults as required. Lead group facilitation in feeding and settling groups, triaging and book first home visits following tertiary referral, whilst working within their midwifery scope of practice in partnership with the MACH nurses to provide safe, family centred midwifery care in a primary health setting.

The (MACH) Service is offering applicants who are experienced RN and RM's currently working in maternity services, an exciting opportunity to undertake a fast-track child and family health qualification for nurse/midwives. In recognition of your experience and the established autonomous role of the RM/RN in MACH practice, one year supported practice positions will be offered to suitable applicants while the applicant undertakes a Graduate Certificate in Child and Family Health with MACH's partner university (Western Sydney). The part time position available is for working 24 hours per week.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive and able to contribute positively to team culture.

Strong communication and interpersonal skills.

Demonstrates kindness to colleagues and clients.

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).

Extensive experience in both nursing and midwifery practice including current midwifery practice.

Be willing and eligible to enrol in the graduate diploma of Child and Family Health with our Child and Family Health partnership university.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Hold a current driver's licence.

Desirable

International Board Certified Lactation Consultant.

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

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

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

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Provide the names of two referees, including a current manager.

NOTE:

This part-time position is for **dual registration** nurse/midwives available at 24 hours per week. Full-time salary noted above will be paid pro rata for part-time hours.

These positions are available for a period of 12 months commencing November 2022 until November 2023.

Applicants must be eligible to enrol in the Graduate Certificate of Child and Family Health through the partnership university, the University of Western Sydney.

Applicants will apply to the Nursing and Midwifery office for scholarship funding.

Contact Officer: Vanessa Bakker 51241538 vanessa.bakker@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Services

Occupational Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 41044 - 025JK)

Gazetted: 08 September 2022

Closing Date: 22 September 2022

Details: Canberra Health Services, Secure Mental Health Services are recruiting for an Occupational Therapist to work across the Dhulwa and Gawanggal Mental Health Unit's. This is a full-time permanent position within the multi-disciplinary team to provide services in a secure environment and to transition people back into the community.

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: www.canberrahealthservices.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
- Justice Health Services
- Child and Adolescent Mental Health Services (CAMHS)

- Rehabilitation and Specialty Mental Health Services

Dhulwa Mental Health Unit (DMHU) and the Gawanggal Mental health Unit (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016.

DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Gwanggal Mental health (GMHU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce.

The GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition.

Both units are managed by MHJHADS Division. At this level it is expected this role will be an integral member of the Multi-disciplinary team and will provide, under reduced supervision, high quality occupational therapy services that will achieve sound outcomes for people within a therapeutic secure environment. In addition to core skills in mental health practice, the occupational therapist will offer a range of assessments, therapeutic interventions and high-quality programs specifically targeted at promoting people's optimal engagement and participation in meaningful activities, as well as addressing functional and occupational issues. The Occupational Therapist will contribute to all stages of a person's journey, from the time of admission through to their preparation and transition to other settings. All staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

ABOUT YOU

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

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

Position Requirements / Qualifications

- Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.
- Previous experience in mental health service or forensic/custodial service is desired.
- Previous experience in an inpatient mental health facility is desired.
- Hold a current Drivers Licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies
- 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.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- 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 - Working with vulnerable people (WWVP) registration (act.gov.au)

Contact Officer: Graham Twycross (02) 6205 1477 graham.twycross@act.gov.au

Medicine

Gastroenterology and Hepatology Unit

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 54274 - 025HM)

Gazetted: 09 September 2022

Closing Date: 23 September 2022

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

website: www.canberrahealthservices.act.gov.au

The Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides the following endoscopic services for both inpatients and outpatients:

- Gastroscopy
- Endoscopic retrograde cholangiopancreatography
- Colonoscopy
- Bronchoscopy and endoscopic ultrasound
- Endoscopic ultrasound
- Ano-rectal manometry services

The unit performs approximately 6000 procedures per year. The GEHU performs approximately 10,000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions.

At this level it is expected that the CDN will provide high level clinical leadership and guidance to the nursing workforce, as well provide clinical support to assist in the clinical nursing care, treatment, and recovery of patients within the service. You will provide regular input into and form an integral part of the multidisciplinary team. All team members are required to undertake professional development and supervision and participate in quality initiatives in the GEHU.

The CDN position is 0.5FTE and you would also be required to work 0.5FTE with the endoscopy unit roster and "on call".

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a strong work ethic.

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

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

Position Requirements/Qualifications:

Registered Nurse or eligible for nursing registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications.

2 years' experience working professionally in the field of Gastroenterology is preferred.

- The successful applicant will need to be available for weekend and after-hours work, as part of the "on-call" roster
- 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.

Contact Officer: Valerie Davies (02) 5124 3488 Valerie.Davies@act.gov.au

Surgery

Perioperative-Scrub/Scout

Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 57819, several - 0256F)

Gazetted: 08 September 2022

Closing Date: 12 September 2023

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

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The Division of Surgery is responsible for delivering inpatient and outpatients surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and Intensive Care Unit.

The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSU) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas.

Instrument/Circulating nursing is a diverse and challenging specialty within the Perioperative Unit. Our Specialties include Orthopaedics, Orthopaedic Trauma, Multi Trauma, Obstetrics, Gynaecological, ENT, Head and Neck, Plastics, Vascular, Endovascular, Neurosurgery, Cardiothoracic, General Surgery, Paediatric Surgery, Ophthalmic and Maxillofacial Surgery. The Canberra Hospital Operating Suites services all high level surgical procedures within the area, including referrals from surrounding regions. Our Instrument/Circulating Nurses are dynamic skilled professionals who are responsible for the provision of patient centred evidence-based nursing care for Every Patient. Our nursing team works within a multidisciplinary healthcare team supported by Perioperative Education Team, Nurse Unit Managers, and the Clinical Nurse Consultant.

We are currently undergoing an expansion of our service provision, which includes the construction of 22 new state of the art hybrid and digital operating rooms, due for completion in 2024.

For Registered Nurses starting out in the Instrument/Circulating role, the environment and workflows may represent a very different way of Nursing. We have foundational education program designed to provide consistent approach in the support of new Instrument/Circulating nurses as you develop new knowledge and skills.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Strong communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Previous clinical scrub/scout experience.
- A proactive and enthusiastic willingness to learn.

- 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.

Note: This advert is to fill Short Term Temporary and Permanent positions which may come available over the next 12 months, no immediate outcomes will be drawn from this process.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Ben Lollback (02) 5124 3437 Contact Officer Number (02) 5124 3437

benjamin.lollback@act.gov.au

Medicine

Clinical Forensic Medical Service

Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 41418, several- 0256C)

Gazetted: 09 September 2022

Closing Date: 30 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

An exciting opportunity exists for a dynamically skilled and suitably qualified Registered Nurse within the Clinical Forensic Medical Service (CFMS).

The successful applicant will be required to work a rotating roster across the three branches of service within CFMS:

- Forensic and Medical Sexual Assault Care (FAMSAC) providing forensic evidence collection and medical assessment to both male and female victims of sexual assault.
- Clinical Forensics ACT (CFACT) providing triage and support services in the outreach settings of the Australian Federal Police (AFP) custodial facilities.
- Nursing assessments in the outpatient Fitness to Drive Medical Clinic (FTDMC).

ABOUT YOU

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Behavioural Capabilities

1. Strong organisational and problem-solving skills with the ability to manage and prioritise competing issues.
2. Well-developed interpersonal skills and ability to maintain effective relationships with a range of internal and external stakeholders.

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

Position Requirements/Qualifications:

- Relevant post graduate qualifications and a minimum of five years' experience working professionally as a registered nurse in a related field.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Be eligible to hold and maintain a baseline AFP Security Clearance
- Willingness to undertake further study as a Forensic Nurse Examiner
- The successful applicant will need to be available for a 24 hour rotating roster including nights, weekends, and on-call work.
- Hold a current driver's licence

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

- 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.

Note: These positions are part-time at (32:00) hours per week and the full-time salary noted above will be pro-rata.

As part of the selection process permanent Advanced Practice Nurse/Nurse Practitioner position candidates will need to complete a 4-week OSCE training module and pass the relevant Assessments for which Canberra Health Services will supply a temporary paid position to cover you for completion of the training module and assessment. Failure to complete or pass the module and assessments will result in an unsuccessful application and no permanent offer being extended. Please contact the listed Contact Officer for further information regarding this process

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.
- 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 - Working with vulnerable people (WWVP) registration (act.gov.au)

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Cassandra Noble (02) 5124 2185 Cassandra.Noble@act.gov.au

Nursing

Medicine

Neurology

Movement Disorder Advanced Practice Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 24912-025JM)

Gazetted: 08 September 2022

Closing Date: 22 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Canberra Health Services Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Movement Disorder Advanced Practice Nurse (APN) will work within the Department of Neurology at the Canberra Hospital in collaboration with other members of the multidisciplinary team, including specialist neurologists, to provide a patient centred service for patients, their families and carers. The APN in Movement Disorders role is to provide a specialist role in the nursing management of patients with Movement Disorders, such as Parkinson's Disease, Dystonia, Tremor, Huntington's disease and Functional movement disorders.

The APN will collaborate and work in conjunction with Neurologists in outpatient clinics and facilitate nurse led clinics. The APN will also work with the Neurologist and ward staff to collaborate on decisions on complex

therapies for patients with neurological conditions. An interest in educating is essential, this is a key part of the role as you will act as a link and resource for health professionals, patients and their carers, providing specialist knowledge, support and training.

To support the successful applicant to develop relevant skills and knowledge, and to promote networking opportunities, two years membership for the professional organisation of the clinical specialty will be paid for by Division of Medicine.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Ability to prioritise workloads

Position Requirements/Qualifications:

Mandatory

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Relevant post graduate education or working towards and a minimum of five years' Registered Nurse experience is preferred.

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

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

Note: As part of the selection process permanent Advanced Practice Nurse/Nurse Practitioner position candidates will need to complete a 4-week OSCE training module and pass the relevant Assessments for which Canberra Health Services will supply a temporary paid position to cover you for completion of the training module and assessment. Failure to complete or pass the module and assessments will result in an unsuccessful application and no permanent offer being extended. Please contact the listed Contact Officer for further information regarding this process

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.
- 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 - Working with vulnerable people (WWVP) registration (act.gov.au)

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Anne Corney (02) 51245161 Anne.Corney@act.gov.au

MHJHADS

Justice Health Services

Complex Client / Population Health

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29145 - 025K7)

Gazetted: 08 September 2022

Closing Date: 22 September 2022

Details: Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT)

and surrounding region. More information can be found on the CHS website: www.canberrahealthservices.act.gov.au

The Justice Health Services (JHS), Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC). The service aims to provide collaborative, equitable and comprehensive health care to clients and other key stakeholders and services.

At this level you will provide advanced complex care / population health services to clients in custody including screening, education, and treatment of people with complex health needs, chronic disease, communicable diseases and sexual health issues.

You will be responsible for the day-to-day clinical assessment and management of clients in the JHS complex care / population health team. This includes providing access to complex care / population health services in the Hume Health Centre (HHC) and BJYC Health Centre, providing expert clinical advice to the JHS team, including Custodial Mental Health Services and providing care coordination to clients accessing population health services in custody including monitoring and maintaining access to antiviral therapies. The complex care / population health nurse plays a pivotal role in the implementation and delivery of best practice treatment for consumers with complex health needs in relation to the physical and psychological treatments required for chronic, complex, and communicable diseases. This position works collaboratively with all staff including ACT Correctives Services (ACTCS) and Youth Justice Services to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development.

The complex care / population health nurse will work within the Custodial Health nursing team to drive change and promote a high-quality service to clients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

ABOUT YOU

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

Behavioural Capabilities

Developed nursing leadership skills

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change.

Position Requirements/Qualifications:

Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Have 3 years' experience as a Registered Nurse.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Previous experience in custodial health
- Previous experience working in sexual health, community health or chronic and complex care.
- Holds or is working towards qualifications either at a certificate or postgraduate level.
- Current driver's license.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Melanie Brown 5124 2428 MelanieX.Brown@act.gov.au

Rehabilitation, Aged and Community Services

Physiotherapy

Physiotherapist

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 29692, several - 025DX)

Gazetted: 08 September 2022

Closing Date: 22 September 2022

Details:

CANBERRA HEALTH SERVICES

PHYSIOTHERAPY NEW GRADUATE POSITIONS 2023

Rehabilitation, Aged and Community Services

The RACS Physiotherapy service is a dynamic team of physiotherapists collaborating with exercise physiologists and allied health assistants. We work together to enhance function, activity, and independence for our patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACS including: inpatient (University of Canberra Hospital) and community-based rehabilitation (Brindabella Rehabilitation Team at UCH), inpatient acute care of the elderly (The Canberra Hospital), a community-based falls and falls injury prevention program, a Transitional Therapy and Care Program and community-based outpatient physiotherapy services (Gungahlin, Belconnen, Phillip and Tuggeranong Community Health Centres). Successful applicants will be required to work at any of these locations.

Successful applicants will be offered 4x3 month rotations through many (but not all) of these services and locations via a 12-month temporary full-time contract (start Feb 2023 and finish Feb 2024). There may also be the opportunity to work overtime on Saturdays as part of a voluntary roster. Tuesday – Saturday rostering may occur for one rotation.

Regular education sessions and journal clubs offer ongoing professional development opportunities which are often shared with other local physiotherapy services. Opportunities for Quality Improvement activities and evaluation/audit of physiotherapy interventions are plentiful. Professional support is also available from the 2 clinical educators within RACS physiotherapy. Limited supervisory experience may also be offered as we host work experience students and allied health assistant students.

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community-based care across a range of settings. Our staff are committed to the delivery of health services that reflect the Canberra Health Service's vision and CHS is committed to supporting staff in their professional journey.

RACS services work collaboratively with patients, clients, and individuals, involving their carers and family, as well as other services within and external to ACT Health.

Community Care Physiotherapy services are offered from community health centres across the ACT. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Selection may be made on written applications alone. This selection round may be used to fill other temporary vacancies at the same level and there may be a possibility of an extension. There may also be the opportunity to work overtime on Saturdays as part of a voluntary roster. Tuesday – Saturday rostering may occur for one rotation.

Duties

Under limited direction from the Physiotherapy Manager and supervision from the area Senior Physiotherapists (HPO2 and HPO3), you will perform assessments and interventions relating to musculoskeletal pain, acute soft tissue injury, post fracture treatment, dislocations, and orthopaedic surgery. A limited home visiting domiciliary service is available for patients who are physically / medically home bound. You will:

Provide appropriate assessment and interventions using established principles, techniques, and methods with support in a health environment.

Liaise with carers and other service providers as required.

Complete clinical and administrative data collection and evaluation to standard.

Participate in education programs and contribute to teaching and training for areas of clinical service delivery.
Participate in team and program related service activities as required.

Participate in implementation of clinical governance activity, quality improvement projects, research programs, and health promotion in areas relevant to service.

Participate in supervision, continuing professional development and performance management.

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 and initiative.

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

Strong interpersonal and communication skills and confidence communicating across a range of media.

Critical thinking skills and ability to form defensible conclusions based on clinical reasoning, evidence and sound judgement.

Position Requirements/Qualifications:

Degree in Physiotherapy.

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

Current Driver license

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.

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

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

Note: These are temporary position available for a period of 12 months.

Contact Officer: Grant Shaw 02 51240074 Grant.Shaw@act.gov.au

Emergency Department

Emergency Department Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 24581, several)

Gazetted: 08 September 2022

Closing Date: 13 September 2022

Details: Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care.

We provide acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding regions. More information can be found on the [CHS website](#).

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Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

Position Requirements/Qualifications:

Mandatory:

Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable:

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

Or

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

The successful applicant will need to be available for a 24-hour roster including weekends and night duty.

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.

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

How to apply: Applications must be submitted through the e-recruitment system. Applications must include a copy of a current resumé, and

A response to the selection criteria under “what you require” in no more than two pages.

Where possible include specific relevant examples of your work.

MHJHADS

Justice Health Services

COVID Care Coordinator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 53646-025HZ)

Gazetted: 09 September 2022

Closing Date: 23 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

- Rehabilitation and Specialty Mental Health Services
- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services
- Dhulwa Mental Health Unit

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

You will be responsible for coordinating the care of patients of Justice Health Services who are COVID Positive or in isolation / quarantine at both the Alexander Maconochie Centre and Bimberi Youth Justice Centre as well as overseeing the ongoing COVID-19 Vaccination program for people in custody.

You will be responsible for:

Liaising with medical, nursing, and custodial staff in relation the treatment, care and support for this patient group.

Liaising with the Clinical Health Emergency Coordination Centre and Health Protection Unit in relation to new and ongoing isolation, quarantine, and testing requirements.

Supporting the Custodial Primary Health and Custodial Mental Health teams to provide expert care in relation to other health matters including COVID vaccination clinics.

The provision of high-quality data and reporting relating to the COVID Care in Custody program and COVID-19 Vaccination program.

The development of policies and procedures relating to COVID care within the custodial health environment and lead Quality Improvement initiatives within the team.

This position works collaboratively with all staff to ensure optimum service delivery and best evidence practice.

This role will work with the senior nursing leadership team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes

ABOUT YOU

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Behavioural Capabilities

Remain non-judgemental with all interactions with clients.

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

Ability to provide responsive services to meet client and staff needs.

Position Requirements/Qualifications:

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

Minimum of three years' experience working professionally in Primary Health, Infection Prevention and Control and / or Public Health settings is preferred.

Current driver's licence.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

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

As part of the selection process permanent Advanced Practice Nurse/Nurse Practitioner position candidates will need to complete a 4-week OSCE training module and pass the relevant Assessments for which Canberra Health Services will supply a temporary paid position to cover you for completion of the training module and assessment. Failure to complete or pass the module and assessments will result in an unsuccessful application and no permanent offer being extended. Please contact the listed Contact Officer for further information regarding this process

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.
- 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 - Working with vulnerable people (WWVP) registration (act.gov.au)

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Melanie Brown (02) 51242428 Melanie.Brown@act.gov.au

Allied Health

Acute Support

New Graduate Speech Pathologist

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 01123, several - 0251J)

Gazetted: 13 September 2022

Closing Date: 30 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

- Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

- Four Walk-in Centres: which provide free treatment for minor illness and injury.

Seven community health centres: providing a range of general and specialist health services to people of all ages.

- A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Canberra Health Services Speech Pathology provides a range of services to individuals with swallowing and communication disorders. This includes acute and rehabilitation services to eligible inpatients and outpatients of the Canberra Hospital and University of Canberra Hospitals.

Speech Pathology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students.

The rotational new graduate Speech Pathology positions provide an opportunity to develop skills in working with adult neurological caseloads across both acute and rehabilitation settings and contribute to an active teaching and quality improvement program with strong professional support. The successful applicants will complete six-month rotations with both the acute services team at the Canberra Hospital and the rehabilitation and aged care team at the University of Canberra Hospital.

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:

1. Excellent communication skills.
2. Ability to work collaboratively with the multidisciplinary and speech pathology teams.

Adaptability and flexibility to accommodate, change and be responsive to clinical needs.

3. Organisational skills and motivation.

Position Requirements/Qualifications:

Mandatory:

- A degree in Speech Pathology from a recognised tertiary institution.
- Eligibility for practicing membership of Speech Pathology Australia.
- 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.

Desirable:

- Hold a current driver's licence.

Note: There are several temporary positions available for 12 months with possibility of extension and/or permanency. The successful applicants will complete six-month rotations with both the acute services team at the Canberra Hospital and the rehabilitation and aged care team at the University of Canberra Hospital.

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.
- 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 CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.
- 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 - Working with vulnerable people (WWVP) registration (act.gov.au)

Contact Officer: Tim Tooke (02) 5124 2230 timothy.tooke@act.gov.au

Specialist / Senior Specialist / Visiting Medical Officer - General Surgery

Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 19732 - 025NJ)

Gazetted: 14 September 2022

Closing Date: 23 September 2022

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

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

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

POSITION OVERVIEW

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The Division of Surgery is responsible for delivering inpatient and outpatients surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Peri-operative Services, Day Surgery Unit and Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Pain Management Unit and the Trauma and Orthopaedic Research Unit.

