



ACT Government Gazette

Gazetted Notices for the week beginning 27 October 2022

VACANCIES

ACT Electoral Commission

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

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

Elections ACT

Executive Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 012924)

Gazetted: 02 November 2022

Closing Date: 16 November 2022

Details: Elections ACT is looking for an enthusiastic and dedicated person to join our small team.

The successful applicant will be required to provide high-level executive support to the Electoral Commissioner and Deputy Commissioner. Duties include diary management; prioritising incoming requests and coordinating responses; and secretariat support including the scheduling, preparation of agendas and taking minutes for the three-person Commission and a small number of working committees.

This role is required to maintain confidentiality and discretion, exercise a considerable degree of independence, and consistently exercise sound judgement.

Elections ACT staff are expected to demonstrate quality customer service and team-work skills, be willing to continuously improve, be outcomes focused and accountable for their actions. It is important for the successful applicants to understand and work within the ACTPS Code of Conduct and the ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

The ACT Electoral Commission is committed to building a culturally diverse workforce and 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.

Further information relating to Elections ACT can be found at: www.elections.act.gov.au

Eligibility/other requirements: As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and weekends.

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

How to apply: Please submit a two-page pitch addressing the technical and Behavioural Capabilities that form the criteria that are required to perform the Duties and Responsibilities of the position as set out in the Position Description. Please provide a current curriculum vitae including the contact details for two referees.

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

Contact Officer: Reynaida Camporedo (02) 6207 9340 Reynaida.Camporedo@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Office of the Director General

Ministerial and Government Services

Senior Director, Ministerial and Government Services

Senior Officer Grade A \$157,201, Canberra (PN: 29472)

Gazetted: 02 November 2022

Closing Date: 9 November 2022

Details: The Office of the Director General, ACT Health Directorate is seeking a suitably qualified senior officer to lead the Ministerial and Government Services team on a temporary basis until 31 January 2023 with possibility of extension.

The Ministerial and Government Services team provides operational and strategic support for the ACT Health Directorate on all ministerial and government business matters, including on all matters relating to Cabinet, the ACT Legislative Assembly, intergovernmental and ministerial requests.

The Ministerial and Government Services team works closely with the Office of the Director-General, broader executive team and across the Directorate, in supporting the Director-General, executive, and Minister's Offices, in the overarching strategic direction and management of the Directorate.

The Senior Director, MAGS, is responsible for providing high level strategic advice leadership and direction to the MAGS team to ensure high quality, timely responses are provided to stakeholders.

This role works closely with the Office of the Director-General, ACTHD Executives and Directorate, as well as across the ACT Government, to support the strategic objectives of the organisation and Government.

Eligibility/Other Requirements: The successful applicant should have a good knowledge, or capacity to quickly gain good knowledge, of the functions of the ACT Health Directorate and a strong understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes. Strong communication abilities, attention to detail and commitment to working as part of a team are also important attributes for undertaking the role. The position also requires the highest degree of integrity and trust due to exposure to highly sensitive materials and classified documents.

Notes: This is a temporary position available from 12 December 2022 up to 31 January 2023 with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide a one-to-two-page pitch outlining their relevant Professional/Technical Skills and Knowledge, and Behavioural Capabilities, along with an up-to-date curriculum vitae, including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vivien Bevan (02) 5124 7894 Vivien.Bevan@act.gov.au

Health System Planning and Evaluation

Operations

Ngunnawal Bush Healing Farm

Assistant Community Liaison Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 52140)

Gazetted: 02 November 2022

Closing Date: 16 November 2022

Details: Are you a First Nations person who is looking for a role where you can have an immediate, tangible impact in the life of a member of the local First Nations community? Do you enjoy working with people and helping them to build important life skills? Are you interested in working on-country in a beautiful natural environment, in a small, dedicated team?

The Ngunnawal Bush Healing Farm provides a place of healing, where First Nations peoples can feel safe and supported to make ongoing and meaningful changes in their lives. We use a therapeutic community approach, traditional healing concepts, cultural programs and life skills training to tackle underlying social and emotional issues.

Our dedicated Community Liaison Officers are the heart and soul of our Healing Farm programs. They support local First Nations peoples during their entire journey with the Ngunnawal Bush Healing Farm, from assessment to after-care. They also design, develop and deliver the healing programs. The Assistant Community Liaison Officer is a key role that supports the team of Community Liaison Officers every day as they carry out their responsibilities. The Assistant Community Liaison Officer also assists with transport, managing the Healing Farm's food and essentials inventory, liaising with other areas of the ACTPS to ensure the Healing Farm is properly maintained and a safe place to attend, and record-keeping.

ACT Health Directorate supports the Healing Farm team by providing staff with relevant, transferrable training. Our team is small, tight-knit and committed to helping one another and helping our community. If the above sounds interesting to you, then we'd like to hear from you. We are also looking to recruit a Community Liaison Officer – "Click here".

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, people with disability 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.

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

Notes: This is a temporary position available immediately until 30 June 2023 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit the following:

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

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

Your pitch should:

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

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

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

Applications should be submitted via the Apply Now button below.

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

Health System Planning and Evaluation Operations

Ngunnawal Bush Healing Farm

Community Liaison Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 56983)

Gazetted: 02 November 2022

Closing Date: 16 November 2022

Details: Are you a First Nations person who is looking for a role where you can have an immediate, tangible impact in the life of a member of the local First Nations community? Do you enjoy working with people and helping them to build important life skills? Are you interested in working on-country in a beautiful natural environment, in a small, dedicated team?

The Ngunnawal Bush Healing Farm provides a place of healing, where First Nations peoples can feel safe and supported to make ongoing and meaningful changes in their lives. We use a therapeutic community approach, traditional healing concepts, cultural programs and life skills training to tackle underlying social and emotional issues.

Our dedicated Community Liaison Officers are the heart and soul of our Healing Farm programs. They support local First Nations peoples during their entire journey with the Ngunnawal Bush Healing Farm, from assessment to after-care.

Community Liaison Officers:

Meet with people who have applied or been referred to join the program to assess their suitability

Work with participants to prepare them for the program

Assist participants during the program to ensure they get as much out of it as they can

Support participants after the program so they can apply what they've learnt in their lives.

Also, they design, develop and deliver the healing programs by:

Working closely with other organisations to ensure we are being referred appropriate participants and so we know where to refer applicants who need different supports to what we offer

Working closely with local organisations who help us deliver healing programs to ensure the programs are what is needed to assist individuals to heal

ACT Health Directorate supports Community Liaison Officers by providing them with relevant, transferrable training. Our team is small, tight-knit and committed to helping one another and helping our community. If the above sounds interesting to you, then we'd like to hear from you. We are especially interested to hear from people who have worked in the alcohol and other drugs sector. We are also recruiting an Assistant Community Liaison Officer – see here ([52140 - Careers and Employment \(act.gov.au\)](#)).

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, people with disability 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.

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

Notes: This is a temporary position available immediately until 30 June 2023 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: 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 directly via the Apply Now button below.

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

Policy Partnerships and Programs

Health Policy Branch

Maternity in Focus Project

Senior Director Maternity in Focus

Senior Officer Grade A \$157,201, Canberra (PN: 59261)

Gazetted: 28 October 2022

Closing Date: 15 November 2022

Details: ACT Health Directorate is seeking an appropriately qualified person to fill the position of Senior Director, Maternity in Focus Project.

The Maternity in Focus Project team will be responsible for the Implementation of the Maternity in Focus: The ACT Public Maternity System Plan 2022-2035 including the Maternity in Focus: First Action Plan 2022-2025 working with a broad range of internal and external stakeholders including community partners and consumers.

The Senior Director of the Maternity in Focus Project will use high-level coordination, project management and workforce management skills to support the successful implementation of the Maternity in Focus: The Act Public Maternity System Plan 2022-2032 and Maternity in Focus: First Action Plan 2022-2025 across ACT public health services.

For further information please see the position description attached.

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

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline are highly desired (business, project or government management, nursing or midwifery).

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 review the Position Description for details about the role and associated responsibilities. To apply you will need to submit a two-page pitch outlining why you are the best person for this role. The pitch should show that you have the capabilities required for the role and demonstrate your capacity to perform the duties and responsibilities.

You will also need to include a current Curriculum Vitae including details of work history, professional memberships, qualifications and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maria Travers (02) 5124 9922 Maria.Travers@act.gov.au

Population Health

Health Protection Service

Communicable Disease Control, Immunisation Unit

Assistant Director, Immunisation Programs and Projects

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 17543)

Gazetted: 28 October 2022

Closing Date: 11 November 2022

Details: The ACT Health Directorate is looking for an enthusiastic person ready to apply their strong project management and stakeholder engagement skills to plan and implement the future direction of immunisation programs within the ACT. The advertised position is involved in all aspects of immunisation program delivery including policy development, project management, procurement, contract management, and evaluation of programs.

To be successful in this position, you will require a strong knowledge of public health and immunisation in Australia, experience in project/program management, be highly motivated, have good communication skills and be well organised. Previous experience working with stakeholders to identify, develop and implement public health strategies and programs in identified priority groups will be highly desirable.

Eligibility/Other Requirements:

Current driver's licence

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

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a response (no more than four pages) explaining your ability to perform the role, giving consideration to the 'What you Require' and 'What You Will Do' sections of the Position Description. Please provide a current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Kingsbury (02) 51249255 alison.kingsbury@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

Nursing and Midwifery and Patient Support Services (NMPSS)

Infection Prevention and Control Unit (IPCU)

Infection Prevention Control (IPCU)

Clinical Nurse Consultant

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 026LV-19170)

Gazetted: 31 October 2022

Closing Date: 14 November 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 Infection Prevention and Control Unit comprises a team of dedicated nursing staff working with the Infectious Diseases medical staff to minimise infection risks for patients, health care workers, and the general public.

The Unit strives for excellence in achieving this aim through ongoing programs including staff and public education, policy development and review, and surveillance of hospital-acquired infections; key input in location and equipping of new or redesigned clinical areas; outbreak management; and promotion of hand-hygiene and other infection control techniques.

ABOUT YOU

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

2. Strong organisational skills with a high degree of drive
3. Adaptability and flexibility to accommodate change and be responsive to meet needs

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

Holds or is working towards tertiary qualifications in Infection Control Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Leanne Muir (02) 5124 3695 Leanne.Muir@act.gov.au

Mental Health, Justice Health, and Alcohol and Drug Services

Territory Wide Mental Health Services

Registered Nurse 3.1 – Access Mental Health Team

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 41625 - 026LM)

Gazetted: 01 November 2022

Closing Date: 15 November 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

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

Can AMHT incorporates the guidelines and principles of the Territory Wide Mental Health Services ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service.

ABOUT YOU

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

Behavioural Capabilities

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

Strong interpersonal and communication skills

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

Position Requirements/Qualifications:

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

Be registered or be eligible for general registration with Nursing and Midwifery Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).

Have an understanding of how the National 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.

Highly Desirable:

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

Hold a current driver's licence without restrictions.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Jodie Russell 0262072570 Jodie.Russell@act.gov.au

Medicine

Ambulatory

Gastroenterology and Hepatology Unit

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22400-026MI)

Gazetted: 01 November 2022

Closing Date: 15 November 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 Gastroenterology and Hepatology Unit (GEHU) consists of an endoscopy unit and outpatient clinics. The GEHU provides a range of gastroenterological interventional and diagnostic services including, but not limited to, gastroscopy, colonoscopy, bronchoscopy, endoscopic retrograde cholangiopancreatogram, endoscopic ultrasounds, and an Anorectal manometry service. The outpatient clinics includes the inflammatory bowel disease service, liver disease service, National Bowel Cancer Screening program. The GEHU CNC is responsible for the standards of nursing care and the operational management of the GEHU, ensuring the effective and efficient operation of human and financial management and patient flow within the service. The CNC is also responsible for driving the quality and safety agenda for the GEHU, in collaboration with the Unit Director, and ensuring that all nursing staff have access to the required education and training to ensure high standards of nursing competence and care delivery to our patients.

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

Position Requirements/Qualifications:

Mandatory

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

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

Prior to commencement successful candidates will be required to:

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

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

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

Contact Officer: Margaret McManus (02) 51245164 Margaret.McManus@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Services

Occupational Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 41044 - 026KF)

Gazetted: 28 October 2022

Closing Date: 15 November 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 provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Justice Health Services

Child and Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

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

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

The Gwanggall Mental Health (GMHU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community

setting. The GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Both units are managed by MHJHADS Division.

At this level it is expected this role will be an integral member of the Multi-disciplinary team and will provide, under reduced supervision, high quality occupational therapy services that will achieve sound outcomes for people within a therapeutic secure environment. In addition to core skills in mental health practice, the occupational therapist will offer a range of assessments, therapeutic interventions and high-quality programs specifically targeted at promoting people's optimal engagement and participation in meaningful activities, as well as addressing functional and occupational issues.

The Occupational Therapist will contribute to all stages of a person's journey, from the time of admission through to their preparation and transition to other settings. All staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

Strong organisational skills with a high degree of initiative.

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

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

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

Position Requirements / Qualifications

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

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

Previous experience in mental health service or forensic/custodial service is desired.

Previous experience in an inpatient mental health facility is desired.

Hold a current Drivers Licence.

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

Have an understanding of how the National 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.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

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

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

Contact Officer: Graham Twycross 51241516 graham.twycross@act.gov.au

Rehabilitation, Aged and Community Services

Oral Health Services

Health Professional Officer 1

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 15530, several - 0269T)

Gazetted: 28 October 2022

Closing Date: 11 November 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

Oral Health Services is in the Division of Rehabilitation, Aged and Community Services (RACS) 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.

