



ACT Government Gazette

Gazetted Notices for the week beginning 15 September 2022

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Executive Branch Manager, Health Protection Service

Temporary Vacancy (21 November 2022 until 3 January 2023 with the possibility of extension up to three months)

ACT Health Directorate

Population Health Division

Position: E335

(Remuneration equivalent to Executive Level 1.4)

The ACT Health Directorate is seeking an experienced leader with executive management skills to undertake the role of Executive Branch Manager, Health Protection Service. The occupant must have the ability to influence and lead this large branch in the delivery of services to protect the health of the ACT community. We are looking for a collaborative leader who can deliver outcomes, with the ability to work with Government and non-Government stakeholders to deliver outcomes.

21 November 2022 to 3 January 2023 with possibility of extension up to three months.

Eligibility/Other Requirements: A strong background in a regulatory environment will be required.

To apply: Interested candidates are requested to submit an EOI of no more than one page addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Laura McNeill via email, ACTHealthOCHO@act.gov.au by **COB Tuesday 4 October 2022**.

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: Laura McNeill (02) 5124 9605 Laura.McNeill@act.gov.au

Health Systems Policy and Research

Office of Professional Leadership and Education

Office of the Chief Allied Health Officer

Chief Allied Health Officer

Health Professional Level 6 \$157,201, Canberra (PN: 42740)

Gazetted: 20 September 2022

Closing Date: 4 October 2022

Details: This role suits a strategic thinker who loves to foster positive collaborative relationships across an extensive range of stakeholders to achieve a high-quality, safe and accessible health system in the ACT.

The ACT Office of the Chief Allied Health Office delivers allied health workforce initiatives such as the ACT public health system Postgraduate Scholarship Scheme, Allied Health Symposium, ACT Allied Health Excellence Awards and the ACT Allied Health Professionals Associations Forum. We are a small, dedicated, collaborative team who highly value our positive workforce.

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:

Behavioural Capabilities:

Proven strong and effective communication skills, including the ability to liaise and negotiate effectively with a broad range of stakeholders.

Demonstrated ability to lead positive team culture and to maintain initiative, curiosity, shared team vision, to deliver outcomes in a complex and variable work environment.

Commitment to work, health and safety (WH&S) and display behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration and Innovation, and signature behaviours.

Mandatory: Tertiary qualifications in an allied health discipline and eligibility for membership of the appropriate peak professional body, or unconditional Registration with the Australian Health Practitioner Regulation Agency (AHPRA).

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

How to Apply: Please submit a current curriculum vitae, contact details of two referees (recommended that one is your current supervisor) and a written statement in the form of a pitch of no more than two A4 pages (no smaller than 11pt font) addressing the Selection Criteria. The statement should explain how you have the behavioural qualities, technical skills, experience and knowledge to perform in this role.

Applications should be sent to the Contact Officer.

Contact Officer: Helen Matthews (02) 5124 9124 or 0481913581 Helen.Matthews@act.gov.au

Health System Policy and Research

Office of Professional Leadership and Education

Academic Unit of General Practice

Research Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 58713)

Gazetted: 20 September 2022

Closing Date: 4 October 2022

Details: The Academic Unit of General Practice (AUGP) plays an important role in helping to integrate the Commonwealth and privately funded primary health care sector with the ACT public health services. The AUGP has developed research activities that encompass child health, integrated service development, clinical research, individual routes to health and healing, social determinants of medical care, and scholarship in teaching and learning. Together with the Women's, Youth and Children's Service and the School Health Nursing Team, we also administer the Kindergarten Health Check (KHC) screen for ACT Health.

This new position will work to the Senior Research Officer across the range of research projects currently in progress within the AUGP. These include international projects examining the effects of COVID-19 on GPs and their practices; several projects working with various components of Kindergarten Health Check (KHC) data, and developing an extensive, cross-sector evaluation plan for the KHC. There may also be opportunities to develop your grant writing skills.

Eligibility/Other Requirements:

This position requires a degree in health or social sciences and additional research experience relevant to primary health care in Australia.

Hold a current Australian Drivers Licence.

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

Notes: This is a temporary part-time position at 0.5FTE available from mid-November 2022 until 30th December 2024 with the possibility of increased hours from time to time corresponding with work demands. The full-time salary will be paid pro-rata. This appointment may be made based on an order of merit after consideration of the applicants' written address to the Selection Criteria, Curriculum Vitae, referee reports and Selection Panel findings. An interview will not necessarily be held.

How to Apply: Applicants are to address the Selection Criteria (maximum of three pages in total), submit a current Curriculum Vitae and two referee reports, at least one of which must be recent.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Barnes (02) 5124 4945 Kate.Barnes@act.gov.au

Policy Partnerships and Programs

Policy, Partnerships and Programs Executive

Aboriginal and Torres Strait Islander Health Partnerships Team

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 44577)

Gazetted: 19 September 2022

Closing Date: 3 October 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.

In addition, the Division is responsible for epidemiology, data analytics and reporting, forecasting and modelling, data management and data governance.

The Aboriginal and Torres Strait Islander Health Partnerships Team is responsible for the provision of high-level policy advice to the Government Directorate Executive on issues impacting on the health and wellbeing of Aboriginal and Torres Strait Islander people in the ACT. The team is also active in co-ordination of ACT Government health services to Aboriginal and Torres Strait Islander Canberrans and working with all parts of the Portfolio to ensure that service delivery is characterised by high levels of cultural sensitivity. It is expected that the Senior Director will have a unique understanding of the responsibilities and accountabilities of this role being able to work collaboratively across a range of areas in ACT Health.

We are seeking a values based Senior Director who will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

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.

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.

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 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. Current and former ADF members are encouraged to apply.

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/resume 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: Michael Culhane (02) 5124 9392 Michael.Culhane@act.gov.au

Population Health

Health Protection Service

Communicable Disease Control

Director

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 58817)

Gazetted: 16 September 2022

Closing Date: 2 October 2022

The Health Protection Service sits within the Population Health Division and manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. The advertised position will be responsible for leading a team of regulatory and healthcare professionals to carry out regulatory education, licencing, monitoring and surveillance and enforcement actions under the *Public Health*

Act 1997, Radiation Protection Act 2006 including related codes of practice. The Director will also be responsible for leading and implementing change to assist in the development of a risk based regulatory framework. The Population Health Division is undergoing a structural realignment process which could amend the current structural reporting lines for this position.

Eligibility/Other Requirements: Tertiary qualifications in a field relevant to environmental health and/or public health, health services and experience in the development and/or oversight of regulatory frameworks including accreditation and governance of health services is preferred.

How to Apply: Applicants are asked to provide a two page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description. Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Waters (02) 5124 9086 Simon.Waters@act.gov.au

Health System Policy and Research

Operations

Community Sector Contracts and Grants Unit

Assistant Director, Community Sector Contracts and Grants Unit

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45749, several)

Gazetted: 15 September 2022

Closing Date: 29 September 2022

Details: The ACT Health Directorate is looking for an enthusiastic person ready to apply their strong project management and stakeholder engagement skills to assist with commissioning health services in the community. We are changing how we partner with the organisations that deliver health services in the community to ensure Canberrans can access the right support, in the right place, at the right time. This new way of working is called [commissioning for outcomes](#).

The successful candidate will enjoy working in a coordinating role, bringing different parts of the organisation together to deliver a complex set of changes. You will be a good communicator and facilitator, with expertise in executive briefing, leading working groups, and working with colleagues across government.

You will work in a small team providing tailored support and guidance in diverse fields including project management, capability building, procurement, risk management, quality assurance and executive reporting. You will be responsible for building the directorate's overall capability and capacity as we embed commissioning into our business as usual.

The role is rewarding and provides many options for personal and professional development and building strong relationships across the ACT Public Service and the non-government organisation sector.

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, current and former ADF members and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available immediately until 30 June 2023 with the possibility of permanency. This process is to fill an expected vacancy. 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 the following:

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

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

Your pitch should:

show that you have the capabilities in the "What you Require" section of the Position Description demonstrate your capacity to perform the duties and responsibilities detailed in the "What You Will Do" section of the Position Description, especially examples of how you have done this in the past.

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

Applications should be submitted via the Apply Now button below.

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

Digital Solutions Division

Technology Operations

Cyber Security Hub

Senior Cyber Security Officer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 58798)

Gazetted: 15 September 2022

Closing Date: 29 September 2022

Details: Are you an ICT Professional with experience working in a diverse, fast-paced environment? Do you have a passion for Cyber security and good technical skills?

Digital Solutions Division (DSD) is looking for a qualified individual to join the Security Hub's Cyber Team. Within this team your main focus will be supporting the governance, compliance and risk activities within the hub. You will directly contribute to securing the ACT health directorate's ICT systems, which are used across the territory in the delivery of healthcare.

The Digital Solutions Division is committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. The Digital Solutions Division is responsible for:

- the implementation and support of the Digital Health Strategy,
- management of technology services and projects,
- the development and implementation of a performance reporting framework,
- statutory and intergovernmental reporting requirements,
- management of the relationship and services delivery by technology vendors and shared services partners,
- development, implementation and maintenance of technology policies and procedures,
- information management and information security, and
- delivery of ICT infrastructure for new and refurbished health facilities.

You will join the directorate at a time of tremendous change and opportunity, with ACT Health undertaking delivery a new Digital Health Record (DHR) as part of its Digital Health Strategy. As a successful applicant, you will directly shape the delivery of DHR and in the process contribute to the delivery of one of the most significant programs of work that has been undertaken by the ACT Government.

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

How to Apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of two referees, one of whom is your current manager.

Applications should be submitted via the Apply Now button below.

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

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

Imaging Nursing Services

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 18535 - 025P6)

Gazetted: 15 September 2022

Closing Date: 29 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 Medical Imaging Department at CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

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

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

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

Position Requirements/Qualifications:

Relevant Certificate IV in Workplace Training and Assessment, a minimum of 5 years' experience working professionally in Medical Imaging/acute nursing, and a preference for a relevant postgraduate qualification in Medical Imaging nursing and/or clinical education.

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

Have an understanding of how the National 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: Donna Gaisford (02) 5124 4333 Donna.Gaisford@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Counsellor

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 28423-0250Z)

Gazetted: 15 September 2022

Closing Date: 29 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 Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

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

This also includes the provision of high-quality liaison with external stakeholder, consumers and staff of Mental Health, Justice Health and Alcohol and Drug Services.

This position is part of the Allied Health team based at Building 7, The Canberra Hospital.

The role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, ability to provide a range of psychological/counselling treatments and group work to adults.

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

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

Position Requirements/Qualifications:

Relevant tertiary qualifications and experience working professionally in Allied Health or counselling is preferred.

For Social Work:

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Registration under the ACT Working with Vulnerable People Act 2011
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Highly Desirable:

- Psychology Board of Australia endorsement or eligibility for endorsement as Principal and/or Secondary supervisor for Internship program

For Counselling

- Eligible qualification pathways

Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

(i)Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

(ii)Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

(iii)Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course

AND

(i)Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

(ii)Three-year part-time ANZAP training in the Conversational Model.

- Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

- 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:

- Current Drivers licence

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

Prior to commencement successful candidates will be required to:

- Reference checks
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- Undergo a pre-employment National Police Check.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Michael Haines (02) 51242591 Michael.haines@act.gov.au

Surgery

Visiting Medical Officer – Vascular Surgeon

Visiting Medical Officers Canberra (PN: 025RK)

Gazetted: 16 September 2022

Closing Date: 27 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

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/>

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service and the Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

A Visiting Medical Officer Vascular Surgery position is available at CHS. CHS Vascular Surgery Services provides open and endovascular surgical procedures in Operating Theatres and in Interventional Radiology Laboratories. Specialist outpatient vascular surgery clinics and multidisciplinary clinics are well established, including high risk foot clinics.

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

DUTIES

The successful applicant will be expected to participate in the mandatory administrative, governance and training requirements of the Division. Emphasis on recovery focus and person-centred care are essential. As the successful applicant -

Under limited direction of the Unit Director Vascular Surgery, you will:

Provide specialist Vascular Surgery services to inpatients and outpatients at Canberra Hospital through managing the diagnosis, treatment, and care plan in alignment with best practice evidence-based care.

Contribute to the on call/after-hours roster, in conjunction with other specialists, at a frequency required to cover the roster throughout the year.

Actively engage in clinical governance to ensure services are high quality and safe, adhere to the National Safety and Quality Health Service Standards and participate in/represent the Vascular Surgery service on relevant committees and working groups as required.

Contribute to and participate in unit management, clinical audit procedures, research, quality improvement activities, policy and procedure development, utilisation reviews and educational activities in the Vascular Surgery Department.

Utilise digital health and health information systems to enable the provision of safe and timely access to care including ensuring high standards of medical record keeping.

Contribute to the education and training of the multidisciplinary clinical team and actively participate in the supervision and training of medical staff including interns, resident medical officers, registrars and fellows. Develop and maintain productive relationships with other centres, providers, and professionals internal and external to the department and provide high standards of professional advice/opinions in relation to the service. Undertake other duties as set out in your contract.

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

Position Requirements/Qualifications:

Mandatory

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.

Hold a current ACT 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

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

6. 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.

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

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

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.

Agree to a VMO contract setting out specific work obligations in accordance with Part 7 of the *Health ACT 1993*.

Contact Officer: Emma Fox (02) 5124 3936 Emma.Fox@act.gov.au

Rehabilitation, Aged and Community Services

Rehabilitation

Exercise Physiologist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 53975-025QV)

Gazetted: 19 September 2022

Closing Date: 3 October 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 RACS Rehabilitation service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work with work with patients to enhance their function, independence, and health and wellbeing. We provide rehabilitation for a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, mental health issues and chronic conditions. Exercise Physiology positions based at the University of Canberra Hospital will rotate through the RACS services, including inpatient rehabilitation wards, ambulatory rehabilitation services and mental health rehabilitation services. The RACS exercise physiologists work closely with RACS physiotherapists and the multidisciplinary team.

Under professional supervision from the Lead Professional for Exercise Physiology, Exercise Physiologists are responsible for playing a key role in delivering high quality patient centred care and associated functions to support service delivery across clinical programs and areas. Services and functions include.

- Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.
- Promoting individual or group service delivery.
- Applying knowledge, skills, professional judgement, and initiative in the delivery of routine services.

Clinical supervision is provided by the HP3 Exercise Physiologist at UCH, with informal and formal professional development opportunities regularly available.

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

ABOUT YOU

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

Behavioural Capabilities

- 1.Strong organisational skills with a high degree of drive.
- 2.Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
- 3.Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs

Position Requirements/Qualifications:

Mandatory Tertiary qualifications (or equivalent) in Exercise/Sports Science or similar.

Eligible for accreditation with Exercise and Sports Science Australia (ESSA).

Current drivers licence.

The successful applicant will need to be available for occasional 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.

Note: This is a temporary position 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.
- 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.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Louise Gainsford (02) 61426762 Louise.Gainsford@act.gov.au

Medicine

Emergency Department

Assistant in Nursing

Assistant in Nursing \$55,927 - \$57,820, Canberra (PN: 50446 - 025HS)

Gazetted: 15 September 2022

Closing Date: 29 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

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

Good verbal and written communication

Ability to work as a team

Position Requirements/Qualifications:

Certificate III in Health Services Assistance or recognised equivalent and/or working towards Bachelor of Nursing or recognised equivalent

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

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

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 position is a temporary position available for up to 12 months. Full time and part time hours are available. The full time salary will be paid pro rata for part time positions.

Contact Officer: Jennifer Rochow 02 51243753 Jennifer.Rochow@act.gov.au

Infrastructure and Health Support Services

Protective Services

Senior Security Officer

Health Service Officer Level 6 \$63,169 - \$65,888, Canberra (PN: 53470, several - 0250L)

Gazetted: 15 September 2022

Closing Date: 29 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 Protective Services section is embedded within the Infrastructure and Health Support Services Division.

Protective Services' mission is to provide the necessary climate and mechanisms that will enable staff, patients and visitors at Canberra Health Services' facilities to go about their daily activities without fear or intimidation by preventing crime and protecting persons and property.

As a Senior Security Officer you will ensure a safe and secure environment is maintained for staff and consumers at Canberra Hospital, the Dhulwa Mental Health Unit and non-acute sites by providing incident response, proactive security functions and enforcement of Canberra Health Services policy and directives.

As a Senior Security Officer, you are expected to be able to perform duties in all of the following work streams:

- General Duties which provides a dynamic capability to deter, detect and respond to security episodes. This may mean working as a lone Security Officer in an area or at a site where a higher level of decision making is required.
- Control Room / Pass Office which operates comprehensive electronic security systems including access control (electronic and mechanical), cameras, alarm monitoring, radio systems, intercoms and phones in a high-paced environment. A high degree of ICT knowledge is required to perform this role.

ABOUT YOU

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Behavioural Capabilities

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

Emotional maturity and resilience

Exceptional conflict management and resolution

Ability to work within protocols, processes and use initiative

Professionalism, a strong moral compass, and teamwork.

Position Requirements/Qualifications:

Mandatory

- Possess a Certificate II in Security Operations and an ACT Security Licence
- Possess an unencumbered ACT Driver Licence (or equivalent)
- Wear a uniform and work a shift roster, weekends, public holidays or night shifts at any Canberra Health Services worksite on an 'as needs' basis
- Be able to complete a continuous 500m run comprising of a series of five 100m laps, with stair ascent and descent of 10 steps at the end of each lap, and a 20m dummy drag, in under 5 minutes on an annual basis
- Be willing to be, and remain, vaccinated against vaccine-preventable diseases during their employment
- Attain a Certificate III in Security Operations with the following competencies within the first 12 months of employment:

Monitor security from control room

Restrain persons using handcuffs

Control persons using baton

Desirable

- Possess a high degree of ICT knowledge in order to operate comprehensive electronic security systems which include access control, cameras, alarm monitoring, radio systems, intercoms and phones
- Possess a sound understanding of providing security services in a healthcare 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.

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.
- 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: Dario Gomes (02) 5124 5145 Dario.Gomes@act.gov.au

Acute Allied Health Services

Social Work

Social Worker

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 28714 - 025RB)

Gazetted: 16 September 2022

Closing Date: 30 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

Overview of the work area and position:

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 Allied Health Services 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.

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

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

ABOUT YOU

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Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

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

Position Requirements/Qualifications:

Relevant undergraduate or postgraduate qualification in Social Work, including eligibility for the AASW.

Minimum of 3 years' experience working professionally in Social Work is preferred.

Hold a current driver's license.

- 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.

Note: This is a temporary position available for ten 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.
- 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 credentialing and scope of clinical practice requirements for allied health professionals

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

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

Women's, Youth and Children

Neonatology

Clinical Nurse Manager - Special Care Nursery

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 31201 - 025DH)

Gazetted: 15 September 2022

Closing Date: 13 October 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 Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised paediatric (non tertiary) and neonatology services for the ACT and surrounding regional areas.

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN) and the ACT NETS retrieval service. It also includes the clinical support services Newborn and Parent Support Service, and Growth and Development Clinic, Neonatal Care Coordinator and the Partnering with Parents. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Reporting to the Assistant Director of Nursing (Neonatology and Clinical Support) the Clinical Nurse Manager will provide nursing leadership and support staff of the NICU or SCN to achieve excellence in clinical practice, working collaboratively with the multidisciplinary team and consumers.

ABOUT YOU

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Behavioural Capabilities

Strong leadership skills, including capacity to build cohesive high performing teams

Strong organisational skills, including the capacity to simultaneously manage and prioritise multiple issues, demonstrating a high degree of drive.

An ability to work respectfully in partnership with a range of stakeholders including consumers

Resilience and adaptability in a dynamic health environment

Position Requirements/Qualifications:

- Be registered or be eligible 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.
- 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 qualification in an applicable nursing or midwifery field and/or post graduate qualification in management and/or leadership qualifications and extensive clinical experience.