These services are supported by administration support officers who engage in a range of duties including reception responsibilities in patient service areas, and general business support and personal assistant activities in the business offices of the division's clinical units. The clinical units within the Division of Surgery include:

Anaesthesia and Pain Medicine

ACT Trauma Service

Acute Surgical Unit

Cardiothoracic Surgery

General Surgery

Intensive Care

Neurosurgery

Oral Maxillofacial Surgery
Paediatric Surgery
Plastic Surgery
Retrieval Services
Urology
Vascular Surgery
Ophthalmology
Orthopaedic Surgery
Otolaryngology Head and Neck Surgery

The General Surgery Unit at CHS provides tertiary level surgical care to the ACT and surrounding region. This General Surgeon position will be rostered to work in General Surgery and the Acute Surgical Unit and may include the provision of endoscopy services.

The successful applicant is required to demonstrate training, experience, and competence working in the clinical services and areas listed above. It is an opportunity for a General Surgeon to work in a multidisciplinary team focused on providing high quality best practice care to patients and to engage in teaching, training, and clinical research.

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 on line 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

Visiting Medical Officers (VMO) with Canberra Health Services are covered by generous contract provisions. The standard VMO contract is available online: <https://www.legislation.act.gov.au/ni/2020-579/>

Visiting Medical Officers are engaged as independent contractors. Contracts will be for a three-year term.

ABOUT YOU

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Position Requirements/Qualifications:

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

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Fellowship of the Royal Australasian College of Surgeons (RACS) or equivalent specialist qualifications.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

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

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

For Senior Specialist we will also expect that you:

8. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.
9. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
10. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
11. 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.
12. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
13. Be able to demonstrate that they are performing at a level consistent with this competency framework.

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

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

Undergo a pre-employment Police check.

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

Note: Full Time and Part Time will be considered.

Contact Officer: Melissa Warylo (02) 5124 0931 melissa.warylo@act.gov.au

Infrastructure and Health Support Services

Infrastructure and Health Support Services

Campus Modernisation

Critical Services Building - Client Liaison Officer

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 58755, several - 025KM)

Gazetted: 14 September 2022

Closing Date: 28 September 2022

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

website: www.canberrahealthservices.act.gov.au

Do you have strong communication skills, are able to multi-task, have good attention to detail and can meet deadlines?

If so, there is a great opportunity for you to work on the largest healthcare infrastructure project undertaken in the ACT Territory's history. The Canberra Hospital Expansion - Critical Services Building (CSB) is a 43,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. It will incorporate the latest advances in technology and contemporary hospital design – enabling a patient-centred model of care that will maximise safety, health outcomes, operational efficiency, engineering services.

The CSB integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public throughfare, patient transportation and back-of-house logistics distribution.

The service profile of the CSB includes:

- new reception and retail outlets,
- new emergency department with 127 treatment spaces,
- medical imaging department dedicated to emergency and inpatients,
- operating theatre complex with 22 theatres, including hybrid theatres and interventional radiology suites,
- acute coronary care unit with interventional cardiac laboratories,
- 60 bed Intensive Care Unit with four dedicated paediatric beds (double the current capacity),
- four inpatient units with 128 beds,
- new sterilising services department that will replace the existing service at Mitchell ACT,
- helipad with future provisioning for a second landing site,
- ambulance bays,
- logistics port with an underground tunnel connection to the main campus loading dock; and
- significant landscape works to create a new north and south pedestrian link to the new reception and internal upgrades to ground floor of Building 2.

The CSB is designed to provide state-of-the-art facilities for medical practice and will incorporate the latest advances in technology and contemporary hospital design – enabling a patient-centred model of care that will maximise safety, health outcomes, operational efficiency, engineering services.

CHS is responsible for the planning and implementation of the program of Operational Commissioning activities associated with this major infrastructure project. The Operational Commissioning Program is managed by the Campus Modernisation team.

The Campus Modernisation Team require a team of five CSB Client Liaison Officers to act as the key clinical client interface for the following Departments and service teams:

1. Emergency Department and Pathology
2. Perioperative Services and Medical Imaging
3. Intensive Care Unit, Medical Emergency Team and Helipad
4. Cardiology, Healthcare Technology Management, Pharmacy
5. Inpatient Units and Family Respite Lounge

In your application you will nominate which of these Departments/service teams you would like to apply for, or you may like to demonstrate that you are able to successfully undertake any of these roles.

The positions will directly report to the CSB Senior Change Specialist, Campus Modernisation. The roles will act on behalf of the client department to consult with key stakeholders on the Operational Commissioning Program activities and provide advice to the Campus Modernisation team.

The roles will require professionalism and maturity to succeed in a fast-paced environment engaging multiple stakeholders. A strong work ethic and a positive attitude are important success criteria for these roles.

It is expected that these roles will offer an excellent client service and ensure work is completed in a compliant and efficient manner that meets our clients' objectives.

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.

The roles will require professionalism and maturity to succeed in a fast-paced environment engaging multiple stakeholders. A strong work ethic and a positive attitude are important success criteria for these roles.

Behavioural Capabilities

- Strong interpersonal and communication skills.
- Ability to multi-task, with attention to detail and in meeting deadlines.
- Adaptability and flexibility to accommodate change and be responsive to meet clients' needs.
- Proficiency in writing documentation which articulates the clinical business needs and in providing advice.

Position Requirements/Qualifications:

Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Tertiary qualifications in health, management or a related discipline.
- Experience in projects associated with health services development and delivery.
- Prior experience of working in government
- 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.

Notes: These are several temporary positions available for 2 years.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Infrastructure and Health Support Services

Campus Modernisation

Critical Services Building - Logistics Liaison Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58753 - 025KN)

Gazetted: 14 September 2022

Closing Date: 30 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The role of Logistics Liaison Officer will be the key client interface for the Logistics, Front of House, Port and Sterilising Services Department within the new Critical Services Building (CSB).

The Canberra Hospital Expansion - CSB is a 43,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. The CSB is the largest healthcare infrastructure project undertaken in the Territory's history; and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS).

The CSB integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public throughfare, patient transportation and back-of-house logistics distribution. The service profile of the CSB includes:

- a. new reception and retail outlets,
- new emergency department with 127 treatment spaces,
- medical imaging department dedicated to emergency and inpatients,
- operating theatre complex with 22 theatres, including hybrid theatres and interventional radiology suites,
- acute coronary care unit with interventional cardiac laboratories,
- 60 bed Intensive Care Unit with four dedicated paediatric beds (double the current capacity),
- four inpatient units with 128 beds,
- new sterilising services department that will replace the existing service at Mitchell ACT,
- helipad with future provisioning for a second landing site,
- ambulance bays,
- logistics port with an underground tunnel connection to the main campus loading dock; and
- significant landscape works to create a new north and south pedestrian link to the new reception and internal upgrades to ground floor of Building 2.

The CSB is designed to provide state-of-the-art facilities for medical practice and will incorporate the latest advances in technology and contemporary hospital design – enabling a patient-centred model of care that will maximise safety, health outcomes, operational efficiency, engineering services.

CHS is responsible for the planning and implementation of the program of Operational Commissioning activities associated with this major infrastructure project. The Operational Commissioning Program is managed by the Campus Modernisation team.

The Campus Modernisation Team requires a CSB Logistics Liaison Officer to act as the key client interface for the Logistics / Front of House / Port / Sterilising Services Department.

The position will directly report to the CSB Senior Change Specialist, Campus Modernisation. The role will act on behalf of the relevant area to consult with key stakeholders on the Operational Commissioning Program activities and provide advice to the Campus Modernisation team.

This role requires professionalism and maturity to succeed in a fast-paced environment engaging with various stakeholders. A strong work ethic and a positive attitude are important success criteria for this role.

It is expected that this role will offer strong client service and ensure work is completed in a compliant and efficient manner that meets our clients' objectives.

ABOUT YOU

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Behavioural Capabilities

To be successful in the role, key behavioural capabilities required include:

- Strong interpersonal and communication skills.
- Ability to multi-task, with attention to detail and in meeting deadlines.
- Adaptability and flexibility to accommodate change and be responsive to meet clients' needs.
- Proficiency in writing documentation which supports the business needs.

Position Requirements/Qualifications:

Mandatory

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Experience in projects associated with health services development and delivery.
- Prior experience of working in government.
- 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.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Medicine

Renal

Renal Administration Officer

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 41446 - 025JY)

Gazetted: 14 September 2022

Closing Date: 28 September 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services. Under general direction this position provides administrative support to the Renal service and its staff, including outpatient reception services, booking/scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Position Requirements/Qualifications:

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- 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.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. Applications from this recruitment process may be used to form a merit pool to fill similar part-time and full-time, temporary positions within the Division of Medicine at ASO2 level over the next 12 months.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Kylie Farrell (02) 5124 2821 kylie.farrell@act.gov.au

Nursing and Midwifery and Patient Support Services (NMPSS)

Infection Prevention and Control Unit

Clinical Nurse / Midwife Consultant

Registered Nurse Level 3.1/Registered Midwife Level 3.1 \$115,743 - \$120,506, Canberra (PN: 19170 - 025CL)

Gazetted: 13 September 2022

Closing Date: 29 September 2022

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

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 be responsive to meet needs

Position Requirements/Qualifications:

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

Desirable:

Holds or is working towards tertiary qualifications in Infection Control.

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.

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

Contact Officer: Leanne Muir 5124 3695 leanne.muir@act.gov.au

Territory Wide Mental Health Services (TWMHS)

Home Assessment and Acute Response Team (HAART)

Mental Health Clinician HAART PACER

Registered Midwife Level 3.1 \$115,743 - \$120,506, Canberra (PN: 48125 - 024GJ)

Gazetted: 14 September 2022

Closing Date: 3 October 2022

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

Territory Wide Mental Health Services (TWMHS) includes the Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) service. HAART and PACER provide assessment and intervention for acute mental health presentations

The HAART team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

PACER is a tri-service mental health co-response capability which works in partnership with ACT Policing and ACT Ambulance Services and provides a Police Officer, Ambulance Paramedic, and senior Mental Health Clinician who provide a timely mobile response to people experiencing mental health crisis.

PACER and HAART operate seven days a week, including weekends and public holidays, and the position holder will be required to work a rotating roster of 8 and 10-hour shifts, including on call arrangement overnight.

The position reports to the HAART Manager and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists, Medical Officers, and Allied Health Assistants)

ABOUT YOU

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Behavioural Capabilities

1. Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
2. Be flexible, adaptable and comfortable with a changing working environment and differing working styles.
3. Have excellent interpersonal skills and the ability to communicate effectively with consumers, family/carers, colleagues and emergency service and hospital personnel, particularly in crisis situations.

Position Requirements/Qualifications:

Mandatory

- Relevant tertiary qualifications and a minimum of three years' (ideal five years') post experience working professionally in mental health is preferred.

- Approved tertiary qualifications or equivalent in nursing and be registered or be eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to have a current driver's licence.
- The successful applicant will need to be for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Approved as a Mental Health Officer under the Mental Health Act 2015, or eligible to be approved as a Mental Health Officer.
- Post Graduate Qualification in Mental Health Nursing or working towards such.
- Experience in working in partnership with emergency services personnel that promotes a spirit of cooperation and collaboration, and respect for each other's philosophy, priorities, knowledge, skills, and experience.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- 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 - Working with vulnerable people (WWVP) registration (act.gov.au)
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Jacquelin Singh 0408 620 972 jacquelin.singh@act.gov.au

Allied Health

Acute Allied Health Services

Social Worker

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 21617-025N6)

Gazetted: 12 September 2022

Closing Date: 26 September 2022

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

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website: www.canberrahealthservices.act.gov.au

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 Care team (RACC) 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 patient's needs

Effective communication and interpersonal skills

Willingness to critically reflect on and develop practice skills and framework

Position Requirements/Qualifications:

Mandatory

- Relevant tertiary qualifications and a minimum of 1 years' experience working professionally in Social Work is required.

- Degree in Social Work (or equivalent).

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

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

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Patrice Higgins (02) 51242316 Patrice.Higgins@act.gov.au

Office of the CEO

Clinical Trials Unit

Haematology Clinical Trials Coordinator

Research Officer Grade 2 \$76,255 - \$82,566, Canberra (PN: 58234, several - 02509)

Gazetted: 13 September 2022

Closing Date: 29 September 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au The Haematology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. These trials are either Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants such as the Australasian Leukaemia and Lymphoma Group (ALLG). The Clinical Trials Coordinators provide key support to, and coordination of clinical research projects undertaken by the Haematology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and non-malignant Haematology. The main responsibilities of the Clinical Trials Coordinator will be to act as “key” person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff as well as co-ordinating patient care. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Principal Investigator of Haematology Clinical Trials, the Clinical Haematologists, and the Clinical Trials Manager.

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

1. Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
3. Strong organisational skills with a strong work ethic
4. Sound written and oral communication skills and works well individually and in a team environment.

Position Requirements/Qualifications:

- RO1 – A degree in a relevant area, from a recognised university with significant subsequent relevant work experience, OR an equivalent combination of experience and/or education. Academic knowledge or research experience is preferred.
- RO2, SRO1, SRO2 - A degree in a relevant area, from a recognised university AND significant subsequent clinical trials experience. These positions will be offered based on the extent of applicants demonstrated clinical trials experience and expertise.
- The successful applicant will need to be available for occasional after-hours work.
- 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.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. This advertisement is linked with other requisitions (02506, 02507, 02508, 02509) and will be interviewed and assessed together.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases

Contact Officer: Karyn Ward (02) 5124 2313 Karyn.ward@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Withdrawal Services

Withdrawal Unit Counsellor

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 57833 - 0250X)

Gazetted: 14 September 2022

Closing Date: 30 September 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality ADS guided by the principles of harm minimisation. ADS incorporates 7 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service, Drug Alcohol Sentencing List and Counselling and Treatment Services.

ADS provides information, advice, referral, intake, assessment, and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

This also includes the provision of high-quality liaison with external stakeholder, consumers and staff of MHJHADS.

This position is part of ADS Allied Health team, based at Building 7 at the Canberra Hospital. The team provides client services across the Withdrawal Unit and Opioid Treatment Service.

The role is located within the Withdrawal Unit and part of a multidisciplinary team working collaboratively with individuals to address psychosocial issues which involves direct intervention or counselling, therapeutic group work, advocacy, or referral to other agencies for more specialised support.

The role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive social work assessments, ability to provide a wide range of psychological/counselling treatments and group work to adults. Experience of alcohol and other drug assessment skills are desirable but not mandatory. All team members are required to undertake professional development and supervision, provide supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

ABOUT YOU

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Behavioural Capabilities

Ability to work within a multi-disciplinary team, be flexible, adaptable, and comfortable with a changing working environment.

Strong organisational skills including excellent written and oral communication

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

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

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

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

Position Requirements/Qualifications:

Mandatory

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Applicants must have a minimum of 1 years (ideal 2 years) post-qualification experience.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Experience of alcohol and other drug assessment skills are desirable but not mandatory.
- 4 Core Competencies from the Certificate IV in AOD Work, or higher (if not training will be provided for the successful candidate)
- 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.

Note: This is a temporary position available for 11 months with the possibility of extension and/ or permanency
Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Michael Haines 0251242591 Michael.haines@act.gov.au

Office of the CEO

Clinical Trials Unit

Clinical Trials Coordinator

Research Officer Grade 1 \$62,216 - \$73,920, Canberra (PN: 58234, several - 02506)

Gazetted: 12 September 2022

Closing Date: 26 September 2022

Details: 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: www.canberrahealthservices.act.gov.au

The Medical Oncology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. These trials are either Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants. These collaborators include Breast Cancer Trials (BCT), Australian and New Zealand Urogenital and Prostate Cancer (ANZUP), Australasian Gastro-Intestinal Trials Group (AGITG), Australia New Zealand Gynaecological Oncology Group (ANZGOG) and the Australasian Lung cancer Trials Group (ALTG).

The Clinical Trials Co-ordinators provide key support to, and coordination of clinical research projects undertaken by the Medical Oncology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and non-malignant Oncology. The main responsibilities of the Clinical Trials Coordinator will be to act as “key” person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff as well as co-ordinating patient care. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the

trial is compliant with Good Clinical Practice. Their work is under the general direction of the Principal Investigator of Medical Oncology Clinical Trials, the Clinical Medical Oncologists, and the Clinical Trials Manager.

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

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

Strong organisational skills with a strong work ethic

Sound written and oral communication skills and works well individually and in a team environment.

Position Requirements/Qualifications:

- RO1 – A degree in a relevant area, from a recognised university with significant subsequent relevant work experience, OR an equivalent combination of experience and/or education. Academic knowledge or research experience is preferred.
- RO2, SRO1, SRO2 - A degree in a relevant area, from a recognised university AND significant subsequent clinical trials experience. These positions will be offered based on the extent of applicants demonstrated clinical trials experience and expertise.
- The successful applicant will need to be available for occasional after-hours work.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Have an understanding of how the National Statement on Ethics Conduct in Human Research aligns 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.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. This advertisement is linked with other requisitions (02506, 02507, 02508, 02509) and will be interviewed and assessed together

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Karyn Ward (02) 5124 2313 Karyn.Ward@act.gov.au

Finance and Business Intelligence

Supply Services

Health Services Officer Level 5 Driver

Health Service Officer Level 5 \$60,182 - \$63,169, Canberra (PN: 21779 - 025IW)

Gazetted: 12 September 2022

Closing Date: 26 September 2022

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

website: www.canberrahealthservices.act.gov.au

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the FBI branch include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, Health Information Unit and Procurement and Supply.

The position reports to the Senior Store Supervisor of Canberra Health Supply Services.

This position is rotated between the Supply Services Warehouse, Mitchell, and the Canberra Hospital.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Strong understanding of supply chain processes within a warehouse environment.

Adaptability and flexibility to accommodate change and provide responsive services.

Position Requirements/Qualifications:

Mandatory

- Duties of the position include the requirement to drive vehicles, therefore possession of a class MR/HR/MC driver's licence is required and a forklift licence highly desirable.
- A minimum of three years' experience working professionally as a driver is required.
- The successful applicant will occasionally need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Rob Swain (02) 5124 3100 rob.swain@act.gov.au

Office of the CEO

Clinical Trials Unit

Service Designer - Clinical Trials Support Unit

Research Officer Grade 1 \$62,216 - \$73,920, Canberra (PN: 58233 - 02503)

Gazetted: 12 September 2022

Closing Date: 14 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Service Designer will work within the Clinical Trials Support Unit (CTSU) primarily around connecting with stakeholders and employing a variety of research methods to establish current and future service models. The successful applicant will apply human centred design (HCD) techniques to the research, prototyping and validation of services with a focus on the end-to-end experience of all stakeholders in the delivery of Clinical Trials.

This position will also provide key support to the research projects undertaken by the Clinical Trials Unit at Canberra Hospital in collaboration with partner and external institutions. This includes administrative support to the Clinical Trials Support Unit and working directly with the Research Ethics and Governance Office (REGO).

The successful applicant will also act as a liaison for all aspects of planning, conduct, implementation, and management of collaborative research with students and other academic partners. The position will act as a contact responsible for ensuring milestones are achieved and the conduct of the research is compliant with Good Clinical Practice and good Academic and Research Practice. You will also provide support and coordination to Clinical Trials Unit staff and

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

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

Strong organisational skills with a strong work ethic

Sound written and oral communication skills and works well individually and in a team environment.

Position Requirements/Qualifications:

It is desirable that the successful applicant:

- A degree in a relevant area (Design, Behavioural Sciences, Psychology, Sociology, and/or Anthropology) with subsequent work experience OR an equivalent combination of experience and/or education.
- Relevant technical skills in Design and/or Research.
- Relevant technical skills in Systems analysis, design, and integration.
- Experience in using visual tools to communicate insights and opportunities, such as Journey Maps, Service Blueprints, User Flows, System Models and Diagrams, Service Models, and Data Visualisation Frameworks
- The successful applicant will need to be available for occasional after-hours work.
- Have an understanding of how the National Statement on Ethics Conduct in Human Research aligns with this role.
- 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.