Services include:

Preventative dental interventions and health promotion

Emergency dental care

Restorative and prosthetic dental care

Some orthodontic interventions for eligible clients

Services are delivered in the community as well as:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconchie Centre

Mobile Dental Clinic

The Dental Therapist/Oral Health Therapist position is a clinical role and is responsible for the provision of oral health therapy services to clients of the Oral Health Services. The position may also include participating in the Student Clinical Placement Program and various outreach programs to the Canberra Community.

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

High level professionalism

Critical thinking and self-reflection skills

Position Requirements/Qualifications:

Mandatory

Holder of a relevant undergraduate qualification - Bachelor of Oral Health

Unconditional registration as a dental therapist or oral health therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

Holder of a Licence Certificate with ACT Radiation Council

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.

Hold a current driver's licence

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

Note: There are several temporary positions available for 12 months with the possibility of extension and/or permanency.

Contact Officer: Belinda Behl 0466 937 835 Belinda.Behl@act.gov.au

CHS Surgery

INTENSIVE CARE UNIT

MET nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 50324 - 026K0)

Gazetted: 31 October 2022

Closing Date: 16 November 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

The Medical Emergency Team (MET) works in collaboration with Intensive Care to provide a frontline medical emergency response to patients experiencing an acute deterioration. The unit is currently seeking applications to the MET Nursing position for a suitably qualified registered nurse to provide a frontline medical emergency response, work in collaboration with Medical staff to stabilise and treat patients undergoing an acute deterioration and the provision of an Outreach response for patients at

risk of deterioration within inpatient wards. The position will work a rotating roster of mornings, evenings, nights and weekends.

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

High level patient assessment skills

High level communication skills and the ability to critically think.

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

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 5 years' experience working professionally in a critical care area is preferred.

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

The successful applicant will need to be available to work rotational shift work.

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

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

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

Obtain a compliance Certificate from Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious disease Category A

Undergo a pre-employment National Police Check.

Contact Officer: Jo Lindbeck 0466507934 jo.lindbeck@act.gov.au

Infrastructure and Health Support Services

Food Services

Operations Officer

Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - 61,992), Canberra (PN: 58346, several - 026KP)

Gazetted: 31 October 2022

Closing Date: 14 November 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 function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

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

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

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

External sites: Dhulwa and other Community Centres.

Applications are sought from enthusiastic and motivated individuals to fill permanent part-time and full-time HSO-2/3 positions at the within the Patients Services section of the Food Services Department at the Canberra Hospital. The successful applicants will be required to work as a key member of the Food Service team and will be required to follow the HSO-2/3 duties as listed in the position description.

ABOUT YOU

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Behavioural Capabilities

Strong communication and interpersonal skills and passionate about high quality customer service.

Flexibility and adaptability with a changing working environment to enable the provision of responsive services to meet clients' needs.

Strong organisational, coordination and planning skills and a focus on outcomes.

Position Requirements/Qualifications:

Mandatory

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

Desirable

Relevant Food Industry recognized qualifications and a minimum of 2 years' experience working professionally in food services.

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

Note: Some position's will not be required to work shifts.

Current class C Driver's License.

The successful applicant will be sponsored to undertake training during work time and must have the ability to successfully complete the Food Services in-service workplace training program within six months.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: There are several permanent full-time and permanent part-time positions available. Part-time hours will be considered and the full-time salary noted above will be pro-rata.

Contact Officer: Sanjay Prasad 5124 2177 Sanjay.Prasad@act.gov.au

TWMHS

HAART

Health Professional

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 22168, several - 026K9)

Gazetted: 28 October 2022

Closing Date: 15 November 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

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

MHJHADS delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home.

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

HAART operates as an extended hour's service, operating seven days a week from 08:00 to 22:00 and the position holder will be required to work a rotating roster including morning, evening, and weekend shifts, on call arrangements and public holidays.

The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

ABOUT YOU

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Behavioural Capabilities

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

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

administration skills to be able to provide quality work outputs

organisational skills to be able to manage workload

Position Requirements/Qualifications:

Mandatory Qualifications:

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

For Psychology:

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

For Social Work:

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Registration under the ACT Working with Vulnerable People Act 2011
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Other qualifications:

- Have a strong understanding of working in an adult community mental health service.
- Current Passenger Vehicles Driver's licence without restrictions.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Provide referee report from current or previous line manager (if previous within the last 18 months)

Contact Officer: Julie Hanson (02) 5124 1988 Julie.Hanson@act.gov.au

Nursing and Midwifery Patient Support Services

Infection Prevention and Control Unit

Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 27013 - 026NZ)

Gazetted: 31 October 2022

Closing Date: 14 November 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 Infection Prevention and Control Unit comprises a team of dedicated nursing staff working with the Infectious Diseases medical staff to minimise infection risks for patients, health care workers, and the general public.

The Unit strives for excellence in achieving this aim through ongoing programs including staff and public education, policy development and review, and surveillance of hospital-acquired infections; key input in

location and equipping of new or redesigned clinical areas; outbreak management; and promotion of hand-hygiene and other infection control techniques.

ABOUT YOU

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Behavioural Capabilities

Self motivated

Adaptable to change

Team player

Position Requirements/Qualifications:

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

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

Have an understanding of how the National 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: Leanne Muir 5124 3695 leanne.muir@act.gov.au

Rehabilitation, Aged and Community Services

LINK

Nurse Unit Manager

Registered Nurse Level 4.1 \$130,846, Canberra (PN: 54529 - 0260Q)

Gazetted: 02 November 2022

Closing Date: 16 November 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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. A Nurse Manager within the Community Care Program, RACS, manages one of five community nursing teams within the ACT. The teams provide community nursing services to patients with a broad range of needs across the ACT community.

The LINK community nursing team provides a 24 hour a day, at-home nursing support service to residents of the ACT. This service contributes to the reduction in hospital presentations after-hours.

ABOUT YOU

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Behavioural Capabilities

Strong organisational and leadership skills with a commitment to a consultative team approach.

Ability to work under pressure and prioritise competing service needs including those of patients with complex factors.

A positive, collaborative, and effective communicator with well-developed written, oral, and interpersonal skills including negotiation and liaison abilities.

Position Requirements/Qualifications:

Mandatory

Relevant Tertiary qualifications and a minimum of 5 years' experience working professionally as a Registered Nurse.

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.

Hold a current Australian driver's licence.

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: Alan Merritt (02) 5124 1594 alan.merritt@act.gov.au

Nursing and Midwifery and Patient Support Services

Patient Support Services

Operations Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 05359, several - 026MQ)

Gazetted: 28 October 2022

Closing Date: 4 November 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 Operations Manager is responsible to the Director, Patient Support Services (PSS). The primary function of the Operations Manager is to manage the day-to-day operation of sub-section of PSS ensuring that services meet client and organisational needs. There may be operational requirements to undertake the role managing other portfolios within PSS.

DUTIES

Under limited direction of the Director, you will perform people management tasks. You will:

Manage the day-to-day operations within Patient Support Services ensuring that services meet the client/organisation needs such as undertaking staff administrative matters such as recruitment, rostering requirements, human resource management, performance management and financial management practices.

Provide leadership in the development and implementation of systems, policies, procedures, training and education relevant to the functions of the relevant sub-section.

A high degree of self-motivation, application to tasks and a demonstrated ability to plan, implement and sustain performance improvement initiatives while meeting operational and budget objectives.

Draft complex written correspondence, manage telephone enquiries relating to information and service delivery to patients, visitors, staff and other service providers, relating to the activities of the sub-section.

Provide leadership in relation to safe and professional practice in line with the Workplace Safety Act and Public Sector Management Act. Maintain records in accordance with the Territory Records Act 2002.

Represent the agency at meetings, conferences, seminars and relevant forums as required.

Undertaking other duties appropriate to this level of classification which contribute to the operation of the section with the delivery of high-quality person and family centred, safe and high-quality patient care.

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

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

Strong organisational skills with a high degree of drive.

Strong communication skills and a high attention to detail.

Strong leadership and management skills.

Possess, or capacity to quickly acquire skills, qualifications, and knowledge in the operational setting, conduct preliminary assessments writing or conflict resolution.

Position Requirements/Qualifications:

Experience in human resource management, preferably in healthcare or operational setting.

Tertiary qualifications or equivalent in a health or related discipline is highly desirable.

Working with Vulnerable people (WWVP)

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: There are several temporary positions available for six months with the possibility of extension up to 12 months and or permanency. Three exciting operations manager positions have become temporarily available. If you have people management skill and capabilities and are looking for a new and exciting challenge in the operations management space, please apply by responding to the “what you require” section of the advertisement.

Contact Officer: Joanne Keni 51242980 Joanne.Keni@act.gov.au

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

Child and Adolescent Mental Health Services (CAMHS)

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

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade),
Canberra (PN: 49489 - 026IL)**

Gazetted: 28 October 2022

Closing Date: 4 November 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 and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. This role will be based within CAMHS Acute Services, primarily the newly established Day Program which will offer short term intensive support to adolescents and their families/carers aged between 12- 18 years with mental health vulnerabilities who have had a recent mental health admission/presentation to The Canberra Hospital.

The Day Program will offer a mixture of group and individual interventions to support the young person and their families/carers during a period of high mental health acuity.

ABOUT YOU

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Behavioural Capabilities

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

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

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

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

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

Position Requirements/Qualifications:

Mandatory:

For Occupational Therapy:

- Degree (or recognised equivalent) in Occupational Therapy
- Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA)
- Eligibility for professional membership of Occupational Therapy Australia
- Must hold a current ACT driver's license

For Psychology:

- Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA)
- Must hold a current ACT driver's license

Highly Desirable:

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

For Social Work:

- Degree in Social Work
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011
- Must hold a current ACT driver's licence

Highly desirable for all disciplines:

- Minimum of three years (ideally five years) post qualification
- Experience working with young people

Note: The successful candidate will be required to;

- Be available for weekend work on a regular basis
- Be available to work within all program areas of CAMHS as service needs arise

Note: An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Norette Leahy (02) 5124 1095 Norette.leahy@act.gov.au

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

Child and Adolescent Mental Health Services (CAMHS)

Clinical nurse consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 49486 - 026BK)

Gazetted: 28 October 2022

Closing Date: 11 November 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

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.

CAMHS Acute Services is made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

Under the limited direction of the Assistant Director of Nursing (ADON), the Clinical Nurse Consultant (CNC) is responsible for provision of clinical leadership and operational management of the adolescent inpatient unit and the maintenance of the therapeutic environment. The CNC plays a pivotal role in the implementation of direct clinical care and the coordination of clinical operations for key members of a busy multidisciplinary team. The CNC position also works collaboratively with the Operational Director and Clinical Director for the provision of evidence-based clinical interventions within standardised

clinical processes, reporting against key performance indicators and promote a learning environment for the team.

The role will be supported by a cohesive multi-disciplinary team of Nurses, Psychologist, Occupational Therapist, Social Worker, Exercise physiologist, Allied Health Assistants, Administration Service Officer, Psychiatry Registrar and Consultant Psychiatrist.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and provide clinical supervision to HP2, HP3, RN's and allied health assistants.

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

The role is a permanent Full-time role, 5 days per week (38 hours per week)

ABOUT YOU

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

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:

- 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.
- Applicants must have a minimum of 5 years paid work experience, post qualification, in a related/relevant organisation/service
- 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.
- Be available to work within all program areas of CAMHS as service needs arise.

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 \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)
- Comply with ACT Health credentialing and scope of clinical practice requirements.

Contact Officer: Norette Leahy 0251241095 Norette.leahy@act.gov.au

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

Director of Allied Health Services

Assistant Director of Allied Health

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 36955 - 026LN)

Gazetted: 28 October 2022

Closing Date: 11 November 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

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

As a senior manager, you will be responsible for providing strategic leadership to develop the professional practice of allied health staff that supports models of care, statutory obligations, professional development and clinical supervision. The senior manager will ensure the effective and efficient delivery of Allied Health Services across MHJHADS.

ABOUT YOU

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

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

Position Requirements/Qualifications:

For Occupational Therapy:

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

Be eligible for professional membership of Occupational Therapy Australia

For Social Work:

Degree in Social Work,

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

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

For Psychology:

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

Desirable:

Postgraduate qualifications in a management field are highly desirable.

Current Driver's license.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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.

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

Contact Officer: Rosy Winter 02 5124 1768 rosy.winter@act.gov.au

Nursing Midwifery and Patient Support Services

Infection Prevention and Control Unit

Registered Nurse

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 51367 - 02695)

Gazetted: 28 October 2022

Closing Date: 11 November 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 Infection Prevention and Control Unit comprises a team of dedicated nursing staff working with the infectious diseases and microbiology medical staff to minimise infection risks for patients, health care workers, and the public. The unit strives for excellence in achieving this aim through ongoing programs including staff education, policy development and review, and surveillance of hospital-acquired infections; key input in location and equipping of new or redesigned clinical areas; outbreak management; and promotion of hand-hygiene and other infection control techniques.

A new and exciting role has been created to provide advice and support to the Canberra Hospital Campus Modernisation Program and other health-related infrastructure projects at CHS.