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.
- 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: Donna Cleary (02) 5124 7575 Donna.Cleary@act.gov.au

Rehabilitation, Aged Care and Community Services

Oral Health Services

Dental Assistant

Dental Assistant Level 2 \$60,626 - \$70,887, Canberra (PN: 25851, several - 025EG)

Gazetted: 16 September 2022

Closing Date: 4 October 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

Oral Health Services is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients.

These services are delivered in the community to:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinics

The successful applicant will be required to work at all OHS service delivery locations.

ABOUT YOU

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Behavioural Capabilities

Compassion

High level of customer service

Be proactive, enthusiastic and a strong communicator

Reliability

Position Requirements/Qualifications:

Certificate III in Dental assisting or Certificate IV in Dental assisting

Be registered under the working for Vulnerable People Act

Drivers licence

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

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

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

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

Undergo a pre-employment Police check.

Note: This is temporary position available for 11 months.

Contact Officer: Marko Tancheski 0466720073 Marko.Tancheski@act.gov.au

Allied Health Division

Acute Allied Health Division

Exercise Physiologist

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 54260 - 025JD)

Gazetted: 15 September 2022

Closing Date: 6 October 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 Exercise Physiology Department specialises in the provision of clinical exercise prescription and lifestyle modification for individuals with chronic disease and/or injury. The Department provides services to inpatient and outpatient cohorts. The Department also provides support to the School Kids Intervention Program, Cardiac Rehabilitation and Heart Function Rehabilitation Programs.

Our Exercise Physiologists work collaboratively with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high-quality patient centred care. This position will be responsible for the delivery of clinical Exercise Physiology services and interventions across the inpatient and outpatient settings and programs.

This position will be required to work flexibly across the provided services. This position may be required to occasionally work outside of standard business hours.

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' and service needs

Effective communication and interpersonal skills

Position Requirements/Qualifications:

- Exercise Physiology Degree or equivalent qualification from a recognised tertiary institution
- This position is appropriate for new-graduates or recent graduates to apply
- Current accreditation with Exercise and Sports Science Australia (ESSA)
- Registration under the ACT Working with Vulnerable People Act 2011
- Current Driver's License 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: This is a temporary position available for 12 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.
- 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: Dave Turner (02) 5124 3616 dave.turner@act.gov.au

Women's, Youth and Children

Community Health Programs

School Youth Health Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 41579, several - 025P2)

Gazetted: 15 September 2022

Closing Date: 17 October 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 School Youth Health Nurse (SYHN) Program employs Registered Nurses with knowledge and experience in adolescent health who provide targeted primary health care for students attending ACT Government Secondary Schools.

This is an exciting role for a registered nurse interested in advocating for and supporting young people to access healthcare providers in our community. The successful applicant will be employed in ACT Government Secondary Schools

The Youth Health Nurse plays a vital role in the school community in addressing contemporary health and social issues faced by young people with a focus on health promotion and primary healthcare including individual consultations, health education and small group education.

The program's core elements are:

Adolescent focused individual consultations

Small group health promoting work

Support for teachers to deliver the health curriculum

Support for health promotion activities within the school

The position is based in ACT Government Secondary Schools, with 1 day per week working from the City Health Centre, at 1 Moore Street, Canberra City.

Note:

This position is under Schedule 4 of the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019.

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 LGBTQIA+ are particularly encouraged to apply.

You will have the ability to work independently as an integral part of a diverse team within the school community.

You will be engaging with young people and enjoy a strong work/life balance. In this role, you will enjoy stand down period during school holiday periods giving you the opportunity to spend time with your family or advance your career.

Behavioural Capabilities

Adaptable and flexible to accommodate change and provide a responsive service to meet client's needs.

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

Be a strong advocate for the health care needs of young people.

Kindness.

Position Requirements/Qualifications:

Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Experience working in adolescent health.
- 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

- More than 4 years' experience working in adolescent health.
- Additional experience and/or qualifications in Health Promotion, Sexual Health, Mental Health and/or Adolescent Health.
- 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: Sarah Reeves 0466827495 sarah.reeves@act.gov.au

Women Youth and Children

Clinical Support and Projects

Paediatric Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 56759 - 025PJ)

Gazetted: 15 September 2022

Closing Date: 29 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 Paediatric Service at Canberra Hospital provides coordinated and integrated health services for children and young people, and their families/carers, for medical, surgical, and mental health care, up to the age of 16 years. The care provided is family centred, safe and effective.

The Paediatric Service is an interdisciplinary service comprising medical, nursing, and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. As a Clinical Development Nurse (CDN), together with the team CDNs and Clinical Support Nurses (CSNs), you will support nursing staffs' professional development in paediatrics to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education will be provided across morning and evening shifts, seven days/week.

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

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

Position Requirements/Qualifications:

Relevant Certificate IV in Workplace Training and Assessment, postgraduate qualification in paediatric nursing and/or clinical education, qualifications and a minimum of two years' experience working professionally in paediatric nursing is preferred.

- The successful applicant will need to be available for morning and evening shifts, Monday to Friday.
- Be registered or be eligible 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.

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: Donna Cleary (02) 5124 7575 donna.cleary@act.gov.au

Allied health

Psychology and Counselling

Senior Clinical Psychologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 31528 - 025CQ)

Gazetted: 15 September 2022

Closing Date: 29 September 2022

Details:

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POSITION OVERVIEW

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

and surrounding region. More information can be found on the CHS website:

www.canberrahealthservices.act.gov.au

The overall functions of the Clinical Psychologist will:

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

Provide individual or group service delivery.

Perform normal professional work under general professional guidance.

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

Participate in the supervision and training of other staff, as directed.

DUTIES

Under limited direction of the Manager of Psychology and Counselling you will perform the role of Senior Clinical Psychologist for rehabilitation and geriatric populations. You will:

Providing a high level of appropriate skilled clinical assessments and interventions across a range of clinical areas.

Exercising independent professional judgement in solving problems and managing complex cases where principles, procedures and techniques require expansion, adaptation or modification.

Liaising and consulting with carers and other health care service providers to facilitate effective service provision as well as external community agencies/groups to develop partnerships for health promotion and other service delivery activities identified in the business plan.

Actively contributing to the planning, development, evaluation and analysis of client programs and services as well as policies and procedures applicable to professional practice.

Consistent with Psychology Board of Australia, providing professional principal supervision and/or training to other clinical psychology staff and students as directed.

Completing clinical and administrative data collection and evaluation to required standards.

Under professional supervision, participating in and/or initiating, implementing and coordinating research programs in relevant areas of service delivery, advances of the techniques used and quality improvement activities in clinical psychology.

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

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

Strong interpersonal and communication skills.

Strong organisational skills with a high degree of drive.

Position Requirements/Qualifications:

Mandatory

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology

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

Have an Area of Practice Endorsement in Clinical Psychology and be a board-approved supervisor within your area of practice.

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 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.

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

Note: This is a temporary position available for four months with possibility of permanency. This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Sean Hambrook 02 5124 0076 Sean.Hambrook@act.gov.au

Medical Services

Nuclear Medicine and PET

Nuclear Medicine Technologist

Medical Imaging Level 2 \$70,679 - \$97,028, Canberra (PN: 28509, several-025NW)

Gazetted: 15 September 2022

Closing Date: 29 September 2022

Details: Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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

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The Nuclear Medicine department has three gamma cameras (a Siemens Intevo Bold 16 slice xSPECT/CT, a GE Hawkeye SPECT/CT and a Siemens single head eCam). The department also provides a Bone Mineral Density service and operates a comprehensive PET/CT facility which incorporates three uptake rooms and an automatic injection system. The successful applicant will be required to work across all three areas of the department.

Work in the department is both challenging and rewarding, with a comprehensive range of diagnostic and therapeutic Nuclear Medicine procedures being offered including paediatric, oncology and cardiac studies. The department has recently expanded the services we offer to include diagnostic CT with/without contrast.

This position will suit an enthusiastic Nuclear Medicine Technologist with experience in developing and promoting standards in a professional team. The successful applicant will be required to work across all areas of the Nuclear Medicine and PET section, including BMD and Diagnostic CT.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with an ability to work cooperatively in a team environment.

High level communication skills.

Adaptability and flexibility to accommodate change

Position Requirements/Qualifications:

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

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

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months.

Appointment to this position may be made based on written 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.

- 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: Simon Clausen 0422402745 Simon.Clausen@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Project Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 57572, several- 025QP)

Gazetted: 15 September 2022

Closing Date: 29 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

Infrastructure and Health Support Services, a division of Canberra Health Services, are responsible for:

- Capital Project Delivery.
- Facilities Management.
- Safety and Risk.
- Minor Works.
- Domestic and Environmental Services.
- Food Services.
- Sterilising Services.
- Security Services; and
- Fleet Management.

The Infrastructure and Health Support Services, Facilities Management (FM) Branch have a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

FM are committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission.

We support the ongoing education and development of all our people. Our goal is to develop our people so that they continue to have the right skills to help us meet our vision and deliver on our strategic objections. We believe in supporting each member of our team to grow their own skills and knowledge which they share with their team and the wider community that makes up the CHS Portfolio.

5S is a CHS wide initiative that uses the 5S principles for organising spaces so work can be done efficiently, effectively and safely. The system involves de-cluttering, organising things logically so that everyone can find items easily, cleaning the work area and equipment, standardising workspaces where possible, maintaining the new look and feel for your workspace, and keeping this cycle going.

This position will support the SOG B Project Officer in achieving deliverables against the project schedule.

ABOUT YOU

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Behavioural Capabilities

An organised approach to work, managing competing priorities with a high degree of drive

Adaptability and flexibility to accommodate change

Position Requirements/Qualifications:

Desirable:

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

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: Sarah Majeed 0468663411 sarah.majeed@act.gov.au

**Finance and Business Intelligence
Health Information Service
Clinical Records Officer**

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 28272, several - 025RA)

Gazetted: 15 September 2022

Closing Date: 29 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 five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, and the Health Information Unit.

The Health Information Service (HIS) is primarily responsible for the management and storage of the centralised Canberra Health Services clinical record and is based at Canberra Hospital.

The community-based Clinical Records Unit (CRU) is a subunit of the Health Information Service. The unit is responsible for managing clinical records for community-based services across several divisions. This includes tracking records to and from various sites and scanning records into the clinical record information system (scanning solution).

ABOUT YOU

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Behavioural Capabilities

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

Position Requirements/Qualifications:

- Previous experience working in a clinical record service, medical practice or similar health environment is highly desirable.
- Have an understanding of how the National 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: There are several temporary positions 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: Mark Moro (02) 5124 1837 Mark.Moro@act.gov.au

**Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)
Child and Adolescent Mental Health Services (CAMHS)
Health Professional (HP3)**

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 23741, several - 025OR)

Gazetted: 20 September 2022

Closing Date: 4 October 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

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes.

These services include:

- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)
- Territory-wide Mental Health Services (TWMHS)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

Under the direction of the Manager of CAMHS Adolescent Mobile Outreach Service (AMOS), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise. The Health Professional Officer role is required to work rotating shifts including weekends and public holidays. Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, you will have a demonstrated track record of working in a multi-disciplined team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork, and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

- Ability to work within a multi-disciplinary team and adapt quickly to a busy changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable, and comfortable with a changing working environment.

Position Requirements/Qualifications:

Mandatory:

For Registered Nurse:

- Tertiary qualifications in Nursing.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Must hold a current ACT driver's license.
- Experience in mental health.

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Social Work:

- Degree in Social Work
- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011
- Must hold a current 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.

Highly desirable for all disciplines:

- Experience in working with children and young people.

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 ACT Health credentialing and scope of clinical practice requirements.

Notes: The successful candidate will be required to:

- Be available to work within all program areas of CAMHS as service needs arise.
- There is one permanent full-time position available at CAMHS AMOS.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period
- Appointment to the position may be based on written application and referee reports only.

Contact Officer: Kirsten Stafford (02) 5124 6544 Kirsten.Stafford@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Forensic Mental Health Services

Registered Nurse Level 3.1-Mental Health Court Assessment and Liaison Service

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 36227-025S8)

Gazetted: 21 September 2022

Closing Date: 12 October 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:

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Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high-quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable, yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

This position is based at the ACT Law Courts and Forensic Mental Health Services office at 1 Moore St. MHCALS operates Monday to Friday between 08:00 and 16:30 hrs. Custodial and laundry allowance applies. Eligible applicants may also apply for post-graduate qualification allowance. (Please refer to the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019 for a full account of employment conditions).

Note: This is a 12-month temporary position.

ABOUT YOU

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Behavioural Capabilities

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate clinical concepts with influence and sensitivity.

Organisational skills with a high degree of drive.

Position Requirements/Qualifications:

Mandatory:

Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA.

Minimum three-year (preferably five years) post-qualification experience

Desirable:

Experience of working in mental health triage or community mental health.

Other:

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

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

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

Undergo a pre-employment National Police Check.

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

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Tegan Murray (02) 5124 1813 Tegan.Murray@act.gov.au

Rehabilitation, Aged and Community Services

Community Care

Podiatrist

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 45753 - 025SN)

Gazetted: 20 September 2022

Closing Date: 20 October 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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Rehabilitation, Aged and Community Services (RACS)/Community Care Podiatry services are offered from community health centres within the ACT, and the University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research. The hospital is located on the grounds of the University of Canberra, and it is the ACT's first sub-acute rehabilitation hospital. UCH is part of Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population.

Community Care Podiatrists have strong peer support where we work collaboratively with other professionals and participate in regular clinical supervision. We pride ourselves on our continual drive to deliver exceptional care and maintain a positive workplace culture. Our team is committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

The Community Care Podiatry team mission is to provide high quality foot health services including education, advocacy, and management to maintain quality of life and minimise foot related hospital admissions in partnership with vulnerable and at-risk people of the ACT. In this position, you will be part of a friendly and engaged interprofessional program. You will receive support from an inclusive team that cares and takes the time to listen, show empathy and understanding towards each other, and our consumers. Community Care Podiatrists work to their strengths and share knowledge to facilitate an environment of curiosity, innovation, and excellence to assist each other to achieve positive patient outcomes through the provision of exceptional clinical services.

Community Care Podiatrists maintain a wide scope of clinical practice and provide services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

ABOUT YOU

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Behavioural Capabilities

- Effective ability to apply knowledge, skills, and professional judgement in the delivery of services.

Effective interpersonal skills and confidence communicating across a range of media

Ability to work within an interdisciplinary team environment

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

Position Requirements/Qualifications:

Mandatory

Tertiary qualifications (or equivalent) in Podiatry.

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

Current Drivers Licence

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

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

Note: This recruitment round is for a new graduate, or early career Podiatrist to fill a temporary full-time position available for 12 months with 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 CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Amanda McLean (02) 5124 1229 Amanda.Mclean@act.gov.au

Medical Services

Pharmacy

Oncology and Haematology Pharmacist

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 30967 - 025SJ)

Gazetted: 20 September 2022

Closing Date: 25 October 2022

Details: Canberra Health Services (CHS) is looking for Pharmacists with Oncology and Haematology experience to join our team and assist us in meeting the ever-increasing demand of a rapidly growing population. The Canberra Region Cancer Centre is a world-class health care facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology. It provides multidisciplinary care and support services to Canberra and Southern NSW communities, including a Cancer Wellbeing Centre, known as Your Space, for wellbeing education and support for patients, families and carers.

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/>

Note: Part-time hours will be considered, and the full-time salary noted above will be pro-rata.

DUTIES

Under limited direction of the Lead Pharmacist and the Deputy Director of Pharmacy (Clinical) you will work within a highly engaged multidisciplinary team to deliver safe, efficacious, and patient centred service. The responsibility of this position is to work with the CHS Cancer Care Team and the Departments of Pharmacy to provide both clinical expertise and leadership in pharmacy services to this area.

You will:

Provide advanced level clinical and operational pharmacy services to the Cancer Centre, including participation in regular multidisciplinary ward rounds, providing clinical advice on the management of cancer medicines and maintaining competency in aseptic production and chemotherapy dispensing.

Provide support and proactively contribute to cancer care related working groups, parties and committees as required.

Participate in activities to assist CHS to meet relevant National Safety and Quality Health Service Standards and Clinical Care Standards. This includes developing and contributing to practice-based research, medication safety initiatives, accreditation activities, publications, policy and procedure review, strategic planning and service review and quality improvement projects as required.

Use principles of continuous quality improvement to improve medicine use across CHS, assisting with collection, analysis and reporting of data relating to the use of medicines in the specialty area.

Contribute to education and training within CHS, participating in the design, delivery, and evaluation of educational initiatives. This includes providing supervision to junior and resident pharmacists, intern pharmacists, pharmacy technicians and students. You will also contribute to education programs within the multidisciplinary team that supports safe and evidence-based use of medicines.

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

WHAT YOU REQUIRE

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience: Proven knowledge and understanding of cancer care medicine principles and strategies in the hospital setting to competently provide expertise and skill in the management of cancer patients in a range of areas, such as providing advice on therapy choice, dose optimisation, Therapeutic Drug Monitoring, and other issues relating to pharmacotherapy.

High level interpersonal and communication skills, including the ability to consult, negotiate and liaise effectively with both internal and external stakeholders independently and actively.

Leadership and management that demonstrates competence at the level defined within the Advanced Pharmacy Practice Framework. While having ability to provide professional supervision to junior pharmacists, graduates, students and support staff, a commitment to continuing professional development and contribute to education and training activities

Demonstrated experience of significant contribution to the development, implementation or maintenance of improvement programs, policies and procedures, the collection, analysis and reporting of relevant data, and contributing to policies, procedures, and medication safety initiatives. This may include participation in research initiatives and accreditation activities.

Demonstrates understanding of, and adherence to, safety and quality standards, Work, Health, and Safety (WHS) and the positive patient experience. Displays behaviour consistent with CHS's values of Reliable, Progressive, Respectful, and Kind.

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

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

Medical Services

Pharmacy

Emergency and Acute Medicine Pharmacist

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 18773, several - 025JI)

Gazetted: 20 September 2022

Closing Date: 27 October 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 – Emergency and Acute Medicine Pharmacist

Canberra Health Services (CHS) is looking for highly motivated and dynamic pharmacists to deliver exceptional clinical pharmacy services to patients admitted to the Emergency Department and new Medical Admissions Unit. The department runs a successful SHPA accredited residency program, an excellent intern training program and recently achieved SHPA accreditation for Advanced Training Residency Programs. The successful candidate will participate in the credentialing program for Partnered Pharmacist Medication Charting, delivering this new model of care to patients through the unit.

The ACT Government is expanding the Canberra Hospital to deliver more emergency, surgical and critical care capacity for the ACT and surrounding region. The centrepiece of this project will be the 43,000sqm Critical Services Building (CSB) that will transform the Canberra Hospital campus to meet expanding health needs of the population.

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

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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/>

HOW TO APPLY / OR WANT TO KNOW MORE?

All applications must be submitted through the e-recruitment system and must include a copy of a current CV, and a response to the selection criteria in the duty statement under "what you require".

If you would like to know more, please contact Fallon Grieve on 02 5124 2121 Fallon.Grieve@act.gov.au or

Hameda Lane on 02 5124 2203 hameda.lane@act.gov.au

Contact Officer: Fallon Grieve (02) 5124 2121 Fallon.Grieve@act.gov.au

Medical Services

Pharmacy

Pharmacy

Lead Pharmacist - Mental Health, Justice Health and Alcohol and Drug Services

Pharmacist Level 4 \$121,747 - \$131,067, Canberra (PN: 26207 - 025SK)

Gazetted: 20 September 2022

Closing Date: 25 October 2022

Details:

Canberra Health Services – Lead Pharmacist Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS)

Canberra Health Services (CHS) is looking for an experienced and dynamic pharmacist to lead our pharmacy services across the Division of Mental Health, Justice Health and Alcohol and Drug Services. The division provides health services directly and through partnerships with community organisations that ranges from prevention and treatment to recovery and maintenance and harm minimisation.