Mandatory

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Note: This is a temporary part-time position available at (29.4) hours per week for six months with the possibility of extension and/or permanency. The above full-time salary will be pro-rata. Selection may be based on application only.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Nikhil Jha (02) 5124 5322 Nikhil.Jha@act.gov.au

Office of the CEO

Clinical Trials Unit

Clinical Trials Coordinator

Research Officer Grade 1 \$62,216 - \$73,920, Canberra (PN: 58234, several - 02508)

Gazetted: 12 September 2022

Closing Date: 28 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

The Haematology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. These trials are either Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants such as the Australasian Leukaemia and Lymphoma Group (ALLG).

The Clinical Trials Coordinators provide key support to, and coordination of clinical research projects undertaken by the Haematology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and non-malignant Haematology. The main responsibilities of the Clinical Trials Coordinator will be to act as “key” person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff as well as co-ordinating patient care. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Principal Investigator of Haematology Clinical Trials, the Clinical Haematologists, and the Clinical Trials Manager.

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

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

Strong organisational skills with a strong work ethic

Sound written and oral communication skills and works well individually and in a team environment.

Position Requirements/Qualifications:

- RO1 – A degree in a relevant area, from a recognised university with significant subsequent relevant work experience, OR an equivalent combination of experience and/or education. Academic knowledge or research experience is preferred.
- RO2, SRO1, SRO2 - A degree in a relevant area, from a recognised university AND significant subsequent clinical trials experience. These positions will be offered based on the extent of applicants demonstrated clinical trials experience and expertise.
- The successful applicant will need to be available for occasional after-hours work.
- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Have an understanding of how the [National Statement on Ethics Conduct in Human Research](#) aligns 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.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Note: These are temporary positions available for six months with the possibility of extension and/or permanency.

THIS ADVERTISEMENT IS LINKED WITH OTHER REQUISITIONS (02506, 02507, 02508, 02509) AND WILL BE INTERVIEWED AND ASSESSED TOGETHER.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Karyn Ward (02) 5124 2313 karyn.ward@act.gov.au

Mental Health, Justice Health, and Alcohol and Drug Services

Community Mental Health Services

Health Professional Level 3, ACOS

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 16183 - 025MC)

Gazetted: 09 September 2022

Closing Date: 23 September 2022

Details: 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: www.canberrahealthservices.act.gov.au

The Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of 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, and other community settings including people's homes.

The following portfolios are encompassed in the MHJHADS Division:

- Territory Wide Mental Health Services
- Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services

The Community Mental Health Services (CMHS) portfolio incorporates services which provide specialist mental health care and treatment for people aged over 18 years of age, with a strong focus on timely and effective community intervention. CMHS consists of Community Recovery Services which operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Woden, Tuggeranong), and specialty teams that provide specialised services such as treatment and care for older persons, treatment and care of persons with intellectual disability, and assertive community outreach.

The Assertive Community Outreach Service (ACOS) provides specialist care and treatment to persons over the age of 18 years who have a primary diagnosis of major mental illness, and who commonly present with complex co-morbidities. ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00. The position holder will be required to work a rotating roster including morning and evening shifts, weekends, and public holidays.

The position reports directly to the ACOS Manager and is supported by a cohesive multidisciplinary team. This is an exciting opportunity for someone who is interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

ABOUT YOU

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Behavioural Capabilities

High level customer service skills to provide supportive and professional experiences to people who access MHJHADS services.

High level administration skills to be able to provide quality work output.

High level organisational skills to be able to efficiently manage workload.

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

Position Qualifications:

- OCCUPATIONAL THERAPIST

Be registered or be eligible for registration with the Occupational Therapy Board of Australia under AHPRA, with a minimum of 3 years (preferably 5 years) experience working professionally in mental health.

- PSYCHOLOGIST

Be registered or be eligible for general registration with the Psychology Board of Australia under AHPRA, with a minimum of 3 years (preferably 5 years) experience working professionally in mental health.

- **SOCIAL WORKER**

Be eligible for registration with the Australian Association of Social Workers, hold a valid Working with Vulnerable People card and have a minimum of 3 years (preferably 5 years) experience working professionally in mental health.

Position Requirements:

- The successful applicant will need to have a current driver's licence.
- The successful applicant will need to be available for weekend and after-hours work.
- 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.

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

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.
- Comply with Canberra Health Services credentialling and scope of clinical practice requirements for allied health professionals.

Contact Officer: Jade Nolan (02) 5124 7830 Jade.Nolan@act.gov.au

Chief Financial Officer

Health Information Services

Release of Information (ROI) Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 23889 - 025AY)

Gazetted: 09 September 2022

Closing Date: 23 September 2022

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

website: www.canberrahealthservices.act.gov.au

The Chief Financial Officer (CFO) Branch is led by the Chief Financial Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The CFO Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The main sub-units within the CFO branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, and Health Information Services. Health Information Services (HIS) provides a range of services including clinical record scanning and management, clinical coding and case mix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

ABOUT YOU

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Behavioural Capabilities

Strong communication and organisational skills with a high degree of drive and possess high attention to detail
Adaptability and flexibility to accommodate change and provide responsive services within legislative timeframes
Ability to work within a team environment as well as independently with minimal supervision

Position Requirements/Qualifications:

Mandatory

- The successful applicant must have a current Driver's license
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health

Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Knowledge or understanding of medical terminology
- Previous experience in a health setting
- 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.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Robyn Lunt (02) 5124 3331 robyn.lunt@act.gov.au

Medicine

Department of Respiratory and Sleep

Outpatients Administrative Support

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 41454-025IT)

Gazetted: 13 September 2022

Closing Date: 27 September 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.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 particularly encouraged to apply.

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

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:

Mandatory

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Kathleen Tate (02) 5124 3028 Kathleen.tate@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

Senior Director, Human Resources

Temporary Vacancy (asap for six weeks with possibility of extension)

Canberra Institute of Technology

Corporate Services

Position: E1068

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 13 September 2022

Canberra Institute of Technology is seeking an experienced and motivated executive for the position of Senior Director, Human Resources to play a pivotal leadership role in supporting staff in the areas of Human Resources (HR) and Work Health and Safety (WHS).

The Senior Director will work closely with the senior executive team in leading Human Resources, Industrial Relations and Work Health and Safety including developing and implementing strategies to enhance workforce capabilities in the contemporary and changing environment.

Applicants should have an established record in developing and implementing public sector policy, empowering managers across an organisation, excellent leadership credentials and a commitment to public sector integrity.

You should have a strong focus on customer service, delivering outcomes and be experienced in maintaining effective working relationships with stakeholders.

If this sounds like you, and you can hit the ground running, then we want to hear from you.

To apply: Please submit a short Expression of Interest of no more than two pages outlining what you could contribute to this important role, details of two referees and a current curriculum vitae to Steven Wright via email, StevenP.Wright@cit.edu.au by COB Tuesday 20 September 2022.

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

Remuneration: The position attracts a remuneration package ranging from \$251,374 - \$261,418 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$223,205.

Contact Officer: Steven Wright (02) 6207 1356 StevenP.Wright@cit.edu.au

Education and Training Services

CIT Business and Leadership College

CIT Business

Senior Teacher

Teacher Level 2 \$114,979, Canberra (PN: 34886)

Gazetted: 13 September 2022

Closing Date: 20 September 2022

Details: The department provides the practical and theoretical skills and knowledge for students who are seeking careers in office environments in both the public and private sector. Qualifications from Certificate II to Advanced Diploma are offered.

The departments' teachers are well qualified with hands-on practical experience. The Department is looking to refresh its delivery of training programs to better meet needs of students and employers in the ACT and region. This means exploring and implementing, where appropriate different delivery pathways and delivery methods. The department is also seeking to work more closely with other areas to reduce duplication of content delivery across CIT.

The primary focus of the Teacher Level 2 position is to, under the general direction of the **Head of Department, Manager Education Level 1**, through quality leadership in and management of education and related activities, contribute to the achievement of departmental goals.

QUALIFICATIONS AND EXPERIENCE

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 – 22 sub-Clause 40.

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 2021 – 2022.

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.

How to Apply: Please submit a statement of claims against the selection criteria. Please provide details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lucy Marchant (02) 6207 4956 Lucy.Marchant@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

CIT Business and Leadership

CIT Business

Head of Department

Manager Education Level 1 \$133,267, Canberra (PN: 51764)

Gazetted: 13 September 2022

Closing Date: 20 September 2022

Details: CIT Business provides the practical and theoretical skills and knowledge for students who are seeking careers in office environments in both the public and private sector. Qualifications from Certificate II to Advanced Diploma are offered.

The departments' teachers are well qualified with hands-on practical experience. The Department is looking to refresh its delivery of training programs to better meet needs of students and employers in the ACT and region. This means exploring and implementing, where appropriate different delivery pathways and delivery methods. The department is also seeking to work more closely with other areas to reduce duplication of content delivery across CIT.

The primary focus of the Head of Department position is to lead the team through this development, contribute to the development and achievement of departmental goals and to manage day to day activity of the team.

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

Eligibility/Requirements

QUALIFICATIONS AND EXPERIENCE:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

All managers at Manager Education – Level 1 or Manager Education – Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor), and an Advanced Diploma in Adult Learning and Development (or equivalent).

Note: Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught.

INDUSTRY EXPERIENCE

Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised.
How to Apply: Please submit a statement of claims addressing the selection criteria. Please provide 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: Lucy Marchant (02) 6207 4956 Lucy.Marchant@cit.edu.au

Education and Training Services

N/A

Library and Learning Services

Library Manager

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 54242)

Gazetted: 09 September 2022

Closing Date: 23 September 2022

Details: The CIT Library and Learning Services is looking for a Library Manager, who will be based at Reid Campus. If you have experience working in an educational library setting, providing services to a wide range of clients in an agile environment, and supervising a diverse team; this is the job for you.

Eligibility/Other Requirements: An appropriate degree or equivalent which allows for professional membership of the Australian Library and Information Association (ALIA).

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

How to Apply: Applicants are 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 later.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Stalker-Booth (02) 6207 3375 Claire.Stalker-Booth@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Executive Branch Manager

Temporary Vacancy (ASAP until 11 November 2022 with the possibility of extension up to 9 months)

Chief Minister, Treasury and Economic Development Directorate

Office for Climate Change

Position: E1125

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 13 September 2022

The Office for Climate Action, is seeking an appropriately qualified person to fill the position of Executive Branch Manager.

Policy and Cabinet is looking for an individual who can bring people and ideas together. The Office for Climate Action is leading the coordination and delivery across government of initiatives on emissions reduction, resilience, and adaptation to climate change. There is a good variety of work that includes in-depth legislative reform, higher-level central agency policy advice, and representation at various cross government fora. The role regularly briefs Ministers and the Head of Service.

This position will commence as soon as possible until 11 November 2022, with a possibility of extension up to nine months. For further information please see the position description attached.

To apply: Interested candidates should submit a short one page pitch Expression of Interest, addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Kieran Lawton via email, Kieran.lawton@act.gov.au COB Tuesday 20 September 2022.

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

Remuneration: The position attracts a remuneration package ranging from \$266,764 - \$277,429 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008. Contact Officer: Kieran Lawton, Kieran.lawton@act.gov.au

**Digital, Data and Technology Solutions
Customer Engagement Services Branch
Portfolio Management
Service Support Officer**

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 43863)

Gazetted: 12 September 2022

Closing Date: 26 September 2022

Details: Job Overview

Customer Engagement Services Branch is seeking a Service Support Officer to join the Service Portfolio Management Team which is responsible for all activities relating to the Digital, Data and Technology Solutions products and services being documented and published in the Technology Service Catalogue.

In this role, you will research and liaise with different stakeholders to define our current and future service offerings and assist in the completion of Technology Catalogue requests using Microsoft Office tools including Word, Visio as well as the ServiceNow Platform.

Key Deliverables/Business Objectives

Consult with stakeholders regarding their business needs in relation to the Technology Service Catalogue.

Undertake the analysis, evaluation and development of business outcomes for Directorates.

Mapping the service tasks/effort provided by the service owner in relation to delivery, support, and maintenance.

Assist senior staff within the team to coordinate service lifecycle management activities, and accurately record work tasks.

Management of the REQ/RITM tasks in ServiceNow, Service Portfolio Management (SPM) Network Drive folders, ICT Catalogue register and SPM SharePoint pages.

Assist with documenting and reviewing Service Development activities including Service Descriptions, Service Templates used in publishing ICT services in the Service Catalogue and Effort analysis tasks.

We are seeking an enthusiastic, friendly, and organised person to help support us in achieving our teams' objectives. If you are experienced in this area and are looking for long-term and fulfilling work, we're keen to meet 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Requirements

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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

How to Apply: Please submit a pitch of no more than two pages outlining how your qualifications and experience demonstrate your skills, knowledge, and behavioural capabilities against 'what you will do' in the Position Description.

Please include your current curriculum vitae, and the contact details of at least two referees, one of which is your current manager where applicable.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Morel (02) 6207 2221 Jason.Morel@act.gov.au

Corporate

People and Capability

Learning System Administrator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57751)

Gazetted: 08 September 2022

Closing Date: 26 September 2022

Details: This is a new role in the Learning and Development team in CMTEDD Corporate. We are looking for a technical whizz who is enthusiastic and a fast-learning team-player to support the daily management of the Learning Management System (LMS) and assist with the creation and promotion of eLearning. See the Position Description for further information.

We have a new LMS platform, that is part of the whole of government system. This is a great opportunity to help us implement our new approach and contribute to growing capability of staff across our Directorate.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

Notes: This is a temporary position for six months, with a possibility of extension or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a pitch of no more than three pages responding to the Selection Criteria in the Position Description, along with your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jill Reay-Smith (02) 6207 6156 Jill.Reay-Smith@act.gov.au

Digital, Data and Technology Solutions (DDTS)

ACT Digital

Rego Senior Analyst Programmer

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14976)

Gazetted: 08 September 2022

Closing Date: 22 September 2022

Details: Are you an experienced Java developer that can deliver maintainable code and is excited at developing complex requirements? Are you a team player, who can work well with customers and has a passion for delivering software that supports citizens focused services? If you've read this far and nodded your head then this position may be for you!

The successful applicant, as part of a small team, will develop software to meet the legislative, business and community requirements of the rego.act business application (a government critical system which supports the transport licencing and registration, including infringement and numberplate, functions of the ACT Government and performs over 500,000 citizen focused transactions annually).

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

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

How to Apply: Applications are to be made by providing a curriculum vitae and a maximum two page pitch addressing the capabilities under the 'what you require' section of the position description outlining why you're the best person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Werner Kruger 0478 402 358 Werner.Kruger@act.gov.au

Communications and Engagement

Content, Governance and Protocol

Digital Communications

Senior Content Designer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58802)

Gazetted: 09 September 2022

Closing Date: 27 September 2022

Details: We're improving ACT Government websites to create a simple, unified and customer-focussed digital experience for the community.

You'll be taking the lead in developing new content for some of our high value websites. This role also contributes to the day-to-day management of CMTEDD-owned websites.

This role requires a strong understanding of digital content and WCAG2.1 accessibility standards, plain language, SEO, analytics and writing/editing for the web, experience using HTML and content management systems (CMS).

Websites, like all ACT Government communications and engagement activities, require strong collaboration within and across teams. This makes sure that the right information is provided to the right audience, at the right time, by:

bringing an audience-first lens to the work, informed by research, insights and evaluation

collaborating with stakeholders in partnership with a strong client service ethic

working in a fast-paced environment, while being flexible and open to change

being supported by whole of government guidelines, policies and procedures.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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

How to Apply: We ask that applicants submit:

a curriculum vitae with the contact details of two referees

a 500-word pitch that tells us why you're the perfect fit for this role

Applications should be submitted via the Apply Now button below.

Contact Officer: Ellen Harvey n/a Ellen.Harvey@act.gov.au

Economic and Financial Group

Economic and Financial Analysis Branch

Economic and Regulatory Policy

Senior Project Officer, Economic and Regulatory Policy

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55861)

Gazetted: 08 September 2022

Closing Date: 22 September 2022

Details: Do you enjoy a challenge and want to be part of a high performing team that tackles complex economic policy issues head on? This is a fantastic opportunity for you to contribute to achieving great outcomes for the ACT community.

The Economic and Regulatory Policy Unit within Treasury is looking for an enthusiastic and committed self-starter to join our team, with an aptitude for undertaking economic analysis and research across a range of complex public policy issues.

As a Senior Policy Officer in our team, you will contribute to the wellbeing of Canberrans through your advice on a range of projects and policy proposals, including climate change initiatives, water, energy and regulatory reforms and competition policy.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

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

Selection may be based on application only.

How to Apply: Submit your pitch addressing the selection criteria on how you would approach the role (maximum of two pages), a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Lawrence (02) 6205 7234 Ian.Lawrence@act.gov.au

Digital, Data and Technology Solutions (DDTS)

ACT Digital

Salesforce DevOps Engineer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43929)

Gazetted: 09 September 2022

Closing Date: 27 September 2022

Details: ACT Digital operates at the forefront of the digital transformation agenda within the ACT Government, leading a range of community co-design activities to deliver on a vision for the future in which ACT Government digital services are so easy to access they just happen, often without you needing to do anything to initiate the interaction. And with that vision in mind, ACT Digital is now accepting applications for the right person to join the team and play a key role in delivering on this vision as the program's DevOps Engineer.

If you:

have experience in administering cloud-based ICT systems and the application of agile development approaches
understand the importance of establishing and evolving governing policies and standards for platforms, to ensure the integrity of systems and services

are excited by the prospect of working closely with a team of System Integrators and Software Developers to create digital services that improve living standards across the community

then this is a great opportunity for 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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

How to Apply: Tell us all about yourself and why you would be the perfect candidate to join our team by submitting a statement of no more than two pages addressing the attached Selection Criteria, a current curriculum vitae and contact details for at least two referees prior to the advertised closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kaia Ivancic (02) 6205 9802 Kaia.Ivancic@act.gov.au

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Plumber

Building Trade \$76,147 - \$80,536, Canberra (PN: 13988)

Gazetted: 12 September 2022

Closing Date: 26 September 2022

Details: ACT Property Group are looking for an experienced and qualified Plumber to join our team of trade professionals. This position is part of ACT Property Groups professional trades area providing maintenance services for ACT Government owned or managed buildings including corrections facilities. You will use your trade expertise to diagnose and fix problems in buildings, recommend improvements and ensure that buildings meet the needs of the ACT Government and building users. This role is based primarily in the field working with supervisors to program and deliver work and reporting on progress and completion of jobs. Employment with the ACT Government include a number of benefits detailed in the ACT Government employment conditions. We want people in the team that are good at their trade, deliver high quality work and provide good customer service.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements:

This position requires:

Professional/Trade qualifications - Certificate IV in Plumbing and Services or greater - and building maintenance experience in maintenance plumbing.

Hold or have the capacity to obtain licenses under *Construction Occupations (Licensing) Act 2004*: Sanitary Plumber, Water Supply Plumber, Advanced Sanitary Drainer, Gasfitter and Certified to test Backflow Prevention Devices

Hold or have the capacity to obtain White Card, Asbestos Awareness and Working with Asbestos Cards, and any relevant Certificates such as TMV, working at heights, confined space, forklift.

Hold or have the capacity to obtain Working with Vulnerable People card
a current driver's licence (car)

Qualification/s in Security, Property/Facilities Management, Project Management, Work Health, and Safety are desirable

Note: Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. 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, and

Contact details of at least two referees.

Applications should be submitted via the "Apply Now" button below:

Contact Officer: Cassandra Keppell (02) 6205 9876 actpgcorporate@act.gov.au

Workforce Capability and Governance

Whole of Government Industrial Relations and Public Sector Employment

Senior Legal Policy Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 10832)

Gazetted: 12 September 2022

Closing Date: 19 September 2022

Details: The Whole of Government Industrial Relations and Public Sector Employment Group is seeking applications from highly motivated individuals to fill the role of Senior Legal Policy Officer. The role undertakes high-level legal policy work, provides strategic advice to the Group and responds to legal policy issues.

The successful applicant will be an experienced leader and strategic thinker who can interpret legislation and communicate effectively with a range of stakeholders, delivering information and education to support the work of the Group and broader business unit.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

Relevant tertiary qualifications in law or a related field, or significant study towards gaining such qualifications, would be highly desirable.

Notes: This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: A two-page pitch that tells the selection committee about your ability to perform the advertised role. The pitch should demonstrate that you possess the capabilities detailed in the “What you Require” section of the Position Description.