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

Highly motivated with strong organisational and time management skills

Capacity to contribute to a positive, strong, and cohesive interprofessional culture

Adaptability and flexibility to manage changes

Position Requirements / Qualifications

Mandatory

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

A minimum of four years' experience working professionally as a Registered Nurse.

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

Desirable

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

Have an understanding of the Australian Health Facilities Guideline (AusHFG)

Have an understanding of the Public Health (Health Care Facility) Code of Practice 2021

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

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

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.

Contact Officer: Leanne Muir (02) 5124 3695 Leanne.Muir@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Services

Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 37371 - 026KL)

Gazetted: 28 October 2022

Closing Date: 15 November 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 provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Justice Health Services

Child and Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

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

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

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

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Both units are managed by MHJHADS Division.

At this level it is expected this role will be an integral member of the Multi-disciplinary team and will provide, under reduced supervision, high quality occupational therapy services that will achieve sound outcomes for people within a therapeutic secure environment. In addition to core skills in mental health practice, the occupational therapist will offer a range of assessments, therapeutic interventions and high-quality programs specifically targeted at promoting people's optimal engagement and participation in meaningful activities, as well as addressing functional and occupational issues.

The Occupational Therapist will contribute to all stages of a person's journey, from the time of admission through to their preparation and transition to other settings. All staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of initiative.

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

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

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

Position Requirements / Qualifications

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

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

Previous experience in mental health service or forensic/custodial service is desired.

Previous experience in an inpatient mental health facility is desired.

Hold a current Drivers Licence.

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

Have an understanding of how the National 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.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

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

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

Contact Officer: Graham Twycross 51241516 graham.twycross@act.gov.au

Women, Youth and Children, Paediatrics

Paediatric Endocrinology and Diabetes

Paediatric Endocrine Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 59273 - 025MX)

Gazetted: 28 October 2022

Closing Date: 11 November 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Canberra Health services Division of Women, Youth and Children delivers a wide range of neonatal, obstetric and paediatric health services through the Centenary Hospital for Women and Children (CHWC) and community.

The Paediatric Endocrinology and Diabetes Service (PEDS) provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions.

Endocrinology Services are delivered at the Centenary Hospital for Women and Children. PEDS 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.

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. You will meet under graduate and post graduate nursing, allied health and medical students who are studying to gain qualifications,

and we greatly value our strong links with the ANU Medical School, Australian Catholic University and the University of Canberra.

DUTIES

Under limited direction of the RN3.1 PEDS Nurse Manager and the PEDS Service Coordinator you will perform Paediatric Endocrine nursing duties as below. You will:

Work in partnership with the Paediatric Endocrinology multidisciplinary team to plan, deliver and coordinate care, education and follow up for children with endocrine disorders, and their families.

Utilise sound communication skills based on developmentally appropriate and family centred principles to care for children and their families to improve outcomes, and foster confidence in self-management.

Initiate referral to and liaison with community services where appropriate.

Coordinate and when time permits, perform dynamic endocrine testing within the Day Stay Unit, in collaboration with the Day Stay Nursing team, Endocrinologists and the Chemical Pathology Laboratory.

Assist with the follow up of test results.

Triage and support a business hours response to the unwell child with an endocrine condition.

Actively support and facilitate the transition of adolescent patients from paediatric to adult services with a timely and coordinated approach, in collaboration with the multidisciplinary team.

Develop sound knowledge and competence related to key Paediatric endocrine disorders and maintain appropriate local clinical databases and professional affiliations. Provide education to nursing staff, the health care team, patients, families and carers.

Contribute to the development of clinical policies, procedures and guidelines based on current best practice and evidenced based research, in line with CHS Policy development processes. Participate in Quality Improvement activities.

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

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive

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

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

Position Requirements/Qualifications:

Mandatory

Nursing qualification and a minimum of three years' experience working professionally as a Registered Nurse with at least 12 months in a Paediatric or Child Health Environment.

Be registered or be eligible for registration as a nurse 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

Post graduate qualifications in Paediatric Nursing

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.

Note: This is a temporary part-time position available at 24 hours per week for seven months with the possibility of extension and/or permanency. The full-time salary noted above will be paid pro-rata. The Paediatric Endocrinology and Diabetes Service is seeking a motivated and skilled nurse to share the Paediatric Endocrine Nurse. Role on a temporary basis for three days each week. Recruitment to this role MAY be determined by written application only.

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

Infrastructure and Health Support Services

Executive Office

Business Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59268)

Gazetted: 31 October 2022

Closing Date: 14 November 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

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

- Capital Project Delivery.
- Facilities Management.
- Operational Support Services.
- Business Operations.

Reporting to the Executive Group Manager, the Business Manager is responsible for co-ordinating, driving and delivering work to support the IHSS Executive Office. The position will work closely with a range of stakeholders and provide high level support to the EGM. The position will work closely with the EGM to review operational efficiencies and eliminate/minimise waste within the Group.

To be successful, you will be a consummate professional, be confident with a high workload, be adaptable and responsive, be able to quickly acquire knowledge and understanding of situations and subject matter and cultivate productive working relationships with a range of stakeholders.

DUTIES

Under limited direction of the Executive Group Manager, you will:

Coordinate the work, priorities and outputs of the IHSS Executive Office including providing secretariat support to high level committees and meetings.

Utilise project, stakeholder and change management strategies to drive outcomes on behalf of the EGM.

Undertake research, develop documents and provide high level advice to the EGM on strategic, administrative and operational matters.

Contribute to the development, implementation and review of policies and programs related to the Group

Prepare presentations and data reports.

Manage the budget, administrative resourcing, and related process to ensure an effective and efficient IHSS Executive Office; and
Undertake other duties appropriate to this level of classification which contribute to the operation of the Division.

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

An expert communicator, adept at cultivating productive working relationships with a range of stakeholders.

Risk aware, pragmatic and process improvement driven.

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

Ability to be agile, flexible and respond to meet changing operational priorities.

Position Requirements/Qualifications:

Relevant public sector management qualifications or experience working in the health sector is desirable and/or

Relevant private sector experience working in a customer focused operational role.

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.

Understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Natalie Bale 5124 9713 Natalie.Bale@act.gov.au

Medicine

Diabetes Service

Diabetes Nurse Educator

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 28388 - 026N2)

Gazetted: 01 November 2022

Closing Date: 15 November 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 Canberra Health Service (CHS) Diabetes Service is an interprofessional team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community-based locations within the ACT. Clients seen include adolescents and adults with diabetes and women with hyperglycaemia in pregnancy (HIP). This nursing role requires the ability to provide appropriate skilled clinical assessment and intervention for clients with diabetes across CHS Health Campuses.

The Diabetes Nurse will be responsible professionally to the Senior Nurse Lead Diabetes.

ABOUT YOU

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Behavioural Capabilities

Highly motivated with strong organisational and time management skills

Capacity to contribute to a positive, strong and cohesive interprofessional culture

Adaptability and flexibility to manage changes in demand

Personal and professional integrity

Position Requirements/Qualifications:

Relevant qualifications as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA)

Post-graduate qualifications from a university or tertiary institution in Diabetes Education. Is an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator.

Must hold and maintain a current driver's license.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Kristine Wright 02 5124 7929 Kristine.wright@act.gov.au

Division Of Surgery

Intensive Care Unit

ICU Foundation Program

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 34120 - 026IX)

Gazetted: 27 October 2022

Closing Date: 10 November 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

The Intensive Care Unit is a 39-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardio-thoracics and Trauma.

The unit participates in international multi-disciplinary and multi-center research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research.

CHS is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

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

DUTIES

Under limited direction of the Clinical Nurse Consultant and Clinical Care Coordinator, you will perform comprehensive nursing care to the critically ill patient. You will:

Provides direct patient care within an ethical and professional framework.

Practices in accordance with the relevant legislation.

Practices in a way that acknowledges the dignity, culture, values, beliefs and rights of individuals and/or groups.

Advocates for individuals and or groups and their rights for nursing care within the organisational and management structure.

Understands and practices within own scope of practice.

Integrates nursing and health care knowledge, skills and attitudes to provide safe and effective nursing care.

Integrates organisational policy and guidelines with professional standards

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

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' and unit and organisational needs

Ability to work a flexible rotating roster

High level communication, interpersonal, negotiation and conflict resolution skills.

Position Requirements / Qualifications

Mandatory

A minimum of 12 months experience working professionally in a hospital-based environment

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

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

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

Desirable

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.

Post Graduate Certificate in Critical care nursing

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
Note: This is a temporary position available for six months with the possibility of extension and/or permanency.

Contact Officer: Amanda McCarthy (02) 5124 2756 amanda.mccarthy@act.gov.au

Clinical Services

Territory Wide Mental Health Services

HAART - RN3.1

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 24015, several - 026KB)

Gazetted: 27 October 2022

Closing Date: 10 November 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

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

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

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

HAART operates as an extended hour's service, operating seven days a week from 08:00 to 22:00 and the position holder will be required to work a rotating roster including morning, evening and weekend shifts, on call arrangements and public holidays.

The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

ABOUT YOU

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Behavioural Capabilities

- Good customer service skills to provide helpful and professional experiences to people who access the service
- Administration skills to be able to provide quality work outputs
- Organisational skills to be able to manage workload
- Flexibility and initiative to be able to work effectively within a multidisciplinary team

Position Requirements/Qualifications:

Relevant qualifications Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum of 3 years' experience working professionally in mental health services.

- The successful applicant will need to have a current driver's licence.
- The successful applicant will need to be available for weekend, on call and after hours work.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Provide referee report from current or previous line manager (if previous within the last 18 months)

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

Contact Officer: Julie Hanson 02 5124 1988 julie.hanson@act.gov.au

Rehabilitation, Aged and Community Services

Equipment Services

Health Service Officer

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992), Canberra (PN: 19495 - 026HQ)

Gazetted: 27 October 2022

Closing Date: 14 November 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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, Independent Living Centre and the University of Canberra Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values of Reliable, Progressive, Respectful and Kind.

RACS work collaboratively with patients, their carers and other services within and external to CHS. The Equipment Loan Service team is responsible for effective and efficient delivery, collection, cleaning and maintenance of rehabilitation equipment to support clients in the community and to ensure the delivery of high-quality customer service and client care.

DUTIES

Provide high quality customer service across multiple work environments including office, equipment store, client homes and other healthcare facilities, in relation to the delivery, set-up, collection and maintenance of a diverse range of equipment that enhances the independence of clients and supports the roles of carers.

Contribute to the maintenance of computerised and manual records including data entry for equipment returns, delivery, maintenance, stock availability and other relevant processes.

Contribute to the provision of equipment management tasks, including equipment storage, inspection, un-packaging and appropriate storage of delivered and returned equipment, identification of equipment defects and tagging, maintenance of equipment to ensure continued and effective service delivery.

Contribute to and participate in the equipment cleaning service in accordance with relevant policies and procedures, as directed.

Participate as directed in the provision of the delivery service including the driving roster, loading and unloading of equipment, installation of heavy equipment items, coordination of delivery schedule documentation and communication with clients and referrers.

Communicate effectively with colleagues, clients, health professionals, carers, and members of the public in a range of settings and circumstances

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Position Requirements/Qualifications:

Hold a current driver's license.

A high level of fitness and ability to perform all duties

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Carmen Connellan 51241065 Carmen.Connellan@act.gov.au

CHS Chief Operating Officer Clinical Services

Medicine

Graduate Respiratory Scientist

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 38110 - 026L4)

Gazetted: 27 October 2022

Closing Date: 14 November 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The Department of Respiratory and Sleep Medicine (DRSM) provides both inpatient and outpatient services to the ACT and surrounding region. The department manages approximately 1,300 in-patient admissions annually. The department receives around 8,500 referrals per year for outpatient services, including medical clinics, nursing clinics, bronchoscopy, along with respiratory and sleep diagnostic investigations and therapeutic interventions.

The Respiratory Physiology Laboratory (RPL) provides clinical services to adult and paediatric patients for the assessment and monitoring of respiratory conditions. The RPL provides a suite of respiratory assessment, including spirometry, lung volume measurements, gas transfer, bronchial provocation testing, cardiopulmonary exercise testing. An exciting opportunity exists for a Graduate Respiratory Scientist to become a part of the allied health team. This position requires the ability to develop knowledge and competency to conduct tasks and activities within scope of practice according to procedures and published standards. The role includes supporting the operational and quality management requirements of the respiratory physiology measurement. The role requires participation in and contribution to continual professional development of the respiratory scientist group.

Within CHS, the respiratory science profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five (5) generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

ABOUT YOU

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Behavioural Capabilities

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

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

Analytical thinking and ability to troubleshoot.

Position Requirements/Qualifications:

Mandatory

- Relevant tertiary qualifications with core components of human physiology/health science to meet eligibility requirements for membership of Australian and New Zealand Society of Respiratory Science (ANZSRS) and/or Australian Council for Clinical Physiologists (ACCP).
- 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:

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

- Undergo a pre-employment National Police Check.

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

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

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency.

Contact Officer: Elizabeth Richards (02) 5124 2066 elizabeth.richards@act.gov.au

Medicine

Neurology

Neurophysiology Scientist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 13238 - 026EG)

Gazetted: 27 October 2022

Closing Date: 10 November 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The Neurology department is a busy environment which services inpatients and outpatients for numerous neurophysiology procedures. An exciting opportunity exists for a clinical neurophysiologist to become a part the allied health team. This position requires subject matter expertise and the ability to work autonomously to conduct routine, and assist in complex, neurophysiology investigations according to procedures and standards for adult, paediatric and neonatal populations to provide complex and critical neurophysiology service delivery. The role includes supporting the management of the neurophysiology service, the provision of education and training for staff and students and requires participation in and contribution to continual professional development of the neurophysiology group. Within CHS, the neurophysiology profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive,

respectful and kind. The competency framework consists of five (5) generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

ABOUT YOU

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

Behavioural Capabilities

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

Demonstrates strong organisational skills with a high degree of drive.