The CHS mental health services focus on recovery and are led by the following principles:

individual development and growth to support a sense of hope and optimism

recognising that each recovery journey is an individual experience

promoting inclusion, equality and collaboration

acknowledging people's life experiences

understanding that empowerment is key to wellness and recovery

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/>

Position Requirements/Qualifications:

Mandatory

- Be registered or eligible for registration as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).
- Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or experience deemed equivalent (preferably supported by the development of an Advance Pharmacist Practice Portfolio).
- Able to demonstrate competency standards at the Consolidation Level of the Advanced Pharmacy Practice Framework for Australia within the mental health area as a minimum.
- The successful applicant will need to be available for weekend, after-hours and on call 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

- The Society of Hospital Pharmacist of Australia (SHPA) membership.
- Membership of a professional organisation linked to the area of specialty (e.g. SHPA Mental Health Specialty Practice or Leadership Group, UK College of Mental Health Pharmacy)
- 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.

Contact Officer: Hameda Lane 02 5124 2203 Hameda.Lane@act.gov.au

Surgery

Division of Surgery

Clinical Nurse Consultant, Ward 6B

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 24737 - 025Q5)

Gazetted: 19 September 2022

Closing Date: 5 October 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 Division of Surgery (DoS) is responsible for delivering services to inpatients and outpatients in the following specialties: ACT Trauma Service, Anaesthetics, Intensive Care Unit, Peri-Operative Unit, General Surgery, Neurosurgery, Vascular, Urology, Cardio-thoracic, Orthopaedics, Plastics, Otolaryngology, Maxillofacial, Acute Surgical Unit, Surgical Bookings and Pre-Admission Clinic, Ophthalmology and Pain Management Unit.

Ward 6B is a 34-bed inpatient surgical ward that provides care for patients who are admitted mainly under the Cardiothoracic, Urology and Vascular team. This includes, providing pre-operative and post-operative care of elective and emergency surgery patients, and assessment, treatment and therapeutic interventions for patients who are for both operative and non-operative managements. This unit includes 4 bed cardiac bay allowing close observation and cardiac monitoring of post operative cardiac surgical patients.

The Clinical Nurse Consultant for 6B is responsible for operational management and leadership, within the clinical environment including the management of nursing workloads. Applicants must have demonstrated high level of management, communication, leadership and expertise in co-ordinating the clinical practices within the clinical environment to ensure the efficient and effective provision of quality patient care. This is based on best practice principles within a collaborative and multidisciplinary framework

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with the ability to manage and prioritise competing issues with a high degree of drive. Strong communication skills to develop and maintain effective partnerships with key internal and external stakeholders.

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

Position Requirements/Qualifications:

Mandatory:

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

Relevant post graduate qualification and demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years.

The successful applicant will need to be available to work full time, Monday to Friday

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.

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

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

Surgery

Division of Surgery

Registered Nurse Level 2 -Ward 6B

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 58496, several - 025RS)

Gazetted: 19 September 2022

Closing Date: 3 October 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 Division of Surgery (DoS) is responsible for delivering services to inpatients and outpatients in the following specialties: ACT Trauma Service, Anaesthetics, Intensive Care Unit, Peri-Operative Unit, General Surgery, Neurosurgery, Vascular, Urology, Cardio-thoracic, Orthopaedics, Plastics, Otolaryngology, Maxillofacial, Acute Surgical Unit, Surgical Bookings and Pre-Admission Clinic, Ophthalmology and Pain Management Unit.

Ward 6B is a 34-bed inpatient surgical ward that provides care for patients who are admitted mainly under the Cardiothoracic, Urology and Vascular team. This includes, providing pre-operative and post-operative care of elective and emergency surgery patients, and assessment, treatment and therapeutic interventions for patients who are for both operative and non-operative managements. This unit includes 4 bed cardiac bay allowing close observation and cardiac monitoring of post operative cardiac surgical patients. Ward 6B has a great team of nurses who strive to provide positive outcomes for patients through the utilisation of the Team Nursing model. The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice and provide guidance to less experienced nursing staff and students.

The Registered Nurse Level 2 is seen by the organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains: clinical care, leadership, education, safety and communication.

ABOUT YOU

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

Behavioural Capabilities

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

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.

Good leadership skills with the ability to work independently to agreed outcomes.

Position Requirements/Qualifications:

- Be registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum three year post graduate experience in Cardiothoracic, Urology and Vascular Nursing.
- The successful applicant will need to be able to work a rotating roster.
- 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: There are several permanent and temporary full-time and part-time positions available.

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: Divya Seethilal (02) 5124 2653 Divya.Seethilal@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Senior Clinician

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 45175-025V1)

Gazetted: 21 September 2022

Closing Date: 19 October 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

Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high-quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system.

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings.

The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims

to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

FMHS is one united service with three distinguishable, yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH – CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

Note: Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement: <https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

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

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively and with influence on clinical issues

Resilience and calm in the face of conflict or uncertainty.

Position Requirements/Qualifications:

Mandatory:

Psychologists: Registered or eligible for general registration with the Psychology Board of Australia under AHPRA
Social Workers: Degree in Social Work and a member or eligible for membership of the AASW and hold a WWVP card.

Occupational Therapists: Registered or eligible for general registration with the Occupational Therapy Board of Australia under AHPRA

Minimum three years (ideally five years) post-qualification work experience

Desirable:

Professional experience in forensic mental health or a related field (i.e., custodial settings, community mental health, secure inpatient settings).

Area of practice endorsement in either clinical or forensic psychology

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

Knowledge and experience in the use of structured risk assessment tools for risk of offending behaviours.

Current driver's licence

Other:

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

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

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

Undergo a pre-employment National Police Check.

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

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

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Tegan Murray 5124 1813 Tegan.Murray@act.gov.au

Women, Youth and Children

Neonatology

Specialist 1-5 / Senior Specialist - Neonatologist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 25835 - 02550)

Gazetted: 19 September 2022

Closing Date: 14 October 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The Neonatal Department at Canberra Hospital provides perinatal and surgical neonatal care to the ACT and surrounding regions. Canberra Hospital has more than 3700 deliveries per year and is a principal referral centre for high risk pregnancies. It is the only tertiary care neonatal unit in the region, which has a delivery population of 10,000. The Centenary Hospital for Women Youth can has recently undergone a redevelopment, which included a state of the art facility with a family integrated model of care. The neonatal department has 15 NICU/HDU and 14 SCN beds with 700-800 admissions per year, 300 requiring respiratory support. The Department has a busy developmental follow up clinic and forms the ACT branch of the NSW Emergency Transport Service. The Department is continuing to expand over the next few years with 20 built NICU cots and further expansion to provide 18 SCN cots.

The department is supported by six Neonatologists, one SCMO, three fellows, nine Neonatal Registrars, and 3 residents.

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

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

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

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

DUTIES

Under limited direction of the Neonatal Unit Director. You will perform the following roles. You will:

Manage the diagnosis, treatment and discharge plan for inpatients referred to the Department of Neonatology.

Liaise with all members of the clinical team to maximise patient care and treatment outcomes.

Contribute to the on call requirements in the area of Neonatology including participating on the ACT NETS retrieval roster and conduct outpatient clinics to provide continuity of care for discharged patients.

Participate in the education and training of junior medical staff, nursing/midwifery staff and all members of the clinical team. Contribute to the teaching program of the ANU Medical School under the broad direction of the Dean or delegate.

Lead research and quality improvement in areas of medical interest related to the clinical practice or science of Neonatology.

Strive for continuous professional development both in theoretical knowledge and practical skills and provide evidence of such to the Clinical Privileges Committee when requested.

Provide senior leadership and promote a commitment to high quality, customer service principles, practices and attributes.

Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high quality person and family centred, safe and high quality patient care.

ABOUT YOU

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

Behavioural Capabilities

High level communication and interpersonal skills.

Strong organisational skills with a high degree of drive

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

An ability to provide leadership and work respectfully in partnership within a multidisciplinary environment.

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 Royal Australasian College of Physicians (SAC in Neonatology) or equivalent higher specialist qualification. Hold a current driver's license

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

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 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.

Desirable

Demonstrated experience in clinician performed ultrasound (neonatal CCPU or equivalent.)

Experience in long term developmental follow up including General Movements and Bayleys Developmental assessments.

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

hold a current Australian driver's license.

Undergo a pre-employment National Police Check.

Undergo a pre-employment Occupational Medicine assessment, screening and vaccination process

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

Contact Officer: Dr Hazel Carlisle Dr Hazel Carlisle 02 5124 7565 hazel.carlisle@act.gov.au

Infrastructure and Health Support Services

Facilities Management - Business Commissioning Manager

Infrastructure Officer 5 \$163,315, Canberra (PN: 58018-025UI)

Gazetted: 20 September 2022

Closing Date: 11 October 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

The Business Commissioning Manager is an exciting new role at Canberra Health Services and provides the opportunity to work in the largest healthcare infrastructure project undertaken in the Territory's history.

POSITION OVERVIEW:

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

www.canberrahealthservices.act.gov.au

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

The Canberra Hospital Expansion Project includes the design and construction of a new 43,000m² acute clinical services building on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, cardiac care unit and inpatient beds. This development is referred to as the Critical Services Building (CSB).

The Business Commissioning Manager will oversee and co-ordinate all building commissioning activities for the CSB and whilst reporting to the Facilities Management (FM) Executive Branch Manager (EBM), will work closely with the Program Director Campus Modernisation on CSB related matters.

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 LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

Professional and interpersonal skills to successfully liaise and negotiate with a wide range of stakeholders.

Strong skills in being able to manage competing priorities successfully and in having a flexible approach to decision making.

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

Position Requirements / Qualifications

Mandatory

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 at a senior level.

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 and experience of the technical requirements affecting health services and assets.

A trade qualification and/or minimum 10 years' experience in relation to building services maintenance.

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 medical examination

Undergo a pre-employment National Police Check.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Matthew Smee 0439074251 Matthew.smee@hudson.com

**Division Of Medicine
Emergency Department
Discharge Liaison Nurse**

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22299-025T1)

Gazetted: 20 September 2022

Closing Date: 4 October 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

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within CHS. 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.

The Registered Nurse Level 2, Discharge Liaison Nurse (DLN) is a key role in assessment, planning and linking patients suitable for discharge to achieve the best possible outcome for patients from the Emergency Department. The successful applicant will be required to work three days a week on a seven day morning roster including public holidays.

This is a permanent part time position. The successful applicant will be required to be registered under the working with vulnerable people act 2011.

This position reports to the Clinical Nurse Consultant, Clinical Coordinator and or Navigator in the ED.

ABOUT YOU

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

Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

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

High level leadership skills

High level communication skills and the ability to critically think

Position Requirements/Qualifications:

Mandatory:

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

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.

As part of the selection process permanent Advanced Practice Nurse/Nurse Practitioner position candidates will need to complete a four-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.

Note: This is a part-time position at 28hrs per week, the salary noted above will be pro-rata.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Jennifer Rochow (02) 51243753 Jennifer.Rochow@act.gov.au

Medicine

Diabetes Service

Diabetes Dietitian

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 58881-025TZ)

Gazetted: 20 September 2022

Closing Date: 4 October 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 CHS Diabetes Service is a interdisciplinary team comprising medical, nursing and allied health professionals.

The service provides a coordinated and integrated service between the Canberra Hospital and community health centres within the ACT. Services include:

Diabetes care and treatment for adolescents and adults with Type 1 and Type 2 diabetes

Women with Type 1 and Type 2 diabetes planning pregnancy and during pregnancy

Women with Gestational diabetes

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 and ability to work independently with a high degree of initiative.

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

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

Able to work with others in a multidisciplinary team.

Position Requirements/Qualifications:

Mandatory

Hold a degree or post graduate qualification in Nutrition and Dietetics. A minimum of 2 years post graduate experience is preferred.

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

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

Hold a current driver's licence.

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

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

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

Note: This position is part-time at (22:03) hours per week and the full-time salary noted above will be pro-rata. 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: Maree Glynn 0435337574 Maree.Glynn@act.gov.au

Surgery

Division of Surgery

Registered Nurse Level 2 -Ward 9B

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22514, several - 025PB)

Gazetted: 19 September 2022

Closing Date: 5 October 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 Division of Surgery (DoS) is responsible for delivering services to inpatients and outpatients in the following specialties: ACT Trauma Service, Anaesthetics, Intensive Care Unit, Peri-Operative Unit, General Surgery, Neurosurgery, Vascular, Urology, Cardio-thoracic, Orthopaedics, Plastics, Otolaryngology, Maxillofacial, Acute Surgical Unit, Surgical Bookings and Pre-Admission Clinic, Ophthalmology and Pain Management Unit.

Ward 9B Neurosurgery is a 25-bed inpatient unit delivering patient centred care with a focus on the management of patients with altered Neurological function. The unit includes a 6 bed Neurosurgical Acute Care Unit (NACU) allowing close observation of post-operative intracranial surgery patients and neurosurgical patients who are at risk of deterioration. Ward 9B has a great team of nurses who strive to provide positive outcomes for patients through the utilisation of the Team Nursing model.

The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice and provide guidance to less experienced nursing staff and students.

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains: clinical care, leadership, education, safety and communication.

ABOUT YOU

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

Behavioural Capabilities

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

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.

Good leadership skills with the ability to work independently to agreed outcomes.

Position Requirements/Qualifications:

- Be registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum three year post graduate experience in Neurosurgical Nursing.
- The successful applicant will need to be able to work a rotating roster.

- 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.

Notes: There are several permanent and temporary full-time and part-time positions available.

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: Renchu Joice (02) 5124 3375 Renchu.Joice@act.gov.au

Justice Health, Alcohol and Drug Services

Mental Health

Adult Mental Health Unit

Social Work

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 48094-0257M)

Gazetted: 19 September 2022

Closing Date: 3 October 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 adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is contemporary evidence – based service providing high quality mental health care, guided by the principles of recovery. The service aims to provide collaborative care involving the person, their carers and the other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for the people requiring extended mental health assessment and/or treatment initiation

At this level it is expected that you will provide high quality interventions and achieve sound outcomes for people under routine supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at level HP1, Allied Health Assistants and students and support the Allied Health Manager in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

The position will report operationally to the Allied Health Manager of AAMHS. Professional governance of this position will come from the Discipline Principal Social work (MHJHADS)

This is a fulltime position within Adult Mental Health Unit working Monday to Friday

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's needs
- Ability to work collaboratively as part of a multidisciplinary team.

Position Requirements/Qualifications:

Relevant Qualifications

- Degree in Social work

- Professional membership or eligibility for membership of the Australian association of Social Workers (AASW)
- Registration under the working with vulnerable people ACT 2011
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/ relevant organisation/ service
- Current passenger Vehicle driver's licence.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering with Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Obtain a compliance certificate from OMU (occupational medicine unit) relating to assessment, screening and vaccination processes against specific infectious diseases
- Comply with Canberra Health Services credentialing and scope of clinical practice requirements for the Allied Health professional
- Undergo a pre-employment National Police Check.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: David Warren (02) 51245401 David.Warren@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Director Engineering Services

Infrastructure Manager/Specialist 2 \$187,632, Canberra (PN: 53057 - 025TR)

Gazetted: 20 September 2022

Closing Date: 11 October 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

As part of the Infrastructure and Health Support Services Division, the Facilities Management (FM) Branch includes a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, safety and risk management, utilities management, and contracts and leasing for the Canberra Health Services (CHS) property portfolio.

The Canberra Hospital and off-site facilities contain a myriad of highly sophisticated integrated specialised engineering systems that provide vital services to staff, patients, and visitors. The continuity of the engineering plant and equipment is critical to patient safety and is a key focus of the FM operational responsibilities. In addition, CHS has a continuous construction and refurbishment project program to meet growing community needs and expanding health services demand. Activities are delivered by a wide range of delivery partners, including but not limited to Major Projects Canberra (MPC), ACT Property Group, a diverse range of multi-disciplined contractors, and FM.

The Director of Engineering Services will be responsible for managing vital engineering activities and provide specialist advice ensuring the CHS facilities are functioning within a high level of reliability and resilience. The advice provided will be aligned with the FM standard inclusion suite of documents, AusHFG's, Australian standards, National Construction Code, and other relevant frameworks.

FM are integral to the capital improvement programs and provide engineering advice, solutions, and support to an expansive project delivery team. With the support of the Executive Branch Manager (EBM) this role will manage this FM interface.

In leading a team, the Director will ensure projects are compliant with the FM standard inclusions and specifications and FM project engagement processes while maintaining productive and positive relationships. The role will also manage selected highly technical engineering services contracts, such as Electrical Main Switchboard (EMSB) and Generator maintenance contracts. A broad range of general knowledge will be required for the following engineering services: Electrical, Hydraulics, Heating Ventilation and Air Conditioning (HVAC), Medical Gases, Building and Carpentry elements and Building Management Systems (BMS).

ABOUT YOU

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

Behavioural Capabilities

- Demonstrated ability to develop and manage effective relationships with a broad range of internal and external stakeholders.
- An ability to effectively work with a high degree of autonomy and independence, whilst being an effective member of the team.
- Strong communication skills – both verbal and written.
- Demonstrated strategic leadership skills in delivering key outcomes.

Position Requirements/Qualifications:

Mandatory

- 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
- Project Management – either:
 - 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 at least 10 years relevant experience in project management, as described in the work levels.
- 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.

Desirable

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment medical examination.
- Undergo a pre-employment National Police Check.

Contact Officer: Matthew Smee 0439 074 251 Matthew.smee@hudson.com

Canberra Institute of Technology

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

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

Education and Training Services

Library and Learning Services

Liaison Librarian

Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 54897)

Gazetted: 21 September 2022

Closing Date: 5 October 2022

Details: The Canberra Institute of Technology (CIT) is looking for a Liaison Librarian to join our team in delivering dynamic and innovative information services including online reference and specialist research. The successful candidate will be involved in planning and delivering digital and information literacy sessions in consultation with

teaching staff, identifying, and assessing learning resources; and undertaking copyright compliance moderation duties.

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:

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

An ability to work one shift per week

Note: This is a temporary full-time position with the possibility of extension.

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

How to apply: Applicants are required to write a pitch, no longer than two pages, outlining what you will bring to the role while addressing the Selection Criteria and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports at a later date.

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

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

Education and Training Services

Health, Community and Science

CIT Science

Administration Officer Science Department

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 58920)

Gazetted: 20 September 2022

Closing Date: 4 October 2022

Details: CIT Science Department delivers training in a wide variety of Science programs including Animal studies, Veterinary nursing, Laboratory skills, Environmental monitoring, Forensics and Biometrics. The department manages a commercial Dog Day Care program, and works collaboratively with Industry to provide unique learning opportunities for students.

CIT Science Department is seeking an administration officer with good customer service skills and an eye for detail to work in the administration team. The position is based in the Science administration office in Bruce campus. The successful applicant will provide administrative support to the teaching department over the variety of programs and for both on-campus and distance student cohorts.

Eligibility/Other Requirements: Previous experience in an educational setting would be advantageous, but is not mandatory. Desirable qualifications are the Certificate II in Business, Certificate III in Business administration or equivalent.

Notes: This position is part-time at (22:00) hours per week and the full-time salary noted above will be pro-rata.

How to Apply: To apply for this position, please provide a maximum of two page response addressing the selection criteria in the attached position profile.

You will also need to provide two referee reports on submission of your application, along with a current curriculum vitae and any relevant qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Flatt (02) 6205 1911 michelle.flatt@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)

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

Executive Branch Manager, Insurance Branch, Economic and Financial Group

Temporary Vacancy (1 October 2022 to 14 October 2022 with possibility of extension)

Chief Minister, Treasury and Economic Development Directorate

Insurance Branch, Economic and Financial Group

Position: E359

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 16 September 2022

ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an appropriately qualified person to fill the position of Executive Branch Manager, Insurance Branch, Economic and Financial Group.