A current curriculum vitae including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Ernst (02) 6207 5995 Denise.Ernst@act.gov.au

Strategic Finance

Business Improvements Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57561)

Gazetted: 12 September 2022

Closing Date: 26 September 2022

Details: We are seeking a highly motivated Business Improvements Officer to assist in the maintenance, development and improvement of the Directorate’s financial related policy and guidance material, both for use by the team and the Directorate more broadly. The successful applicants will also be responsible to maintain and further develop of the team’s filing practices using an approved Electronic Document Management and Reporting System (EDRMS) and support a team responsible for the preparation of financial reports, budget documents and a range of other accounting and financial administration activities.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

- Relevant tertiary qualifications in accounting or progress towards an accounting degree would be beneficial.
- Previous experience working with record management systems would be an advantage, in particular: TRIM and WIRE or Objective.

Notes: These are temporary positions available immediately for six months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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: Applicants must provide a written response addressing the selection criteria of no longer than two pages, a current curriculum vitae and contacts for two referees.

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

Contact Officer: Jason Klose (02) 6207 0246 jason.klose@act.gov.au

Digital, Data and Technology Solutions (DDTS)

ACT Digital

Senior Salesforce Developer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58179)

Gazetted: 08 September 2022

Closing Date: 26 September 2022

Details: The ACT Digital program is charged with making it easier for every citizen and business to transact with government. Through outcomes delivered by the program, interactions with government will be seamless and secure for all citizens and businesses.

ACT Digital operates at the forefront of the digital transformation agenda within the ACT Government, leading a range of community co-design activities to deliver on a vision for the future in which ACT Government digital services are so easy to access they just happen, often without you needing to do anything to initiate the interaction. But development of truly digital service experiences requires that services are designed and developed with the user in mind. And we need committed software developers to join the team to contribute to turning our service designs into reality.

If you:

Are a software developer with more than 2-years’ experience working in web front-end or user-interface development, or experience in development of relational database management systems

Have experience with Object Oriented programming languages, or practical experience in development within the Salesforce technology stack

Would like to join a growing team of System Integrators and Software Developers to create digital services that improve living standards across the community

then this is a great opportunity for 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply

Notes: A Merit Pool will be established from this selection process and will be used to fill 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: Tell us all about yourself and why you would be the perfect candidate to join our team by submitting a statement of no more than two pages addressing the attached Selection Criteria, a current curriculum vitae and contact details for at least two referees prior to the advertised closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kaia Ivancic (02) 6205 9802 Kaia.Ivancic@act.gov.au

Economic Development

Venues Canberra

Senior Director – Safety, Security and Emergency Management

Senior Officer Grade A \$157,201, Canberra (PN: 49169)

Gazetted: 12 September 2022

Closing Date: 10 October 2022

Details: Venues Canberra manage GIO Stadium Canberra, Exhibition Park in Canberra (EPIC) and Manuka Oval.

These are Canberra's leading sporting, event, and function venues. Some of the Venues major clients include the Brumbies, Canberra Raiders, GWS Giants, Cricket Australia, Summernats, National Folk Festival and Handmade Markets. EPIC also manages a camping/caravan park on its site with over 200 spaces.

The Senior Director – Safety, Security, and Emergency Management is a senior position within the Venues Canberra structure that provides assurance to the Executive Branch Manager of the effective and efficient management of safety, security and emergency planning and preparedness activities across Venues Canberra. The position is responsible for leading a program of operations which facilitates the development, implementation and review of strategic and operational procedures and programs to assist in the safe operation of Venues Canberra sites within a collaborative, all hazards resilience framework.

In line with this the Senior Director – Safety, Security, and Emergency Management will provide management of the WHS framework ensuring the maintenance of a safety culture within Venues Canberra, responsibility for the compilation of WHS and Security risk assessments to ensure safe and secure events at all Venues Canberra sites. The role requires a strong commitment to internal and external stakeholders with a demonstrated ability to work with a variety of stakeholders sometimes in high pressure environments while delivering good technical outcomes and ensuring stakeholders understand and are engaged.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Requirements

Essential:

C Class Driver's License.

The ability to perform regular after hours, public holidays and weekend work in support of booked events.

Desirable:

Possession of a Negative Vetting Level 1 Security Clearance

How to Apply: Please provide a current curriculum vitae including referee details and provide a written response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Elkins (02) 6256 6708 Matthew.Elkins@act.gov.au

Treasury

ACT Property Group

Finance and Systems

Senior Finance Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 25300)

Gazetted: 14 September 2022

Closing Date: 28 September 2022

Details: We are looking for a talented, capable and driven individual to play a lead role as we continue to drive our business towards becoming an agile organisation that can adapt and respond to the needs of stakeholders.

This is a team leader role within the operational finance team, supervising finance officers and providing day to day direction on Accounts Payable and Accounts Receivable activities including rental lease activities. This role is responsible for ensuring the financial transaction functions are completed to a high standard and level of accuracy. The role also provides guidance and advice to other staff on financial transactions and processes and assists in preparing finance and transaction reports to business units.

This is a diverse and challenging hands on role and would be ideal for a suitably skilled and experienced leader with very good communication skills keen on making a difference with a focus on Business Improvement.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Requirements

at least 5 years experience in supervising and undertaking accounts processing activities within a complex business environment is desirable

a current driver's licence (car) is desirable

Qualifications/experience in management, finance, accounting or other relevant areas is desirable.

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 vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply: In order to apply for this challenging but rewarding role please provide a two page written response outlining your suitability for this position and your current curriculum vitae (with Referee contacts). Selection may be made on applications and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Payal Mehta (02) 6207 6696 Payal.Mehta@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Coordination and Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 33711, several)

Gazetted: 13 September 2022

Closing Date: 27 September 2022

Details: The Cabinet, Assembly and Government Business branch has two exciting opportunities at the ASO 5 level which are temporary with the possibility of extension and/or permanency.

These positions would suit a person who is interested in being at the forefront of government decision making and supporting the passage of Cabinet and Government Business.

To be considered for these roles it would be expected that you have a curious mind, possess or have the ability to gain, a strong understanding of the ACT Government's Cabinet, Assembly and Government Business activities and thrive in a team environment.

This is a diverse and interesting role as part of a high functioning branch, who willingly support each other in meeting critical timeframes. The successful applicant will be expected to have sound administrative and organisational skills and the ability to demonstrate resilience in a high-pressure environment.

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 and linguistically

diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Note: There are two temporary vacancies available one from 30 September 2022 to 25 November 2022 and one immediately up to 26 October 2022 with the possibility of extension and/or permanency.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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: 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: Kim.P Bailey (02) 6205 1597 Kim.P.Bailey@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Service Management

Problem Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 14512)

Gazetted: 13 September 2022

Closing Date: 27 September 2022

Details: Customer Engagement Services Branch (CESB) provides a diverse range of ICT Services, products and consultancy for Directorates through co-located ICT Teams. CESB also provides an applications development and maintenance capability for Corporate and specialised systems. The Service Management team sits in the Customer Engagement Services Branch. It provides 24/7 ICT incident and problem management support to all ACT Government Directorates.

Working closely with Incident Management and other areas of ICT you will:

manage and own the Problem Management process for ICT

Ensures that appropriate action is taken to anticipate, investigate and resolve problems in systems and services

Coordinate the implementation of agreed remedies and preventative measures.

Organise knowledge assets and oversee the lifecycle of identifying, capturing, classifying, storing and maintaining knowledge assets

provide after-hours Incident and Problem Manager support when required

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/Requirements

Formal ITIL qualifications are highly desirable.

Notes: 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.

How to Apply: Please submit a response to the Selection Criteria and a curriculum vitae

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Blyth (02) 6207 7853 Kylie.Blyth@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Senior Service Delivery Officer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 05388, several)

Gazetted: 13 September 2022

Closing Date: 29 September 2022

Details: The Digital, Data and Technology Solutions (DDTS) ICT Service Desk team is looking for an enthusiastic person with the right mix of customer service and ICT knowledge to join our team. This person will be providing second level ICT support to a broad range of staff working for the ACT Government.

As part of the ICT Service Desk team, you will contribute to achieving positive service results within the parameters of team key performance indicators. Your daily duties will encompass answering phone calls, responding to emails, first and second level troubleshooting, and recording of ICT requests or incidents. There is also the requirement to provide face-to-face on-site field support on a rotational basis.

The successful applicant will possess a good understanding of ICT, know how to effectively communicate to troubleshoot common problems and provide training and mentoring for junior staff. If you think you have the relevant experience and skills please review the Position Description and apply as per directed below.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to rapidly obtain and maintain a certificate is mandatory.

Driver's license class C is recommended.

Notes: This is a temporary position available immediately for up to 12 months with 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. Full-time role available. part-time flexible arrangements can be considered,

How to Apply: Please provide a two-page pitch of your demonstrated experiences that are relevant to the first four points in the What You Will Do section of the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Prothero (02) 6207 1751 James.Prothero@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Service Management

Executive Support Team

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57039, several)

Gazetted: 13 September 2022

Closing Date: 27 September 2022

Details: Customer Engagement Services Branch (CESB) provides a diverse range of ICT Services, products and consultancy for Directorates through co-located ICT Teams. CESB also provides an applications development and maintenance capability for Corporate and specialised systems.

Multiple positions are being advertised.

The Executive Support Manager position manages the platinum support service provided to ACT Government Executives and provides support to Incident Management, Problem Management and Service Management functions for the Customer Engagement Services Branch.

The Executive Support, Incident and Problem Management positions are responsible for delivering daily operational support for the platinum support service provided to ACT Government Executives and provides support to Incident Management, Problem Management and Service Management functions for the Customer Engagement Services Branch.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Requirements

This is a Position of Trust Level 1 (PoT 1). You are required to gain and maintain an ACT Government CMTEDD Baseline clearance. If screening is not successful, your employment will not commence or, if already commenced, your employment will be reassessed.

This position requires a pre-employment medical.

Current ITIL V3 Foundations qualification.

Notes: There are several temporary positions available immediately for six months with the possibility of extension up to 12 months and/or permanency.

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.

How to Apply: Please submit a response to the Selection Criteria and a curriculum vitae.

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

Contact Officer: Kylie Blyth (02) 6207 7853 Kylie.Blyth@act.gov.au

Workforce Capability and Governance

Secure Local Jobs Code

Director Workforce and Data Analytics

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58796)

Gazetted: 14 September 2022

Closing Date: 21 September 2022

Details: As the Director of the Workforce Data and Analytics team you are responsible for the planning, development and management of initiatives that enhance the directorate's ability to make informed, evidence-based decisions about our workforce and workforce related projects. This role combines strategic and operational analysis and reporting that supports measurable workplace outcomes.

You will lead a small team, and work with a range of stakeholders, to enable this. Your work will expand and enhance our HR business intelligence services to leaders and staff to help them achieve their people management responsibilities and strategic workforce objectives.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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

Selection may be based on application and referee reports only.

How to apply: Please submit two supporting documents:

a maximum 1000-word pitch, outlining your suitability for the role, and claims against the capabilities required for the position, and

a PDF document illustrating examples of your portfolio/body of work.

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

Contact Officer: JenA Campbell 0422 553 425 JenA.Campbell@act.gov.au

Communications and Engagement

Strategic Communications, Research and Engagement

Assistant Director, Research and Insights

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58770)

Gazetted: 14 September 2022

Closing Date: 28 September 2022

Details: We are looking for someone who is excited about the opportunity to use their qualitative research skills to inform ACT Government projects, services, and communications initiatives.

Working as part of a small team, you will take the lead and manage the delivery of qualitative research projects including development of research design, discussion guides, moderation, and facilitation, as well as analysis and interpretation of data to deliver meaningful insights. To be successful in this role you will need to have strong written and verbal skills, demonstrated report writing experience and a proven ability to write for various audiences.

In the role you will have the opportunity to collaborate with a range of teams across government on the delivery of research projects, support the use of best practice research methods and help maintain standards of services. This includes the timely communication of research results to internal and external stakeholders as well as the broader Canberra community.

We are looking for an active self-starter who can combine excellent technical research and data analysis skills with enthusiasm and drive for building capacity in research. On top of that you're a true team player - someone who thrives on being part of a small, dynamic team.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff](#)

Eligibility/other requirements:

Desirable

Relevant graduate or post graduate qualification

Five or more years relevant work experience

An ACT Government CMTEDD baseline security clearance or ability to obtain and hold a baseline security clearance

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

This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: 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 the "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.

Applicants must submit a current curriculum vitae including details of work history (roles, timing, responsibilities, and achievements), qualifications and two referees including their contact details.

There is a limit of 10MB and 10 documents per application in the online application.

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

Contact Officer: David Briant (02) 6205 2402 David.Briant@act.gov.au

Shared Services

Finance Operations

Debt Management

Debt Management Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 07705)

Gazetted: 14 September 2022

Closing Date: 28 September 2022

Details: Applications are sought for an experienced, highly motivated individual for the role of Debt Management Officer. The role will contribute to ensuring efficient, timely collection of territory owed debt. The role requires good judgment, well developed interpersonal and time management skills and the ability to exercise sound judgement, flexibility, tact and discretion.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Requirements

Previous experience in a debt management / recovery, contact centre role would be highly regarded.

Notes: This is a temporary position available from September 2022 until September 2023 with the possibility of permanency.

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

How to Apply: Candidates are requested to review the duties outlined in the position description and submit an Expression of Interest (one page maximum), highlighting their skills in the areas of: Experience in conflict resolution in a debt recovery function along with a curriculum vitae to the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Wall (02) 6205 0724 Jessica.Wall@act.gov.au

Access Canberra

Government Business, Data and Strategy

Data and Analysis

Senior Data Scientist

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58892)

Gazetted: 14 September 2022

Closing Date: 28 September 2022

Details: Are you an outlier looking for your distribution? Do you operate with 95% confidence?

Access Canberra is seeking a Senior Data Scientist to assist the organisation with finding solutions to regulatory problems using data and evidence. Success in the role requires confidence, frequency, and variability – In other words, if you can operate under limited direction, build relationships across Access Canberra, and are able to adapt to changing priorities, this may be the job for 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Requirements

A formal qualification in a field of statistics/mathematics, computer science or 2+ years experience in a data analysis role highly desirable.

Notes: This is a temporary position available immediately for six months with the possibility of permanency. This position is based at a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

This position is available for an initial period of 6 months with the possibility of extension up to 12 months or permanency.

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

How to Apply: To apply for the position please review the Position Description and submit your curriculum vitae and a two-page pitch providing examples that demonstrate your skills, knowledge and behavioural capabilities and experience to perform the duties and responsibilities of the role; and why that makes you the best person for the job.

Applications should be submitted via the Apply Now button below.

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

ERIPSS

ACT Property Group

Finance and Systems

Assistant Director, Financial Operations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39066)

Gazetted: 14 September 2022

Closing Date: 28 September 2022

Details: We are looking for a talented, capable and driven individual to play a lead role as we continue to drive our business towards becoming an agile organisation that can adapt and respond to the needs of stakeholders.

This position is a leadership role within the Finance team providing expert financial advice and manages the operational finance team, ensuring that Accounts Payable (AP) and Accounts Receivable (AP) functions including all related processes and activities are managed effectively and efficiently in ACT Property Group. The role also provides guidance and advice to other staff on financial transactions and processes, maintains data integrity, oversees debt recovery activities and provides finance and transaction reports to business units.

This is a diverse and challenging hands on role and would be ideal for a suitably skilled and experienced leader with very good communication skills keen on making a difference with a focus on Business Improvement.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Requirements

- At least 5 years experience in managing a Financial operations team responsible for AP and AR processing within a complex business environment is desirable;
- Relevant tertiary qualifications in accounting /finance is desirable; and
- Demonstrated understanding of leasing and property management preferably in government or commercial environments is highly desirable.

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.

Selection may be based on application and referee reports only.

How to Apply: In order to apply for this challenging but rewarding role please provide a two page written response outlining your suitability for this position and your current curriculum vitae (with Referee contacts).

Applications should be submitted via the Apply Now button below.

Contact Officer: Ross Burton (02) 6207 5863 Ross.Burton@act.gov.au

Policy and Cabinet

Wellbeing Team

Policy Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 54298)

Gazetted: 12 September 2022

Closing Date: 19 September 2022

Details: The Wellbeing Team in Policy and Cabinet Division, CMTEDD, is seeking a Policy Officer to support the continued implementation and embedding of the ACT Wellbeing Framework. This is a temporary placement until 23 December, but with a possibility of permanency. The team leads the development and implementation of the ACT Wellbeing Framework and engages the community and other stakeholders in its rollout. The team works with all areas of government to embed wellbeing in government decision-making, planning, and investment, including through the ACT Budget.

In this role you will work closely with the team and with the broader Policy and Cabinet Division, as well as supporting engagement with both internal and external stakeholders. You will support key priorities in a dynamic area, prepare high quality advice and analysis on complex issues, and prepare and coordinate briefings and written reports.

Current priorities for the Wellbeing Team include:

building a solid wellbeing focus in ACT Budget, Cabinet and planning/reporting processes;

re-establishing community engagement in the project following the COVID disruption;

building and supporting a wellbeing focus within the activities of agencies across the Service (including how agencies plan and align their activities – including at a whole-of-government level – to best assist in achieving wellbeing outcomes);

engaging with other jurisdictions and organisations on issues of mutual interest in building our wellbeing approach; and

developing new policy, systems and evidence to support the operation of the Wellbeing Framework.

Eligibility/Other Requirements:

Demonstrated policy skills, including in relation to research and analysis, and a high standard of written and oral communication skills. A collaborative approach to policy and program development. Demonstrated ability to operate effectively in a complex and dynamic environment. Policy-related tertiary qualifications (e.g. Arts, Law, Economics, Communications) or equivalent are desirable.

Notes: This is a temporary position available immediately until 23 December 2022 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

The Policy and Cabinet Division values people who bring their lived experience to help us achieve more informed business outcomes. We encourage people from all backgrounds to apply for this role. A merit pool will be established from this selection process and may be used to fill future vacancies at level within Policy and Cabinet Division over the next 12 months.

Our attractive remuneration package is competitive, we also offer excellent employment conditions and benefits set out in our Enterprise Agreement, including:

Salary Packaging

Annual Leave Loading

Generous Superannuation

Access to professional development programs

Flexible work arrangements

Please note that this position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 circumstances, most staff are working from home. Please discuss any concerns you may have with the Contact Officer.

Additionally, the ACT Public Service is committed to providing flexible and part time work options and to encouraging remote/balanced working where desirable and appropriate

How to Apply: Please provide a pitch of no more than two pages outlining why you should be a Policy Officer in the Wellbeing Team. The pitch should:

draw on examples from your work, as well as the way you work;

explain why you would be the best person to join our team; and

relate to the selection criteria in the position description.

We are looking for a story about you and what you will bring to this role.

Please provide a curriculum vitae that details your relevant skills, work experiences (roles, timing, responsibilities and achievements), qualifications - as well as contact details of two referee.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hayley Rogers (02) 6205 7083 Hayley.Rogers@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

Executive Branch Managers

Executive Level 1.3 - 1.4 \$251,374 - \$277,429 depending on current superannuation arrangements,

Canberra (PN: E819, several)

Gazetted: 13 September 2022

Closing Date: 30 September 2022

Details: Applications are sought from high performing, collaborative officers for the positions of:

Executive Branch Manager, Housing and Homelessness Programs (E819, Executive Level 1.4)

Executive Branch Manager, Housing and Inclusive Policy (E1266, Executive Level 1.4); and

Executive Branch Manager, Governance (E1267, Executive Level 1.3)

The Community Services Directorate delivers integrated policy advice for the ACT Government and client centred services for those Canberrans who need them. It strives to support a safe and fair community where Canberrans feel they can reach their full potential and lead fulfilling lives.

It's an exciting time to be working at CSD as we're embarking on organisational wide reform which will underpin how community services in the ACT – such as public housing, child, youth and family support, prevention of domestic violence and multicultural affairs – will be delivered into the future.

If you want a challenging and broad ranging role, that gives back to the community, and will help shape the future of the directorate, this could be the job for you.