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

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

Position Requirements/Qualifications:

Mandatory

- Bachelor of Science/Applied Science and a minimum of 1 years' experience working professionally in Clinical Neurophysiology Testing.
- The successful applicant will need to be for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Be eligible for Accredited membership with Association of Neurophysiological Technologists of Australia Inc. (ANTA)
- Be eligible for accreditation with the Australian Council for Clinical Physiologists (ACCP).
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Note: This position will be offered on a casual basis. The above full-time salary will be pro-rata.

Contact Officer: Dr Rajat Lohia (02) 5124 2950 Rajat.lahoria@act.gov.au

Women Youth and Children

Neonatal Nursing

Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 42342, several - 026JL)

Gazetted: 27 October 2022

Closing Date: 10 November 2022

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The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care, Special Care, ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

NICU and SCN are family integrated and developmentally care focused units with staff who work closely to achieve excellent outcomes for the neonates and families in our care. You will be well supported by our Clinical Support Nurse and Clinical Development Nurses.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive

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

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

Position Requirements/Qualifications:

- Registered Nurse with a minimum of one years' experience working professionally in Neonatology is preferred.
- The successful applicant will need to be for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

- 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 \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)
- Be available rotational shift work roster which includes weekends and night duty.

Note: This position may be filled on a part-time basis and the above full-time salary will be pro-rata.

Contact Officer: Josephine Forrest (02) 5124 7309 josephine.forrest@act.gov.au

Rehabilitation, Aged and Community Services (RACS)

Brindabella Day and Ambulatory Rehabilitation Services, Rehab at Home

Allied Health Assistant 3

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 36096 - 026HR)

Gazetted: 27 October 2022

Closing Date: 14 November 2022

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A fantastic opportunity exists for an Allied Health Assistant with advanced levels knowledge and skills in providing allied health assistance to people needing rehabilitation to join the Rehabilitation at Home team (RaH).

The Rehabilitation At Home (RaH) service provides up to 6 weeks of intensive goal-directed interprofessional rehabilitation for persons within their home or community environments. The RaH service aims to maximise a person's recovery and functional independence following a recent deterioration. The RaH service also aims to facilitate early discharge from hospital or prevent hospital admission by providing intensive allied health led rehabilitation. The RaH service is comprised of physiotherapy, occupational therapy and allied health assistants, with an ability to partner with other allied health, nursing and medical services as required. Under the indirect supervision of an Allied Health Professional, the AHA in RaH plays a key role in the day-to-day functioning of the service, delivers therapeutic interventions and operates at an extended level.

The AHA in RaH is an integral member of the service playing a key role in the day-to-day functioning of the service, delivering therapeutic interventions and operating at an extended level. This AHA position also provides leadership for Allied Health Assistants within other BDARS services. AHAs within BDARS are supported with regular clinical and peer supervision, access to, and support to engage in ongoing professional development. They provide clinical education opportunities for AHA students.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills, self-motivation and high levels of initiative.

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

Good communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory

- Cert IV in Allied Health assistance and a minimum of 3 years' experience working professionally in an Allied Health Assistant role in rehabilitation and/or aged care is preferred.
- Current Drivers' licence
- The successful applicant may need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- 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 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.
- 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)

Notes: A merit list will be created from this recruitment which may be used to fill future permanent and temporary vacancies at an AHA 3 level within the Rehabilitation, Aged and Community Services Division within the next 12 months.

Contact Officer: Michelle Bennett 0403085893 michelle.bennett@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Service

Child and Adolescent Mental Health Services

Health Professional

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade),
Canberra (PN: 23741, several - 026P6)**

Gazetted: 02 November 2022

Closing Date: 16 November 2022

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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.

DUTIES

Under limited direction of the CAMHS Team Manager, the Clinical Manager will:

Within a recovery framework, provide assessment, therapeutic intervention, clinical management and group work, for young people at high risk of developing serious, long term mental illness.

Work collaboratively with young people, their families and carers, the multidisciplinary team and other health and community service providers to develop and implement cohesive, recovery-oriented responses to the needs of young people and their families and carers.

Provide clinical leadership, support, consultation and liaison to other ACT Health employees and to external health care and community service providers, such as general practitioners and non-government agencies.

Maintain high quality health care records, including accurate and timely completion of risk assessments, file notes and outcome measurement tools.

As an active team member, contribute to team development and initiatives and be involved in service development through membership of committees and working parties.

Undertake and provide clinical supervision and professional development activities.

Work within the Mental Health Act and other relevant legislation and meet the requirements of the role of Mental Health Officer as set out in the Mental Health Act.

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

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:

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 licence.

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 three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service

Must hold a current driver's licence.

For Psychology:

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

Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service

Must hold a current driver's licence.

For Social Work:

Degree in Social Work

Applicants must have a minimum of three years (preferable five 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 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.

Highly desirable for all disciplines:

Experience in working with children and young people.

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 Police check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

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

Comply with ACT Health credentialing and scope of clinical practice requirements.

Note: There is one full time position and one part time position available at 0.8 FTE . The full time salary noted above will be paid pro rata for the part time. 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: Deepa Ambalakunnil 5124 1570 deepa.ambalakunnil@act.gov.au

Medical Services

Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU)

Manager Medical Education and Simulation

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 29855-026LJ)

Gazetted: 02 November 2022

Closing Date: 16 November 2022

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The CHS Medical Services Group (MSG) includes Medical Imaging, ACT Pathology, Pharmacy, Healthcare Technology Management, the Physician Training Office, MOSCETU, the GP Liaison Unit (GPLU) and the CHS Library.

MOSCETU has responsibility for:

- The development, co-ordination, management, and facilitation of the Junior Medical Officer (JMO) Education and Training Program including welfare and support.
- The Simulation Unit provides assistance for clinicians to practice skills and processes in a safe learning environment. Simulation allows practice of both technical and non-technical skills without the fear of

causing harm. Simulation is able to enhance the confidence of learners, boost morale, and improves patient safety and outcomes. The Simulation Unit is responsible for assisting with and supporting the development, implementation, and evaluation of simulation.

- Manage the recruitment, rostering and administration related to the Junior Medical workforce.
- The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, Canberra Health Services Chief Executive Officer, and ACT Health's Director-General.

The Medical Education Unit (MEU) sits within MOSCETU at Canberra Health Services. The MEU oversees the training and supervision of medical officers in their first and second postgraduate years in accordance with the requirements of the Canberra Region Medical Education Council (CRMEC).

ABOUT YOU

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Behavioural Capabilities

1. Excellent troubleshooting and analysis skills.
2. Strong organisational skills with a high degree of drive.
3. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
4. Good interpersonal and oral communication skills.

Position Requirements/Qualifications:

Mandatory

- Possession of tertiary qualifications or equivalent in an education, health or related discipline is desirable.
- 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.

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

Contact Officer: Tracey Quade (02) 51243889 Tracey.Quade@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Acute Allied Mental Health Service

Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 57101, several - 026MS)

Gazetted: 02 November 2022

Closing Date: 23 November 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

Adult Acute Mental Health Services currently incorporates the Adult Mental Health Unit (AMHU), Ward 12B Mental health Unit, the Mental Health Short Stay Unit (MHSSU), and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH).

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU), Ward 12B Mental Health Unit is a 10-bed low dependency inpatient unit for people experiencing moderate to severe mental illness. These units provide a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a 6-bed low dependency inpatient unit in the Emergency Department for people requiring extended mental health assessment and or treatment initiation.

The Neurostimulation Therapy Suite (NTS) is located within AMHU and provides a specialised treatment service to both inpatients and outpatients.

In this position you will be responsible for facilities management, ensuring ACTPAS and MAJICeR systems are up to date and accurate and will be required to undertake other related administrative duties. This includes the provision of high-quality customer service for consumers and their carers.

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.
- Ability to manage confidential and sensitive information.
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- Strong communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory

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

Desirable

- Hold a current driver's license.
- Experience within a health administration area.
- Knowledge and experience in the use of relevant medical terminology.
- 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: 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 12 months.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- 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: Dimity Truman (02) 512 45435 Dimity.M.Truman@act.gov.au

Clinical Services

Medicine

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 58217 - 026MH)

Gazetted: 01 November 2022

Closing Date: 15 November 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

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.

A Permanent position is being sought from dynamic, highly motivated and experienced nurses to work in an educational role within the Emergency Department.

This challenging role requires an RN with demonstrated expert knowledge and highly developed interpersonal skills, to undertake the responsibility of teaching and supporting nursing staff, student nurses and Defence medics in the workplace. This position entails being approachable, demonstrating excellent communication skills, having a passion for sharing knowledge and educating others.

If you are committed to providing quality care, use evidence to guide your nursing practice, enjoy teaching, mentoring and supporting staff as part of your professional development we would welcome your application.

Applicants will be required to demonstrate a sound knowledge of adult learning principles to support ongoing education. Post Graduate qualification in a critical care nursing specialty or clinical teaching is highly desirable. The successful applicants will be required to work on a roster basis, Monday to Friday, morning and evening shifts only.

ABOUT YOU

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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.

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: Miriam Attard 02 5124 3080 Miriam.Attard@act.gov.au

Clinical Services

Surgery

Specialist / Senior Specialist – Ophthalmology Specialist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 55198 - 026DO)

Gazetted: 01 November 2022

Closing Date: 23 November 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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The Division of Surgery is responsible for delivering inpatient and 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, Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

A staff specialist ophthalmologist position is available at Canberra Hospital and Health Services. The position would be suitable for a Canberra based ophthalmologist with postgraduate vitreoretinal

surgery training (at least 12 months surgical retina fellowship), and involves providing regular outpatient services, elective and urgent surgery, and contributing to the on-call roster.

The Ophthalmology Department provides tertiary level surgical care to the ACT and region, and the successful applicant is required to demonstrate training, experience, and competence in the management of complex vitreoretinal pathology including trauma, advanced diabetic eye disease and lens surgery requiring a vitreoretinal approach.

The Ophthalmology Department is based at the Canberra Hospital. The Department is staffed by five Staff Specialists and five VMOs who support vitreo-retinal, medical retinal, corneal, glaucoma, neuro-ophthalmic, and emergency ophthalmic services at Canberra hospital, plus general ophthalmology, and cataract surgery at Calvary Hospital and the VMO's rooms. Other medical staff within the Department include two RANZCO-accredited Registrars, two unaccredited Registrar, and a resident (PGY2).

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

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

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

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 director.smp@anu.edu.au

Note: Part Time/job share available

DUTIES

Under limited direction you will:

Provide expertise and high-quality Ophthalmic clinical services to in-patients and out-patients and contribute to the on-call requirements of the service.

Actively engage in clinical governance to ensure services are high quality, evidence based, safe and adhere to the National Safety and Quality Health Service Standards. This includes but is not limited to participating in relevant committees and meetings including regular audit meetings, morbidity and mortality meetings.

Take leadership in developing systems and processes necessary for the provision of sub-specialty practice within the hospital, including procurement of required equipment and facilities, and recruitment and training of support staff.

Coordinate and contribute to multidisciplinary education and training, and actively participate in the training and supervision of medical students and medical staff (including interns, resident medical officers and registrars and fellows) within the Department and Division.

Promote and practice research in Ophthalmology and support a research program, either clinical or laboratory based.

Work in a multidisciplinary team to promote a high-quality safe consumer-focused service.

Utilise digital health and health information systems to enable the provision of safe and timely access to services.

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

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Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australian and New Zealand College of Ophthalmologists (RANZCO) or equivalent specialist qualifications. Postgraduate vitreoretinal surgery training (at least 12 months surgical retina fellowship), with evidence of high-level clinical performance.

The successful applicant will need to have experience in using digital and information technology systems.

The successful applicant will need to be available for occasional weekend and after-hours work on a rostered basis as per the Head of the department

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

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks. Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

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

For Senior Specialist we will also expect that you:

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

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

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

13. 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.

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

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

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

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

Undergo a pre-employment Police check.

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

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

Cancer and Ambulatory Support

Canberra Health Intake

Clinical Nurse Consultant – Central Health Intake

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 28276 - 026J7)

Gazetted: 01 November 2022

Closing Date: 18 November 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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The Division of Cancer, Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. This Division is also responsible for the support functions for ambulatory and community health including the Central Health Intake team, Central Outpatients, Transcription and the Walk in Centres.

The Central Health Intake (CHI) team provides a call centre, referral receipt and management and outpatient bookings services. It is a busy and dynamic service supporting over 100 clinical services, handling 20,000 calls and 3,000 referrals per month. A team of nurses and administrative staff provide a two-tiered approach to the management of referrals, screening and booking.

The CNC 3.1 will work collaboratively with the CHI Operations Manager, in ensuring the delivery of integrated efficient intake services. The CNC will ensure the nursing team provides high value nursing input into the screening and assessment of referrals to ensure they are directed to the appropriate service in a timely manner. The CNC is responsible for day to day management of the team and ensuring a proactive approach to relationship management and clinical services.

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Behavioural Capabilities

Strong organisational skills with a high degree of drive and self directed time management.