The role of the Executive Branch Manager, Insurance is to lead the regulatory activities of the Motor Accident Injuries Commission including performing the statutory functions of the Motor Accident Injuries Commissioner and the Lifetime Care and Support Commissioner, as well as lead insurance policy.

This position is available from 1 October 2022 to 14 October 2022 while the nominal occupant is on leave.

For further information please see the attached position description.

To apply: Interested applicants are requested to submit an EOI of no more than one page addressing the attached selection documents, a current curriculum vitae and contact details for two referees to Stephen Miners via email, stephen.miners@act.gov.au by COB Friday 23 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 \$266,764 - \$277,429 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

Contact Officer: Stephen Miners (02) 6207 5071 stephen.miners@act.gov.au

Access Canberra

Customer Service and General Administration Officers - Parking Compliance and Information Officers

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 58555, 04937, several)

Gazetted: 19 September 2022

Closing Date: 3 October 2022

Details: Applications are sought from suitably experienced and motivated individuals to fill permanent and temporary full-time vacancies within several regulatory business units of Access Canberra. Roles will vary from team to team.

Are you the person we are looking for?

Do you have the ability to provide accurate, effective, and high-quality customer service through a range of channels to ensure optimal regulatory and service delivery outcomes in a fast-paced working environment?

Are you able to adapt quickly to changing work priorities?

Are you resilient, confident and have a high level of self-awareness?

Are you interested in roles where you can engage with and educate the community about road safety and road transport laws in the ACT?

Would you like to work with the latest technology supporting road safety compliance?

There are currently career opportunities in two exciting pathways:

Pathway 1 – Parking Compliance and Information Officers

The Access Canberra Parking Operations team:

Provides parking education and enforcement throughout the ACT via Licence Plate Recognition vehicles and on-foot patrols.

Investigates reports of illegal parking received from members of the public and other Government agencies.

Parking Compliance and Information officers are responsible for patrolling assigned areas on foot and/or by motor vehicle. They are responsible for issuing parking infringement and warning notices as well as providing quality customer service, information, and advice to the public regarding ACT parking rules and the enforcement of road transport regulation.

Pathway 2 – Customer Service and General Administration Officers

Roles in this pathway will involve the administration of many pieces of legislation covering a range of industries within the ACT, including construction, environment protection, working with vulnerable people, fair trading, gaming, racing, births, deaths and marriages, liquor, dangerous substances, community, industry, and traders licencing, and transport and the making of decisions on a variety of applications on a daily basis. Some positions include the provision of general administrative support in areas such as finance, HR, training and workplace safety to all of Access Canberra.

We welcome applications from people with experience in the community, public and private sectors. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application. Access Canberra is committed to ensuring all applicants are able to compete on an equal basis for our employment opportunities. *Reasonable Adjustment* refers to any administrative, environmental or procedural modification that may provide an individual with a different way to provide evidence that they meet the requirements of a position equally and fairly.

If you have any requirements for *Reasonable Adjustments* to be made to the recruitment process to ensure that you have an equal and fair opportunity to be considered for selection, please contact the Contact Officer.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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:

Some roles will require successful applicants to be an **Australian citizen** or a **permanent resident of Australia** to be appointed as an *Authorised Person under the Road Transport (General) Act 1999* to perform the duties of the position.

Some positions will require the successful applicant to hold a current driver licence.

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

Refer to the Position Descriptions for role specific requirements.

Selection may be based on application and referee reports only.

All applicants may be asked to participate in an online jobs skills assessment.

How to Apply: If you think you are the right person to fill one of these roles, please submit:

An up-to-date **Curriculum Vitae (CV)**.

A **written response of NO MORE than 2 pages** that demonstrates your suitability for these positions based on your skills, knowledge and behaviour as they relate to the duties/requirements detailed in the position description.

Ensure your response addresses each of the points listed under the selection criteria - **see helpful tips for writing a successful application.**

NOTE:

You can apply for roles in Pathway 1 – Parking Compliance and Information Officers **OR** Pathway 2 – Customer Service and General Administration Officer.

Please clearly identify which Pathway you are applying for.

If you wish to be considered for roles in **both** Pathways, please ensure you provide a **separate written statement for each pathway** ensuring you address the duties and selection criteria of the relevant position description. A short video (**three (3) minutes maximum**) - this is an opportunity to sell yourself and demonstrate your communication skills. Your video should complement your written application and CV – *see helpful hints for making your video*.

NOTE: Only **one** video is required even if you apply for roles in both Pathways. Please ensure you provide the video link in both applications.

In your video you should address the following questions:

Briefly tell us who you are and what attracted you to the role/s.

Thinking about duties of the role you are applying for and the environment you will be working in - what does the following mean to you “engage, educate, enforce”?

Using the S.T.A.R method (Situation, Task, Action, Result) for the next two questions:

Tell us about a time you had difficulty getting a challenging customer to understand what you were telling them.

How did you handle this, what was the outcome?

Describe a workplace problem, or situation that placed pressure on you. How did you handle this, what was the outcome?

Proof of Australian Citizenship or permanent residency

Please let us know if you are:

interested and available to fill permanent vacancies only.

interested and available to fill temporary and permanent vacancies

ADDITIONAL INFORMATION FOR APPLICANTS

How to create and submit your video

Sign up to create an account with Dropbox or Google Drive.

Record a short video (up to 3 minutes) on your preferred device.

Using Apple devices (iPhones, iPad) – how to guide

Using Android phones – how to guide

Upload a video file in Dropbox or Google Drive.

How to upload video files

Dropbox - **How to upload and download files in Dropbox | Dropbox Help**

Google Drive - **Upload files and folders to Google Drive - Computer - Google Drive Help**

Copy the link to your video and send it with your application and CV

How to share and copy link to video files

Dropbox - **How to share files from your phone or tablet | Dropbox Help**

Google Drive - **Share folders in Google Drive - Android - Google Drive Help**

HELPFUL TIPS FOR MAKING YOUR VIDEO

Read the position description/s carefully - try not to waste time talking about anything that isn't relevant to the role/s.

Plan before you film

Write down what you want to say

Don't recite your CV or your written application – work off a script but don't read it word for word

Use a different example to the ones used in your written application – try and use a recent example that is relatable to the position you are applying for

Think about what you will wear – make a good first impression

Practice, practice, practice

Choose a well-lit setting and reduce background noise, use an appropriate background, turn the volume up

Record it

Watch your video and get someone else to watch it too - re film or edit as necessary

Check the visual and audio quality of the final product and that you have saved in the correct format, and it is **sharable/accessible**

If you experience any difficulties in producing a video, please call the contact officer for advice.

HELPFUL TIPS FOR WRITING A SUCCESSFUL APPLICATION

Providing specific evidence-based examples of your past experience, will show the selection panel that you understand the position requirements and that your capabilities will enable you to perform well in the role.

Ensure your examples to the selection criteria address all the points listed under each of the headings (Skills, Knowledge, Behaviour). You don't have to have a separate answer for each point -one example that covers all the points is acceptable. However, if you feel you need to provide more than one example to cover each of the points adequately that is ok to.

The **STAR** model below is one of the ways that you can structure your written response to help demonstrate your capabilities, using specific examples:

SITUATION Describe the context and background of the project or task and your personal involvement in it. Set the scene and be as specific as possible.

TASK Explain the specifics of your responsibility and what you were required to achieve and by when.

ACTION What did you personally do to perform the task? How did you do it

RESULT What was the outcome generated by the action that you took?

EXAMPLE - S.T.A.R METHOD RESPONSE EXAMPLES - UNSUITABLE RESPONSES

SITUATION –While working in the Contact Centre I answered a call from an elderly gentleman wanting to place an order online and he was having problems selecting the product he needed and making the payment over the phone.

TASK – I saw it as my task to spend time patiently helping the gentleman choose the products he was after and to talk him through the payment process, reassuring him along the way.

ACTION – I started off by asking him a series of questions to ascertain which products he needed. Once we had achieved that stage, I then explained in detail how we would use his payment details to process the payment, and that his details were totally secure. I then took the payment details and his address for delivery. I also upgraded him to our free express delivery service to provide further reassurance that he would receive his goods quickly.

RESULT – Although the customer was initially confused and struggled to find the products he needed, I managed to talk him through everything successfully by being patient and methodical in my approach. The customer was very happy with the service, and he has since used our company again to buy products.

I have been working as a customer service officer for the past 5 years. I have the skills and experience to fulfill the duties of the advertised role. I am friendly and outgoing and like to help people. I receive lots of great feedback from my customers and my supervisor. I would really like the opportunity to work in your organisation.

I am a really great communicator. I have 15 years of experience in general administration roles. In my last job we were required to prepare statistical reports, and I did it well.

I think that a good leader is someone who can communicate a clear vision. If I was in a business improvement position, I would find solutions to system inefficiencies.

PROOFREAD - Each of your responses to the selection criteria should be:

Free from errors Concise, precise and relevant

Factual and positive About your capabilities and experience

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Brigden (02) 6205 3059 Robert.Brigden@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.

Access Canberra

Strategy and Planning

Strategic Planning and Risk

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 10464)

Gazetted: 15 September 2022

Closing Date: 29 September 2022

Details: Can you juggle priorities? Do you like fixing problems? Writing strategy on the fly? Walking the tightrope between managing projects, people, and risks all while maintaining good governance? Most importantly do you like variety in your work? Then this might be the ideal position for you.

In this fast-paced role you will get to work with a wide variety of areas both within Access Canberra and across the ACTPS to deliver on Access Canberra's strategic goals and objectives. Strong communication skills are key to the role as is the ability to read, write and interpret policy and legislation.

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: This is a temporary position available immediately up until 30 June 2023. 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: If this sounds like your cup of tea, please send us your curriculum vitae and a two-page pitch outlining why you are the best candidate for the position.

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

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

Economic Development

National Arboretum Canberra and Stromlo Forest Park Branch

National Arboretum Canberra

Horticultural Field Officer

General Service Officer Level 3/4 \$53,867 - \$58,825, Canberra (PN: 38134)

Gazetted: 16 September 2022

Closing Date: 30 September 2022

Details: Looking for a career in horticulture? The National Arboretum Canberra's Living Collection Team is looking for a motivated and enthusiastic person to assist with the maintenance of their world class tree collection and associated gardens.

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

Certificate III or equivalent in horticulture/arboriculture

Truck and/or plant operator's licenses

Chainsaw operator's qualifications

Side by side ATV operator's qualifications

WHandS Construction Industry Induction White Card

Chemical usage qualifications (Chemcert) relevant to the position description

Essential

Current driver's licence

First Aid Certificate or a willingness to undertake training

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

How to apply: Please provide individual responses to the selection criteria, as set out in the position description.

Applications may not be shortlisted if not addressing all criterion.

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

Contact Officer: Kieran Wallace 0435160215 kieran.wallace@act.gov.au

Economic Development

artsACT

Arts Programs

Arts Program Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 45604, several)

Gazetted: 16 September 2022

Closing Date: 30 September 2022

Details: artsACT is seeking Arts Program Officers to fill current and expected vacancies for periods up to 12 months, with the possibility of extension and/or permanency, to assist with the delivery of the arts funding programs and administering government business including briefs, speeches, and general correspondence. The successful applicant will need strong program administration skills, strong oral and written communications skills, as well as a history of developing productive working relationships with internal and external stakeholders. A sound understanding of government business and the arts sector is highly desirable.

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. This position is under activity-based working arrangements, including that officer do not have a designated workstation/desk. At present, all officers work from home unless there are any special circumstances.

Note: These are temporary positions available for up to 12 months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please include a two-page expression of interest describing your Skills, Knowledge, Behavioural Capabilities, and experience relative to the requirements of the position. Please include your curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Piani (02) 6207 2381 Robert.Piani@act.gov.au

Economic Development

Business and Innovation

Innovation, Investment and Tertiary Education

Senior Director, Innovation, Investment and Tertiary Education

Senior Officer Grade A \$157,201, Canberra (PN: 27825)

Gazetted: 16 September 2022

Closing Date: 23 September 2022

Details: Do you have a proven track record of leading a high performing and diverse team? Are you interested in the development and implementation of economic policies with significant opportunities for engagement across ACT Government, the Commonwealth Government and industry stakeholders?

The Business and Innovation Branch in Economic Development has an exciting three month vacancy for an experienced and highly effective candidate to temporarily fill the position of Senior Director of Innovation, Investment and Tertiary Education. The Senior Director is responsible for the management and delivery of programs and policies that support the diversification and growth of the ACT's economic priorities focussed on the innovation, investment and tertiary education sectors.

The position will work closely with a broad mix of local, national and international stakeholders across the business, research, and tertiary education sectors to deliver initiatives to support and grow the contribution of these sectors to the ACT economy and community. As a Senior Director, you will need to have excellent leadership and communication skills and have a demonstrated ability to manage competing priorities, an eye for detail, work with people across different organisations and be able to interact with officials across 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.](#)

Notes: This is a temporary position available immediately for three months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. This position is available to ACT Government officers and employees only.

How to Apply: Please submit a one page pitch addressing the Selection Criteria, a curriculum vitae and details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ash Balaretnaraja (02) 6207 5282 Ash.Balaretnaraja@act.gov.au

Workforce Capability and Governance

Public Sector Employment

Assistant Director Public Sector Employment

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 36752)

Gazetted: 16 September 2022

Closing Date: 30 September 2022

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

We are looking for a highly motivated and skilled person who can demonstrate they have the necessary public sector employment experience and legal knowhow to provide high level advice and to work with the Directorate and the Government in strategic workplace relations matters. They will be highly professional, possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality 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.](#)

Notes: This is a temporary position available immediately for up to 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: Please provide a copy of your curriculum vitae and an outline of no more than two pages supporting your claims against the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: EmmaC Matthews (02) 6205 2693 EmmaC.Matthews@act.gov.au

Communications and Engagement

Executive Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 22774)

Gazetted: 16 September 2022

Closing Date: 7 October 2022

Details: Are you well-organised, reliable, and able to demonstrate good judgement? Are you interested in providing support to an Executive Office and to a division that ensures that the Canberra community is well informed on government programs, policies, and services?

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Communication and Engagement group is looking for an Executive Support Officer to join our dynamic Executive Office.

This position provides strategic, operational, and administrative support to Senior Executives of Communications and Engagement division and is also involved with the overarching business and financial management of the division.

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.](#)

If this role sounds like you, get in touch!

Eligibility/other requirements: Experience in an Executive Office and/or communications and engagement environment in the Australian or ACT Public Service is highly desirable.

The ability to work flexibly under limited supervision is required.

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:

A maximum two-page pitch outlining your suitability to 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

A curriculum vitae outlining your work history and experience supporting Executives

Two referee contact details (one should be a current manager).

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

Contact Officer: Trish Johnston 0417 832 995 Trish.Johnston@act.gov.au

Workforce Capability and Governance

Workplace Safety and Industrial Relations

Injury Management

Rehabilitation Case Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 31117)

Gazetted: 15 September 2022

Closing Date: 29 September 2022

Details: An exciting opportunity exists in the Injury Management Team, Workplace Safety and Industrial Relations for an enthusiastic and motivated individual who is keen to work in a dynamic, busy and challenging environment. The position of Rehabilitation Case Manager centres on the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is fostering working relationships with managers, employees, and allied health professionals.

Essential to the role is proactive communication and the coordination of day-to-day case management to drive optimum and sustained outcomes. This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is essential. The successful applicant will have superior problem solving and time management skills and demonstrate resilience and the ability to work in a highly complex environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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: Qualifications and or extensive practical experience in Work Health and Safety, Human Resources, Allied Health or other related disciplines and/or experience in case/claims management and rehabilitation will be well regarded.

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

How to apply: Please provide a two-page pitch, outlining your skills and experience relevant to the role, along with a copy of your current curriculum vitae.

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

Contact Officer: Tesreena Sandhu (02) 6205 4010 Tesreena.Sandhu@act.gov.au

Access Canberra

Office of the Deputy Director-General

Government Operations, Data and Strategy / Government Business and Coordination

Assistant Director, Government Business and Coordination

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 55179)

Gazetted: 19 September 2022

Closing Date: 26 September 2022

Details: The Government Business and Coordination Team operates as a critical coordination point between Government, the Access Canberra Executive and the broader organisation. The successful applicant will be able to manage competing priorities, be an innovative problem solver, have excellent communication skills and a firm understanding of all things Cabinet, Assembly and Government Business. The broad range of functions performed by the team include Cabinet processes, Legislative Assembly processes, management of operational Delegations and Appointments, Ministerial correspondence management, coordination of information requests, reporting and Secretariat services. The successful applicant will lead and coach administrative staff and will require the ability to work under changing priorities and pressures, will require exceptional prioritisation, organisational and communication skills, and be able to work effectively as part of a team.

The successful applicant will be counted on to critically examine, evaluate, take appropriate action and report on requested matters received by the Access Canberra Government Business and Coordination team. You will need to be agile and have excellent discretionary thinking to know when to brief up the line on issues impacting Access Canberra and will work closely with Access Canberra Executives, Statutory Office Holders and the Directorate Liaison Officer.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 immediately for six months. 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: To apply for this role please provide your curriculum vitae, including details of two referees and a one-page (maximum) pitch detailing why your skills, knowledge and behaviour make you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catherine Matthews (02) 6205 3464 Catherine.Matthews@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

PDO

DHR Project Support Officer

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 02303)

Gazetted: 20 September 2022

Closing Date: 27 September 2022

Details: We're looking for someone to join our team as a Project Support Officer within the DHR Project. The role is part of a multi-disciplinary team within Strategic Business Branch, Portfolio Delivery Office and reports to the DHR Project Manager.

We pride ourselves on continuous evolution. The driving force behind our improvements and innovations is the presence of skilled and dedicated team members. We're working hybrid at the moment and where possible we will do our best to support what best suits you and the team.

As an experienced IT Professional, you will serve as the backbone of the project, acting as triage and resolution point across a wide range of IT issues.

Throughout your time in this role, you will solidify and expand upon your existing areas of expertise, gaining valuable experience across a wide variety of systems and services. This is a hands-on role and will involve scoping, validating and delivering project outcomes. You will work with high performing matrix teams, often with several streams of work, in a professional and collaborative approach to deliver outcomes.

If you can demonstrate your ability to manage a range of project priorities, using best practice methodologies, we want 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 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 or ability to obtain and maintain a certificate/clearance is mandatory.

Notes: This is a temporary position available immediately for a period of three months with the possibility of extension up to six months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply:

In two pages or less tell us:

why you want the role;

what you would bring to the role;

what you would get out of it; and

about an achievement that you are most proud of.

Also supply:

A current curriculum vitae; and

Two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be sent to the Contact Officer.

Contact Officer: Jacinta Smith (02) 6205 5219 jacinta.smith@act.gov.au

Workforce Capability and Governance

Centre for Leadership and Innovation

Diverse and Inclusive Talent

Senior Director, Diverse and Inclusive Talent

Senior Officer Grade A \$157,201, Canberra (PN: 58890)

Gazetted: 19 September 2022

Closing Date: 3 October 2022

Details: Yuma! Did you know that the ACT Government aims to be the most progressive jurisdiction in Australia for our workforce practices. We may be small, but we are already recognised for leading the flexible and hybrid work agenda, and we are putting dedicated attention towards driving inclusive workforce cultures across the ACTPS, contemporary leadership practices which support trust and change, and working to encourage and embed innovation into the way we work.

We have an exciting (and new) opportunity for a Senior Director to join us here at the ACTPS Centre for Leadership and Innovation.

As a Senior Director within the ACTPS Centre for Leadership and Innovation, leading whole-of-government diversity, inclusion and belonging, you can expect to be on the forefront of progressive change.