Applications are invited from candidates who are committed to collaboration and innovation, to improve the way the Community Services Directorate operates and deliver better outcomes for the community. As a key member of the senior leadership team, you will make a significant contribution to:

CSD delivering for the ACT Government and Canberra community

CSD operating efficiently, effectively and in-line with contemporary best-practice

Supporting staff at all levels to be clear about priorities and accountabilities

A positive, collaborative and supportive culture and environment.

Remuneration: The level 1.3 position attracts a remuneration package ranging from \$251,374 - \$261,418 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$223,205. The level 1.4 position attracts a remuneration package ranging from \$266,764 - \$277,429 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

Contract: The successful applicants 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: Provide your curriculum vitae, a two-page pitch aligned to the ACTPS Executive Capabilities that address why you are the best person for these roles, plus the contact details for two referees. For further information, please see the Candidate Information Packs.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Perkins (02) 6205 0035 anita.perkins@act.gov.au

Children, Youth and Families

CYPS - Practice and Performance

Therapeutic Assessment

Therapeutic Assessor

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728, Canberra (PN: 10151)

Gazetted: 12 September 2022

Closing Date: 26 September 2022

Details: The CYPP3 Therapeutic Assessor position is responsible for providing functional behaviour assessments, positive behaviour support plans, developmental and therapeutic assessments (and reviews) for children and young people in out of home care, expert case practice advice and leadership, support and development of case workers in the integration of theory and practice, and the promotion of a trauma-informed organisation.

The Therapeutic Assessor will contribute to services to support trauma-informed responses to child and young people by:

Providing initial consultations to foster and kinship carers upon a child/young person's entry into out of home care. This can include information about why the child/young person entered care and their experience of trauma and/or adversity, psychoeducation on trauma, attachment and child development, and general trauma-informed strategies in order to meet the child's social-emotional, developmental and cultural needs.

Providing specialist therapeutic consultations to Operational staff. A therapeutic consult is guided by the case manager, and can include psychoeducation on developmental trauma, understanding a child or young person's challenging behaviour from a trauma-informed lens, strategies for creating a trauma-informed care environment and/or guidance on case management issues from a therapeutic perspective.

Providing timely and comprehensive clinical assessments of children and young people in out of home care that considers their health and development, emotions and behaviour, education and learning, family and social relationships, self-care skills, culture and identity, and synthesises the impact of trauma on the aforementioned domains. The Therapeutic Assessor must be experienced in evidence-based research and clinical practice in the field of child development, attachment and trauma, in order to make specific recommendations for how the care team can meet the child/young person's therapeutic needs across these domains.

Promoting a trauma-informed organisation by contributing to the development of resources on principles of trauma-informed care, and developing training programs for carers, colleagues and external stakeholders.

Creating comprehensive, trauma-informed and person-centred Positive Behaviour Support Plans. This requires a thorough understanding of behaviour support guidelines, restrictive practices and intervention, and functional behaviour assessment. The Therapeutic Assessor will also be responsible for lodging plans with the Senior Practitioner and/or CYPS Panel, review and monitoring of Positive Behaviour Support Plans, evaluation of the effectiveness of plans, and the reduction and elimination (or 'fade-out' strategies) of restrictive practices.

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/Requirements

Essential qualifications and experience:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

At least five years' experience in human services fields.

Current Driver's Licence.

Desirable qualifications and experience:

High level of experience with Positive Behaviour Support Plans (development, monitoring and review), and in completing functional behaviour assessments.

Proven experience in working with people with significant trauma and adversity histories, disability and/or mental illness

Notes: This is a temporary position available immediately for six months.

A Merit List may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months.

Selection may be based on application and referee reports only.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Baker (02) 6207 6084 Melissa.Baker@act.gov.au

Family Safety

Policy and Project Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 37261)

Gazetted: 08 September 2022

Closing Date: 26 September 2022

Details: The Office of the Coordinator-General for Family Safety is seeking to fill a policy/project position to support the Office in its work to prevent and respond to domestic, family and sexual violence.

We are looking for someone who can and wants to work collaboratively in a close team environment who has an interest in this important policy area and wants to work on projects that seek to improve the lives of victim survivors. Empathy, good writing skills and a commitment to learning and sharing are a must.

Notes: This is a temporary role for six months with the possibility of extension up to 12 months and/or permanency. Applications from candidates wishing to work part time are welcome. Selection may be based on application only and a merit pool may be established.

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Skills, Knowledge and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Lokan (02) 6205 1772 Kelly.Lokan@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

CTC Program Manager, Creative Learning and Young Audiences

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 3587)

Gazetted: 12 September 2022

Closing Date: 3 October 2022

Details: It is an exciting time to join Canberra Theatre Centre and this role is vital to ensure that young audiences and schools are engaged with Canberra Theatre Centre, across all age groups.

As part of the Programming Department, the Program Manager, Creative Learning and Young Audiences will develop and foster meaningful relationships across the education sector and position Canberra Theatre Centre as a national leader in the design and delivery of exceptional arts experiences and creative learning opportunities for young audiences. The role would suit an organised, strategic, creative person who would thrive in delivering impactful, innovative and engaging education and creative learning opportunities for young audiences at Canberra Theatre Centre.

Eligibility/Other Requirements:

Driver's Licence or willingness to get Driving Licence within first year of employment. Existing Working with Vulnerable People card or the willingness to apply one.

Desirable: a degree in the Performing Arts or equivalent in Education or VET Certificate IV (Training and Assessment).

How to Apply: Please submit a cover letter which addresses the Selection Criteria, your reason for applying for the role and outline what you can bring to this position (no more than three pages in total). Please also submit your curriculum vitae including details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Clarke 6243 5708 daniel.clarke@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

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

Student Services Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 14559)

Gazetted: 13 September 2022

Closing Date: 27 September 2022

Details: Lake Tuggeranong College is a Year 11 and 12 College situated in the Tuggeranong Valley. The school has approximately 600 students and 80 staff. Our College values are to Learn, Thrive and Connect.

We are seeking a highly motivated individual to work as a Student Services Officer. The successful applicant will be required to work with a high degree of independence and exercise sound judgement, confidentiality and discretion. The applicant will possess excellent time management, communication and customer service skills and have demonstrated ability to work within a busy work environment with competing demands.

Our ideal candidate will have a sound knowledge of the ACT Senior College system and have the capacity to use appropriate computer technology including Sentral, BSSS, ACS, Timetabling Solutions and the Admissions App.

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 is a temporary position commencing early November for 12 months with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit your response addressing the Selection Criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills and knowledge as required.

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

Contact Officer: Cameron Taylor (02) 6142 3660 Cameron.Taylor@ed.act.edu.au

School Improvement

North Canberra and Gungahlin

Campbell High School

Youth Support Worker

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 29988)

Gazetted: 12 September 2022

Closing Date: 19 September 2022

Details: Campbell High School is seeking an experienced Youth Worker to join our school wellbeing team.

KEY RESPONSIBILITY

Develop and deliver a range of programs that support student engagement and build partnerships between the school and community agencies. Promote access to appropriate community based youth support services and programs.

Your major activities include but are not limited to:

Develop, implement and manage educational/vocational/transition/welfare programs aimed at engaging students in learning both within school and in the wider community.

Monitor students in learning environments; identify strategies to connect with and engage students in educational and/or support programs.

Liaise with internal and external stakeholders, community groups and government agencies to support the delivery of educational programs.

Identify, evaluate and provide recommendations and guidance to students on appropriate community based services to support student connectedness and engagement.

Liaise with parents/carers regarding program objectives and opportunities for enhanced outcomes for individual students.

Prepare more complex correspondence and reports; provide advice based on knowledge, interpret and apply legislation, policy, procedures and guidelines.

Participate in work area business planning and improvement; provide input and assist in the review, development and implementation of policy, guidelines and procedures

Maintain a clean and safe work environment for students and staff; undertake relevant workplace health and safety requirements and, where necessary, risk assessments and initiate appropriate action.

Eligibility/Other Requirements:

MANDATORY

Must have current ACT Working With Vulnerable People (WWVP) Registration

HIGHLY DESIRABLE

Certificate IV or Tertiary qualification in Youth Work or a related field.

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Notes: This position is a temporary position available immediately for a period of 6 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: All interested candidates are invited to submit a statement of claims addressing each of the selection criteria. This statement of claims should be no longer than five (5) pages.

SELECTION CRITERIA

RELEVANT KNOWLEDGE

Knowledge and understanding of contemporary issues impacting on children and young people.

Experience in working with young people and their families from an educational perspective including referral and advocacy for clients.

RELEVANT SKILLS AND ABILITIES

Experience in working with and ability to relate to children and young people and knowledge of current issues affecting young people.

Experience working in a collaborative team to develop and implement programs that support students experiencing difficulty connecting to school or engaging in learning.

Ability to develop and deliver social skills, personal development, vocational or transition programs.

Well developed interpersonal, oral and written communication and liaison and negotiation skills and the ability to communicate sensitively and effectively with a range of stakeholders.

High level administrative skills including keyboard skills and the ability to operate a variety of computer programs, databases and other records management systems.

Commitment and leadership in high quality customer service principles and practice.

Ability to handle confidential and sensitive information in accordance with relevant legislative and policy principles.

Proven organisational skills including the ability to work effectively in busy situations, plan, set priorities, and meet deadlines with minimal supervision.

Ability to apply equity and diversity, workplace health and safety, and participative management principles and practices in the workplace.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam George (02) 6142 3166 Adam.George@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

**Communications, Engagement and Government Support
Ministerial and Corporate Reporting**

Cabinet Liaison Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 00141)

Gazetted: 08 September 2022

Closing Date: 22 September 2022

Details: The Education Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government schools and early childhood education providers. The Ministerial and Corporate Reporting team provides the critical connection between the Directorate and Government. The team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly and Ministerial business. The team also coordinates significant input to government commitments, annual reporting, performance and accountability, and attendance at committee hearings.

The Education Directorate 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.

We are looking for someone to join us!

As the Cabinet Liaison Officer, (CLO) you are responsible for the coordination of a proactive agenda of Cabinet business for the Minister for Education and Youth Affairs and the Minister for Early Childhood Development. You will facilitate communication between the Directorate, the Cabinet Office, and as necessary other directorates and Minister's Offices, on Cabinet business.

Our CLO is responsible for reviewing all Cabinet submissions that are open for consultation and distributing them to relevant areas of Education for comment. You will have significant contact with Education Executive Offices, requiring a high degree of sensitivity, as well as a highly responsive approach within tight deadlines.

This is a key role where you will apply your knowledge of government, liaison skills and engagement, and work closely with line areas to provide advice and help support them to proactively facilitate Education submissions and comments on Cabinet submissions for other directorates.

Notes: This position is based in activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: please submit a two page pitch (maximum) outlining your suitability for the position in line with the Position Description.

Please provide a current curriculum vitae and the contact details of at least one referee.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rochelle Bessey (02) 6207 2620 Rochelle.Bessey@act.gov.au

School Improvement

Nth Gungahlin Network

Harrison School

Data and Systems Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 33599)

Gazetted: 08 September 2022

Closing Date: 15 September 2022

Details: As part of the administration team the Data and Systems Officer will be required to work independently and collaboratively with all staff across the school. The successful applicant will manage timetables and develop innovative integrated data systems for use across Harrison school.

The applicant will have strong communication skills, high level customer service as well as a demonstrated ability to work in a team environment and engage with students, parents, carers, and teachers. The successful applicant must be self-driven, solution focused, with an ability to make recommendation for improvement. Applicants will require excellent knowledge of Sentral, Timetabling Solutions as well as other IT platforms. The applicant will be required to apply legislation, policy, procedures, and guidelines in line with the Directorate/ACTPS.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Highly Desirable

Experience using Sentral, Timetabling Solutions and Google and Microsoft suites.

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

How to Apply: Please submit a response to capabilities, no more than two pages, along with a curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Matthews (02) 6142 2200 Kathryn.Matthews@ed.act.edu.au

School Improvement

Nth Gungahlin Network

Harrison School

Administration Team Leader

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 40052)

Gazetted: 08 September 2022

Closing Date: 15 September 2022

Details: Are you an aspiring Business Manager or a School Administration Officer looking for an opportunity to lead and manage a large front office team? Harrison School is looking for a dynamic, highly experienced school administrator to support the Corporate Manager in running the business operations of the school. At Harrison School, our priorities are learning progress for all students, and positive social and emotional development for all staff and students. Harrison School is seeking to build a cohesive team keeping students at the centre of everything we do.

The Administration Team Leader will be required to lead and supervise the front office administrative team. The successful applicant will coordinate and manage the workflow of a very busy front office. In addition, the successful applicant will support and lead the improvement of systems and processes in line with Education Directorate policies and procedures. The Administration Team Leader will require high quality customer relations skills to upskill the team in exceptional community and partnership engagement.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Highly Desirable

School administration experience or transferrable skillset

Knowledge of school specific software including Sentral and Timetabling Solutions, SOBS, SIMS, VPass, Mail Chimp and Danthonia.

An understanding of Xero accounting package and school finance practices

Experience in human resource management of a large team.

Desirable

First Aid Certificate or a willingness to undertake appropriate training.

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

How to Apply: Please submit a response to capabilities, no more than three pages, along with a curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Matthews (02) 6142 2200 Kathryn.Matthews@ed.act.edu.au

University of Canberra High School Kaleen

Agriculture and Science Classroom Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 06349)

Gazetted: 12 September 2022

Closing Date: 26 September 2022

Details: University of Canberra High School Kaleen (UCHSK) is a 7- 10 high school with approximately 500 students. We operate as a Professional Learning Community with a strong focus on collaboration and evidence informed practice. The successful applicant will develop strong professional relationships and work collaboratively with all members of the school community to ensure the success of all UCHSK students.

We are seeking a dynamic classroom teacher to join our Science Faculty, who will:

- Support UCHSK leadership to achieve whole-school improvement priorities and implement the school plan.
- Collaboratively design and teach innovative and engaging Agriculture and Science learning programs.
- Play a leadership role in the management of the UCHSK Farm.

- Develop productive staff relationships and work collaboratively as a member of the Science faculty team.
- Undertake an appropriate teaching load and other duties as determined by the principal.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

How to apply: Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers.

Your two-page statement does not need to address each individual standard above, but the general approach typified by the professional practices should be reflected in your response.

Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

Applications should be submitted via the “Apply Now” button below:

Contact Officer: Daniel Mowbray (02) 6142 0490 Daniel.Mowbray@ed.act.edu.au

Business Services

Governance

Risk, Security and Emergency Management

Risk Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53317)

Gazetted: 12 September 2022

Closing Date: 26 September 2022

Details: The Risk, Security and Emergency Management (RSEM) Team in the Education Directorate is looking for a person who is passionate about safety and understands the mechanics of risk management as it applies to different environments. The successful applicant has strong interpersonal skills and provides high level leadership. Representing the Education Directorate, the Risk Manager establishes and builds networks and partnerships, where monitoring, reporting and implementation of initiatives builds continuous improvement in the strategic and operational environments.

RSEM is a team within the Governance Branch of the ACT Education Directorate. In addition to the Risk Team, RSEM also manages Emergency and Security Management across the Education Support Office and ACT Public Schools. As an active member of the team, the Risk Manager will lead and guide the delivery of the ACT Education Directorate, Risk Management capabilities, policy and planning and to guide staff through matters relating to operational and strategic risk. The successful applicant will be a highly motivated member of the team promoting risk management and providing high level guidance and advice to staff, embedding and integrating a risk safety culture across the Directorate. As part of the RSEM team, the Risk Manager is an active contributor to the incident management response and planning capability.

Responsible for early childhood education and care, and school education in the ACT, the Education Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education. Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient, and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning.

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/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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)
- Experience in the areas of risk, emergency management or protective security will be highly regarded.
- Experience in electronic management system such as TRIM, Wire or Objective will be an advantage.
- Driver's licence is highly desirable.

Notes: This is a temporary position available immediately for six months with a possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: To demonstrate your ability to undertake the requirements outlined in the Position Description, applicants must submit:

A written, two-page supporting statement addressing the professional/technical skills and knowledge, behavioural capabilities within the context of the position description.

Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Allen (02) 6207 7007 Tracey.Allen@act.gov.au

Calwell High School

SLC Student Life

School Leader C \$132,293, Canberra (PN: 31901)

Gazetted: 12 September 2022

Closing Date: 19 September 2022

Details: Calwell High School is located in beautiful Tuggeranong and has a population of just over 400 students. Staff are part of a team dedicated to school improvement and innovation in individual student learning and pathways. Calwell High is well resourced with a tight knit staff and community, committed to supporting our students and each other.

We are seeking a school leader with a strong strategic focus on leading student voice and engagement initiatives. The school leader will join an experienced leadership team to continue the strategic priorities to improve student outcomes.

The SLC Student Life will be responsible for leading school wide initiatives to promote positive student engagement in school life with a focus on:

Faculty leadership

Positive Behaviours for Learning (PBL)

Student Voice

Outdoor learning

Eligibility/Other Requirements:

The successful applicants' key responsibilities will be to:

Lead a team of staff to meet student learning and wellbeing needs that will support successful engagement in learning.

Be a highly visible leader with responsibility to lead staff to drive improvement in evidence-based practice that builds high expectations for all students.

Engage parents, stakeholders and the broader school community by developing, valuing and enriching positive relationships and connections.

Teaching qualifications, WWCC and TQI (mandatory) and extensive experience and success teaching students needing support in a High School environment (desirable)

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

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Collins (02) 6142 1930 Steven.Collins@ed.act.edu.au

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

School Improvement

Tuggeranong Network

Taylor Primary School

Business Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35953)

Gazetted: 08 September 2022

Closing Date: 14 September 2022

Details: Taylor Primary School (Kambah) is seeking a dynamic, organised team player who will be an active member of the leadership team overseeing the operation of the school business and is accountable to the ACT Education Directorate in meeting relevant legislative requirements.

The Business Manager plays an integral role within the school community and enables the school improvement agenda, ensuring the school is a safe and positive environment where students are at the centre of every decision made. The role provides collaborative support to the principal while working alongside the School Leadership Team and the school community to support improving student outcomes.

The successful applicant will be responsible for strategic, financial and facilities management; communication and stakeholder engagement; procurement and contract management; compliance risk and governance; and human resource management.

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

Eligibility/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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

First Aid Certificate

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

Desirables:

Business qualifications or experience in a business-related role.

Financial qualification or relevant experience

Work Health Safety experience

Notes: Please note this is a temporary position available from the 10th of October until the 19th of May 2023 with the possibility of permanency.

How to Apply: Please submit your response of no more than three pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills and knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Francis (02) 6142 3000 Linda.Francis@ed.act.edu.au

Service Design and Delivery

Student Engagement

Speech Language Pathologist

Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 47696)

Gazetted: 13 September 2022

Closing Date: 29 September 2022

Details: The Student Engagement Branch are looking for a Speech Language Pathologist to join the team. The individual will provide evidence-based speech pathology assessment and support (Universal, Selected and/or Targeted) based on principles of inclusion; for students with additional speech, language, communication and mealtime needs who are experiencing barriers to learning and participation at school.

The Allied Health Service (AHS) provides support to schools on a request for support basis along with centrally delivered professional learning and student support initiatives. The AHS works using a collaborative model with schools. Professionals have a diverse skill set and roles are underpinned by various legislations and policies including the Disability Discrimination ACT, Disability Standards for Education and Safe and Supportive Schools Policy.

Eligibility/Other Requirements:

Tertiary qualifications in Speech Pathology.

Eligibility for membership with Speech Pathology Australia

MANDATORY

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People

registration refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-\(wwwvp\)-registration](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-(wwwvp)-registration)

ESSENTIAL

Current drivers license essential including access to a private vehicle. (Motor Vehicle Allowance provided for travel where vehicles are covered by comprehensive car insurance).

Notes: This is a temporary position available immediately for 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a response to the Selection Criteria (max four pages), current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Piper (02) 6205 4869 Tania.Piper@ed.act.edu.au

School Improvement

South Weston

Charles Weston School Coombs

Business Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 36117)

Gazetted: 14 September 2022

Closing Date: 28 September 2022

Details: ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning. Charles Weston School Coombs is located in the rapidly expanding Molonglo Valley. Our enrolment area includes Coombs and Wright. In 2022 we have approximately 600 students enrolled across 27 classes from preschool to year 6 and our staff comprises of approximately 40 teaching staff and 15 support staff. As an International Baccalaureate PYP world school, we encourage, support and embrace the diversity of our community and place a strong emphasis on growing a community of highly engaged learners. The school is an inclusive setting with people of all abilities and cultural backgrounds welcomed and supported.