Adaptability and flexibility to accommodate change and provide responsive actions to meet organisational needs.

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

Position Requirements/Qualifications:

Holds or is progressing towards a post graduate qualification in management and/or in a relevant clinical specialty. A minimum of 5 years' experience working professionally in health care setting is preferred.

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

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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: Anne Douglas 0434945109 Anne.Douglas@act.gov.au

Mental Health, Justice health, and Alcohol and Drug Services

Adult Community Mental Health Services

Social Worker/Clinical Officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 45690-026NH)

Gazetted: 01 November 2022

Closing Date: 15 November 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

This position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The ACMHS has community recovery services operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres. Additionally, ACMHS has an Assertive Community Outreach Service based at Belconnen, an Older Persons Mental Health Community Team based at the University of Canberra Hospital, a Mental Health Services Intellectual Disability Team based at Gungahlin, and a Mental Health Link Team based at the City.

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

The ACMHS model of care aims to improve the responsiveness and diversity of services offered to people.

The ACMHS MoC is underpinned by principles of recovery and aims to:

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

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

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

As a Clinical Officer working on the Mental Health Link Team, you will be responsible for providing consultation liaison services to support consumers to live and function within their community and to identified Partnership Community Organisations.

Your duties will include providing advanced allied health care to consumers who require supported accommodation, residential housing, justice community housing, clinical sub-acute housing as well as temporary and short-term accommodation options. Additionally, you will provide advanced support to the division in the areas of post suicide attempt follow up, NDIS planning and discharge consultation liaison.

You will enjoy working as a member of the multidisciplinary team and be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. The HP3 will contribute their expertise to the multidisciplinary team, provide supervision to HP2, HP1, allied health assistants, and students and support the Team Leader in change processes. The HP3 will undertake quality initiatives to promote service delivery at a standard of best practice.

The position is based at the City Community Health Centre and reports to the Mental Health Link team manager. This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, community recovery and therapy services, and consultation and liaison with a wide range of stakeholders.

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Tertiary qualifications in Social Work from an accredited university and eligibility for membership with the AASW.

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Desirable

Strong understanding of adult community mental health services with minimum of three years post qualification experience.

Post Graduate Qualification in a related health field.

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

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

Prior to commencement successful candidates will be required to:

Hold a current driver's licence

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

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

Contact Officer: Donald Wilson 02 512 41636 Donald.Wilson@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Allied Health Assistant 2

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level), Canberra (PN: 45529-026LZ)

Gazetted: 01 November 2022

Closing Date: 15 November 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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Don't miss this exciting opportunity to join Canberra Health Services in the Division of Mental Health Justice Health Alcohol and Drug Service as an Allied Health Assistant. This is an opportunity to be an integral part of the Allied Health Team at the Adult Mental Health Unit, assisting Allied Health Professionals in supporting and working with clients and their families.

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

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home.

These services include:

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

The Adult Acute Mental Health Services (AAMHS) covers the Adult Mental Health Unit (AMHU) which is an acute 40 bed inpatient unit for people experiencing moderate to severe mental illness, ward 12 B, a 10 bed low dependency unit for people suffering moderate mental illness, and Mental Health Short Stay Unit (MHSSU) which is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

AAMHS is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key community services.

The AHA will aid and support the allied health team in the delivery of allied health services to consumers, under the supervision of an allied health professional. The AHA does not make clinical assessment or clinical judgment in this role; however, they will be expected to recognise a change in consumer function and status and the possible impact on the planned program.

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

1. Ability to work with people who may display aggressive, challenging, distressed or unpredictable behaviour.
2. Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
3. Ability to maintain professional boundaries when responding to consumer and family/carer expectations.

Position Requirements/Qualifications:

Mandatory

- Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification).
- A minimum of 12 months experience in a related/ relevant organisation/ service.
- 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

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

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

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

Contact Officer: David Warren (02) 5124 5401 David.Warren@act.gov.au

Justice Health and Alcohol and Drug Services

Mental Health

Social Worker

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 45532, several-026LA)

Gazetted: 02 November 2022

Closing Date: 16 November 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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The adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence – based service providing high quality mental health care, guided by the principles of recovery. The service aims to provide collaborative care involving the 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

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 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)

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)

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:

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for the Allied Health professional

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)

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

Contact Officer: David Warren (02) 5124 5401 David.Warren@act.gov.au

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

Older Persons Mental Health Community Team (OPMHCT)

Health Professional 3

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade),
Canberra (PN: 25962 - 026G8)**

Gazetted: 28 October 2022

Closing Date: 15 November 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 Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of four sub-teams, the Assessment Team, the Clinical Management Team, the Intensive Treatment Service and the Physical Health Intervention Team.

The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short-term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home-based service to people who are in an acute phase of their mental

health condition, as an alternative to a mental health inpatient admission. The Physical Health Intervention Team assess physical health.

This is a senior clinical position that will sit within any of the three main sub teams providing direct person-centred care. At this level the HP3 will provide mental health services to people who present with highly complex mental health conditions, including the provision of advanced assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people, under minimal supervision. The HP3 will contribute their expertise to the multidisciplinary team, provide supervision to HP2, HP1, allied health assistants, and students and support the Team Leader in change processes. The HP3 will undertake quality initiatives to promote service delivery at a standard of best practice.

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

Demonstrated leadership qualities in managing and positively influencing teams, processes, and practice improvement in a human services environment.

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

Position Requirements/Qualifications:

Mandatory

- Applicants must have a minimum of three years (ideal five years) post-qualification experience.
- Current ACT 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.
- 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.
- The required professional qualification for their discipline (see below):

For Occupational Therapy:

- Registration or eligibility for registration with the Occupational Therapy Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)
- HP3: Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

For Psychology:

- Registration or eligibility for general registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)

Highly Desirable:

- Approved or eligible for approval as a Psychology Board of Australia Supervisor
- HP3: Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

For Social Work:

- Degree in Social Work,

- Eligibility for membership of the Australian Association of Social Workers,
- Registration under the ACT Working with Vulnerable People Act 2011,
- HP3: Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Prior to commencement successful candidates will be required to:

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- 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: Jody Alexander (02) 5124 1980 Jody.Alexander@act.gov.au

Justice Health Services

Administration

Administration Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 55547-026LT)

Gazetted: 02 November 2022

Closing Date: 16 November 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

Justice Health Services (JHS) is part of the Division of Mental Health, Justice Health and Alcohol and Drug Services. JHS provides high quality primary and forensic mental health care, and people can access these services through the City Health Centre, Alexander Maconochie Centre (AMC), and Bimberi Youth Justice Centre (BYJC). You may be required to work at various JHS sites providing administrative support including front office duties.

As an Administration Support Officer, you will report to the JHS Administration Manager and be expected to provide high level administrative support to the Justice Health Services teams with a focus on effective administrative support to ensure effective clinical service delivery and providing high-quality customer service to JHS clients and external stakeholders.

This position is based at the AMC on the front desk, however, may be required to work across multiple sites including the AMC, BYJC, and 1 Moore Street.

The working hours for this position are 8.00am – 4.21pm. This position is not required to wear a uniform. This position is subject to the *ACT Public Service Administrative and Related Classifications Enterprise Agreement 2018-2021*.

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 with a commitment to achieving positive outcomes

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

Sensitivity and understanding with a non-judgemental attitude

Ability to manage confidential and sensitive information

Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Lydia Thomas (02) 51247706 Lydia.M.Thomas@act.gov.au

Canberra Institute of Technology

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

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

Finance

Procurement and Contracts

Procurement, Contract and Records Management

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 40440)

Gazetted: 01 November 2022

Closing Date: 8 November 2022

Details: The Canberra Institute of Technology (CIT) is the ACT Government's provider of vocational education and training (VET) services offering quality skills development to individuals, employers and industry across the ACT and region, with a broader national and global presence. CIT comprises five teaching colleges, the Yurauna Centre and four divisions within five campuses across Canberra.

CIT is seeking a highly experienced procurement professional to lead the Procurement, Contracts and Records Management functions. Associated duties include contributing to strategic planning and the management of staff and other resources. To be effective in the role, the successful candidate will be responsible for the delivery of timely and accurate support as well being responsive to requests for advice and support on all procurement and records management matters in accordance with the applicable legislation and guidance.

The successful candidate will be required to collaborate with other areas of the ACT Government and will regularly liaise with internal and external stakeholders including CIT staff, the Territory Records Office, Procurement ACT and other agencies relevant to operations and the application of local and ACT Government policies, schedules, programs and procedures.

The successful candidate will have an active role in delivering CIT's organisational strategies as well as being active in promoting and working in the ACT Public Service within the constructs of the applicable

legislation, policy and other forms of guidance (e.g., Public Sector Management Act, RED Framework, ACTPS signature values and behaviours, etc.).

The position is currently based at the Reid campus. Flexible working arrangements are available and free parking is available at the Reid campus (as well as at the Fyshwick and Bruce campuses) with additional leave being provided for all staff over the Christmas and New Year shutdown period.

Flexible working arrangements are available and free parking is available with an additional five days leave being provided over the Christmas and New Year shutdown.

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

Eligibility/other requirements:

Competency in utilising electronic systems and the Microsoft Office suite is essential.

Relevant qualifications around procurement and/or contract management will be highly regarded.

Note: This is a temporary position for six months with the possibility of extension of up to a maximum of 12 months only.

How to apply: Please provide a written application of no more than 1000 words addressing the Selection Criteria outlined in the Position Description demonstrating with examples, your suitability to the role.

Please provide with the application, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Meghank Oldfield on Meghank.Oldfield@cit.edu.au or 6207 5716

Education and Training

Horticulture and Floristry

Teacher Level 1

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 01042)

Gazetted: 02 November 2022

Closing Date: 23 November 2022

Details: A teaching position with the Department of Horticulture and Floristry has become available due to a retirement. The position can be either full or part time.

Horticulture is delivered at the Bruce CIT campus in a state-of-the-art facility. Our team are dedicated, passionate, and highly skilled industry professionals. The Department of Horticulture and Floristry develop real skills in the form of real-life projects for our students.

Our dedicated teachers give students the skills to plan, design, interpret, construct and maintain gardens and high-profile sports turf facilities and places of horticultural significance. The learning environment simulates a real worksite offering an opportunity for hands on experience using a diverse range of horticultural and agricultural tools and equipment.

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

Eligibility/Other Requirements:

Mandatory qualifications and/or registrations/licencing

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 – 2022, sub-Clause 40.

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

- hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);

- where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (*Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set*); and
- complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

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

Industry Experience

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 – 2022.

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

Desirable

- Certificate III in Horticulture/Sports Turf Management or related qualification
- Chemical users certification or willingness to obtain

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

How to Apply: Please provide written responses to the selection criteria, a current curriculum vitae and any relevant supporting documentation. If selected for interview two referee reports will be required.

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

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

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

Education and Training Services

Library and Learning Services

Senior Manager

Senior Professional Officer Grade B \$135,355 - \$152,377, Canberra (PN: 54235)

Gazetted: 31 October 2022

Closing Date: 7 November 2022

Details: We are seeking a Senior Manager, Library and Learning Services, Senior Professional Officer Grade B. This person will lead the Canberra Institute of Technology Library and Learning Services staff in the delivery of contemporary client-centred library and information services to CIT to support the delivery of training and a successful student experience. This includes overseeing the implementation of a new ILMS.

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

Eligibility/Other Requirements

Tertiary qualifications relevant to the position. Australian Library and Information Association (ALIA) membership or equivalent.

Educational experience, preferably in a TAFE environment, highly desirable.

Note: This is a temporary position available immediately until 30 June 2023.

How to Apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports later. Applications should be submitted via the Apply Now button below.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Wesney AnitaX.Wesney@cit.edu.au

HCandS

Human Services

Administration Services Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 55046)

Gazetted: 28 October 2022

Closing Date: 4 November 2022

Details: CIT Human Services Department has an exciting opportunity for an administrative assistant to join a high performing team of teachers and other support staff. The primary focus of this position is to provide high quality administrative service to both internal and external stakeholders to support and promote the department/College priorities.

CIT Human Services delivers a range of programs from the National Training Packages in Health Care and Community Services. These include the Diploma of Nursing, Certificate III in Individual Support (Ageing, Disability and Home and Community), Certificate IV in Ageing and Disability, as well as a range of non-accredited, industry specific programs for the continual education of industry professionals.

The administrative assistant will perform administrative tasks including, but not limited to:

Assist in course information and enrolment sessions, ensuring course entry requirements are clearly explained to potential students entering into programs across CIT Human Services department

Attend to enquiries from staff, prospective and current students and liaise with industry personnel

Exercise judgement to interpret guidelines and procedures to seek resolution of issues arising from complex, but routine, enquiries and work tasks

Have an understanding of commonly used databases in the VET sector

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

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

Working at CIT: Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. The benefits of working at CIT include:

Access to facilities to support your health and wellbeing, including CIT Fit and Well Fitness centre at Bruce Campus, as well as a strong Employee Assistance Program (EAP)

Flexible work options

Free parking

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

The successful candidate will be required to:

Provide high quality customer service using both written and oral communication skills to a range of diverse clients, often in challenging circumstances.

Demonstrate sound organisational skills and the ability to work both individually and as a member of a high functioning team.

Willingness to adapt and learn in an environment that is constantly evolving and changing from traditional approaches to digital space.