We have an ambitious program of commitments and priorities but ultimately, we are working to make sure everything we do adds value towards driving diversity, fostering inclusion, and helping ensure all of us – across every corner of the ACT public service – feel we belong and can contribute to our full potential.

Landing this job will mean leading a team to drive a strategic, evidence-based and measurable approach to ACTPS workforce diversity, inclusion and belonging. This will include developing and implementing initiatives to deliver against an ambitious program of commitments; critically analysing workforce information and data to understand complex systemic problems; collaborating to develop (or provide advice) on workable solutions; and communicating with a range of audiences through articulate and visually compelling, consumable reports, briefs, presentations and other communications.

You will work with a team of enthusiastic professionals who come from a variety of professional backgrounds and areas of expertise so don't expect to do it alone. We also work with Diversity and Inclusion practitioners from Directorates across the ACTPS who have local priorities aligned to their unique workforces.

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: Tertiary qualifications and experience in a relevant field are desirable.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Need ACTPS experience? Nope, you don't have to be from the ACTPS or public sector to apply. We love new and different ways of thinking and we'll help you learn our context (and acronyms).

Where can you work? We have access to ongoing hybrid work arrangements including home-based and activity-based working (ABW) when working from the office (located at 220 London Circuit, Canberra City) and our new Innovation Centre (once completed later this year).

How to Apply: Please submit a two-page pitch addressing the professional and behavioural capabilities, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janet Wilson (02) 6205 5303 janet.wilson@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Service Management

Website Development Manager

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 08073)

Gazetted: 19 September 2022

Closing Date: 3 October 2022

Details: Customer Engagement Services Branch are looking for a ServiceNow developer with experience managing a team of technical staff or stakeholders to facilitate improvements in service delivery. Our team is passionate about innovation and improving the delivery of ACT Government services for approximately 22,000 internal customers. These services cover multiple functions including Finance, Human Resources and Information Communication Technologies.

The Website Development Manager will establish new development opportunities and manage continuous improvement of existing service delivery methods with a focus on seeking automation opportunities.

If you're seeking an opportunity to join a dynamic team with a major role in transforming service delivery, apply now.

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Eligibility/Requirements

Experience with ServiceNow is essential and ServiceNow development experience considered to be highly desirable.

Experience with JavaScript is 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: Your suitability for this position will be assessed based on your skills, knowledge and behaviours in relation to the duties/responsibilities detailed in the position description. If you think you're up for it, please send us your Curriculum Vitae and a two page pitch. Your pitch should include your greatest achievement(s) in the last two years and why you think you're the best person for this job.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Hingston (02) 6205 1269 David.Hingston@act.gov.au

Workforce Capability and Governance

Centre for Leadership and Innovation Centre for Leadership and Innovation

Several

Workforce Program Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 08511, several)

Gazetted: 19 September 2022

Closing Date: 3 October 2022

Details: Yuma! Do you want to be a part of a friendly, inclusive, dedicated, and dynamic team whose purpose is to shape the ACT's public service workforce for the future?

We are the ACTPS Centre for Leadership and Innovation (the Centre) are we're seeking energetic, capable and reliable ASO 6 staff with a can-do attitude to join our team at the ACTPS Centre for Leadership and Innovation.

Due to our expanding program of work, we have current vacancies at the ASO 6 level focused on delivering workforce programs across the ACTPS within two of our teams:

ACTPS Diversity and Inclusion

ACTPS Learning and Development

Landing one of these jobs will mean collaborating with your colleagues to design, deliver and evaluate workforce programs which build the capability and capacity of the ACTPS workforce.

In our Diversity and Inclusion team, this will include understanding the nuances of our workforce, applying critical thought, creativity and logic to design ways forward, and bringing all of this together into easily consumable products. We're genuine about designing equitable workplaces using evidence-based practices.

In our Learning and Development team, this will include a focus on getting to know our learning management system to schedule and report against our learning products and provide excellent client support. It doesn't stop there, however. You will also get the chance to delve into the world of adult learning – helping to identify the capabilities of the future, how to develop them, and designing learning products.

You'll work with a team of enthusiastic professionals who come from a variety of professional backgrounds, and have access to a range of professional development opportunities – which can be online, peer-based, on the job, or formal 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Requirements

For those interested in the Learning and Development role, experience, qualifications, or training in learning design and/or learning systems will be highly regarded.

Notes: Diverse background?

We embrace workforce diversity and are committed to creating an inclusive workplace. We offer a warm welcome to applicants who identify as Aboriginal and/or Torres Strait Islander, people with disability, LGBTIQ+, former ADF members, neurodiverse, and those from culturally and linguistically diverse backgrounds.

Where can you work?

If you work with us, you will have access to flexible work arrangements and ongoing hybrid working – a combination of working from home, our snazzy Canberra City Office Block at 220 London Circuit, and our soon to open ACTPS Innovation Centre.

Other opportunities?

This process will be used to create a merit pool which will be used to fill other vacancies as they become available over the next 12 months. This could include our Innovative Workforce Practices Team, Flexible Work Team, Graduate and Entry Program Team – and similar opportunities!

How to Apply: Please submit a two-page pitch addressing the professional and behavioural capabilities, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Shrewsbury (02) 6207 6481 Claire.Shrewsbury@act.gov.au

Economic Development

Business and Innovation

Innovation, Investment and Tertiary Education

Assistant Director, Investment Facilitation and Programs

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50873)

Gazetted: 19 September 2022

Closing Date: 26 September 2022

Details: Business and Innovation are seeking a dynamic and motivated person to support the design and delivery of programs to achieve the Governments' strategies around economic recovery, job creation and diversification of the ACT economy. Specifically, the position will focus on the design and delivery of the ACT Government's Future Jobs Fund and investment attraction and facilitation programs and activities. As the Assistant Director of the Investment Facilitation and Programs team, you will manage projects and provide advice to senior management on matters related to program delivery and related business and economic development policy.

Being part of a small, dynamic and fast-past team environment, the successful candidate will be highly motivated, reliable, flexible and committed to contributing to key ACT Government economic development policy including CBR Switched On. A key strength will be your outstanding interpersonal and project management skills; commitment to developing and maintaining excellent internal and external working relationships; and contributing to a workplace culture that strives for the delivery of high-quality outcomes.

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:

Tertiary qualifications in Economics, Commerce or other relevant field is highly desirable with demonstrated experience in contributing to economic development program design and policy development in a challenging environment. You should also possess strong communication skills.

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.

How to Apply: Applicants should submit a two-page pitch (maximum) outlining their suitability for the position in line with the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description and a current curriculum vitae with details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Kelly (02) 6205 8602 Sean.Kelly@act.gov.au

Economic Development

Events ACT

Senior Event Officer - Programming and Creative

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 52116)

Gazetted: 20 September 2022

Closing Date: 27 September 2022

Details: Under the direction of the Assistant Director, Event Programming and Creative, the Senior Events Officer – Programming and Creative will be required to undertake event and program coordination activities associated

with the planning, management and delivery of Floriade 2022 and other events as required. Working within a small and dynamic team environment the role will be required to:

Plan and coordinate project and event management responsibilities associated with the delivery of Floriade 2022 and other events as required.

Coordinate the preparation and administration of event programming and artist operational procurement documentation, contract documentation and maintenance of the contracts register.

Contribute to all event planning, event delivery, event debriefing and evaluation activities to ensure the high-quality presentation of events in the ACT.

Contribute to the development of all event's operational plans and documentation.

Be responsible for maintaining positive working relationships with internal and external stakeholders and staff.

Be responsible and accountable for the operational delivery of functional areas for major and community events.

Lead and supervise team members (including casual event staff, volunteers, and contractors) for the operational delivery of functional areas for major and community events.

Proactively collaborate and communicate with other functional areas across the ACT Government, including marketing, strategic partnerships, and visitor services to ensure effective communication and transfer of information in relation to events.

Provide administrative assistance to the Events ACT team, including contributing to the preparation of government briefs, correspondence, and financial requirements.

Work and perform in accordance with the ACT Public Service Values and Signature Behaviours and Code of Conduct and ACT.

Contribute to other tasks as required.

Applicants will have extensive knowledge of event programming and at least two years' direct experience or related industry knowledge and understanding that is directly transferrable. Knowledge of ACT Government processes and procedures surrounding the engagement of artists and performers and hands on experience undertaking this kind of work within a government context will be well 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 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.

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

How to apply: Please provide your current curriculum vitae and your written response of not more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities from the Position Description

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

Contact Officer: Saskia White (02) 6205 3812 Saskia.White@act.gov.au

Access Canberra

Engagement, Compliance and Covid-19 Response

Complaints Management Team

Senior Case Manager

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 50143, several)

Gazetted: 19 September 2022

Closing Date: 3 October 2022

Details: Are you ready to undertake an exciting adventure? Can you perform the unachievable regularly? Do you have the ability to pull a rabbit out of a hat, or make problems vanish into thin air? Can you create new space and time at a moment's notice? If so, pack up your magic wand and fly over to Access Canberra!

In this important position, you will play a vital role to support our master magicians within the Access Canberra Complaints Management Team.

We are on the lookout for a dynamic, flexible, solutions-focused individual to join the team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with enquiries, complaints, stakeholders and the community.

If you're a person who likes to help make things happen and amaze others with your leadership, communication and stakeholder engagement skills then we want you to join our magical team in Access Canberra.

To be successful in this role, you will:

- be a customer focused problem solver who can listen and interact with a diverse range of people who have a broad range of needs and provide a positive customer experience
- have an understanding of regulatory environments and complaints management processes and/or experience in customer service environments, managing complex and sensitive matters is desirable.
- demonstrate excellent verbal and written communication and negotiation skills
- have demonstrated ability to interpret complex legislation, policy and procedures
- show confidence and resilience in liaising and/or mediating interactions in relation to contentious matters with internal and external stakeholders
- have excellent administrative and organisational skills, including the proven ability to organise workloads and set priorities in a high-pressure environment with competing priorities and tight deadlines

We welcome applications from people with experience in the community, public and private sectors. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application. Access Canberra is committed to ensuring all applicants are able to compete on an equal basis for our employment opportunities. *Reasonable Adjustment* refers to any administrative, environmental or procedural modification that may provide an individual with a different way to provide evidence that they meet the requirements of a position equally and fairly.

If you have any requirements for *Reasonable Adjustments* to be made to the recruitment process to ensure that you have an equal and fair opportunity to be considered for selection, please contact the Contact Officer.

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

Eligibility/Requirements

- Refer to the Position Description for role specific requirements.

Notes: There are several positions available, one permanent position and two temporary positions available up to 12 months with the possibility of 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 temporary and permanent vacancies over the next 12 months.

How to Apply: you think you are the right person to fill one of these roles, please submit:

An up-to-date **Curriculum Vitae (CV)**.

2. A written response of **one to two pages** that demonstrates your suitability for these positions based on your skills, knowledge and behaviour as they relate to the duties/requirements detailed in the position description.

Ensure your response addresses each of the points listed under the selection criteria - **see helpful tips for writing a successful application.**

3. A short video (**two to three minutes maximum**) - this is an opportunity to sell yourself and demonstrate your communication skills. Your video should complement your written application and CV **see helpful hints below for making your video.**

In your video you should:

- Tell us who you are
- What attracted you to this role in Access Canberra

Thinking about duties of the role you are applying for and the environment you will be working in, using the S.T.A.R method (Situation, Task, Action, Result) to answer the following question:

- Describe a situation where you used your communication skills to win over a challenging customer or stakeholder. What did you do and what was the outcome?

Additional Information for applicants

How to create and submit your video

Sign up to create an account with Dropbox or Google Drive.

Record a short video (2-3 minutes) on your preferred device.

- [Using Apple devices \(iPhones, iPad\) how to guide](#)
- [Using Android phones how to guide](#)

3) Upload a video file in Dropbox or Google Drive.

How to upload video files

- [Dropbox - How to upload and download files in Dropbox | Dropbox Help](#)
- [Google Drive - Upload files and folders to Google Drive - Computer - Google Drive Help](#)

4) Copy the link to your video and send it with your application and CV

How to share and copy link to video files

- Dropbox - [How to share files from your phone or tablet | Dropbox Help](#)
- Google Drive - [Share folders in Google Drive - Android - Google Drive Help](#)

HELPFUL TIPS FOR MAKING YOUR VIDEO

Read the position description/s carefully - try not to waste time talking about anything that isn't relevant to the role.

- Plan before you film
- Write down what you want to say
- Don't recite your CV or your written application – work off a script but don't read it word for word
- Use a different example to the ones used in your written application – try and use a recent example that is relatable to the position you are applying for
- Think about what you will wear make a good first impression
- Practice, practice, practice
- Choose a well-lit setting and reduce background noise, use an appropriate background, **turn the volume up**
- Record it
- Watch your video and get someone else to watch it too - re film or edit as necessary
- Check the visual and audio quality of the final product and that you have saved in the correct format, and it is **sharable/accessible**
- If you experience any difficulties in producing a video, please call the contact officer for advice.

Contact Officer: Pia Marbaniang (02) 6205 3993 Pia.Marbaniang@act.gov.au

Access Canberra

Fair Trading and Compliance

Inspector

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 58714, several)

Gazetted: 16 September 2022

Closing Date: 6 October 2022

Details: The Compliance team within Access Canberra's Fair Trading and Compliance branch is looking for critical thinkers with an eye for detail to fill several regulatory inspector roles. The team is responsible for the regulating a wide variety of industries across the ACT, including liquor, security, tobacco, real estate agents, traders, gaming machines, casino, controlled sports and more. The team works collaboratively with investigation and licensing teams to ensure consistency in service delivery to both industry and the ACT public.

Successful applicants will be responsible for undertaking compliance activities, including proactive targeted inspection programs, complaint response, investigations and disciplinary actions. Applicants will need strong communication skills, ability to work to changing priorities and pressures, strong team working skills, and the ability to apply risk-based regulation principals in their work. Successful applicants will be required to work overtime shifts from time-to-time

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

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.

Eligibility/Other Requirements: Current ACT or equivalent driver's licence.

How to Apply: To apply for this role please provide your curriculum vitae, including details of two referees and a two-page (maximum) pitch detailing why your skills, knowledge, behaviour and experience/qualifications make you the best person for this role. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

Applications should be submitted via the Apply Now button below.

Contact Officer: Callan McPhan (02) 6207 0195 Callan.mcphan@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

Children, Youth and Families

Children and Families

Child and Family Centre

Child and Family Centre Cultural Officer

Health Professional Level 4/Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32579)

Gazetted: 19 September 2022

Closing Date: 3 October 2022

Details: The Child and Family Cultural Officer will report to the Centre Manager and work closely with Team Leaders and Managers from the other Centres as required including the broader management team to provide cultural mentoring and support for workers within the Child and Family Centres, as well as contributing to the professional learning strategies that enhance staff cultural competencies in working with Aboriginal and Torres Strait Islander children and families. The position will participate in the development and maintenance of government and community partnerships, program planning, review and evaluation and will be an active member of the management team within the unit. The Child and Family Centre Cultural Officer will oversee the Growing Healthy Families program and Aboriginal and Torres Strait Islander groups within the Centre including facilitating parenting programs and intake. This position is an identified position and is located at West Belconnen Child and Family Centre.

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 qualifications and experience:

This is an identified position and is only open to Aboriginal and Torres Strait Islander people. Evidence of Aboriginality or Torres Strait Islander descent may be requested.

SOGC/HP4 : Social work degree, Psychology, Bachelor of Mental Health or related discipline plus a minimum of 3 years practice experience in case management and group facilitation.

Current Driver's Licence

Please note, Working with Vulnerable People registration 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 . Educational, suitability and professional qualification checks may be carried out prior to employment.

Notes: This is a temporary position available immediately for six months.

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.

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.

How to Apply: Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees.

Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be sent directly to the Contact Officer.

Contact Officer: Brian Mupangure (02) 6207 6817 Brian.Mupangure@act.gov.au

Housing Assistance

Client Services Branch

Development and Support

Data Analyst

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 09061)

Gazetted: 19 September 2022

Closing Date: 3 October 2022

Details: We are looking for a motivated and enthusiastic Data Analyst to join our team. This position reports to the Senior Data Analyst in the Development and Support Team, Client Services Branch.

As a Data Analyst, you will play an important role in the branch by supporting the KPI framework, interpreting and analysing data using statistical techniques, ongoing reporting to management and senior executives, database development, scripting and gathering data from primary or secondary data sources.

Note: 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

How to apply: Please submit a two-page pitch outlining why you are the best person for the job against the position's skills, knowledge, and behaviours.

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

Contact Officer: Lei Huang (02) 6207 7190 Lei.Huang@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

Business Services

Strategic Finance and Procurement

Business Improvement and Support

Senior Officer, Business Improvement and Support

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50157, several)

Gazetted: 21 September 2022

Closing Date: 5 October 2022

Details: The Education Directorate is seeking a dedicated team member to work as part of a small team to support, which will assist and build capability in the business of schools including ensuring compliance, accountability and best practice is being met. The role will include providing advice to schools on a broad range of school operation issues and activities to meet the business needs effectively and consistently across the system. This role will also be responsible for the achievement of outcomes within agreed timeframes and within a framework of operational and strategic goals and objectives.

Eligibility/other requirements: Experience in a school business administration role

Note: There are two temporary positions available immediately up until to June 2023 with the possibility of permanency.

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

How to apply: Applicants are requested to provide a written response against the Selection Criteria of maximum two pages, along with their current curriculum vitae.

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

Contact Officer: Peter Podnar (02) 6205 3145 Peter.Podnar@act.gov.au

School Performance and Improvement

South and Weston Network

Malkara School

Principal Malkara School

School Leader A 1 \$175,964, Canberra (PN: 02215)

Gazetted: 20 September 2022

Closing Date: 17 October 2022

Details: Malkara School is located in the suburb of Garran within the South Weston Network of schools and caters for students with a significant intellectual disability and other complex needs.

Malkara students are educated in a positive, student-centred environment that ensures maximum growth and development. Our staff are committed to meeting the education and social needs of each and every student, preparing them to contribute in a meaningful way to their community.

Malkara School offers a diverse, rigorous, and engaging curriculum for students. Teachers develop learning programs using both the Australian Curriculum and Victorian Towards Foundation Curriculum. There is a strong, school-wide focus on building communication skills for all students.

Malkara School personalises learning for all students and focuses on ensuring all students are ready for learning through providing a learning environment tailored to meet their diverse sensory needs. Core characteristics of ASD (autism spectrum disorder) are supported in every classroom and teachers' practice.

The regular Malkara curriculum is enriched through additional educational programs including hydrotherapy, the 'Walking Together' program, regular assemblies, operating a school shop, participating in excursions, managing our school garden, attending camps and our inclusion partnership with Lyons Early Childhood School.

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 \(act.gov.au\)](#)

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Lucy Barrett (02) 6205 8219 Lucy.barrett@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.

School Performance and Improvement

South and Weston Network

Duffy Primary School

Principal Duffy Primary School

School Leader A 1 \$175,964, Canberra (PN: 04090)

Gazetted: 20 September 2022

Closing Date: 17 October 2022

Details: Duffy Primary School is located in the district of Weston Creek and caters for students from Preschool to Year Six, including two learning support units for Autism. The school offers a modern, open plan learning and teaching environment.

The five-year School Improvement Plan will be reviewed in 2025. The school priorities are to:

Improve student performance in writing across all year levels

Improve the percentage of students making expected growth in number

The school delivers the Australian Curriculum through an inquiry learning approach. Teachers provide learning programs that focus on the individual needs and strengths of all students. The social and emotional learning curriculum includes restorative and respectful practices that fit within the broader Positive Behaviours for Learning framework, supporting the school values respect, responsible and inclusive. The school offers a strong extracurricular program including the Instrumental Music (Woodwind Band) program for senior students.