School vision: Growing an inclusive community of globally minded problem solvers who act for a better world.

School Mission: Education in our school for our world

School values: Growth Mindset, Respect, Organisation, Wellbeing (GROW)

We value and encourage community engagement and connections both in our immediate school community, the Molonglo Valley and broader ACT region. As part of these connections, our school facilities are regularly used by community groups. The successful applicant will have the opportunity to lead a harmonious and productive team in a richly diverse community.

The position is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes.

Eligibility/Other Requirements:

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

First Aid qualifications

Desirables

Business qualifications or experience in a business-related role.

Financial qualifications or relevant experience.

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

How to Apply: Please submit your response of no more than three pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills and knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Nicholson (02) 6142 0404 Nicole.Nicholson@ed.act.edu.au

Calwell High School

SLC Teaching and Learning

School Leader C \$132,293, Canberra (PN: 02661)

Gazetted: 13 September 2022

Closing Date: 20 September 2022

Details: Calwell High School is located in beautiful Tuggeranong and has a population of just over 400 students. Staff are part of a team dedicated to school improvement and innovation in individual student learning and pathways. Calwell High is well resourced with a tight knit staff and community, committed to supporting our students and each other.

We are seeking a school leader with a strong strategic focus on leading curriculum, staff inductions and high impact teaching practices. The school leader will join an experienced and innovative leadership team to continue the strategic priorities to improve student outcomes.

The SLC Teaching and Learning will be responsible for leading curriculum and staff support processes with a focus on:

Faculty leadership

Curriculum coordination and review

Exploring innovative curriculum design

New Educator support

New staff inductions

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/Requirements

The successful applicants' key responsibilities will be to:

Lead a team of staff to meet student learning and wellbeing needs that will support successful engagement in learning.

Be a highly visible leader with responsibility to lead staff to drive improvement in evidence-based practice that builds high expectations for all students.

Engage parents, stakeholders and the broader school community by developing, valuing and enriching positive relationships and connections.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Success teaching students needing support in a High School environment is highly desirable.

How to Apply: Provide a written response to the five School Leader C leadership capabilities and a curriculum vitae.

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: Steven Collins (02) 6142 1930 Steven.Collins@ed.act.edu.au

Calwell High School

SLC Student Pathways

School Leader C \$132,293, Canberra (PN: 47548)

Gazetted: 13 September 2022

Closing Date: 20 September 2022

Details: Calwell High School is located in beautiful Tuggeranong and has a population of just over 400 students. Staff are part of a team dedicated to school improvement and innovation in individual student learning and pathways. Calwell High is well resourced with a tight knit staff and community, committed to supporting our students and each other.

We are seeking a school leader with a strong strategic focus on leading school wide initiatives for student pathways and multi-tiered systems of support. The school leader will join an experienced and innovative leadership team to continue the strategic priorities to improve student outcomes.

The SLC Student Pathways will be responsible for leading school wide multi-tiered systems of support and student pathways including a focus on

Faculty leadership

Career pathways

Community enrichment opportunities

Off-site learning programs

Work Experience coordination

Vocational Learning opportunities

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/Requirements

The successful applicants' key responsibilities will be to:

Lead a team of staff to meet student learning and wellbeing needs that will support successful engagement in learning.

Be a highly visible leader with responsibility to lead staff to drive improvement in evidence-based practice that builds high expectations for all students.

Engage parents, stakeholders and the broader school community by developing, valuing and enriching positive relationships and connections.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Success teaching students needing support in a High School environment (desirable)

How to Apply: Provide a written response to the five School Leader C leadership capabilities and a curriculum vitae.

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: Steven Collins (02) 6142 1000 Steven.Collins@ed.act.edu.au

School Improvement

North and Gungahlin Network

Gungahlin College

Staffing/HR Officer

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 35646)

Gazetted: 13 September 2022

Closing Date: 27 September 2022

Details: Gungahlin College is located in the North/Gungahlin Network and caters for students from year 10 (specialised G and T STEM program) to year 12, supporting the learning of over 1100 students. We have a staff of approximately 130 teachers, learning support and administration professions.

The successful applicant will manage the daily staffing requirement within the school and HR management of the team. The applicant will organise and engage relief teachers, support staff and learning support assistants, induct new staff, process contracts and recruitment paperwork, process and manage leave acquittals, and work closely with the senior Leadership team regarding HR management. The applicant will have strong communication skills, high level customer service as well as a demonstrated ability to work in a team environment and engage with students, parents, carers, and teachers. Applicants will require excellent knowledge of Sentral, Timetabling Solutions and SIMS booking system. Knowledge and understanding of SSEMS or staff budgeting tools would be desirable. The applicant will be required to apply legislation, policy, procedures, and guidelines in line with the Directorate/ ACTPS.

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/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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

How to Apply: Please submit a maximum two page statement providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Selection Criteria. Please provide a current curriculum vitae including 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: Grant Hall (02)614 21001 Grant.Hall@ed.act.edu.au

Business Services

Infrastructure and Capital Works

School Infrastructure Management / Repairs and Maintenance

Project Officer - Hazardous Materials

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 16811)

Gazetted: 14 September 2022

Closing Date: 21 September 2022

Details: The Education Directorate delivers high quality education services through government schools, registers non-government schools and administers vocational education and training in the ACT. The Directorate develops and delivers educational services to empower each child and young person in the ACT to learn for life. The Directorate achieves this through:

The provision of public preschools, primary, secondary, specialist schools and colleges.

Access to quality teaching, specialised learning programs and well-being supports for individual student needs.

Enrolment and support of international students.

The registration and regulation of home education, early childhood learning centres and non-government schools.

Web: <http://www.education.act.gov.au>

Directory: [Education Directorate](#)

BUSINESS UNIT OVERVIEW

The Infrastructure and Capital Works Branch (ICW) is responsible for the overall management of public school buildings and infrastructure and the Directorate's corporate office facilities and infrastructure. The branch manages the planning and construction of new schools, capital upgrades (modernising of existing facilities), repairs and maintenance, landscaping, car parks, environmental sustainability (water and energy reduction) and hazardous materials management and removal. It is also responsible for afterhours security incidents at schools. The Repairs and Maintenance (RandM) unit manages the repairs and maintenance of ACT Government school buildings and facilities including:

General repairs and maintenance in schools.

Hazardous materials removal and school hazardous materials management plans.

Fire, emergency lighting and security systems.

Tree safety assessments.

Lifts and automatic doors.

School insurance claims.

Maintenance of Heating, Ventilation and Air Conditioning (HVAC) systems in all schools.

Preschool grounds maintenance including replenishment of preschool soft fall areas and sandpits.

Auditing and maintenance programs.

POSITION DESCRIPTION

The position sits within a specialised team responsible for the management of hazardous materials found in public education facilities within the designate region of the ACT. The role is responsible for the delivery of remediation and removal projects, to manage hazardous materials to provide safe and healthy environments for students and staff in Canberra's public schools.

In accordance with Directorate Policies

In relation to Hazardous Material Management - Assist schools in the management and planning of the delivery of facility services and specific upgrade works ensuring coordination of delivery to minimise disruption to school operations.

Issue instructions to and maintain strong communication links with service contractors, ensuring that WHandS practices are fully implemented.

Monitor and report service and financial performance of contractors.

Through communications with Network Officers, conduct spot checks and audits to ensure compliance with WHS regulations

Represent the Directorate and Branch in meetings, negotiations and discussions with a range of internal and external stakeholders, interest groups and other government agencies.

Prepare correspondence, briefs, reports and Ministerial correspondence as required.

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 Requirements

Current Drivers Licence

Highly Desirable

Possession of a white card or willingness to complete the required training.

Asbestos awareness training certificate or willingness to complete the required training.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

SELECTION CRITERIA

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.

Experience in facility management as relates to Hazardous Materials and WHandS.

Proven ability to manage the performances of service contractors around hazardous material projects.

Good oral and written communication skills, including capacity to prepare correspondence, project briefs and reports.

Demonstrated stakeholder management, negotiation and liaison skills.

Ability to work independently and as part of a team on multiple projects, balance priorities and meet deadlines.

Ability to apply equity and diversity, participative management and occupational health and safety principles and practices in the workplace.

Note:

Selection may be based on application and referee reports only; or

If interviews are required, they may be conducted via Video or Teleconference or in person.

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

How to apply: Please provide a response to the Selection Criteria outlined in the Position Description a maximum of two-pages demonstrating your suitability; a current curriculum vitae; and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Clair Gumley (02) 6207 5816 Clair.Gumley@act.gov.au

Service Design and Delivery

DSST

Assistant Director - Design and Change Analyst

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43103, several)

Gazetted: 14 September 2022

Closing Date: 21 September 2022

Details: The person in this position has experience in the management of school Business Systems and will be a trusted partner, representing the digital needs within the Directorate. They will provide complex support functions, including enhancement project work involving ACT Education's School Administration System (SAS), with limited direction.

This role delivers critical enhancements to support the needs of the schooling environment. They will be responsible for planning, developing, delivering, and tracking new module releases, ensuring end-to-end delivery including issues or changes defined, communications, training, stakeholder engagement, change impact assessment, organisational readiness analysis, and change management. The person in this position will drive such change, working with all levels of Education, across diverse business areas and liaising with multiple internal and external stakeholders, including vendors. They will deliver targeted and systematic Education digital initiatives, to empower teaching and non-teaching employees to access the best tools, with the ultimate goal of delivering exceptional student experiences. The person in this role has responsibility for results achieved through the resources allocated to projects.

The ideal candidate is highly organised, has excellent business acumen and takes ownership of enhancements. They will demonstrate an overall perspective on issues, events and activities and holds an understanding of their wider implications and long-term impact of their assigned enhancements.

The person in the role provides, guidance and training to schools and staff. Extensive knowledge of information technology and information management as it relates to the education sector will be highly regarded.

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/Requirements

Highly desirable

Experience using project management and design wheel methods is an advantage

Expertise with information management in schools is highly desirable

Degree qualifications in a related field is an advantage

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Notes: This is a temporary position available immediately for 12 months with the possibility of extension up to 2 years.

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.

How to Apply: Please provide a response to the selection criteria (max three pages), current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael de Raadt (02) 6207 5790 Michael.DeRaadt@act.gov.au

School Improvement

North and Gungahlin Network

Gungahlin College

Information Technology Officer 1

Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 21057)

Gazetted: 14 September 2022

Closing Date: 28 September 2022

Details: ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning. Gungahlin College is located in the North/Gungahlin Network and caters for students from year 10 (specialised program) to year 12, supporting the learning of over 1100 students. We have a staff of approximately 130 teachers, learning support and administration professionals. The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

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

Eligibility/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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Notes: This is a temporary position available immediately until September 2023 with the possibility of permanency.

How to Apply: Please provide a written response to the Professional and Technical Skills and Knowledge located in the Position Description and a current curriculum vitae of no more than two pages. Please also include two current 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: Shaun Mobey (02) 6142 1000 Shaun.Mobey@ed.act.edu.au

Service Design and Delivery

Student Engagement

Inclusive Education

Operations Transformation Project Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 00589)

Gazetted: 14 September 2022

Closing Date: 28 September 2022

Details: The Inclusion Team seek to engage an Operations Coordinator to support the Inclusive Education operations transformation project. The Operations Coordinator is responsible for managing student data and resourcing related to Inclusive Education programs in ACT public schools and coordinating placement processes. ACT public schools rely on accurate information and resourcing to deliver high quality inclusive education for students with disability.

The position requires a flexible and highly experienced administration professional, with strong skills in data management and Microsoft Excel. The successful applicant will be able to communicate clearly and confidently as well as interact effectively with relevant stakeholder including schools and families. Our ideal candidate will have exceptional attention to detail and the ability to investigate, interpret and evaluate information.

Eligibility/Other Requirements:

Highly Desirable

Understanding of the Disability Standards for Education, and the range of disability support programs offered within ACT Public Schools.

Advanced knowledge and experience with Microsoft Excel

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

How to Apply: Please submit a response to the Selection Criteria (maximum three pages), current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Parsons 6205 6925 Jenny.Parsons@act.gov.au

Service Design and Delivery

Student Engagement

Targeted School Support

Hearing Support Itinerant Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 45741)

Gazetted: 12 September 2022

Closing Date: 28 September 2022

Details: The Hearing Support Itinerant Teacher, under broad direction is responsible for supporting positive outcomes for students (P-12) who are Deaf/hard of hearing, by working in partnership with schools, families and community agencies. This work takes a student focused and evidence-based approach to support inclusive education in all ACT government schools.

Eligibility/Other Requirements:

Mandatory

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

Highly Desirable

Postgraduate qualifications (e.g. Master of Disability Studies (Deaf/Hard of Hearing); and/or experience in the field is desirable.

Notes: This is a temporary position available immediately with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers. Your two-page statement does not need to address each individual standard, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

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

Contact Officer: Matthew Lanyon 0468 568 392 Matthew.Lanyon@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

Statutory Planning

Development Assessment

Senior Director, Development Assessment

Senior Officer Grade A \$157,201, Canberra (PN: 49434)

Gazetted: 14 September 2022

Closing Date: 28 September 2022

Details: Are you an experienced leader who enjoys working in dynamic, fast paced, challenging work environment, and delivering results? Do you have experience and qualifications in planning, architecture, or a related discipline? The Statutory Planning Division is looking for an experienced leader to oversee Development Assessment teams and facilitate development outcomes across the ACT.

As a part of the divisions integrated leadership group, you will provide leadership to staff responsible for assessing and determining development applications. You will also oversee the decision review team responsible for assisting the ACT Civil Administrative Appeals Tribunal in review of decisions.

You will have exceptional communication and liaison skills, excellent judgement, and a proven ability to make well informed decisions within a planning or related field.

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

Selection may be based on application and referee reports only.

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

Applicants should be submitted via the "Apply Now" button below.

Contact Officer: Craig Weller (02) 6205 3846 Craig.Weller@act.gov.au

Corporate Services and Operations

Business Services and Operations

Procurement

Assistant Director, Procurement and Contracts

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58792)

Gazetted: 13 September 2022

Closing Date: 27 September 2022

Details: The Business Services and Sustainability team is a small multiskilled team which offers support to the Directorate with procurement and contract activities; fleet; sustainability; security; property and facilities management (including management of physical facilities, predominantly through ACT Property Group). The Senior Officer Grade C (SOG C – Assistant Director, Procurement and Contracts) reports to the Senior Officer Grade B (SOG B – Director Procurement and Contracts) to provide assurance to the executive that all procurements in the Directorate are undertaken in accordance with the ACT Government Procurement Framework.

Eligibility/other requirements:

Highly Desirable:

Demonstrated experience in procurement and contract management in the ACT Government context.

Relevant qualifications such as the Certificate IV Procurement or Advanced Diploma of Government (Procurement and Contracting).

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 address the Selection Criteria by providing a written response of no more than two pages maximum.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Kristie Perrin (02) 6205 0508 Kristie.Perrin@act.gov.au

Climate Change and Energy Division

Executive

Senior Leadership Support Team

Business Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 49305)

Gazetted: 13 September 2022

Closing Date: 27 September 2022

Details: Do you thrive in a fast-paced environment of changing priorities? We are seeking an organised and focused person for this position.

You will be part of the Senior Leadership Support team who are a team of three, responsible for providing support to the Senior Leadership Team (Executive Group Manager, Executive Branch Manager and Senior Director of Programs) in the Division. You will be working with various teams across the Division, Directorate and Whole of Government to meet the Territory’s sustainability and climate change policies and targets.

We are seeking someone who is motivated, can adapt to a changing work environment and can effectively coordinate the diverse range of matters submitted for the Senior Leadership Team’s consideration. This involves, identifying matters that need to be referred to others for further information or that need to be brought to the urgent attention of the Senior Leadership Team. This includes managing multiple calendars, inboxes, and the team inbox.

Eligibility/other requirements:

Ability to plan and prioritise work, adapt to a changing fast paced work environment and effectively meet new challenges.

Well-developed organisational skills.

Ability to understand issues, needs and motivations of others in a sensitive and considerate manner to ensure targets are achieved.

Experience with the Objective records management system is highly desirable

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

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

This position will be in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Applicants are to address the Selection Criteria located in the Position Description, of no more than two pages and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Joanne Tolson (02) 6205 8651 Joanne.Tolson@act.gov.au

Justice and Community Safety

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

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

ACT Human Rights Commission

Discrimination, Health Services, Disability and Community Services Commissioner

Senior Intake and Review Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 09944)

Gazetted: 13 September 2022

Closing Date: 6 October 2022

Details: The ACT Human Rights Commission is an independent agency established by the *Human Rights Commission Act 2005*. The role of the ACT Human Rights Commission is to resolve complaints and promote rights, including to:

provide an independent, fair and accessible process for resolving individual complaints;

promote service improvement;

promote the human rights and welfare of people; and

foster understanding of particular legislation.

The ACT Human Rights Commission is seeking experienced, highly motivated people with excellent communication and interpersonal skills to join our team as a **Senior Intake and Review Officer**. The Senior Intake and Review Officer will manage a caseload of complaints across multiple jurisdictions including discrimination, health services, disability and community services.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the contact officer for the role.

Eligibility/Other Requirements:

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](http://www.act.gov.au/wwvp)

Relevant tertiary qualifications in law or health are highly desirable.

Experience in the use of Resolve Case Management database is highly desirable

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

Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a 'pitch' of no more than two (2) pages describing how your knowledge, experience and qualifications meet the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the Position Description. Please also provide your curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Murley (02) 6205 4102 Alison.Murley@act.gov.au

ACT Corrective Services

Offender Reintegration

Family Worker

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58066)

Gazetted: 13 September 2022

Closing Date: 27 September 2022

Details: A genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS), for a highly motivated individual to join the Offender Reintegration unit, as a Family Worker (ASO6).

This role supports families and other significant people, including remandees and sentenced detainees, in their transition to and from prison and the community, through an individualised and holistic end to end case management process.

The successful applicant will assist detainees entering and exiting the Alexander Maconochie Centre (AMC) with re-establishing or maintaining family and other supports, engaging internal and external stakeholders in the process of family reunification, mediation and counselling.

In addition, you will provide induction and reintegration assistance, support case management processes and assist detainees exiting the AMC utilising a restorative justice approach, while working to identify and address any gaps or barriers that may reduce a detainee's success in the community.

Further to this, you will provide support to family members impacted by having a family member incarcerated in the AMC by providing information and support around AMC processes and referring to appropriate services in the community, as required.

To be successful in this role, you will possess exceptional interpersonal, organisational and communication skills necessary to build rapport and work collaboratively and respectfully with a diverse range of stakeholders.

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:

Tertiary qualifications in a relevant discipline or equivalent experience in a related field is highly desirable.

Background police checks will be conducted.

Driver's licence is essential.

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, and behavioural capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of their driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Fitzmaurice (02) 6205 4890 Sally.Fitzmaurice@act.gov.au

Legislation, Policy and Programs

Civil and regulatory Law Branch

General Civil and Housing and Consumer Protection team; Liquor, Racing and Gaming Policy team.

Senior Policy Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 35565, several)

Gazetted: 12 September 2022

Closing Date: 28 September 2022

Details: The Civil and Regulatory Law Branch is seeking applications for permanent and temporary Senior Policy Officers (SOG-C). There are four teams within the branch: General Civil and Housing and Consumer Protection team, Liquor, Racing and Gaming Policy team, Access to Justice team and the Human Rights and Social Policy team. There are currently positions available in the General Civil and Housing and Consumer Protection team and the Liquor, Racing and Gaming Policy team.

The General Civil Law and Housing and Consumer Protection team is responsible for legal policy projects promoting access to housing, citizens' rights and consumer protection, including reforms of residential tenancies law and other property laws, torts, defamation laws, charities laws and consumer protection laws.

The Liquor, Racing and Gaming Policy team within the Branch is responsible for providing legal policy advice and developing initiatives and legislation in relation to the regulation of liquor, racing and gaming in the ACT. This includes supporting the Government's regulatory and harm reduction initiatives. As part of this, it supports the Government's regulatory and harm reduction initiatives and the delivery of gaming related commitments made under the Parliamentary and Governing Agreement of the 10th Assembly.