Assist the departments to maintain accurate records/documentation for quality assurance processes, ensuring the department meets Australian Skills Quality Authority (ASQA) and Australian Nurses and Midwifery Accreditation Council's (ANMAC) requirements

Demonstrated understanding of the VET environment and assist in supporting the life cycle of student journey and student experience at CIT.

Provide support to the department in developing and maintaining industry and key stakeholder relationships.

Eligibility/Other Requirements:

Professional and Personal Characteristics

Ensure all interactions of the department are consistent with the CIT cultural traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable, and Inspirational).

Model the ACT Public Service Values and Signature Behaviours.

Create an environment that values and utilises the contribution of others.

QUALIFICATIONS AND EXPERIENCE

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

DESIRABLE:

Qualification in Business administration or equivalent.

Experience in a vocational education setting.

Eligible to obtain WWVP card

Current drivers' licence.

How to Apply: Applicants are asked to submit a response to the selection criteria in the attached Position Description, outlining their experience and/or ability to perform the selection criteria, as well as a current curriculum vitae and the contact details of at least two referees.

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

Contact Officer: Lily Muthurajah (02) 6205 7381 Lily.Muthurajah@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, Corporate Management

Temporary Vacancy (5 December 2022 to 23 December 2022)

Chief Minister, Treasury and Economic Development Directorate

Corporate

Position: E561

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 2 November 2022

Expressions of interest (EOI) are sought for the position of Executive Branch Manager, Corporate Management, Chief Minister, Treasury and Economic Development for 5 December to 23 December 2022.

The Corporate Management Branch provides support to the Directorate in relation to governance framework, corporate policies, internal audit, compliance and assurance arrangements, risk and fraud management, business continuity and emergency management, performance reporting and coordination activities, facilities and fleet management, security matters, and environmental sustainability.

The Branch also provides operational support through the Concierge and Building Services Team to 220 London Circuit, Nara and ACT Government FlexiSpaces. The position also has executive oversight responsibilities for the delivery of the program of works to transition Winyu House, its staff and processes, into an ABW environment and FlexiSpace location in Gungahlin.

To apply: Interested candidates should submit a one page Expression of Interest and current curriculum vitae (including the contact details of two referees) to Kirsten Thompson via email to kirsten.thompson@act.gov.au by COB Wednesday 9 November 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: Kirsten Thompson (02) 6207 8207 kirsten.thompson@act.gov.au

Shared Services

Partnership Services

Recruitment and Information Service

Senior Recruitment Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 33490)

Gazetted: 28 October 2022

Closing Date: 6 November 2022

The Recruitment and Information Services team are seeking applications from highly motivated, customer focused individuals who would relish the opportunity to deliver recruitment services across the ACT Public Service (ACTPS). We are a fast paced and high volume area, often the first point of contact for people looking to work with the ACTPS which places us on the front line for attracting great people to the service.

The Senior Recruitment Officer is responsible for:

- Operational support including, quality assurance of requests and allocating requests to officers across teams.
- Providing support and guidance to staff including training.
- Manage complex cases and requests in relation to a range of recruitment activities.
- Providing advice to directorate customers regarding recruitment matters, including procedures and policies/legislation.
- Relationship management of directorate customers and their employees.

To be successful in this role you will have:

- High levels of attention to detail.
- Ability to build productive relationships within and across teams.
- Excellent written and verbal communication skills.
- Organisation and time management skills.
- Ability to quickly reprioritise work according to changing priorities.
- Sound judgment.

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: Recent experience working in a Human Resources area within government will be highly regarded.

Note: This is a temporary position available until 30 June 2023 with the possibility of extension and permanency. This process will be used to fill identical vacancies on both a permanent and temporary basis which may occur over the next 12 months.

Currently the team is working under a hybrid arrangement with flexibility to work from home and office. There is requirement to be available in the office on a regular/as needed basis and these arrangements

maybe subject to change.

How to Apply: To be considered for this position, please review the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description and provide a response (in no more than two pages, font 12) which identifies your relevant experience and expertise to meet these capabilities. Please also submit a current curriculum vitae and the details of two referees.

Applications should be sent to the Contact Officer.

Property and Shared Services

Partnership Services

Record Services / Physical Records Services

Projects and Sentencing, Team Leader

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 39216)

Gazetted: 28 October 2022

Closing Date: 11 November 2022

Details: Do you have experience in leading and managing teams? Do you have excellent communication skills and the ability to provide high level support to achieve set outcomes?

Record Services / Physical Records Support (PRS) has the perfect opportunity for you. Record Services / Physical Records Support is seeking experienced team leaders to join the team as Project and Sentencing Team Leader.

The successful applicant will be responsible for the day to day management of the PRS Project and Sentencing team who are responsible for sentencing unsentenced records. The successful candidate will provide leadership, guidance and motivation to the Projects and Sentencing team, including but not limited to, monitoring team's performance and the performance of individuals to ensure team objectives are achieved. Utilise HP Content Manager to complete record imports, track record locations and manage data. Support staff in the development of their skill sets, identify training needs and deliver training to staff to ensure a well-skilled and high performing team.

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

Eligibility/Other Requirements: This position requires the ability to work in a manual handling environment.

Note: This is a temporary position available for a period of up to 3 years 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 referees only.

How to Apply: Please send a personal pitch (two page maximum) in response to the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description, your current Curriculum Vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tegan Gaughran (02) 6207 5788 tegan.gaughran@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

End User Services

Test Analyst

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 14527)

Gazetted: 28 October 2022

Closing Date: 11 November 2022

Details: End User Services (EUS) is seeking a motivated person to take on the role of Test Analyst. This role is responsible for assisting in the testing phases of operational and development activities including large-scale upgrades of a Standard Operating Environment (SOE). The role will successfully coordinate and conduct BAU and UAT testing, take ownership and provide advice on a range of identified issues during testing to ensure timely resolution and manage individual and team workflows using testing tools and documents.

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: The successful applicant will need to hold or be able to rapidly obtain an ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline security clearance equivalent).

Note: This is a temporary position available for a period of three months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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. Former ADF members are also encouraged to apply. Please note, this position may be transitioning to activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk. Working from home part time may form part of the flexible work arrangements for this position.

How to Apply: After reviewing the Position Description, please provide a written response to each of the individual six capabilities listed in the "What you require" based on the 'What you will do' section. Describing experience, examples, and claims of suitability for each capability separately. Applications should be limited to cover sheets, applicant's Curriculum Vitae, and no more than two pages of response that addresses the required capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Franky Chanthanao (02) 6207 9849 franky.chanthanao@act.gov.au

Access Canberra

Licensing and Registration

Transport Licensing

Assistant Director – Licensing and Registration

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52667)

Gazetted: 28 October 2022

Closing Date: 4 November 2022

Details: We work in a highly responsive environment where your priorities will change several times throughout any given day. We have diverse Government stakeholders and a broad range of clients whose licensing and registration needs are sometimes complex in nature.

This role will lead the Business Support and Training team within Transport Licensing which includes: Development of policy and procedures for users of rego.act.

Development and delivery of training for Access Canberra staff and Motor Vehicle Dealers.

Strategic ICT engagement- coordinating work to the rego.act database.

Forms and website.

Helpdesk services (including calls, emails, and correction of errors) for users of rego.act eg. ACT Policing, Motor Vehicle Dealers, Access Canberra staff.

In this role you will need to provide leadership and sound judgement in providing high quality support to other areas of Access Canberra and external stakeholders who serve the ACT community. You will need to also

Ensure good governance for risk and evidence-based decision making within limited timeframes.

Lead a work culture where work achievements are recognised and celebrated.

Contribute to the delivery of significant projects within Transport Licensing including implementing business and regulatory reforms.

Build and maintain high quality collaborative and constructive relationships across ACT Government and with relevant external entities, to drive positive outcomes.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are welcoming of your application.

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 for up to 12 months.

How to Apply: Please submit the following:

A two-page pitch detailing why you are the best person for the role, addressing the Selection Criteria in the attached Position Description.

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

Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Wilson (02) 6207 7155 rebecca.wilson@act.gov.au

Access Canberra

Licensing and Registrations

Liquor and Gaming Licensing

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38508, several)

Gazetted: 31 October 2022

Closing Date: 7 November 2022

Details: Do you thrive in a complex regulatory environment where there are more peaks than troughs? Do you have experience in the delivery of significant government reform and initiatives? If the answer is 'Yes' then the Liquor and Gaming Licensing Team wants to hear more about you and why you are the ideal candidate for the role. We work in a highly responsive environment which at times includes supporting the implementation of significant regulatory reform to the liquor and gaming industries. We have diverse Government stakeholders and a broad range of Industry based clients whose licensing and registration needs are often complex in nature.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are welcoming of your application.

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.](#)

Further information on working at CMTEDD can be found at:

http://www.jobs.act.gov.au/_data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

Eligibility/Other requirements:

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

Previous experience in a regulatory environment is highly desirable.

Knowledge of the gaming industry is desirable.

Notes: This is a temporary position available immediately for a period of six months with a possibility of extension up to 12 months. An order of Merit may be established. Selection may be based on application only.

How to Apply: Interested candidates are requested to submit a pitch of no more than two pages detailing how you are the right person for this opportunity and providing examples to demonstrate how your skills, knowledge, behavioural capabilities and experience are suited to the role. Please attach your curriculum vitae and the contact details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Nowlan (02) 6205 2534 Andrew.Nowlan@act.gov.au

Treasury

Budget, Procurement, Infrastructure and Finance

Procurement ACT

Senior Director, Contracts and Category Management

Senior Officer Grade A \$157,201, Canberra (PN: 18888)

Gazetted: 31 October 2022

Closing Date: 21 November 2022

Details: We are seeking a Senior Director Contracts and Category Management in the Goods and Services Procurement Branch of Procurement ACT. The Senior Director leads the Contracts and Category Management team (CCMT) which establishes and maintains whole-of-government arrangements through effective performance based contract management (as both owners and advisors). The CCMT is currently a team of 11 staff managing whole of government arrangements across three broad category areas. Namely, the Energy portfolio, Workforce Services portfolio and the Travel and Stand-alone contracts portfolio. The role requires strong leadership skills and technical knowledge combined with demonstrated experience in procurement and contract management.

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

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

How to apply: To apply for this role please supply a copy of your curriculum vitae and a coversheet, as described in the Position Description. As well as completing the details required on the coversheet, applicants will be required to provide an application in the format specified below.

Taking into consideration the *Duties/Responsibilities* section of the Position Description, please provide a general overview of why you believe you are suitable (maximum 300 words).

Describe how your personal attributes will positively and effectively contribute to our team and enhance our relationships with stakeholders (maximum 350 words).

Please describe your key relevant achievements which support your claims (maximum 300 words).

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

Contact Officer: Dave Purser (02) 6205 8013 Dave.Purser@act.gov.au

Economic Development

Skills Canberra

Skills Promotion and Support

Skills Canberra Field Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 35753)

Gazetted: 01 November 2022

Closing Date: 15 November 2022

Details: Skills Canberra is seeking a highly motivated and enthusiastic Field Officer.

Do you have a can-do attitude and enjoy contributing to a positive workplace culture while achieving results?

We're looking for a customer-centric Field Officer who will support quality assurance and best practice in vocational education and training. Skills Canberra Field Officers engage in scheduled visits with Australian Apprentices and their employers to monitor compliance with their training contract and the National Code of Good Practice for Australian Apprenticeships. Field Officers also participate in engagement activities to educate stakeholders on apprenticeship, traineeship and other VET pathways in the ACT.

Skills Canberra is responsible for the provision of strategic advice and overall management of vocational education and training (VET) in line with the *Training and Tertiary Education Act 2003*. This includes Australian Apprenticeship policy, priorities, regulatory and administrative arrangements.

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 until 28 April 2023 with the possibility of permanency. A merit pool will be established from this recruitment round to fill future vacancies that may arise over the next 12 months. Selection may be based on applications and referee reports only. Our workforce is currently working in a hybrid of home and the city office block. The successful candidate will be provided information on how to work from home safely and effectively. The city office block is designed for activity-based working (ABW) where officers do not have a designated workstation/desk.

How to Apply: Please provide:

a supporting statement of no more than two pages outlining experience and/or abilities against the 'Professional/Technical Skills and Knowledge' and 'Behavioural Capabilities' criteria outlined in the Position Description

your current curriculum vitae

the names and contact details of at least two referees.

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

Contact Officer: Angela Lee (02) 6205 8449 Angela.Lee@act.gov.au

Digital, Data and Technology Solutions

Design and Strategy Branch

Senior Director, Design and Strategy

Senior Officer Grade A \$157,201, Canberra (PN: 59361)

Gazetted: 02 November 2022

Closing Date: 16 November 2022

Details: We are looking for a self-motivated, highly organised and adaptable team leader who is passionate about achieving outcomes across government and for the community, enabled by digital and design.

You are a natural collaborator and problem solver. You understand policy and technology, and how they come together to deliver solutions that the community needs, as well as being efficient and sustainable for government. You work with your team and colleagues in directorates to maintain whole of government priorities for digital initiatives and investment which go towards achieving the intent of our ACT Digital Strategy.

In this role, you will lead and steward change to shape and grow the emerging best practice design and delivery capability of government, based in the Design and Strategy Branch of Digital, Data and Technology Solutions (DDTS). You will also manage and lead the team responsible for capturing emerging digital needs of government, delivering design-led outcomes with directorates, and providing strategic guidance and advice.