Duffy Primary School operates with a strong sense of community, including the School Board and the Parents and Citizens (PandC) Association which is the focal point for parent involvement at the school.

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 \(act.gov.au\)](#)

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Lucy Barrett (02) 6205 8219 Lucy.Barrett@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.

School Performance and Improvement

Tuggeranong Network

Wanniassa Hills Primary School

Principal - Wanniasa Hills Primary School
School Leader A 1 \$175,964, Canberra (PN: 01803)

Gazetted: 20 September 2022

Closing Date: 17 October 2022

Details: Wanniasa Hills Primary School is located in the suburb of Wanniasa within the Tuggeranong Network of schools and caters for students from Preschool to Year Six. The school is committed to the highest level of education possible for all our students, seeking to optimise students' learning and involve the community in the education of its children. Students are challenged to achieve their best. Relevance, Rigour, Relationships, and Personal Excellence are the foundations with a strong emphasise on the signature values of: Respect, Responsibility, Fairness and Honesty. Teacher's planning is based on an understanding of individual student needs, development, talents, interests, and ways each learns best. The school strongly commits to supporting all students to have high expectations, of working effectively with others, of making decisions about their learning and of expressing themselves in creative ways.

Wanniasa Hills Primary School believes the partnership between parents and the school community is integral to the success of every student. Collaboration in educational decision-making is valued and is an important element of all planning processes. The school welcomes and is always open to parents and community members.

Wanniasa Hills Primary School is immensely proud to have two woodwind bands directed by the Instrumental Music Program (IMP) music teachers in conjunction with school staff. The school is participating in the highly acclaimed Stephanie Alexander Kitchen Garden (SAKG) program, helping to grow and harvest vegetables in the Environment Centre Garden, preparing and sharing a meal together each week/fortnight.

Wanniasa Hills values its strong sense of community encouraging and enabling collaboration among parents, students, the School Board, school staff, and the wider community. The school actively seeks ways to enhance student learning and wellbeing with parents and families recognised as integral members of the school community and partners in their children's education.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Lucy Barrett (02) 6205 8219 EDU.DSIOffice@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.

School Performance and Improvement

Tuggeranong Network

Erindale College

Principal Erindale College

School Leader A 2 \$189,549, Canberra (PN: 45294)

Gazetted: 20 September 2022

Closing Date: 17 October 2022

Details: Erindale College is located in the heart of the Tuggeranong Valley within the Tuggeranong network of schools and caters for students in Year 10 to 12. The College design provides flexible and modern educational facilities that support the surrounding community. Students at Erindale College have access to community facilities including the Erindale Theatre, joint use of the public Erindale Library and the Active Leisure Centre. In addition, the principal's role includes the oversight of the Erindale Education and Recreation Complex. The principal of Erindale College will continue to nurture and establish strong partnership with the school and broader community and external stakeholders.

Erindale College offers a diverse, rigorous, and engaging curriculum for students endorsed by the ACT Board of Senior Secondary Studies. The principal will lead the school's improvement journey to promote an inclusive learning culture, equity of opportunity and excellent outcomes for all learners. Teachers develop courses under the relevant frameworks that provide the essential basis for course development and accreditation. This approach

ensures teachers are responsive to educational trends in their curriculum area, meet the needs of their student populations and reflect their teaching expertise.

Erindale College has an excellent reputation for supporting Aboriginal and Torres Strait Islander students with their education, vocational training, and sporting careers through the established Indigenous Centre of Excellence; the Mindyigari Centre. The programs on offer have received several highly respected awards and grants in recognition of outstanding contribution to successful student outcomes.

Erindale College offers a number of specialised programs to meet diverse student needs. The specialist programs at Erindale College extend and challenge students to reach their full potential. Specialist teaching staff lead the development of the Compass program to support students with special needs, Talented Sports Program, Talented Dance Program, and Year 10 in College Program.

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 \(act.gov.au\)](#)

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Lucy Barrett (02) 6205 8219 Lucy.Barrett@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.

School Performance and Improvement

North and Gungahlin

Dickson College

Student Engagement Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51691)

Gazetted: 20 September 2022

Closing Date: 4 October 2022

Details: Dickson College is a senior secondary school in the inner north of Canberra. Dickson College has an enrolment of approximately 800 students. Most of the college's enrolment comprises of Year 11 and 12 students, with a small cohort of students in years 7-11 attending our Secondary Introductory English Centre (SIEC). Dickson College is seeking a dynamic, highly capable Student Engagement Manager with demonstrated professional/technical skills and knowledge and behavioural capabilities (as outlined in the attached Position Description).

The potential applicant should demonstrate strength in building positive and productive relationships with staff, students, and their families. They will need to establish credibility and partner with senior leadership and executive staff to lead the operations of the Student Engagement Team.

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

Eligibility/other requirements:

Essential:

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Desirable:

School based administration experience in colleges or high schools.

Experience with school specific software including Sentral and Timetabling Solutions.

First Aid Certificate

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: Please submit your response of no more than two pages 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, Knowledge and Behavioural capabilities as required.

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: Alex Tibbetts (02) 6142 0140 Alex.Tibbetts@ed.act.edu.au

School Improvement

Belconnen

Hawker Primary School

Executive Teacher – School Leader C

School Leader C \$132,293, Canberra (PN: 23966)

Gazetted: 20 September 2022

Closing Date: 4 October 2022

Details: Hawker School is seeking a dynamic school leader with the ability to enact the school philosophy whilst ensuring best practice and point of need teaching. The successful applicant will demonstrate excellent pedagogical skills with a clear understanding of high impact teaching strategies and an ability to provide coaching and mentoring in this area.

Eligibility/other requirements:

The successful candidate will:

have high level organisational skills including the management of SAS, in particular school reports

lead ICT infrastructure from preschool to year 6

lead the year 3-6 teaching team

support the executive to implement the School Plan

undertake a classroom teaching load as determined by the principal

lead staff to use multiple sources of data to inform pedagogy and strengthen professional community practices

manage day-to-day staffing including the relief phone

Prior to commencing in this role, a minimum of four years full time (or equivalent) tertiary study leading to the

award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher

Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued

under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on

Working with Vulnerable People registration refer to - <https://www.accesscanberra.act.gov.au/s/article/working-with-vulnerable-people-wwwvp-registration-tab-overview>

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.

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: Alison Reid (02) 6142 3030 Alison.Reid@ed.act.edu.au

Safe at Schools

Assistant Director - Project Management Office

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58885)

Gazetted: 20 September 2022

Closing Date: 4 October 2022

Details: This Assistant Director, Safe at School plays a key role within the newly established Safe at School group supporting the Project Management Office to work with teams across the Directorate to deliver systems and processes to drive a strong safety culture across the Education Support Office (ESO) and ACT public schools.

The position will play a key role in supporting the management and delivery of the Safe at School project, providing support with the project schedule, reporting and tracking of key deliverables.

The role is responsible for managing and supporting discrete projects and initiatives, as well as working flexibly across the broader Safe at School team to manage emerging work pressures.

The ideal candidate will have well-established written and verbal communication skills to support internal and external stakeholder engagement. They will be a supportive and collaborative team member with a strong understanding of school operations and the legislative requirements relating to Workplace Health and Safety.

The role will require excellent organisational and time management skills to prioritise workloads and exceptional critical thinking skills to think outside the box and deliver strong project outcomes.

Eligibility/other requirements:

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

This position may require a Working with Vulnerable People Check.

Note: 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 two-page pitch address the Selection Criteria.

A current curriculum vitae

Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

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

Service Design and Delivery

DSST

Change and Communications Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32650)

Gazetted: 16 September 2022

Closing Date: 30 September 2022

Details: The person in this role will manage change and releases affecting systems used by ACT Education. The ideal candidate has experience in the management of ICT Systems and will be a trusted partner representing the digital and technology needs within the Education Directorate. The candidate will have strong ICT skills and a good understanding of ITIL Service Management, in particular Change and Release Management. Ideally you will be familiar with the management of ICT Systems in an education setting.

The person in this role will be adaptable and take ownership of change requests, leading to a positive impact on the Education environment. Through structure and strong change coordination, they will support the Directorate commitment to continuous improvement. ICT change-management and impact-analysis skills will be core professional strengths of the candidate. The ability to juggle priorities, be resilient and tactful, passionate about what you do and committed to making a difference, are key traits for the ideal candidate.

The ideal candidate will have highly developed stakeholder engagement skills and the ability to consistently apply excellent customer service principles and practices. Strong written and verbal communications skills will also be required for this role, as well as a balanced understanding of ICT systems. They will gather information to create a clear understanding of a broad range of technological changes, then communicate the nature of these changes to stakeholders and the potential impact. The person in this role will professionally represent the Directorate’s best interest, particularly in a change management capacity.

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 REQUIREMENTS

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

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

Understanding of the business of schools and/or understanding of school operations

Experience using project management and design wheel methods is an advantage

Degree qualifications in a related field is an advantage

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.

How to Apply: Please submit a response to the selection criteria (max 4 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

Business Services

Infrastructure and Capital Works

Major Projects

Director, Major Projects

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 27479)

Gazetted: 19 September 2022

Closing Date: 12 October 2022

Details: The Infrastructure and Capital Works Branch (ICW) of the Education Directorate is seeking applications for a Director to assist in the management of the portfolio of Major Projects, ensuring the Directorate's service delivery responsibilities and schools' operational needs are met. The Director, Major Projects is part of the ICW Branch senior management team, supporting the Executive Branch Manager and Senior Director, Major Projects to achieve strategic and operational Branch objectives. The Director will promote best practice in the planning and management of the delivery of new schools and the expansion and/or redevelopment of existing schools, working collaboratively across government with a wide range of internal and external stakeholders, the Minister's Office, school communities, interest groups and other government agencies. The position requires a highly developed knowledge of and have experience in implementing all phases of a major capital works program, along with high level leadership, resource

Eligibility/Other Requirements:

Applicants must 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 relevant to the role. Possession of a 'white card', Asbestos Awareness Training certificate and Working with Vulnerable Persons Card or willingness to complete the required training is also highly desirable. A current Driver's Licence is also required.

Notes: This is a temporary position available immediately for six months with the possibility of extension. Selection may be based on application and referee reports only. Please note this position involves working from home or in a city office which is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the Selection Criteria, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dylan Blom (02) 6207 1411 Dylan.Blom@act.gov.au

Safe at Schools

Executive Officer - Safe at Schools

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57595)

Gazetted: 16 September 2022

Closing Date: 30 September 2022

Details: We are seeking a motivated and organised individual to take on this fast-paced role and lead the response to Government Business for the Safe at School Group. The position will work closely with the Executive and the senior leadership team to support workplace objectives and provide quality assurance on all Government Business items. This includes Ministerial responses, Budget Estimates, Speeches, Cabinet Submissions, Questions on Notice, Corporate Reporting requirements and a range of other projects as required.

Our ideal candidate will have a positive can-do approach as well as exceptional interpersonal and communication skills. You will be amazing at prioritising your time and workload as well as being highly organised. You will also be able to display resilience, tact and empathy 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

Highly Desirable

Previous experience supporting an Executive

A sound knowledge and understanding of the operations of government

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 two-page pitch clearly demonstrating how your current skills and experience align with the selection criteria. Also be sure to include a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate McMahon (02) 6205 9205 Kate.McMahon@act.gov.au

Governance, Communications and Engagement

Communications and Engagement

Communications Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 34724)

Gazetted: 16 September 2022

Closing Date: 30 September 2022

Details: Are you passionate about public education and want to play an important role in telling the stories of ACT public schools?

Do you like a challenge and want to be part of a high performing team?

The Education Directorate has a unique opportunity for a Communications Officer with a proven ability to create interesting and engaging content to work across our 90 ACT public schools to tell their great stories and celebrate their achievements.

In this position you will support the team in the coordination and creation of social media and digital content across a range of channels, as well as provide broader communications and administrative support.

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

How to apply: Candidates are asked to submit a two-page pitch addressing the professional/technical skills and knowledge, behavioural capabilities and qualifications as outlined. Please include your curriculum vitae and the names of two referees.

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

Contact Officer: Sally VanAalst (02) 6207 6101 Sally.VanAalst@act.gov.au

Business Services

Strategic Finance and procurement

Schools Resourcing and Finance

Senior Finance Officer, SSEMS Support

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51912, several)

Gazetted: 16 September 2022

Closing Date: 30 September 2022

Details: The Schools Resourcing and Finance team is looking for two Senior Finance Officers who can assist with the ongoing support of the recently implemented Schools Staff Expenditure Monitoring System (SSEMS) and provision of business support to schools. This role provides a unique opportunity for the successful candidate to enhance the independencies between human resources and finance matters.

To be successful in joining the team you will need to be a self-motivated, well organised person who can work independently and as a team member. To be successful in the role of Senior Finance Officer, SSEMS Support, you will possess experience in accrual-based public sector accounting and strategic budgeting, have strong analytical skills to analyse financial data, high level communication skills both written and oral, and the ability to develop and implement innovative solutions to complex problems.

Eligibility/other requirements:

Tertiary accounting or equivalent qualifications is highly desirable.

Advanced excel skills would be an advantage.

Note: There are two temporary position available up to 30 June 2023 with the possibility of extension and/or permanency. These positions will have flexible working opportunities.

How to apply: Potential candidates should include a supporting statement of no more than two pages addressing the Selection Criteria which can be found in the Position Description, a current curriculum vitae including the details of two referees.

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

Contact Officer: Camille Sides (02) 6207 6224 Camille.Sides@act.gov.au

Service Design and Delivery

Student Engagement

Clinical Practice

School Psychologist

School Psychologist \$87,447 - \$125,498, Canberra (PN: 06943, several)

Gazetted: 16 September 2022

Closing Date: 26 October 2022

Details: Are you a psychologist who enjoys working with children or young people? Are you looking for a job with a broad range of opportunities, including working in the area of prevention and early intervention?

ACT Education is seeking applicants for several permanent School Psychologist positions. We have positions available now for the 2022 school year and positions to start at the commencement of the 2023 school year, either working full time or part time. School Psychologists enjoy the benefits of teacher-based conditions and strong professional support. Provisional Psychologists who anticipate gaining general registration early in 2023 are encouraged to apply. Our School Psychologists work with students, their families and teachers to identify and address barriers to learning and mental wellbeing. In this role you will:

conduct assessments in learning, social, emotional and behavioural domains and communicate assessment results and recommendations to parents or carers, teachers and relevant professionals

consult with parents or carers, teachers, school executive, external agencies and other members of the school community about interventions, services and support for students

identify and assess mental health issues and provide follow up support or refer to other mental health services

provide psychological intervention for a range of issues affecting children and young people and where appropriate their parents or carers

assist in the design and evaluation of effective prevention, early intervention and support programs for individuals, groups and school populations

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 in this role applicants require:

Current general registration as a psychologist with the Psychology Board of Australia. Applications will be considered for provisional psychologists who anticipate gaining general registration by March 2023.

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 \(act.gov.au\)](#)

It is highly desirable applicants hold a current Australian drivers' licence.

Notes: A merit pool will be established from this selection process and may be used to fill identical vacancies on a temporary or permanent basis over the next 12 months.

These positions are under the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022* and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees. For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022*.

Part-time hours will be considered and the full-time salary noted above will be pro-rata.

How to Apply: In your application, please provide statements addressing the Selection Criteria (*listed in the Position Description*) in no more than five pages. Also include a current curriculum vitae and copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People Check.

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: Joan Webb (02) 6207 6986 Joan.Webb@act.gov.au

South Weston

Telopea Park School

Executive Teacher- Primary Years K-2

School Leader C \$132,293, Canberra (PN: 03785)

Gazetted: 15 September 2022

Closing Date: 22 September 2022

Details: Telopea Park School is seeking an experienced Primary School Leader with strong interpersonal skills to effectively lead and manage learning progress and well-being for all students.

Telopea Park School is a highly dynamic K-10 binational (French Australian) school which operates as a bilingual school under a binational treaty. There are currently 572 students in K-6. Telopea Park School has Australian teachers who deliver the Australian curriculum in English and work alongside French colleagues who deliver the French curriculum in French. There is not an expectation for Australian staff to speak French to teach at Telopea Park School. All staff work collaboratively to deliver the binational curriculum. Our school has a strong focus on inquiry learning and utilising data to inform pedagogy to improve student outcomes.

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 \(act.gov.au\)](#).

Notes: The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome. Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages). Statement of claims based on the Position Information and School Leader Capability Framework: The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position. Your curriculum vitae should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read. In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect f

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: Anna McGown (02) 6142 3373 anna.mcgown@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Corporate Services Operations

Finance, Information and Assets

Chief Information Office

Assistant Director – Data Insights and Outreach

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58857)

Gazetted: 19 September 2022

Closing Date: 3 October 2022

Details: Do you love the idea of shaping Canberra's future through data driven decision? Do you love working alongside people and helping them realise the power of data to tackle real world problems? Do you want to showcase how government should use their data? Environment, Planning and Sustainable Development Directorate (EPSDD) is looking for an enthusiastic data scientist to assist the first Chief Data Officer in driving change across the directorate.

As the Assistant Director – Data Insights and Outreach you will report to the Chief Data Officer (CDO) and assist in propelling the data revolution at Environment, Planning and Sustainable Development Directorate. You will focus on showcasing the value of well managed and accessible data in accordance with the EPSDD portfolio's Data Strategy 2022-25 and the ACT Data Governance and Management Framework. You will oversee the upskilling of EPSDD staff, guide good data management process and develop analytics frontends through ArcGIS tools and PowerBI.

We are looking for a person with:

excellent data advocacy and management skills to establish appropriate data administration and utilisation to grow data capability across EPSDD Portfolio;

experience in delivering outcomes in challenging multi stakeholder projects within an inclusive environment; and demonstrated capacity to contribute to and support various activities across the 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Requirements

Highly Desirable:

Tertiary qualification in related field is highly preferred

Experience in working with, or in the public sector.

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

Please note, this position 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 response to the Selection Criteria and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristy Van Putten (02) 6205 3628 Kristy.VanPutten@act.gov.au

Suburban Land Agency

Office of CEO

Executive Support Team

Executive Assistant

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58913)

Gazetted: 16 September 2022

Closing Date: 30 September 2022

Details: Applications are sought from potential candidates for the position of Executive Assistant who can draw on their administration and people skills. As an Executive Assistant you will provide quality executive support, maintain the integrity of the Agency, and effectively manage stakeholder relationships.

As an Executive Assistant, you will support the day-to-day operations of your respective Executives and teams, including the provision of advice and support on a range of corporate and administrative matters.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Macpherson (02) 6207 9497 Katherine.Macpherson@act.gov.au

Environment Heritage and Water

Conservator Support and Partnerships

Traditional Custodian Engagement

Coordinator Traditional Custodian Engagement

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42225)

Gazetted: 19 September 2022

Closing Date: 3 October 2022

Details: ACT Government acknowledges the relationship between the health of the environment and the cultural wellbeing of the Ngunnawal and First Nations people. Traditional Custodian Engagement (TCE) work closely with the Ngunnawal community and organisations in the management of our environment and promotion of culture to better manage Ngunnawal Country in partnership.

TCE also support the development and coordination of strong and respectful relationships and partnerships with the ACT Aboriginal and Torres Strait Islander community and organisations to support EPSDD in the development and implementation of culturally appropriate programs on EPSDD managed lands to support improved outcomes under the *ACT Aboriginal and Torres Strait Islander Agreement 2019 - 2028*.

The Coordinator Traditional Custodian Engagement works collegiately as part of the Traditional Custodian Engagement team and with limited supervision will work on a range of office and field-based duties. This role will assist and support the Manager to liaise with and support the various EPSDD business units to achieve positive outcomes in engaging with the Ngunnawal and ACT Aboriginal and Torres Strait Islander people in a culturally appropriate and safe 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.