Senior policy officers deliver critical legislation, law reform and policy projects and provide high quality, strategic advice to Ministers and Government. They are responsible for applying superior analytical and written skills to produce briefings, drafting instructions and issues papers.

This is an opportunity to join a busy, energetic Branch that makes a significant impact on the lives of Canberrans.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications in law, economics or a related field or significant study towards gaining qualifications would be highly desirable.

Notes: There are permanent and temporary positions available. The temporary position is available until 4 August 2023. A Merit Pool may be established from this selection process and be used to fill vacancies over the next 12 months.

How to Apply: Please provide a written application that addresses the requirements of the position in no more than a two page pitch, along with your curriculum vitae, two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Sparke (02) 6207 0580 Megan.Sparke@act.gov.au

Legislation, Policy and Programs

Justice Reform Branch

Justice Policy Futures Taskforce

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 37580)

Gazetted: 12 September 2022

Closing Date: 26 September 2022

Details: The Justice Reform Branch drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The Branch develops and administers policy and program initiatives related to reducing recidivism, crime prevention, restorative practices and victims of crime.

The Senior Director Justice Policy Futures Taskforce will support the Executive Branch Manager in managing a small team to deliver outcomes related to policy development for justice reinvestment and reducing recidivism, crime prevention, victims of crime, Restorative City initiative, costings and evaluations.

The Senior Director will provide leadership to drive strategic priorities in a fast-paced environment, working with justice portfolio agencies and collaborating across business units responsible for the delivery of justice outcomes and actions.

This is an opportunity to join a dynamic team and deliver policy and programs that make a significant contribution to the Government's justice reform agenda with a tangible impact on the community.

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

Eligibility/Requirements

Relevant tertiary qualifications or experience in similar justice policy or program roles is highly desirable but not essential.

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

How to Apply: Applications are sought from potential candidates and should include a current curriculum vitae, including the details of two referees; and a one-page pitch about why you are the best person for this role. Please address the Professional/Technical Skills and Knowledge and the Behavioural Capabilities from the position description in your response.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Johnson (02) 6205 1451 KathrynL.Johnson@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Intensive Care Paramedic

Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties, Canberra (PN: 38953, several)

Gazetted: 09 September 2022

Closing Date: 23 September 2022

Details: About the Australian Capital Territory Ambulance Service (ACTAS)

ACTAS is responsible for providing emergency and non-emergency ambulance services to the ACT community. Our emergency operations comprise Graduate Paramedic Interns, Ambulance Paramedics and Intensive Care Paramedics who consistently achieve exceptionally high patient satisfaction scores. As part of the ACT Emergency Services Agency we work closely with the other emergency services 24 hours a day, 7 days a week.

ACTAS operates a modern fleet of emergency ambulances, non-emergency patient transport vehicles and a range of specialist assets including 4WD, single response and multi-purpose vehicles. In addition to our ground vehicles, ACTAS also provides Intensive Care Paramedics to the SouthCare Toll rescue helicopter. Each month ACTAS attends to in excess of 5,000 incidents in the ACT region.

The location:

Well serviced by major shopping precincts, universities, sporting centres and an international airport, the Canberra region has everything that you need for you and your family to make yourselves at home. More than half of the ACT is protected as a nature reserve meaning that bushwalks, mountain bike trails, waterfalls, rivers, and spectacular lookouts are all within easy reach of the CBD. Want to venture further afield? The hustle and bustle of Sydney, the tranquillity of the NSW south coast or the excitement of the snow country are all within easy driving distance. More information on the region can be found at <https://visitcanberra.com.au/>.

We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

If you are an Aboriginal or Torres Strait Islander, a veteran, identify as LGBTQI+, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

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 LGBTQ are encouraged to apply.

Eligibility/Requirements

The role:

ACTAS is seeking applications from experienced Intensive Care Paramedics to join the service in the position of Intensive Care Paramedic (Lateral). To be successful in your application you will:

Be a registered paramedic with Ahpra (or eligible to obtain registration),

Have successfully completed a minimum of 12 months as a qualified paramedic (i.e. 12 months of unsupervised practice after achieving an authority to practice),

Be able to provide evidence of having worked within a statutory ambulance service with an independent Authority to Practice at the level of Intensive Care Paramedic with a minimum of 12 months full time equivalent service in that role,

Be capable of assimilating into ACTAS (with due acknowledgement of your prior experience),

Be a team player capable of embracing the ACTAS leadership framework, and

Meet all criteria stated in the Position Description.

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: Application Process:

Applications must be submitted via the www.jobs.act.gov.au website prior to the closing date and should be marked CONFIDENTIAL.

The following documents are required:

A completed Application Cover Sheet (note: this is automatically generated);

A two page A4 statement (minimum size 12 font and normal size margins) addressing the capabilities for this position (as listed in the position description), showing your experience and what you can bring to the position of Intensive Care Paramedic with ACTAS,

A brief employment history/curriculum vitae (not more than two pages);

Copies of your baseline qualification as a paramedic (e.g. Diploma of Paramedical Science, Bachelor of Paramedical Science or equivalent post graduate qualification) AND your qualification as an Intensive Care Paramedic (minimum of an Advanced Diploma of Paramedical Science);

A scanned copy of your Ahpra registration (or application receipt);

A copy of your current authority to practice/certificate to practice as an Intensive Care Paramedic issued by a statutory ambulance authority;

A scanned copy of both sides of your Class C unrestricted (or interstate equivalent) driving licence;

A points demerit transcript (no more than 6 months old) from the relevant motor registry authority in your state, territory or country;

Evidence of current immunisation which should include Tetanus, Hepatitis B, and most recent influenza and must include a full course (three doses) of COVID-19 vaccinations plus any additional doses as advised;

A completed Statutory Declaration (found in attached Documents); and

A completed personal and medical information release consent form (found in attached Documents).

NB: Applicants should note that emailed applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both inbox and spam box after submission. Postal applications will not be acknowledged

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Brown N/A JASACTASRecruitment@act.gov.au

Security and Emergency Management Division

Emergency Management Branch

Senior Manager Projects

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58760)

Gazetted: 09 September 2022

Closing Date: 23 September 2022

Details: The Emergency Management Branch of the Security and Emergency Management Division is seeking to recruit a talented and innovative individual as Senior Manager Projects to join a highly motivated, multi-disciplinary team.

This role will be required to lead and deliver on the implementation strategies for the ACT Territory Wide Risk Assessment 2022 (TWRA 2022) as part of the broader disaster risk reduction program of works. The role will be required to coordinate and support a suite of project deliverables, including project plans, achieving defined outcomes, quality assurance, budgets and procurement, resource management and governance.

This position will be the senior contact point for all key stakeholders across ACT Government for the TWRA 2022 project activities.

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, veterans and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Demonstrated knowledge and experience in application of project management concepts, principles and processes within a government or similar environment, including application to inform long-term risk reduction and sustainable resilience building is highly desirable. Refer to the Position Description for further eligibility criteria.

Qualifications or extensive experience in a project or program management at a senior level in a public service environment or similar is highly desirable.

Notes: This is a temporary position available immediately for up to 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill similar vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a maximum of three-page pitch outlining your skills and experience as they align to the position's capabilities, professional and technical skills and knowledge and behavioural capabilities.

Please also provide a copy of your current curriculum vitae, including the names of two referees who can attest to your claims for the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cameron Beresford (02) 6205 2588 Cameron.Beresford@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Ambulance Paramedic

Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties, Canberra (PN: 48655, several)

Gazetted: 09 September 2022

Closing Date: 23 September 2022

Details: About the Australian Capital Territory Ambulance Service (ACTAS)

ACTAS is responsible for providing emergency and non-emergency ambulance services to the ACT community. Our emergency operations comprise Graduate Paramedic Interns, Ambulance Paramedics and Intensive Care Paramedics who consistently achieve exceptionally high patient satisfaction scores. As part of the ACT Emergency Services Agency we work closely with the other emergency services 24 hours a day, 7 days a week.

ACTAS operates a modern fleet of emergency ambulances, non-emergency patient transport vehicles and a range of specialist assets including 4WD, single response and multi-purpose vehicles. In addition to our ground vehicles,

ACTAS also provides Intensive Care Paramedics to the SouthCare Toll rescue helicopter. Each month ACTAS attends to in excess of 5,000 incidents in the ACT region.

The location:

Well serviced by major shopping precincts, universities, sporting centres and an international airport, the Canberra region has everything that you need for you and your family to make yourselves at home. More than half of the ACT is protected as a nature reserve meaning that bushwalks, mountain bike trails, waterfalls, rivers and spectacular lookouts are all within easy reach of the CBD. Want to venture further afield? The hustle and bustle of Sydney, the tranquillity of the NSW south coast or the excitement of the snow country are all within easy driving distance. More information on the region can be found at <https://visitcanberra.com.au/>.

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.

We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

If you are an Aboriginal or Torres Strait Islander, a veteran, identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

Eligibility/Requirements

The role:

ACTAS is seeking applications from experienced paramedics to join the service in the position of Ambulance Paramedic (Lateral). To be successful in your application you will:

Be a registered paramedic with Ahpra (or eligible to obtain registration),

Have successfully completed a minimum of 12 months as a qualified paramedic (i.e. 12 months of unsupervised practice after achieving an Authority to Practice),

Be capable of assimilating into ACTAS (with due acknowledgement of your prior experience),

Be a team player capable of embracing the ACTAS leadership framework, and

Meet all criteria stated in the respective Position Description.

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: Application Process:

Applications must be submitted via the www.jobs.act.gov.au website prior to the closing date and should be marked CONFIDENTIAL.

The following documents are required:

A completed Application Cover Sheet (note: this is automatically generated);

A two-page A4 statement (minimum size 12 font and normal size margins) addressing the capabilities for this position (as listed in the position description), showing your experience and what you can bring to the position of Ambulance Paramedic with ACTAS,

A brief employment history/curriculum vitae (not more than two pages);

A copy of your baseline qualification as a paramedic (e.g. Diploma of Paramedical Science, Bachelor of Paramedical Science or equivalent post graduate qualification);

A scanned copy of your Ahpra registration (or application receipt);

A copy of your current authority to practice/certificate to practice as a paramedic issued by your employer;

A scanned copy of both sides of your Class C unrestricted (or interstate equivalent) driving licence;

A points demerit transcript (no more than 6 months old) from the relevant motor registry authority in your state, territory or country;

Evidence of current immunisation which should include Tetanus, Hepatitis B, and most recent influenza and must include a full course (three doses) of COVID-19 vaccinations plus any additional doses as advised;

A completed Statutory Declaration (found in attached Documents); and

A completed personal and medical information release consent form (found in attached Documents).

NB: Applicants should note that emailed applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both inbox and spam box after submission. Postal applications will not be acknowledged.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Brown N/A JACSACTASRecruitment@act.gov.au

ACT Emergency Services Agency

Operations

Public Information and Engagement

Media and Communications Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 49985)

Gazetted: 09 September 2022

Closing Date: 23 September 2022

Details: The ACT Emergency Services Agency (ACTESA) is seeking applications for a Media and Communications Officer.

The Media and Communications Officer supports ACTESA in providing the ACT Community with emergency information and education. Working flexibly and in partnership with stakeholders, the Media and Communications Officer is a member of a small team, working to engage and deliver effective communications to the ACT Community, including from within an ACTESA Incident Management Team or from within the Public Information Coordination Centre during a Territory Emergency Incident.

WHAT YOU WILL DO

Under general direction of the Assistant Director, Public Information, the Media and Communications Officer will:

Provide high-level media support to the Assistant Director, Public Information including:

Prepare ministerial documents including event proposals and arrangements briefs.

Assist with the preparation of agency and ministerial media events.

Undertake research tasks and preparation of media documents, reports and correspondence.

Administer the ESA Media inbox.

Prepare and distribute daily media updates; and

Draft, maintain and implement high quality integrated media communication plans.

Proactively identify positive news stories to promote the ACTESA and emergency services within the community.

Utilise strong liaison and negotiation skills to act as a representative of the ACTESA and its Services to external stakeholders.

Support the implementation of an ACTESA Community Engagement Strategy by planning and delivering ACTESA community engagement activities aligned with campaign and community awareness initiatives.

Drafting and delivering clear and understandable communication materials that are accessible to all groups in the ACT community, particularly communities of concern.

Establish and maintain professional networks and consult with stakeholders.

Organise and prioritise personal workload, provide assistance to others within the Public Information and Engagement Unit, and be willing to act as a member of the team.

Participate in the on-call Public Information Officer team to deliver advice to the community in times of emergency and crisis.

Maintain records in accordance with the *Territory Records Act 2002*.

Undertake other duties appropriate to this level of classification which contribute to the effective and efficient operation of the branch, as directed.

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

Eligibility/other requirements: The capabilities below are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Demonstrated experience undertaking roles that have required high level written and oral communication and organisational skills.

High level written and verbal communication skills including the ability to prepare written ministerial documents, including briefs and media documents and reports and general correspondence to key stakeholders.

Well-developed research and analytical skills and experience in producing high-quality media materials on complex and sensitive issues including media releases, speeches and written media responses.

Behavioural Capabilities

Demonstrated organisational skills, including the ability to effectively manage multiple tasks, determine and adapt to changing priorities and the ability to deliver accurate outputs against required timelines in a fast-paced environment.

Strong interpersonal skills and the ability to liaise, negotiate and consult with colleagues and stakeholders from a diverse range of backgrounds, to deliver optimal work outcomes and foster a positive environment.

The ability to work as part of a team, and autonomously.

Compliance Requirements/Qualifications

Experience working in a high pressure, fast-paced environment such as emergency services is highly desirable.

An understanding of and experience in direct media liaison, preferably with the ACT media is highly desirable.

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

This position requires current Working with Vulnerable People registration.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Please submit a supporting statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description, and a current curriculum vitae including the details of two referees.

Applications should be submitted via the “Apply Now” button below:

Contact Officer: Teagan Day (02) 6207 6681 Teagan.Day@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

Canberra Theatre

Senior Director, Design

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 57840)

Gazetted: 13 September 2022

Closing Date: 27 September 2022

Details: Are you our new Senior Director, Design?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The redevelopment of the Canberra Theatre is a once in a lifetime opportunity to be involved in a truly transformative project. In the heart of Canberra, the revitalisation of the Canberra Theatre Centre will provide the central focus to a vibrant arts and cultural scene.

As the Senior Director of Design, you will provide expert advice and direction on technical issues and policies, and their implications in project development and delivery. You will lead the management of feasibility, design and other investigations and use your expert design knowledge to manage project risks, and maximise value.

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/Requirements

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or

an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or
have a least 10 years relevant experience in Project Management.

Desirable

Demonstrated extensive experience in the design and delivery of high-value, complex social infrastructure projects would be highly desirable.

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.

Attraction and Retention Incentive

Depending on the skills and experience of the candidate, the position may attract an Attraction and Retention Incentive (ARIn). The total combined salary package range is between \$200,140 – \$220,140 excluding superannuation.

This ARIn is reviewable under the terms of the ACTPS ARIn Policy. At the two year point a further comprehensive review may be undertaken in line with the duration of the Project providing the position continues to meet the eligibility criteria, including consideration of relevant market rates/and or changes to the operational requirements of the business unit.

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 three page response addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities.

Please email your response, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications to Tom Haywood at Bradfield Associates; info@bradfieldassociates.com.au.

Applications should be sent directly to the Contact Officer.

Contact Officer: Tom Haywood N/A info@bradfieldassociates.com.au

Canberra Theatre Project

Senior Director, Commercial

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 57841)

Gazetted: 08 September 2022

Closing Date: 3 October 2022

Details: Are you our new Senior Director, Commercial?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The redevelopment of the Canberra Theatre is a once in a lifetime opportunity to be involved in a truly transformative project. In the heart of Canberra, the revitalisation of the Canberra Theatre Centre will provide the central focus to a vibrant arts and cultural scene.

The Senior Director, Commercial will have a demonstrated ability to lead the commercial and legal aspects of major infrastructure projects, preferably in the social sector with a strong track record of being able to effectively communicate with key internal and external stakeholder groups to minimise risks to the project's delivery and maximise value.

This key senior role within the Project team will represent Major Projects Canberra and the ACT Government in significant and complex commercial negotiations, the evaluation of project submissions, Legislative Assembly hearings, industry briefings, the media, and other public forums. They will provide strategic, commercial and technical leadership within a dynamic, high profile and high-pressure working environment.

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. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

Eligibility/Other Requirements:

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

have a least 10 years relevant experience in Project Management.

Desirable

Demonstrated extensive senior commercial experience in the delivery of significant social infrastructure projects would be highly desirable.

A degree or diploma in a relevant commercial, legal or technical field (a copy needs to be provided with your application) – or demonstrated relevant equivalent experience; and

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.

Attraction and Retention Incentive

Depending on the skills and experience of the candidate, the position may attract an Attraction and Retention Incentive (ARIn). The total combined salary package range is between \$200,140 – \$220,140 excluding superannuation.

This ARIn is reviewable under the terms of the ACTPS ARIn Policy. At the two year point a further comprehensive review may be undertaken in line with the duration of the Project providing the position continues to meet the eligibility criteria, including consideration of relevant market rates/and or changes to the operational requirements of the business unit.

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.

Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian Piani (02) 6207 8944 Adrian.Piani@act.gov.au

Office of the Legislative Assembly

Office of the Clerk

Education and Engagement Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 105)

Gazetted: 13 September 2022

Closing Date: 27 September 2022

Details: The Office of the Legislative Assembly is seeking an enthusiastic individual with a strong interest in parliamentary education and engagement to join our small team.

Supervised by the Manager, Education and Engagement, the Education and Engagement Officer is responsible for in-person and distance delivery of presentations and seminars to schools, public servants, and the members of the public. The position undertakes event coordination (including setup and catering), program development, and tours of the Assembly. The role also assists the Senior Education and Engagement Officer in developing and publishing content on the Assembly website, social media platforms and publications, including the Office's annual report.

Note: This is a permanent part-time position working 25 hours per week. The full-time salary noted above will be paid pro rata.

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the 'What we are looking for' section in the position description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Eligibility/Other Requirements:

Driver's Licence or willingness to get Driving Licence within first year of employment.

Existing Working with Vulnerable People card or the willingness to apply one.

Desirable: a degree in the Performing Arts or equivalent in Education or VET Certificate IV (Training and Assessment).

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

How to Apply: Please submit a cover letter which addresses the Selection Criteria, your reason for applying for the role and outline what you can bring to this position (no more than three pages in total). Please also submit your curriculum vitae including details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jayden Evett 6205 2381 jayden.evett@parliament.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

Transport Canberra and Business Services

Divisional Executive Officer

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 32510)

Gazetted: 14 September 2022

Closing Date: 21 September 2022

Details: The Office of the Deputy Director-General, Transport Canberra and Business Services is inviting applications for the role of Divisional Executive Officer from 20 October 2022 for 12 months with the possibility of permanency. The Division Executive Officer (DEO) provides strategic advice and support to the Deputy Director-General (DDG) and is responsible for leading the day-to-day business for Transport Canberra and Business Services including key communications, governance, financial, HR, records management and accountabilities. The DEO is also responsible for providing strategic and procedural advice on directorate and government issues, proactive identification of upcoming issues requiring the DDG's attention, support the DDG with addressing priorities and prepare complex correspondence. The role will work closely with the DDG's executive assistant to facilitate the management of the DDG's responsibilities.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. 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 engage the right people to the right roles.

Eligibility/Other Requirements:

Relevant tertiary qualifications and /or strong experience in business administration will be highly regarded for this role.

This position is a security assessed position and requires a national security clearance baseline level of Position of Trust 1 (PoV1) or the ability to satisfy the criteria required to attain this clearance level. Additional screening is required as part of a condition of engagement or ongoing condition of employment.