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 CMTEED from some of our staff.](#)

Notes: This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please provide a maximum of a two-page Expression of Interest addressing the Professional / Technical Skills and Knowledge and Behavioural Capabilities within the Position Description, a current curriculum vitae, and contact details of two referees

Applications should be submitted directly via the Apply Now button below

Shared Services

Finance Services

Finance Operations/Business Intelligence and Support

Manager - Analytics, Business Intelligence and Support

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 07164)

Gazetted: 31 October 2022

Closing Date: 7 November 2022

Details: Shared Services Finance Operations is a customer focussed business area that works collaboratively with stakeholders and partners in the delivery of integrated finance service operations on behalf of the ACT Government, to strengthen its business partnership arrangements across the directorates and ACT entities. Included are the functions of accounts payable, accounts receivable, banking services, debt management as well as business intelligence and support.

Applications are sought from self-motivated, highly capable individuals for the position of Manager, Analytics – Business Intelligence and Support. As part of this role, the successful applicant will oversee Finance Operations' program of works around the design, delivery, and maintenance of the business intelligence program.

The successful candidate will be required to analyse and synthesise complex datasets across a range of ACT Government financial systems, to be able to identify trends, patterns, and present data to both internal and external stakeholders. This will require strong analytical, communications and stakeholder engagement skills, as well as a strong understanding of the strategic requirements of a financial operations area.

Eligibility/other requirements: A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one. Relevant Tertiary qualifications in finance, business or another relevant discipline are highly desirable for the role. Relevant experience in business intelligence and/or business improvement in either a government or private enterprise context is highly desirable for this role.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 for 12 months with the possibility of permanency. Selection may be based on application and referee reports only.

How to apply:

Applications are sought from potential candidates and must include:

Two-page pitch addressing the What You Require section of the attached Position Description, Current curriculum vitae and contact details of at least two referees

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

Contact Officer: Jason Gannon (02) 6205 0359 Jason.Gannon@act.gov.au

ACTPS Centre for Leadership and Innovation

Diverse and Inclusive Talent

Director, Diverse and Inclusive Talent

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59360)

Gazetted: 01 November 2022

Closing Date: 15 November 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 opportunity for a Director to join us here at the ACTPS Centre for Leadership and Innovation.

As a 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.](#)

Diverse background?

As you would expect, 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+, Veterans, neurodiverse, and those from culturally and linguistically diverse backgrounds.

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.

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

How to Apply: Please submit a two-page (maximum) 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 61262055303 Janet.Wilson@act.gov.au

Treasury

Shared Services - Finance Services

Finance Operations - Accounts Payable

Finance Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 07727, several)

Gazetted: 28 October 2022

Closing Date: 11 November 2022

Details: Shared Services Finance Operations have several permanent and temporary vacancies for a Finance Officer role at the ASO3 level. Candidates successful in this recruitment may be placed within either Accounts Payable, Banking or Accounts Receivable teams, depending on their experience and skillset.

The Shared Services Finance Operations team provide accounts payable, accounts receivable, banking, debt management and business intelligence functions for the ACT Government. The team are experts in their field providing a customer focused business area that works collaboratively with stakeholders and partners to deliver integrated finance service operations on behalf of the Territory.

We are seeking enthusiastic and highly motivated individuals to join our team. In this role you will be responsible for undertaking a range of support services and processing functions in a Finance Operations environment.

You will be someone who is able to work cooperatively within a team environment, be a strong and clear communicator with exceptional time management skills. You will also possess well-developed

problem solving and analytical skills and be able to effectively prioritise workloads in order to meet tight deadlines in a fast-paced operational environment.

To be successful in this role you should have a strong understanding of the work practices and procedures that underpin a successful finance operations environment.

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

Eligibility/Other Requirements: Previous experience in a finance operations or processing environment would be highly regarded.

Note: There are temporary positions available immediately for a period of six months with the possibility of 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 made on application and referees report only. You are strongly encouraged to contact Tash Grant (contact officer) should you have questions regarding the contract duration.

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the “What you will do” and “What you require” sections and submit a personal pitch of no more than two pages. Your personal pitch should be written in an engaging and conversational format and include information that provides evidence of your capabilities against the professional/technical skills and behavioural capabilities required for this role. We want to hear from you, why you are interested in the role and what makes you the best person for the job. Do not use headings within your personal pitch and do not write as though you are responding to specific question, like you would do addressing a Selection Criteria. A current Curriculum Vitae must also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tash Grant (02) 6205 4066 tash.grant@act.gov.au

Shared Services

Partnership Services

Recruitment and Information Services

Team Leader, Recruitment and Information Services

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 08268)

Gazetted: 28 October 2022

Closing Date: 9 November 2022

Our team provides cross government recruitment services including advertising, position creation and management, onboarding and executive/specialist engagements. It is a high volume, fast paced environment which requires resilience and agility to provide expert advice and outcomes in a timely and accurate manner.

As the Team Leader, you will motivate, support, guide and challenge the members of your team. You will monitor the team’s productivity and set work priorities for the team to ensure key performance indicators are being met. You will directly supervise and manage team’s performance including coaching, performance feedback and identify and manage training needs. Stakeholders and colleagues will require you to provide advice on recruitment matters in line with legislation and guidelines. Your position will add value to the individuals you manage, the team more broadly and the customers we provide service to. The Team Leader is an active member of the management team and is required to provide expert advice to team members and senior management on various areas of recruitment to assist in problem solving, business improvements, resource management and stakeholder involvement. It is expected that you will have vision to review current processes and identify opportunity to improve the way we do business and the customer experience. 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: Recent experience working in a Human Resources area within government will be highly regarded.

Note: This position is full-time permanent. Currently the team is working under a hybrid arrangement with flexibility to work from home and the office. There is requirement to be available in the office on a regular/as needed basis and these arrangements may be subject to change. This process will be used to fill identical vacancies on both a permanent and temporary basis which may occur over the next 12 months.

How to Apply: To be considered for this position, please review the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description and provide a response (in no more than two pages, font 12) which identifies your relevant experience and expertise to meet these capabilities. Please also submit a current curriculum vitae and the details of two referees.

Applications should be sent directly to the Contact Officer.

Workforce Capability and Governance

Industrial Relations and Public Sector Employment

Public Sector Employment

Redeployment Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 16423)

Gazetted: 28 October 2022

Closing Date: 11 November 2022

Details: The Industrial Relations and Public Sector Employment (IRandPSE) team are looking for people who have the capacity to understand the rules and parameters of the ACTPS employment framework but also to comprehend the human and interpersonal impacts of our framework in practice by understanding what is at stake for affected employees.

Through exceptional stakeholder management, you will deliver a wholistic service of providing guidance, having difficult conversations, and reaching practical outcomes through our redeployment framework. You will thrive with sound empathy, resilience and integrity when using your knowledge and skills to navigate complex and sensitive situations.

You will uphold professionalism, impartiality and discretion when dealing with stakeholders and will often have to manage differing opinions. Above all, you will have emotional intelligence and integrity to understand and implement legislative obligations whilst managing all situations in an ethical manner.

What can we offer in return?

The IRandPSE team value strong work ethic but also have a solid sense of humour. The team has a highly connected and collaborative work culture and would welcome a person who has the interpersonal qualities as well as an agile and adaptive style to match the changing workflow and priorities that come with being a small team within the CMTEDD directorate.

We are committed to you and your development and will always support your growth and wellbeing.

We have a transparent and empowering approach to ensuring you are successful in your role and are given opportunities for continuous improvement. Your input will be valued across the diverse workload that the IRandPSE team is engaged in, and you will be appreciated and acknowledged for what you bring to the team.

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

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Current and former ADF members are encouraged to apply.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sharna Groot (02) 6205 4553 sharna.groot@act.gov.au

Digital, Data and Technology Solutions

Design and Strategy

Portfolio Governance and Support Services

Governance and Assurance Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 49473)

Gazetted: 27 October 2022

Closing Date: 10 November 2022

Details: Portfolio Governance is looking for a Governance and Assurance Officer to join the team and support the successful delivery of DDTS ICT projects. This is a great opportunity to gain further insight into Project Assurance and Governance.

The ideal applicant will have an established skillset for producing various project related reports and dashboards. The role also provides support in managing project related artefacts to promote best practice project delivery and compliance.

If you're an enthusiastic and motivated team player who can hit the ground running to deliver outcomes in the project assurance space, please see below instructions on how to apply.

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 CMTEEDD from some of our staff.](#)

Eligibility/Other Requirements

Note: This is a temporary position available for three months with the possibility of extension up to 12 months and/or permanency. This position is in a team with hybrid working arrangements and mostly working from home. Officers will not have a designated workstation/desk.

This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

How to Apply: Applicants should submit:

- Your curriculum vitae;
- Names and contact details of two professional referees; and
- A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position

Applications should be submitted via the Apply Now button below.

Contact Officer: Donald Hage (02) 6205 1530 Donald.Hage@act.gov.au

Economic Development

artsACT

Senior Director, artsACT

Senior Officer Grade A \$157,201, Canberra (PN: 49095)

Gazetted: 27 October 2022

Closing Date: 10 November 2022

Details: artsACT is seeking a Senior Director to collaboratively develop and implement high quality, evidence-based arts policy and programs to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy, and to create a vibrant community for Canberrans and for people visiting Canberra. In particular, the successful applicant will manage and oversee strategic, program, and policy development activities of artsACT, in particular delivery of the Arts, Culture and Creative Policy 2022-2026.

The successful applicant will have excellent analytical and conceptual skills and high-level management skills including financial, project and program management. They will have high-level communication skills, including the ability to provide strategic advice, develop high-quality policy and ministerial documents, undertake public presentations, negotiate persuasively and represent effectively. They will have experience in building and maintaining strategic relationships, undertaking cross-government collaborations and working across state/territory governments and the ability to lead, manage and develop a client focused team and foster a positive and productive working environment.

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

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

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: CarolineM Fulton 6207 6809 CarolineM.Fulton@act.gov.au

Property and Shared Services

ACT Property Group

Estate and Procurement Management

Assistant Director, Sustainability

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 09936)

Gazetted: 27 October 2022

Closing Date: 14 November 2022

Details: This role is suited to someone who has experience in achieving sustainability and energy efficiency outcomes in buildings and properties and wants to work closely with the building owner on achieving improvements in government buildings. This position will work with staff across the organisation and occupants of properties to raise awareness about environmental sustainability options. This includes investigating, planning, co-ordinating and facilitating delivery of environmental sustainability projects, initiatives, policies and procedures. This position will also monitor energy

management across ACT Property Group managed properties and assets, to ensure that energy savings opportunities are identified and achieved.

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

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

Eligibility/ Other Requirements:

This position requires:

Relevant qualifications such as building or mechanical engineering, energy efficiency, building environment management and/or relevant experience working on environmental sustainability initiatives.

Hold or have the capacity to obtain White Card and Asbestos Awareness.
a current driver's licence (car)

Relevant training and/or qualifications in environmental sustainability, building, procurement or project management are highly desirable

Membership or the ability to obtain membership with relevant professional organisation(s) is desirable

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Teresa Morey (02) 6207 6528 actpgcorporate@act.gov.au

Digital, Data and Technology Services
Technology Services Branch

Endpoint User Services

Senior Director, Endpoint User Services

Senior Officer Grade A \$157,201, Canberra (PN: 31051)

Gazetted: 27 October 2022

Closing Date: 14 November 2022

Details: The Technology Services Branch (TSB) delivers a diverse and cohesive range of customer focussed and technically efficient products, support and core technology solutions that underpin service delivery across the ACT Government. This includes identifying and delivering key strategic technology investment priorities including the adoption of consumption-based service models, device and location independence and cyber-resilience.

The role leads the User Services section in the provision of end-user desktop computing services to the ACT Government.

What you will do:

Lead the Endpoint User Services section, including management of staff, physical, and financial resources

Manage, provide technical and strategic leadership, and continually develop core desktop computing ICT services such as:

PC Standard Operating Environment (SOE) and associated applications

desktop software packaging and deployment services including thin client (Citrix)

Website Development and hosting on a common Whole of Government platform

Remote access to the ACT government environments via Microsoft and Citrix platforms

Oversee and conduct testing and evaluation of end-user hardware and software on behalf of Digital, Data and Technology Solutions and its customers

Level 3 end user, software application and print services support

Manage Digital, Data and Technology Solutions relationships with key suppliers and providers of ICT products and services as consumed by the section.

Provide high-level oversight of project-based work requested by Strategic Business Branch.

Provide representation at internal forums and committees.

This position does involve direct supervision of up to 60 staff with up to 6 direct reports.

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

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

How to Apply: If you are interested in applying for this position, please provide a written statement, maximum three pages total, responding to the eight capabilities in the 'What You Require' section of the Position Description. A copy of your current curriculum vitae and contact details of at least two referees should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ash Rutledge (02) 6207 5293 Ash.Rutledge@act.gov.au

Digital Data and Technology Solutions

Customer Engagement Services Branch

Service Management

ICT Release Manager

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 01298)

Gazetted: 27 October 2022

Closing Date: 3 November 2022

Details: Digital, Data and Technology Solutions (DDTS) provides strategic, technical, tactical, and transactional support for ICT services to ACT Government Directorates. DDTS manages several whole-of-government business systems, as well as having responsibility for critical ICT infrastructure on behalf of the ACT Government.

Digital, Data and Technology Solutions (DDTS) provides a comprehensive range of ICT and allied services to all ACT Government Directorates, ACT Government schools, and the Canberra Institute of Technology. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. DDTS also provides ICT project management, application development, and teams of staff collocated in directorate locations providing contextual advice and guidance as well as business system support services.