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

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 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 application addressing the selection criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact detail

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

Contact Officer: Mary Mudford 0434 679 804 Mary.Mudford@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

Public Trustee and Guardian

Temporary Vacancy (28 October 2022 – 27 January 2023 with possibility of extension up to nine months)

Justice and Community Safety Directorate

Position: E839

(Remuneration equivalent to Executive Level 2.2)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 21 September 2022

The role of Public Trustee and Guardian for the ACT is a senior executive role and the successful applicant will be employed under the *Public Sector Management Act 1994* to lead the Office of the Public Trustee and Guardian. The Office consists of approximately 64 specialist personnel and has an annual budget of approximately \$10.5 million.

The Trustee functions of the Office include the preparation of Wills and Enduring Powers of Attorney (EPOA), administration of deceased estates and trusts and acting as Manager appointed by the ACT Civil and Administrative Tribunal (ACAT) on behalf of clients. In addition, the Office is the statutory trustee for restrained and forfeited assets under the *Confiscation of Criminal Assets Act 2003* and plays a key role in the Territory's Unclaimed Bodies Scheme.

The Guardian functions of the Office include acting as Guardian appointed by ACAT and also acting as attorney under EPOA.

The position of Public Trustee and Guardian is also appointed as –

- Senior Member of the Public Trustee and Guardian Investment Board;
- Member of the Official Visitors Board; and
- Trustee for Greater Good (Capital Region Community Foundation).

These responsibilities will be achieved through:

- Directing and managing the administrative and financial affairs of the Office including reporting to responsible Ministers and Assembly Committees, preparing annual reports, and budget and resource allocation.
- Leading the preparation of wills, administration of deceased estates, trusts, confiscation of criminal asset services and management of financial affairs of persons under order of ACAT and under EPOA.
- Directing and managing the functions of Guardian including acting as emergency guardian when urgent decisions or interventions are required and acting as attorney under EPOA.
- Reviewing and refining decision-making principles applicable to EPOA, Managers and Guardians to ensure consistent decision-making principles that give effect to the views and wishes of the person.
- Raising awareness in the community of the role of the Public Trustee and Guardian including developing and undertaking presentations and information seminars which highlight the importance of estate planning including a well drafted will and EPOA.
- Developing investment strategies to provide Public Trustee and Guardian clients with an optimal rate of return on their investment within a prudent investment framework.
- Participating in national and ACT forums, provide comment, submissions and contribute to both ACT and national policy development.
- Developing the Office and identifying commercial and Community Service opportunities and efficiencies.

To apply: Interested candidates should submit an Expression of Interest of no more than two pages and current curriculum vitae (including the contact details of two referees) to Danielle Krajina via email, danielle.krajina@act.gov.au by COB Wednesday 5 October 2022.

Note: This position is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$304,403 - \$316,587 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$270,765.

Contact Officer: Danielle Krajina (02) 6207 4813 danielle.krajina@act.gov.au

Legislation, Policy and Programs

Justice Reform Branch

Restorative Justice Unit

Convenor

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35915, several)

Gazetted: 20 September 2022

Closing Date: 11 October 2022

Details: The Restorative Justice Unit (RJU) is within the Justice Reform Branch of Legislation, Policy and Programs in the Justice and Community Safety (JACS) Directorate. The RJU is a high-performing, inclusive and dynamic environment which is guided by trauma-informed and restorative practice, both with clients and with each other. The RJU provides innovative and voluntary restorative justice services to persons harmed by an offence, those responsible, and their respective communities, assisting them to journey away from harm and toward healing. This often looks like a meeting between those most affected by an offence. Careful assessment, preparation and facilitation ensures a safe and productive environment to meet and discuss: what happened; how people are affected; and how to make things better. In doing so, the RJU aims to:

Support people who have been harmed by crime, provide a forum for their voice, and empower them to have their needs met in the aftermath

Repair and strengthen supportive relationships for both persons harmed and persons responsible

Encourage responsibility-taking by persons responsible

Identify outcomes which are forward-looking and which address the interests and needs of persons harmed.

The Convenor plays an integral role in this process by facilitating the restorative justice conferencing process. The Convenor initiates contact with the participants and works with them collaboratively to identify interests, needs and responsibilities arising from the offence. Where assessed as suitable, the Convenor assists the participants to prepare for and take part safely and meaningfully in a conference. The Convenor also monitors any agreements to support persons responsible to follow-through on what they have said they'll do to address the harm caused. Convenors work closely with Senior Convenors and the Director to identify and manage risks in relation to conferencing, particularly in cases involving family violence and sexual violence. Additionally, Convenors work

closely with the RJU's Indigenous Convenor and Indigenous Guidance Partner to respond effectively to the needs of First Nations participants. Convenors also work closely with a variety of government and non-government organisations to manage risks and holistically address the needs of participants.

The RJU is looking for candidates with an understanding of the criminal justice system and impacts on victims and offenders. They should also understand and apply trauma-informed practices, as well as restorative justice and human rights principles. The successful candidate would ideally have experience in a frontline role with a criminal justice agency, as well as justice-related group facilitation experience.

This position requires a person of high integrity, and who is committed to ethical work practices with a focus on empowering others to create change in their lives. The successful candidate should possess exceptional communication and interpersonal skills, be highly organised, and demonstrate excellent analysis and judgement in relation to management of complex situations.

This role is a unique and rewarding opportunity to work with voluntary clients in an empowering way to address the impacts of harmful behaviour in their lives. Participants who have worked with the RJU Convenors report:

"It was a difficult moment for my family, but RJ allowed us to put the past behind us and look forward to the future."

"I'm glad I got to see him again [the person responsible], I remembered him as being dangerous, but today he just looked scared. I'll never forget how scared I felt when he broke in, but now I see him differently and he doesn't frighten me anymore"

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

Driver's licence class C is essential.

This position requires a Working with Vulnerable People Check.

Qualifications in behavioural science or criminology are desirable.

Qualifications in conflict resolution/mediation are desirable.

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

The RJU is committed to building an inclusive and diverse workplace. As part of this commitment Aboriginal and Torres Strait Islander peoples, people with a disability and those who identify as LGBTIQ are encouraged to apply. Selection may be based on written application and referee reports.

Reference checks will be conducted for merit-listed candidates.

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 submit:

A short cover letter (no more than one page) introducing yourself and why you're interested in this position, as well as outlining your ability to meet compliance requirements/qualifications.

A supporting statement (no more than three pages) outlining how your skills and experience demonstrate your ability to meet the professional/technical skills and knowledge and the behavioural capabilities as set out in the position description.

A current curriculum vitae including the name and contact details of two referees (at least one must be your current manager/supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Denning (02) 6207 0041 Richard.Denning@act.gov.au

Emergency Services Agency

Assistant Commissioner Operations

ESA Digital Services Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 58662)

Gazetted: 20 September 2022

Closing Date: 4 October 2022

Details: Are you user focused and technically efficient in online application and support? Do you like working with a team that provides a valuable resource, as well as developing new and efficient ways in which to engage external and internal stakeholders with ESA content?

The ESA Digital Service team is looking for a skilled Digital Services Officer to join the team. The successful applicant will play a key role in coordinating, designing, and uploading content to directorate websites and

SharePoint site, as well as the basic administration of these sites including permission management, training and governance. You will also collaborate with a range of internal and external stakeholders to design and produce graphic design products for the ESA and JACS sites.

The successful applicant will possess excellent organisational, interpersonal and communication skills and will be self-motivated, demonstrate professional resilience and be an effective team member.

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 web applications, graphic design or similar is highly desirable.

Experience with Drupal CMS is highly desirable.

Experience with Microsoft Office 365 suite and SharePoint Online is highly desirable.

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

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the position description, together with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steve Forbes (02) 6205 5235 Steve.Forbes@act.gov.au

ACT Corrective Services

Offender Reintegration

Counsellor

Health Professional Level 1/2 \$66,285 - \$97,028, Canberra (PN: 32641)

Gazetted: 19 September 2022

Closing Date: 10 October 2022

Details: A genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS), for a highly motivated and experienced person to fill the position of Counsellor (Health Professional 1/2), within Offender Reintegration.

Through sound knowledge of psychologically informed practice and the principles of best practice intervention, the counsellor will support the delivery of 1:1 therapeutic interventions for detainees with identified needs in the Alexander Maconochie Centre (AMC).

Using collaborative engagement, the successful applicant will actively promote reintegration, community connection and contribute to reducing recidivism through the provision of interventions for all cohorts of detainees within the AMC.

In addition, you will support the provision of critical incident response to staff and detainees who have been involved in or exposed to significant and/or traumatic event/s within the AMC, and facilitate and provide ongoing support to the detainee Peer Mentor program within the AMC.

Further to this, you will support the planning, development and evaluation of client programs and services, including policy and procedures, including supporting research and promoting current evidence based practice in the areas relevant to clinical expertise – particularly mental health and offence specific interventions.

An interest in rehabilitation, community connections, reintegration and the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds in a correctional environment, is essential.

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

Eligibility/Requirements

Compliance Requirements/Qualifications

Minimum of Bachelor Degree in Counselling is mandatory.

Professional membership or demonstrated eligibility for professional membership of a relevant counselling body (PACFA and/or ACA) is highly desirable.

HP1 – applicants may be recent graduates with less than 12 months paid employment, post qualification, in a relevant role.

HP2 – applicants must have a minimum of 12 months paid work employment, post qualification, in a relevant role.

Demonstrated experience in individual counselling roles with people with identified needs would be a distinct advantage.

Experience within a forensic setting is desirable but not essential.

This position requires a Police Record Check.

This position requires a pre-employment medical.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Notes: This position will be filled based on the skills and experience of the successful applicant. New graduates with less than 12 months professional experience will be eligible for employment at the Health Professional Level 1 classification only.

How to Apply: To apply, applicants are required to submit two items: (1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities having regard for the job requirements; and (2) a current resume including the names and contact details of two referees (one should be a current Supervisor/Manager. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniella Posavec (02) 6207 3581 Daniella.Posavec@act.gov.au

ACT Courts and Tribunal

ACAT

Senior Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 34362)

Gazetted: 15 September 2022

Closing Date: 29 September 2022

Details: If you enjoy working in a team of high-performing, dedicated individuals and thrive in a fast-paced and unique environment, we would love to hear from you. The ACT Civil and Administrative Tribunal (ACAT) is looking for an energetic, committed person to join our team in the role of Senior Support Officer within the ACAT registry. This role will find you delivering high-quality client service to the public and assisting them to access ACAT's services. You will work behind the scenes to deliver vital administrative support, which is essential in maintaining ACAT's operations. You will be empowered to think critically about the work you do and how you do it and encouraged to workshop creative and clever ways to improve client service.

If you are passionate about client service delivery and have a sharp eye for detail, this role will be perfect for you. You will fit seamlessly into our team if you are adaptive, resilient, have a proactive mindset and are keen to produce high-quality, accurate work. If this, is you, we want to know about it!

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

How to Apply:

Applicants should provide a:

A current curriculum vitae

Details of two referees (one of which must be your current supervisor/manager); and

A personal pitch (the pitch is to be a maximum of two pages). In your personal pitch, please explain why you are the best person for the job and how you meet the professional/technical skills and behavioural capabilities listed in the attached Position Description.

Specific examples should be provided where appropriate.

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

Contact Officer: Cody Parker (02) 6207 1474 Cody.Parker@act.gov.au

Public Trustee and Guardian

Public Trustee and Guardian

Executive Level 2.2 \$304,403 - \$316,587 depending on current superannuation arrangements, Canberra (PN: E839)

Gazetted: 20 September 2022

Closing Date: 4 October 2022

Details: The role of Public Trustee and Guardian for the ACT is a senior executive role and the successful applicant will be employed under the *Public Sector Management Act 1994* to lead the Office of the Public Trustee and Guardian.

The Office consists of approximately 64 specialist personnel and has an annual budget of approximately \$10.5 million.

The Trustee functions of the Office include the preparation of Wills and Enduring Powers of Attorney (EPOA), administration of deceased estates and trusts and acting as Manager appointed by the ACT Civil and Administrative Tribunal (ACAT) on behalf of clients. In addition, the Office is the statutory trustee for restrained and forfeited assets under the *Confiscation of Criminal Assets Act 2003* and plays a key role in the Territory's Unclaimed Bodies Scheme.

The Guardian functions of the Office include acting as Guardian appointed by ACAT and also acting as attorney under EPOA.

The position of Public Trustee and Guardian is also appointed as –
Senior Member of the Public Trustee and Guardian Investment Board;
Member of the Official Visitors Board; and
Trustee for Greater Good (Capital Region Community Foundation).

These responsibilities will be achieved through:

Directing and managing the administrative and financial affairs of the Office including reporting to responsible Ministers and Assembly Committees, preparing annual reports, and budget and resource allocation.

Leading the preparation of wills, administration of deceased estates, trusts, confiscation of criminal asset services and management of financial affairs of persons under order of ACAT and under EPOA.

Directing and managing the functions of Guardian including acting as emergency guardian when urgent decisions or interventions are required and acting as attorney under EPOA.

Reviewing and refining decision-making principles applicable to EPOA, Managers and Guardians to ensure consistent decision-making principles that give effect to the views and wishes of the person.

Raising awareness in the community of the role of the Public Trustee and Guardian including developing and undertaking presentations and information seminars which highlight the importance of estate planning including a well drafted will and EPOA.

Developing investment strategies to provide Public Trustee and Guardian clients with an optimal rate of return on their investment within a prudent investment framework.

Participating in national and ACT forums, provide comment, submissions and contribute to both ACT and national policy development.

Developing the Office and identifying commercial and Community Service opportunities and efficiencies.

Remuneration: The position attracts a remuneration package ranging from \$304,403 - \$316,587 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$270,765.

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 should submit their application of no more than two pages and current curriculum vitae (including the contact details of two referees).

Applications should be submitted via the Apply Now button below.

Contact Officer: Danielle Krajina (02) 6207 4813 danielle.krajina@act.gov.au

Legislation Policy and Procedure

Aboriginal and Torres Strait Islander Children and Families Advocate

Executive Level 1.2 \$235,922 - \$245,343 depending on current superannuation arrangements, Canberra (PN: E1226)

Gazetted: 15 September 2022

Closing Date: 4 October 2022

Details: The Justice and Community Safety Directorate (JACS) is seeking applications from suitably qualified people for role of Aboriginal and Torres Strait Islander Children and Families Advocate. The role will operate differently from other executive roles, as it is expected that the Advocate will work autonomously and have the ability to express independent views to improve services from Aboriginal and Torres Strait Islander children and families, while adhering to public service values and expectations.

Working with children, families, community and across government, the Advocate will seek to improve services and outcomes for Aboriginal children and families involved in the care and protection system through systemic and individual advocacy.

This is an interim role created to support Aboriginal and Torres Strait Islander children and families ahead of the statutory office of ACT Aboriginal and Torres Strait Islander Children and Young People Commissioner being created.

All enquiries regarding this position should be directed to the Contact Officer.

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

Remuneration: The position attracts a remuneration package ranging from \$235,922 - \$245,343 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$209,347.

Contract: The successful applicant will be engaged as a Full-time or Part-time Executive for six months with the possibility of extension up to one year, pending the passage of legislation to create the permanent Commissioner role and undertake a recruitment process.

How to Apply: Candidates are requested to submit a curriculum vitae, the name and contact details of two referees and a response to the Selection Criteria (responding to both the job specific criteria and Executive capabilities) of no more than three pages. The response should demonstrate an understanding of the issues affecting Aboriginal and Torres Strait Islander children and young people in the ACT and the role of the interim Advocate in addressing those issues.

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

Contact Officer: Gabrielle McKinnon on gabrielle.mckinnon@act.gov.au or (02) 6205 3158

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

**Executive Branch Manager, Social Project Management
Temporary Vacancy (26 September 2022 until 24 October 2022)**

Major Projects Canberra

Infrastructure Delivery Partners

Position: E553

(Remuneration equivalent to Executive Level 1.4)

Major Projects Canberra are seeking a highly skilled individual to temporarily fill the role of Executive Branch Manager, Social Project Management, within the Infrastructure Delivery Partners (IDP) division for a period of 26 September 2022 to 24 October 2022.

Reporting to the Executive Group Manager, Infrastructure Delivery group, you will be responsible for ensuring the efficient and effective procurement and delivery of health infrastructure and other social infrastructure, as well as managing the reporting aspect of ACT Government capital works programs, on behalf of and in partnership with the ACT Health Directorate, Justice and Community Safety, Canberra Health Services and other Directorates. To be successful in this role, you will have extensive experience in social infrastructure planning, procurement and delivery, and be able to manage Government procurement processes as well as possess strong leadership and management skills.

To apply: Please provide a curriculum vitae, contact details for two referees, and provide a response of no more than two pages addressing the Executive Capabilities via email to Simon.Webber@act.gov.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 \$266,764 - \$277,429 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

Contact Officer: Simon Webber (02) 6207 3302 Simon.Webber@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Program Solutions

Community Development and Engagement

Communications and Engagement Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58914)

Gazetted: 19 September 2022

Closing Date: 3 October 2022

Details: Do you want your work to make a difference for Canberra and the ACT?

Applications are sought from potential candidates for the position of Communications and Engagement Officer.

We create great places where communities thrive! We are looking for a Communications and Engagement Officer who can develop, deliver, and evaluate best practice communications and engagement projects to achieve place-making objectives

Drawing on your strong written and verbal communication skills you will be joining a passionate and innovative inter-disciplinary team. You will work on a range of interesting projects which create meaningful change for the people of Canberra. We are a fast-paced organisation that straddles the government and commercial sectors.

About our Agency

Our vision is to create great places where communities thrive in the ACT.

We deliver sustainable urban environments that bring people and businesses together and help our community and natural environments thrive.

Our developments aim to balance social, economic and environmental benefits for all Canberrans through:

affordable living

a safe and healthy population

social inclusion and diversity

housing choices

environmental sustainability

See our current [residential neighbourhoods](#) and [commercial projects](#).

We seek to be a high-performing, world-class public service organisation that reflects the diversity of the community that we serve. We recognise the significant contribution the Ngunnawal people have played in caring for Country. For time immemorial they have maintained a tangible and intangible cultural, social, environmental, spiritual, and economic connection to these lands and waters. We seek to embed and grow Aboriginal cultural awareness and knowledge throughout our organisation.

We welcome differences and value everyone's contributions, promoting a sense of community and belonging in our inclusive and accessible workplace. SLA practices flexible working and our employees and Executive team combine working from our offices in Dickson and working from home as needed, we welcome applications from all.

Eligibility/other requirements: A current driver's license is preferred

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

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

How to apply: To apply please submit a supporting statement, addressing the selection criteria in the attached position description, of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

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

Contact Officer: Natalie Bishop (02) 6207 5769 Natalie.Bishop@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

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)

Closing Date: 23 September 2022

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 by: COB Two weeks after date advertised.

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

Contact Officer: Jim Corrigan (02) 6207 5819 Jim.corrigan@act.gov.au

City Services

City Presentation

Urban Treescapes

Team Leader Operations

General Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 56988)

Gazetted: 19 September 2022

Closing Date: 26 September 2022

Details: Are you passionate about the health of Canberra's trees, providing habitat for wildlife, and reducing summer heat?

URBAN TREESCAPES is responsible for the management and maintenance of more than 790,000 trees on parklands and streets throughout ACT. We take pride in maintaining Canberra's urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved. Expressions of Interest are invited to fill the full time, temporary vacancy of **Team Leader Operations** for three months **beginning as soon as possible** with the possibility of extension up to six months. The Team Leader is responsible for a team of workers carrying out tree maintenance activities. This includes responsibility for carrying out site specific risk assessments and ensuring crews work safely, allocation of plant and equipment for jobs, record keeping and reporting, and carrying out tree assessments as required. The successful applicant will have a solid knowledge of arboriculture.