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

How to Apply: Applicants should address the numbered Selection Criteria, limiting the responses to a two-page pitch and the submission of a tailored curriculum vitae in line with the inherent requirements of the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ben McHugh (02) 6205 4105 Ben.McHugh@act.gov.au

Territory and Business Services

Yarralumla Nursery

Wholesale Nursery Worker -Aboriginal and Torres Strait Islanders

General Service Officer Level 3/4 \$53,867 - \$58,825, Canberra (PN: 43598)

Gazetted: 13 September 2022

Closing Date: 11 October 2022

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building, and managing our roads, footpaths, and cycle paths, operating our public transport system, and maintaining many of Canberra's lakes and ponds.

Several the ACT Government's commercial operations are run by TCCS, including ACT NoWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT.

Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high quality, competitively priced plants to landscape, wholesale, and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows over 200,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

We are currently looking for a suitable candidate to fill our identified Aboriginal and Torres Strait Islanders position in our Production team. The role is responsible for assisting in plant production and maintenance including:

Potting up plants to meet sales/production plan goals, including preparing stock growing areas, picking tube stock, hand or machine potting of plants, watering and lining out plants.

Assist with irrigation maintenance, including cleaning filters and conducting pond/pump checks.

Assist in the propagation of plant material.

Undertake weed control and grounds maintenance, including use of herbicides and hand weeding as required.

This is an excellent opportunity to gain experience in a dynamic and supportive workplace that is making a difference to the landscape we live in. As part of the team, you will help produce and sell high quality plants to the Canberra community and the surrounding regions.

The position is located on site at Yarralumla Nursery.

Eligibility/other requirements: This position requires a pre-employment medical prior to employment to ensure the employee has the ability to:

Lift heavy materials (16-20kg)

Bend repeatedly

Carry out a variety of other heavy manual work

Work outdoors in all seasons

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

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

How to apply: Please submit a written application addressing the **five criteria under the 'What you require'** section of the Position Description, along with your current curriculum vitae listing two referees and their contact details.

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: Tinus Ehlers (02) 6207 2445 Tinus.Ehlers@act.gov.au

Chief Operating Officer

People and Capability

Learning and Development

Assistant Director, Learning and Development

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39224)

Gazetted: 12 September 2022

Closing Date: 19 September 2022

Details: Join Transport Canberra and City Services as we deliver quality services that make Canberra a great place to live. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends, and community. We value our people; we support diversity, and we strive to be a great place to work.

The Assistant Director of Learning and Development is responsible for leading the team who establish, plan, deliver and review the operational and strategic training needs for Transport Canberra and City Services. The role requires coordination and delivery of a range of learning and development programs and initiatives to support directorate operations and build capability.

The key project for the role to undertake whilst being filled temporarily will be to design and commence the implementation of a training needs and capability analysis across the Directorate.

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

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

How to apply: Please submit a 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 provide a current curriculum vitae, including two referees.

Applications should be sent to the contact officer.

Contact Officer: Peta Harding (02) 6207 1949 Peta.Harding@act.gov.au

Bus Operations

Fleet

Maintenance Manager

Senior Officer (Technical) Grade C \$114,928 - \$123,710, Canberra (PN: SMW001)

Gazetted: 09 September 2022

Closing Date: 23 September 2022

Details: Transport Canberra is seeking a highly motivated, experienced, and suitably qualified person to fill the position of Maintenance Manager South Region. The primary role of this position is to manage, administer and coordinate all bus fleet maintenance and repair functions of the workshop. The Maintenance Manager is also responsible for management of the staff, providing leadership, motivation and development. In addition, the Maintenance Manager is required to ensure ongoing development and implement continuous improvement programs across the business unit to achieve optimal fleet to network utilisation.

As a senior leader within Transport Canberra and City Services (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 value's-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 Ideal candidate will possess:

Demonstrated leadership and management skills within a multi-disciplinary industrial environment including the ability to foster teamwork and continuous improvement.

Industry Experience and relevant qualifications.

Eligibility/Other Requirements:

A pre-employment criminal history check will be conducted.

This position does require a pre-employment medical.

Drivers Licence (C-class) is mandatory, with the ability to obtain a HR class.

Relevant trade qualifications and or certificates are mandatory.

This position does require a Working with Vulnerable People Check.

Maintenance Manager position will be required to provide support outside of usual business hours for emergency or urgent issues. This will require the successful applicant to utilise on-call arrangements.

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

How to Apply: Please provide:

A two-page pitch outlining your experience and abilities to perform the advertised role. The pitch should demonstrate that you have the capabilities in the “What You Require” section of the Position Description document including details of Professional Skills and Knowledge.

A current curriculum vitae including details of work history and professional qualifications.

Contact details of at least two referees.

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

Contact Officer: Paul Mascord (02) 6205 8278 Paul.Mascord@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.

Territory and Business Services

Strategic Policy and Programs

Policy and Legislative Solutions

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 35594, several)

Gazetted: 09 September 2022

Closing Date: 23 September 2022

Details: The role of Transport Canberra and City Services (TCCS) is to deliver essential services that Canberrans rely on each day. TCCS employs approximately 2000 staff who work across the ACT.

The Strategic Policy and Programs (SPP) Branch sits within the Transport Canberra and Business Services Division of TCCS. SPP is responsible for strategic policy and legislation development, managing transport-related operational policy and regulation, and implementing innovative road safety and active travel programs for the Canberra community. The Branch is comprised of two distinct functional units; Strategic Policy and Legislation, and Transport Regulation and Programs. Strategic Policy and Legislation has two similar Policy and Legislative Solutions teams (PALS) each with a specific subject matter focus. One team is focused on TCCS's City Services policy and legislation; the other team is focused specifically on Transport policy and legislation.

Transport Regulation and Programs has two teams being Policy and Regulation and Road Safety and Active Travel. The unit exists to be TCCS's persistent and expert knowledge base for transport related policy and to discharge TCCS's statutory obligations and obligations under the Administrative Arrangements regarding transport legislation and regulation. If you are passionate about making a difference to improve on-ground outcomes in our Nation's Capital and enjoy working on fascinating and complex challenges and co-designing innovative solutions, then these roles could be for you.

There are currently Assistant Director vacancies in the:

PALS – City Services: six months temporary, with the possibility of extension up to 12 months and / or permanency.

Two vacancies in PALS – City Services: six months temporary, with the possibility of extension up to 12 months and / or permanency.

As an Assistant Director you will lead or contribute to small project teams, promote a structured approach to policy, legislation, and regulation project delivery, support coordination of and engagement with stakeholders, and coordinate the delivery of reports, government submissions, and high-level briefs.

Notes: There are three temporary positions available for six months with possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

How to Apply: Applications should be submitted via the Apply Now button below. Applications must include: A written response no more than 2 pages in length responding to the criteria listed in the ‘What you require’ section of the Position Description

A current curriculum vitae

Details of at least two referees

Interested candidates are encouraged to reach out to the contact officer for further information.

Applications should be submitted via the Apply Now button below.

Contact Officer: Luke Garrett 0404 200 565 Luke.Garrett@act.gov.au

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

City Services

Executive Group Manager Infrastructure Delivery and Waste

Executive Level 2.3 \$325,947 - \$339,001 depending on current superannuation arrangements, Canberra (PN: E1054)

Gazetted: 09 September 2022

Closing Date: 23 September 2022

Details: Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Group Manager Infrastructure Delivery. This process will also be used to develop an order of merit for the following twelve months to fill any vacancy in this role during this time.

The Executive Group Manager, Infrastructure Delivery and Waste reports to the Deputy Director-General City Services and is responsible for providing leadership in the delivery of a range of services to the community.

The Executive Group Manager leads branches that are responsible for:

The delivery of the City Services capital program for Canberra. This includes municipal infrastructure such as the ACT road network; bridges; stormwater network; shared path network; parks and playgrounds; sportsgrounds; and facilities to support public transport.

The delivery of sustainable waste management and resource recovery including circular economy policy; and waste collection services.

The Executive Group Manager is responsible for leading each of these business units in providing sustainable, innovative and best practice management of facilities and service delivery.

The Executive Group Manager represents the Directorate at Government, industry and community forums on matters that span the Directorate's operations.

The role requires exceptional leadership, executive management and negotiation skills across a range of portfolio areas including strategic management, service delivery, policy, financial management, human resources, government, the wider community and business issues.

The Executive Group Manager will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Group Manager will also contribute to broader whole of service initiatives relating to workforce management, planning and safety.

Remuneration: The position attracts a remuneration package ranging from \$325,947 – \$339,001 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$290,087.

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: Interested candidates are requested to submit an application of no more than two pages, as well as 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: Jim Corrigan (02) 6207 5819 Jim.corrigan@act.gov.au

APPOINTMENTS

ACT Health

Senior Officer Grade C \$114,928 - \$123,710

Bogart Phillips, Section 68(1), 5 September 2022

Senior Information Technology Officer Grade B \$135,355 - \$152,377

Timothy Treloggen, Section 68(1), 12 September 2022

Canberra Health Services

Registered Nurse Level 3.1 \$115,743 - \$120,506

Kara Allen, Section 68(1), 13 September 2022

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Vivian Bachelier, Section 68(1), 12 September 2022

Health Professional Level 2 \$70,679 - \$97,028

Lachlan Dahlenburg, Section 68(1), 12 September 2022

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Eremasi Kelei, Section 68(1), 15 September 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Courtney Malyszko, Section 68(1), 12 September 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Katherine Ndeira, Section 68(1), 10 September 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Glenn Pidgeon, Section 68(1), 11 September 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Jemellia Rozedowns, Section 68(1), 5 September 2022

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Setefano Tamasi, Section 68(1), 2 September 2022

Registered Nurse Level 2 \$100,957 - \$107,000

Pradeep Timalsina, Section 68(1), 13 September 2022

Chief Minister, Treasury and Economic Development

Senior Officer Grade C \$114,928 - \$123,710

Richard Aspden, Section 68(1), 12 September 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Yue Gu, Section 68(1), 15 September 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Vinod Jondhra, Section 68(1), 15 September 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Song Lu, Section 68(1), 15 September 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Ka Him Ma, Section 68(1), 15 September 2022

Senior Officer Grade B \$135,355 - \$152,377

Cameron Smith, Section 68(1), 12 September 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Senia Martha Tovia, Section 68(1), 12 September 2022

Community Services

Administrative Services Officer Class 4 \$76,255 - \$82,566

Samantha Harris, Section 68(1), 12 September 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Emma Holland, Section 68(1), 12 September 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Kristy Morris, Section 68(1), 15 September 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Alex Njuguna, Section 68(1), 12 September 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Ifeoma Obilo, Section 68(1), 12 September 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Rachel Savage, Section 68(1), 12 September 2022

Child and Youth Protection Professional Level 1 \$73,505 - \$92,131

Brianna Trinidad, Section 68(1), 12 September 2022

Education

Senior Officer Grade C \$114,928 - \$123,710

Michele Chaseling, Section 68(1), 30 August 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Yangying Shen, Section 68(1), 12 September 2022

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$91,315 - \$104,509

Mary Bell, Section 68(1), 23 August 2022

General Service Officer Level 6 \$62,860 - \$65,718

David Nicolson, Section 68(1), 8 September 2022

Senior Professional Officer Grade B \$135,355 - \$152,377

Ralph Ogden, Section 68(1), 8 September 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Lara Vest, Section 68(1), 5 September 2022

Justice and Community Safety

Government Solicitor 3 \$159,186 - \$180,081

Anna Jamieson-Williams, Section 68(1), 7 September 2022

Paralegal Grade 2 \$70,403 - \$76,255

Marcus Malouf, Section 68(1), 29 August 2022

Senior Officer Grade C \$114,928 - \$123,710

Cameron Moore, Section 68(1), 9 September 2022

Government Solicitor 3 \$159,186 - \$180,081

Jacinta Northam, Section 68(1), 7 September 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Shane Townsend, Section 68(1), 6 September 2022

Transport Canberra and City Services

Administrative Services Officer Class 5 \$84,749 - \$89,705

YUJIE HAN, Section 68(1), 12 September 2022

General Service Officer Level 3/4 \$53,867 - \$58,825

Henry Mazur, Section 68(1), 12 September 2022

Capital Linen Service Band 6 \$86,471 - \$90,061

Thomas Watson, Section 68(1), 15 September 2022

Worksafe ACT

Administrative Services Officer Class 6 \$91,315 - \$104,509

Owen Waring, Section 68(1), 14 September 2022

TRANSFERS

ACT Health

Annie Travers

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

ACT Health

To: Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health, Canberra (PN. 47796) (Gazetted 7 June 2022)

Canberra Health Services

Tegan Addison

From: Registered Nurse Level 1 \$72,698

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 28242) (Gazetted)

Rannie Vicentino

From: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services

To: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services, Canberra (PN. 50885) (Gazetted 16 June 2022)

Luke Ward

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 58926) (Gazetted 2 August 2022)

Chief Minister, Treasury and Economic Development

Anita Zirngast

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
ACT Long Service Leave Authority
To: Administrative Services Officer Class 5 \$84,749 - \$89,705
Chief Minister, Treasury and Economic Development, Canberra (PN. 56110) (Gazetted 24 January 2022)

Community Services

Kerriann Ryan

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Transport Canberra and City Services
To: Administrative Services Officer Class 5 \$84,749 - \$89,705
Community Services, Canberra (PN. 09072) (Gazetted 22 October 2021)

Education

Janeane McKenzie-Knowler

From: School Assistant 2 \$51,548 - \$56,919
Education
To: School Assistant 2 \$51,548 - \$56,919
Education, Canberra (PN. 33511) (Gazetted 15 June 2022)

Environment, Planning and Sustainable Development

Katherine Breitkopf

From: Administrative Services Officer Class 4 \$82,566
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Environment, Planning and Sustainable Development, Canberra (PN. 13544) (Gazetted 24 June 2022)

Suburban Land Agency

Joanne Abramovic

From: Administrative Services Officer Class 4 \$76,255 - \$82,566
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Suburban Land Agency, Canberra (PN. 33034) (Gazetted 27 July 2022)

PROMOTIONS

ACT Health

Digital Solutions Division
Technology Operations
Various
Patrick Premnath

From: Senior Information Technology Officer Grade C \$114,928 - \$123,710
ACT Health
To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377
ACT Health, Canberra (PN. 48279) (Gazetted 13 August 2021)

Canberra Health Services

Leslie Chapman

From: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services
To: †Registered Nurse Level 3.2 \$130,846
Canberra Health Services, Canberra (PN. 29111) (Gazetted 28 July 2022)

Kerryn Hunter

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Canberra Health Services
To: †Senior Officer Grade C \$114,928 - \$123,710
Canberra Health Services, Canberra (PN. 36820) (Gazetted 20 July 2022)

Mini Joesph

From: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services
To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 24474) (Gazetted 12 July 2022)

Anam Khuram

From: Administrative Services Officer Class 2 \$60,620 - \$66,939
Canberra Health Services
To: Administrative Services Officer Class 3 \$68,685 - \$73,920
Canberra Health Services, Canberra (PN. 21558) (Gazetted 25 July 2022)

Anju Mamachan

From: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services
To: †Registered Nurse Level 3.1 \$115,743 - \$120,506
Canberra Health Services, Canberra (PN. P13881) (Gazetted 18 July 2022)

Shirley Omosigbo

From: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services
To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 50507) (Gazetted 27 May 2022)

Ajaywon Paramattathil Varkey

From: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services
To: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services, Canberra (PN. 22416) (Gazetted 13 July 2022)

Bijaya Phadera

From: Assistant in Nursing \$55,927 - \$57,820
Canberra Health Services
To: Enrolled Nurse Level 2 \$71,574
Canberra Health Services, Canberra (PN. 23173) (Gazetted 13 July 2022)

Janice Sherman

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)
Canberra Health Services
To: †Health Professional Level 4 \$114,928 - \$123,710
Canberra Health Services, Canberra (PN. 58146) (Gazetted 21 July 2022)

Jodie Traves

From: Registered Nurse Level 2 \$100,957 - \$107,000
Canberra Health Services
To: †Senior Officer Grade C \$114,928 - \$123,710
Canberra Health Services, Canberra (PN. 54976) (Gazetted 27 May 2022)

Lisa Tredinnick

From: Health Professional Level 2 \$69,738 - \$95,736
Canberra Health Services
To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 28443) (Gazetted 2 December 2021)

Rosemary Winter

From: Health Professional Level 5 \$135,355 - \$152,377
Canberra Health Services
To: †Health Professional Level 6 \$157,201
Canberra Health Services, Canberra (PN. 36846) (Gazetted 23 November 2021)

Chief Minister, Treasury and Economic Development

Shared Services

Finance Services

Reporting

Mark Buchanan

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 6 \$91,315 - \$104,509
Chief Minister, Treasury and Economic Development, Canberra (PN. 07310, several) (Gazetted 10 November 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.

DDTS

Technology Services Branch

ICT Security

Ryan Daniel

From: Senior Information Technology Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development
To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377
Chief Minister, Treasury and Economic Development, Canberra (PN. 14666) (Gazetted 22 February 2022)

Shared Services

Finance Operations

Debt Management

MIRJANA DURDEV

From: Administrative Services Officer Class 4 \$76,255 - \$82,566
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$84,749 - \$89,705
Chief Minister, Treasury and Economic Development, Canberra (PN. 55636) (Gazetted 30 April 2022)

**Access Canberra
Customer Coordination
Service Centres
Clarena Gibbons**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 58561) (Gazetted 28 February 2022)

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.

**Digital Data and Technology Solutions
Strategic Business Branch
Business Enablement and Advisory Services team
Tianyu Huang**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 41538) (Gazetted 9 May 2022)

**Access Canberra
Customer Coordination
Service Centres
Tatiana Mironova**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 38397) (Gazetted 28 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.

**Access Canberra
Projects, Governance and Support
Projects and ICT
Veronica Morados**

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 35193) (Gazetted 10 September 2021)

**Policy and Cabinet
Policy and Cabinet
Executive and Business Support
Saleem Sabeen**

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 52464) (Gazetted 3 August 2022)

**Policy Cabinet
Cabinet, Assembly and Government Business
Courtney Walsh**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 45726) (Gazetted 16 February 2022)

Treasury, Economic and Financial Group

Wei Wang

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 55458) (Gazetted 6 July 2022)

Community Services

Housing ACT

Client Services

Tenant Experience

Mark Chadwick

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 38711, several) (Gazetted 29 July 2022)

Housing ACT

Client Services

Tenant Experience

Danielle Clifford

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 27925) (Gazetted 29 July 2022)

Environment, Planning and Sustainable Development

Development and Implementation

Sustainable Land Development

Alyce Fenwick

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Environment, Planning and Sustainable Development, Canberra (PN. 18810) (Gazetted 20 June 2022)

Development and Implementation

Sustainable Land Development (previously Implementation Coordination)

Steven Gianakis

From: Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Environment, Planning and Sustainable Development, Canberra (PN. 18980) (Gazetted 20 June 2022)

Planning Delivery

Deed Management

Jacob Treloggen

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Professional Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 05528) (Gazetted 28 July 2022)

Justice and Community Safety

Community Safety

Indigenous Justice Branch

Jason Hall

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 46748) (Gazetted 4 August 2022)

ACT Courts and Tribunal

Registry Operations Branch

Civil Section, Front Counter Client Service Team

Nina Rusanov

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety, Canberra (PN. 43618) (Gazetted 11 May 2022)

ACT Corrective Services

Community Operations

Nicole Trustum

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 35665) (Gazetted 31 May 2022)

Transport Canberra and City Services

Transport Canberra

Strategic Policy and Programs

Callum Blake

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 23944) (Gazetted 30 June 2022)

City Services

City Presentation

Urban Treescapes

Peter Brammall

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services

To: †Technical Officer Level 3 \$79,105 - \$89,398

Transport Canberra and City Services, Canberra (PN. 49301) (Gazetted 1 January 2000)

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.

This promotion is made in accordance with Section 20 of the Public Sector Management Standards 2016.

Transport Canberra

Strategic Policy and Customer

Juliet Gray

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services, Canberra (PN. 49168) (Gazetted 8 June 2022)

Transport Canberra and Business Services

Territory and Business Services

Cemeteries

Elizabeth Introvigne

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 39708) (Gazetted 26 July 2022)

Transport Canberra

Strategic Policy and Programs

Georgia Nicolls

From: Legal Officer Grade 1 \$70,680 - \$142,352

Transport Canberra and City Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Transport Canberra and City Services, Canberra (PN. 07941) (Gazetted 30 June 2022)