Please see attached **Position Description** for details of the duties to be undertaken.

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

Notes: This is a temporary position available immediately for three months with the possibility of extension up to six months. 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 vacancies over the next 12 months. This position is located in a workplace designed for activity-based working (**ABW**). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Expressions of Interest are sought from potential candidates and should include:

A supporting statement of one to two pages outlining experience and/or ability and addressing the requirements for the points listed in What You Require in the attached position description.

Contact details of two referees.

A current curriculum vitae (resume).

Submit your expression of interest to Lachlan.Taylor@act.gov.au by **5pm Monday 26 September 2022**

For further information, please contact Rachael Dawes via 02 6205 5263 or Rachael.Dawes@act.gov.au

Applications should be sent to Lachlan.Taylor@act.gov.au

Contact Officer: Rachael Dawes (02) 6205 5263 Rachael.Dawes@act.gov.au

City Services

Roads ACT

Business Support

Procurement Specialist

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 58922)

Gazetted: 15 September 2022

Closing Date: 10 October 2022

Details: Roads ACT is seeking an enthusiastic, motivated, and experienced professional to join its newly created procurement team.

This role presents an exciting opportunity to contribute to the development of the Roads ACT Procurement Framework and associated systems as well as delivering a range of infrastructure procurements.

Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government.

The position will be responsible for leading and managing Roads ACT procurements. Roads ACT has an annual budget of around \$80 million and as many as 80 contracts under administration with an aggregate value of up to \$250 million. Roads ACT has around 50 procurement processes annually, ranging up to ten years.

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:

Permanent resident of Australia.

Driver's licence (C-Class) is essential.

Tertiary qualifications in civil engineering and/or related technical disciplines is desirable.

Demonstrated infrastructure related procurement experience is essential.

Qualifications in procurement and/or project management and/or contract management is essential.

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

How to Apply: Please submit:

A supporting statement of no more than five pages outlining experience and/or ability and addressing the requirements of “What you Require” section of the attached Position Description.

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Nerissa Baldock (02) 6213 0765 Nerissa.Baldock@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

Roads ACT

Business Support

Procurement Manager

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 58923)

Gazetted: 15 September 2022

Closing Date: 10 October 2022

Details: Roads ACT is seeking an enthusiastic, motivated, and experienced professional to join its newly created procurement team.

This role presents an exciting opportunity to contribute to the development of the Roads ACT Procurement Framework and associated systems as well as delivering a range of infrastructure procurements.

Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government.

The role will be responsible for drafting procurement documentation across the Roads ACT branch. The position will implement a continuous Strategic Procurement Plan that outlines a timeline for procurement activities (including meeting scheduled milestones and associated target dates) to ensure that replacement procurements are completed in sufficient time to continually deliver Roads ACT’s maintenance programs.

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:

Permanent resident of Australia.

Driver’s licence (C-Class) is essential.

Tertiary qualifications in civil engineering and/or related technical disciplines is desirable.

Demonstrated infrastructure related procurement experience is essential.

Qualifications in procurement and/or project management and/or contract management is essential.

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

How to Apply: Please submit;

A supporting statement of no more than five pages outlining experience and/or ability and addressing the requirements of “What you Require” section of the attached Position Description.

A current curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nerissa Baldock (02) 6213 0765 Nerissa.Baldock@act.gov.au

WorkSafe ACT

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

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

WorkSafe ACT

WorkSafe ACT

Industry Compliance and Enforcement

Director, Operations

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57971)

Gazetted: 16 September 2022

Closing Date: 4 October 2022

Details: WorkSafe ACT is a fully independent office headed by the Work Health and Safety Commissioner.

WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation.

WorkSafe ACT has an exciting permanent vacancy for a motivated and highly organised professional to fill the role of Director, Operations.

You will provide strategic oversight of a high functioning team of inspectors responsible for conducting inspections and workplace visits. The Director, who is part of WorkSafe ACT's broader senior leadership group, will manage the day-to-day operations of large parts of the Inspectorate. Duties include, but are not limited to:

leading, managing and monitoring the performance of Senior Inspectors (SOGCs)

implementing plans and strategies for the monitoring of individual performance and development, and setting work priorities in line with corporate objectives

preparing complex written material, including operational planning, policies and procedures

establishing and maintaining effective working relationships and influencing opinion with stakeholders

chairing weekly Operational Managers' Meetings, and

providing guidance and advice to Senior Inspectors regarding complex WHS matters.

The successful candidate will need to demonstrate excellent communication skills and highly developed leadership abilities. You will be a passionate leader who embraces change and strives for continuous improvement. If this sounds like you, we encourage you to apply.

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

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two (2) pages demonstrating your skills and experience relevant to the Selection Criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples. Please ensure you meet the 'Essential Requirements' of the role as detailed in the Position Description. Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

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

Contact Officer: Robert Alford (02) 6207 9819 Robert.Alford@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Senior Information Technology Officer Grade C \$114,928 - \$123,710

Ashwini Natu, Section 68(1), 22 September 2022

ACT Integrity Commission

Administrative Services Officer Class 6 \$91,315 - \$104,509

Carla Pugh, Section 68(1), 19 September 2022

Canberra Health Services

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Sveta Daribai, Section 68(1), 15 September 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Xiaomeng Guo, Section 68(1), 15 September 2022

Registered Nurse Level 3.1 \$115,743 - \$120,506

Brendan Higgins, Section 68(1), 16 September 2022

Assistant in Nursing \$55,927 - \$57,820

Jemuna Joice, Section 68(1), 19 September 2022

Health Professional Level 2 \$70,679 - \$97,028

Samuel Jones, Section 68(1), 19 September 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Toemii Lavender, Section 68(1), 15 September 2022

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)

Serena Li, Section 68(1), 12 September 2022

Health Service Officer Level 3/4 \$55,350 - \$59,336

Siope Naeata, Section 68(1), 12 September 2022

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Cassandra Ollerhead, Section 68(1), 15 September 2022

Senior Officer Grade B \$135,355 - \$152,377

Brendon Smith, Section 68(1), 22 September 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Laura Turner, Section 68(1), 12 September 2022

Canberra Institute of Technology

Teacher Level 1 \$80,673 - \$107,642

Md Humaun Kabir, Section 68(1), 19 September 2022

Teacher Level 1 \$80,673 - \$107,642

Kelli Schluter, Section 68(1), 17 September 2022

Chief Minister, Treasury and Economic Development

Senior Officer Grade C \$114,928 - \$123,710

Bradley Aspland, Section 68(1), 19 September 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Emily Francis, Section 68(1), 19 September 2022

Senior Officer Grade C \$114,928 - \$123,710

Sarah Free, Section 68(1), 14 September 2022

Senior Officer Grade C \$114,928 - \$123,710

Katherine Hansen, Section 68(1), 15 September 2022

Senior Officer Grade C \$114,928 - \$123,710

Yong Feng Frank Liu, Section 68(1), 5 September 2022

Senior Officer Grade C \$114,928 - \$123,710

Hyejin Woo, Section 68(1), 19 September 2022

Education

Administrative Services Officer Class 6 \$91,315 - \$104,509

Zac Noble, Section 68(1), 19 September 2022

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$91,315 - \$104,509

Fadillah Fadillah, Section 68(1), 29 September 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Angela Pusey, Section 68(1), 16 September 2022

Justice and Community Safety

Graduate Paramedic Intern \$76,422 plus penalties

Francis Attard, Section 68(1), 19 September 2022

Graduate Paramedic Intern \$76,422 plus penalties

Lydia Attrill, Section 68(1), 19 September 2022

Graduate Paramedic Intern \$76,422 plus penalties

Evan Carter, Section 68(1), 19 September 2022

Senior Officer Grade B \$135,355 - \$152,377

Erica Collins, Section 68(1), 20 September 2022

Graduate Paramedic Intern \$76,422 plus penalties

Darcy De Jong, Section 68(1), 19 September 2022

Paralegal Grade 2 \$70,403 - \$76,255

Min Kyung Kim, Section 68(1), 19 September 2022

Graduate Paramedic Intern \$76,422 plus penalties

Siobhan Mungoven, Section 68(1), 19 September 2022

Graduate Paramedic Intern \$76,422 plus penalties

Drew Slee, Section 68(1), 19 September 2022

Graduate Paramedic Intern \$76,422 plus penalties

Kelly White, Section 68(1), 19 September 2022

Suburban Land Agency

Administrative Services Officer Class 4 \$76,255 - \$82,566

Jibu Jacob, Section 68(1), 21 September 2022

Transport Canberra and City Services

Bus Operator - Training \$74,582

Sheung Ho, Section 68(1), 17 September 2022

Bus Operator - Training \$74,582

Shane Jasprizza, Section 68(1), 17 September 2022

Senior Officer Grade B \$135,355 - \$152,377

Phillip Middleton, Section 68(1), 26 September 2022

Bus Operator - Training \$74,582

Gurjeet Singh, Section 68(1), 17 September 2022

Bus Operator - Training \$74,582

Harinder Singh, Section 68(1), 17 September 2022

Bus Operator - Training \$74,582

Clement Tyhuis, Section 68(1), 17 September 2022

TRANSFERS

Canberra Health Services

Rachael Boyle

From: Administrative Services Officer Class 6 \$91,315

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services, Canberra (PN. 57624) (Gazetted 16 June 2022)

Leticia Campbell

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 17293) (Gazetted 8 August 2022)

Gemma Sweaney

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. 36961) (Gazetted 10 November 2022)

Chief Minister, Treasury and Economic Development

Rajendraprasad Balla

From: Senior Officer Grade C \$114,928

Education

To: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 53477) (Gazetted 8 July 2022)

Larissa Wurzer

From: Senior Information Technology Officer Grade C \$114,928

Chief Minister, Treasury and Economic Development

To: Senior Information Technology Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 32023) (Gazetted 15 August 2022)

Environment, Planning and Sustainable Development

Sheryl Girdler

From: Administrative Services Officer Class 6 \$104,509

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 41926) (Gazetted 28 July 2022)

PROMOTIONS

ACT Health

Population Health

Health Protection Service

Communicable Disease Control

Kirstie Allard

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 23706) (Gazetted 1 August 2022)

Digital Solutions Division

Technology Operations

Support, Architecture and Software Hub

Lisa Furlonger

From: Administrative Services Officer Class 2 \$60,620 - \$66,939

ACT Health

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health, Canberra (PN. 48001) (Gazetted 26 October 2022)

ACT Integrity Commission

Assessments

Jeffrey Smith

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Integrity Commission

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Integrity Commission, Canberra (PN. 47167) (Gazetted 14 July 2022)

Canberra Health Services

CHS Chief Operating Officer Clinical Services

CHS Rehabilitation, Aged and Community Services

Chinenye Afamefuna

From: Assistant in Nursing \$55,927 - \$57,820

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 58875) (Gazetted)

Promotion to non advertised position

Natasha Arden

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920
Canberra Health Services
To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Canberra Health Services, Canberra (PN. 25114) (Gazetted 28 April 2022)

Kathleen Cook

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. 52542) (Gazetted 28 February 2022)

Jana Ethell

From: Health Professional Level 2 \$70,679 - \$97,028
Canberra Health Services
To: †Health Professional Level 4 \$114,928 - \$123,710
Canberra Health Services, Canberra (PN. 52987) (Gazetted 21 July 2022)

Donna Gaisford

From: Registered Nurse Level 3.2 \$130,846
Canberra Health Services
To: †Registered Nurse Level 4.3 \$149,388
Canberra Health Services, Canberra (PN. 45339) (Gazetted 8 August 2022)

Hayley Gorman

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. 16362) (Gazetted 12 July 2022)

Verity-Erin Hart

From: Health Professional Level 2 \$70,679 - \$97,028
Canberra Health Services
To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 29123) (Gazetted 1 August 2022)

Tina Jack

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. 01291) (Gazetted 8 August 2022)

Fiona Le Mesurier

From: Registered Nurse Level 3.1 \$115,743 - \$120,506
Canberra Health Services
To: †Registered Nurse Level 3.2 \$130,846
Canberra Health Services, Canberra (PN. 58157) (Gazetted 15 August 2022)

Lavinia Mau-Pohiva

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. 37271) (Gazetted 21 June 2022)

Ervin Osmena

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. 23441) (Gazetted 12 July 2022)

Jenae Smith

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services, Canberra (PN. 58175) (Gazetted 25 July 2022)

Clinical Services

University of Canberra Hospital

Claire Sutton

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 54917) (Gazetted 1 August 2022)

Reeba Varghese

From: Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 58516) (Gazetted 21 July 2022)

Chief Minister, Treasury and Economic Development

Workforce Capability and Governance

Whole of Government Industrial Relations and Public Sector Employment

Sarah Angus

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 09382) (Gazetted 11 July 2022)

Shared Services

Finance Services

Reporting

Himanshu Bodar

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. 07086) (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.

Access Canberra

Construction, Utilities and Environment Protection

Utilities Technical Regulation

Heath Chester

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 19753) (Gazetted 1 December 2022)

Digital, Data and Technology Solutions

Technology Services Branch

Technical Services Delivery

Henry Clark

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 16122) (Gazetted 13 December 2021)

Corporate

Digital Strategy and Transformation

Monica Coleman

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

ACT Health

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 41088) (Gazetted 22 December 2021)

Shared Services

Finance Services

Reporting Team

Maline Gnanasampant

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 06949) (Gazetted 21 October 2021)

Corporate

Workforce and Information Services

So Lee

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 58037) (Gazetted 22 July 2022)

Shared Services

Strategic Finance

Assurance, Governance and Business Improvement

Wei Li

From: Auditor \$68,685 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5/6 \$84,749 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 058944) (Gazetted 4 July 2022)

Access Canberra

Engagement, Enforcement and COVID 19 Response

Parking Operations

Manreet Malhi

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. 33446) (Gazetted 17 March 2022)

Shared Services

Strategic Finance

Assurance, Governance and Business Improvement

Remya Nair

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. 52369) (Gazetted 4 July 2022)

Shared Services

Financial Services

Salary Packaging Team

Angela Naunton

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development, Canberra (PN. 57749) (Gazetted 22 August 2022)

Shared Services

Digital Records Support

Kylie O'Keeffe

From: Administrative Services Officer Class 4 \$91,315 - \$104,509
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Chief Minister, Treasury and Economic Development, Canberra (PN. 14358) (Gazetted 16 March 2022)

Economic and Financial Group

Macroeconomics, Modelling and Federal Financial Relations

Emma Richardson

From: Senior Officer Grade B \$135,355 - \$152,377
Environment, Planning and Sustainable Development
To: †Senior Officer Grade A \$157,201
Chief Minister, Treasury and Economic Development, Canberra (PN. 57886) (Gazetted 4 July 2022)

Shared Services

Partnership Services Group

Record Services - Physical Record Support

Daniel Walshe

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$114,928 - \$123,710
Chief Minister, Treasury and Economic Development, Canberra (PN. 43052) (Gazetted 3 August 2022)

Access Canberra

Engagement, Compliance and COVID-19 Response

Parking Operations and Traffic Camera Operations Compliance

Julian Young

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. 03318) (Gazetted 16 December 2022)

OneGov Service Centre

Shared Services, Finance Services

Financial Applications Support

Jing Zhang

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. 07468) (Gazetted 14 July 2022)

Access Canberra

Engagement, Compliance and COVID-19 Response

Event and Business Coordination Team

Dani Zivak

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 35590) (Gazetted 10 August 2022)

Community Services

Corporate Services

People Management Branch

Workforce Management

Timothy Stewart

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 57392) (Gazetted 27 July 2022)

Children, Youth and Families

Child and Youth Protection Services

Practice Development

Breanna Tindale

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Community Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services, Canberra (PN. 38095) (Gazetted 8 July 2022)

Director of Public Prosecutions

ACT DPP

Legal

Legal

Lewis Etheredge

From: Prosecutor Grade 3 \$135,088 - \$149,380

Justice and Community Safety

To: †Prosecutor Grade 4 \$155,509 - \$166,721

Director of Public Prosecutions, Canberra (PN. 17838) (Gazetted 13 July 2022)

Education

North/Gungahlin Network

Turner School

Kayla Gifford

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 20561) (Gazetted 2 August 2022)

Director-General's Office

Tara Ten Donkelaar

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 10022) (Gazetted 12 August 2022)

School Improvement

North and Gungahlin Schools Network

Amaroo School

Rebecca Tobler

From: \$132,293

Education

To: †School Leader B \$154,033

Education, Canberra (PN. 38197) (Gazetted 17 March 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.

Business Services

Infrastructure and Capital Works

Asset Strategies/Sustainability and Environment

Phillip Yapp

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Education, Canberra (PN. 41919) (Gazetted 28 June 2022)

Environment, Planning and Sustainable Development

Climate Change and Energy

Climate Change and Energy Policy

Gas Transition

Catherine Collins

From: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development, Canberra (PN. 58064) (Gazetted 1 August 2022)

Office of the Director General

Communications, Engagement and Media

Engagement and Major Projects

Amy Faulks

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development, Canberra (PN. 57002) (Gazetted 12 August 2022)

Climate Change and Energy

Program Delivery

Business and Economic Development Team

Emily Kilham

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 44633) (Gazetted 29 July 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.

Corporate Service and Operations

People and Capability

Workplace Relations and Safety and Wellbeing

Paulina Young

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 39618) (Gazetted 28 July 2022)

Justice and Community Safety

Community Safety

Indigenous Justice Branch

Sabrina Antonakos

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 58191) (Gazetted 4 August 2022)

ACT Corrective Services

Offender Reintegration

Alexandra Feeney

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 58053) (Gazetted 25 July 2022)

ACT Corrective Services

Custodial Operations

AMC Executive Support Team

Rachel Forner

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety, Canberra (PN. 45739) (Gazetted 7 April 2022)

ACT Corrective Services

Operational Support

Erin Hawthorne

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 12666) (Gazetted 22 July 2022)

Emergency Services

People, Culture and Training

Ellena Lockwood

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Professional Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 45453) (Gazetted 28 March 2022)

Public Trustee and Guardian

Wills, Estates and Trusts Unit

Ellen McPhee

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 43733) (Gazetted 26 October 2021)

Major Projects Canberra

Infrastructure Delivery Partners

Social Project Management

Reuben Pellizzer

From: Infrastructure Officer 4 \$136,524 - \$155,109

Major Projects Canberra

To: †Infrastructure Officer 5 \$163,315

Major Projects Canberra, Canberra (PN. 54524) (Gazetted 19 January 2022)

Infrastructure Delivery Partners

Social Project Management

Ziqing Xiao

From: Infrastructure Officer 3 \$115,193 - \$126,450

Major Projects Canberra

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Major Projects Canberra, Canberra (PN. 39949) (Gazetted 15 June 2022)

Transport Canberra and City Services

City Services

City Operations

Infrastructure Planning

Jonathon Dragos

From: Infrastructure Officer 4 \$136,524 - \$155,109

Major Projects Canberra

To: †Infrastructure Officer 5 \$163,315

Transport Canberra and City Services, Canberra (PN. 36259) (Gazetted 25 July 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.

City services

City Presentation

Sports, Recreation and Facilities

Mark Durrell

From: Building Trade \$76,147 - \$80,536

Transport Canberra and City Services

To: †Technical Officer Level 3 \$79,105 - \$89,398

Transport Canberra and City Services, Canberra (PN. 22043) (Gazetted 12 July 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.

Transport Canberra

Strategic Policy and Programs

Policy and Legislation (Transport)

Fiona Muir

From: Senior Officer Grade C \$114,928 - \$123,710

Community Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Transport Canberra and City Services, Canberra (PN. 39619, several) (Gazetted 30 June 2022)

Worksafe ACT

Worksafe ACT

HR and Corporate

Baylee Matheson

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Worksafe ACT

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Worksafe ACT, Canberra (PN:54921) (Gazetted 22 July 2022)