The ICT Release Manager is responsible for the transition of ICT changes being released into the live production environment. This entails attending meetings and overseeing the approval of new solution designs and version upgrades by the appropriate technical teams prior to them being released into the production environment.

The Change and Release team of DDTS are looking for a motivated governance specialist to join the team for a period of 12 months to assist with the risk management processes that protect ACT Government's systems and assures system owners and executive that ICT updates, maintenance and implementations. The successful applicant will have a head for detail, and data analysis work in identifying trends, and a personable outlook to assist with relating to staff across the organisation at all levels.

ITIL certifications are highly desirable but not essential for the role.

Duties of the Release Manager include:

Working in a multi-disciplinary team you will assume responsibility for assigned tasks and outcomes and ensure they are completed in a timely fashion.

Represent, negotiate, and communicate with a range of different stakeholders at all levels.

Establish and maintain effective business relationships with key stakeholders within DDTS and directorates.

Collaborate with technical teams, project office and solution architects in delivering changes to the ICT infrastructure environment.

Ensure delivery of appropriate support documentation.

Ensure that all deployment activity has been authorised by ICT Change Management.

Manage ICT Release functions in alignment with ITIL practices as they pertain to ACT Government business requirements.

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 from 14 November 2022 until 10 November 2023. Selection may be based on application and referee reports only.

How to Apply: Please carefully review the Position Description and provide a written pitch of no more than two pages.

In the written pitch, it is encouraged that you use specific examples that demonstrate how your skills and experience meet the Professional/Technical Skills and Knowledge, the Behavioural Capabilities, and the Compliance Requirements /Qualifications as outlined in the Position Description. You may choose to

use these headings to structure your response. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natasa Micev (02) 6207 7797 Natasa.Micev@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Utilities Technical Regulation

Senior Regulatory Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46792)

Gazetted: 27 October 2022

Closing Date: 10 November 2022

Details: Are you our new Senior Regulatory Officer?

Do you like a challenge and want to be a key part of a high performing team who work to support safer, reliable, and efficient delivery of regulated services in the Territory? Then this opportunity is for you!

Multiple Senior Regulatory Officer positions are available within the Utilities Technical Regulation (UTR) team. UTR team supports the ACT Government Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. Further information on UTR is available at www.accesscanberra.act.gov.au/s/article/utilities-technical-regulation-tab-overview

UTR is seeking several Senior Regulatory Officers for working with licensed and unlicensed utilities and personnel from multiple discipline and providing support to technical matters to assist with the development and delivery of regulatory projects.

Further details can be found in the Position Description.

The successful candidate must have highly developed communication skills, including the ability to develop a range of high-quality written documentation, including strategic and operational documentations, legal instruments and a range of briefings including matters of UTR annual compliance reports and Cabinet submissions. The candidate must have the ability to be able to work with a multi-disciplinary team to provide clear advice to the Technical Regulator, Minister and a range of stakeholders.

Applications addressing responses to selection criteria as well as a curriculum vitae and two referees are sought from applicants with suitable experience in government processes and overseeing regulations applicable to the regulation of licensed and/or unlicensed regulated utilities.

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 a demonstrably relevant field would be highly desirable.

Experience in a regulatory environment, within a utility or policy area, is highly desirable.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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: If the above role sounds like you and you want to be part of a dynamic team working in regulation space, please submit no more than two pages addressing your suitability against the Selection Criteria listed in the Position Description, a current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vijender Kumar (02) 6205 0184 Vijender.Kumar@act.gov.au

Property and Shared Services

Partnership Services

Record Services / Physical Records Support

Records Project Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 05755, several)

Gazetted: 28 October 2022

Closing Date: 11 November 2022

Details: The successful applicants will be primarily responsible for inventorying and sentencing of records in accordance with legislation and with *Territory Records ACT*. Demonstrate sound knowledge and experience of legislation and policy frameworks governing the management of ACT Government records and information. Utilising technical expertise, you will assist in managing and the administration of file management systems to deliver an effective and high-quality records management service. Demonstrated ability to possess a good working knowledge of record keeping systems (e.g HPE Content Manager), including the ability to record and maintain accurate records. You will be required to assist with the analysing records to identify Directorate ownership and sentence accordingly. Therefore the successful applicants will have the ability to gain or have a fundamental understanding of the present ACT Government structure.

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

Eligibility/Other Requirements:

- This position requires the ability to work in a manual handling environment.

Notes: This is a temporary position available for up to 3 years 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 referees only.

How to Apply: To apply, please send a personal pitch (two page maximum) in response to the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description, your current Curriculum Vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tegan Gaughran (02) 6207 5788 Tegan.Gaughran@act.gov.au

Access Canberra

Corporate Support and Capability

Gambling and Harm Prevention Team

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40751)

Gazetted: 28 October 2022

Closing Date: 11 November 2022

Details: Do you enjoy working in a team to find new ways to deliver results? Are you looking for an opportunity to make real change in the community? Does the opportunity to think about the big picture, play with data and run evaluation make you jump out of bed in the morning? If the answer to these questions is yes, then Access Canberra has an opportunity for you within the Gambling and Harm Prevention team. Access Canberra and the ACT Gambling and Racing Commission (the Commission) has

the aspiration of achieving a Canberra free from gambling harm, and has adopted a public health approach to realising this vision; and Access Canberra needs a special person to help it deliver. The Gambling and Harm Prevention team is responsible for supporting the Commission and is after a person who can help implement changes in gambling harm prevention and work on projects for the Gambling and Racing Commission. To be successful you should embrace 'change as being the new normal', support and nurture innovation and collaboration with a renewed focus on outcomes. You will need to be a good communicator with excellent interpersonal skills and the management of multiple tasks and projects.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 until 8 September 2023 with the possibility of permanency. This position operates within an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the Selection Criteria, your current curriculum vitae and details of two referees, one of which should have worked with you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tanya Armstrong (02) 6207 8220 Tanya.Armstrong@act.gov.au

Chief minister

Workforce capability and governance

Workplace safety and industrial relations

Assistant Director, Data and Analytics

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 56896)

Gazetted: 28 October 2022

Closing Date: 22 November 2022

Details: Are you a data wizard? Do you like fixing problems? Can you juggle priorities while maintaining stakeholder expectations? Look no further! This might be the position for you!

This is an opportunity for individuals who are interested in data and analytics in the areas of workplace health and safety, workers' compensation, managerial finance, and self-insurance to join the Data, Analytics and Finance Team (DAFT) within the Workplace Safety and Industrial Relations (WSIR) Group in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

The Assistant Director, Data and Analytics is responsible for managing data governance; developing and curating datasets for analysis; and developing tools that facilitate better use of data and add value across a wide range of business processes. Duties also include providing a range of reporting and analytics services to other teams within the WSIR Group, CMTEDD and other ACT Government Directorates and agencies as well as external stakeholders and partners.

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

The 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/or equivalent relevant experience in actuarial studies, statistics, data science and other related disciplines would be an advantage.

Experience with contemporary data discovery tools such as Microsoft SQL, Python, SAS, R or equivalent would be an advantage.

Experience with contemporary data visualisation tools such as Microsoft Power BI, Tableau or equivalent would be an advantage.

Experience in the areas of insurance, work health and safety, work-related injury management or workers' compensation is highly desirable.

Notes: A Merit Pool/List may 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. The ACTPS offers a collaborative and supportive work environment. We value and encourage the contribution of people from diverse backgrounds, experiences and perspectives.

This position is based in the ACT in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Flexible working arrangements, including flexible working hours (e.g. start and finish times) and locations (e.g. working from home), are accessible in line with governing policies.

To learn more about the ACTPS and what we offer, please go to [work with us](#).

How to Apply: Applications must include:

A written 'pitch style' application of no more than two pages in length responding to the criteria listed in the 'What you require' section of the Position Description

A current curriculum vitae

Details of at least two referees

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

Contact Officer: Jonathan Feng (02) 6205 7387 Jonathan.Feng@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Business Readiness

Senior Communications Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54428)

Gazetted: 02 November 2022

Closing Date: 16 November 2022

Details: Are you a communications whiz looking for a new opportunity? Do you approach your work with curiosity and a solution focussed attitude? Then this opportunity is for you!

Strategic Business Branch (SBB) in Digital Data and Technology Solutions (DDTS) is seeking a motivated and enthusiastic individual to join our Business Readiness team. We are looking for communications specialists who are passionate about organisational change and being part of an innovative new function, which supports and enables activities directed towards making Canberra an even better place to live or work.

As a Senior Communications Officer with the team, you will have the opportunity to work across diverse projects while also supporting branch wide initiatives. Each day in the role will be different and will provide you with the opportunity to challenge yourself with interesting and engaging work. Some of the work you will be involved in includes:

Developing and implementing a content strategy for our Branch internal communications platform

Assisting project managers to develop project related communications

Providing advice and guidance to SBB leaders to assist them to solve complex communications issues

Working closely with the EBM to deliver innovative Branch initiatives

Collaborating with communications counterparts in DDTS and across Government
And so much more!

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

Eligibility/other requirements: Relevant tertiary qualifications and experience working professionally in communications is desirable.

Note: 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit an Expression of Interest no longer than two pages highlighting your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

We encourage creativity so think outside the box with your application!

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

Contact Officer: Erin Emery (02) 6207 8462 Erin.Emery@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

Family Safety

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 39959, several)

Gazetted: 27 October 2022

Closing Date: 10 November 2022

Details: The Office of the Coordinator-General for Family Safety is seeking a passionate and experienced leader to oversee, develop and procure a range of pilot initiatives that support the prevention of domestic, family and sexual violence, and/or responses to victim survivors. The successful occupant will have strong leadership and mentoring skills, a proven ability to deliver, and a demonstrated knowledge of domestic, family and sexual violence and the systemic challenges facing victim survivors. We are looking for someone who is able to manage a small team, support the executive in briefings to Ministers and sector leaders and also be responsive to the changing domestic, family and sexual violence landscape.

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

Note: This is a temporary position available for 12 months with the possibility of permanency. Selection may be based on application only and a merit pool may be established to fill other similar vacancies in the future.

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Skills, Knowledge, and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the [Apply Now](#) button below.

Contact Officer: Nina Birkel (02) 6205 1169 Nina.Birkel@act.gov.au

Strategic Policy

Housing and Inclusive Policy

Housing ACT Financial Sustainability Taskforce

Senior Director (Policy), Housing ACT Financial Sustainability Taskforce

Senior Officer Grade A \$157,201, Canberra (PN: 59301)

Gazetted: 27 October 2022

Closing Date: 3 November 2022

Details: The Housing ACT Financial Sustainability Taskforce is considering a range of levers to ensure Housing ACT can deliver its core business in a financially sustainable way in the context of the Territory's overall fiscal position. The Senior Director, Housing ACT Financial Sustainability Taskforce (Policy), will be responsible for exploring the policy drivers impacting the financial and operational settings of the Public Trading Enterprise and its role in providing housing assistance to the low-income and vulnerable Canberrans.

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

Note: This is temporary position available immediately until 10 February 2023, with the possibility of extension until 30 June 2023.

Selection may be based on written response and/or references only.

How to Apply: Your suitability for this position will be assessed based on an expression of interest that summarises your experience and acumen in relation to the position requirements. This EOI should be a maximum of 200 words in total.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brooke Yates (02) 6205 0887 Brooke.Yates@act.gov.au

Children Youth and Families

Practice and Performance

Child and Youth Record Information System (CYRIS)

Assistant Director, CYRIS Data Quality and Training, CYRIS Business System Team

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53493)

Gazetted: 27 October 2022

Closing Date: 14 November 2022

Details: The Child and Youth Record Information System (CYRIS) is the client management system for Child and Youth and Protection Services (CYPS), Bimberi Youth Justice Services, Child and Family Centres (CFCs) and the Child Development Service (CDS). It is based on the Microsoft Dynamics 365 platform and integrates with Content Manager and Documents Core Pack. It has the capability to integrate with portals and other applications.

The SOG C Assistant Director, CYRIS Data Quality and Training role will support the Senior Director, CYRIS Business System team to analyse data quality and coordinate data remediation, work with Subject Matter Experts (SMEs) to recognise and resolve problems, provide onsite support, manage and conduct end user training and develop training material. As a member of the CYRIS team, the role will also be expected to support other related activities as needed including testing of functionality. The responsibilities of the CYRIS team are diverse, and this role encompasses both system and business process elements, with frequent interaction with key stakeholders including end users, Policy and Learning and Development.

Eligibility/ Other Requirements:

Please note, a Working with Vulnerable People registration 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-wwvp-registration-tab-overview>.

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

The successful applicant will be required to work from CSD work location across Canberra

Notes: This is a temporary position available from 9 January 2023 to 9 February 2024. 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. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Tashya Heaney (02) 6205 7686 Tashya.Heaney@act.gov.au

Children, Youth and Families

Child and Youth Protection Services - Practice and Performance

Assessment and Support

Director, Assessment and Support

Child and Youth Protection Professional Level 5 \$142,095 - \$159,543, Canberra (PN: 11565)

Gazetted: 01 November 2022

Closing Date: 15 November 2022

Details: The Children, Youth and Families division provides early intervention and prevention services to ACT children, young people and their families and provides services to children with developmental delays. Children, Youth and Families also works with key stakeholders in government and the community sector to provide child protection and youth justice services to children, young people, their families and their carers. Children, Youth and Families works to support vulnerable children and young people to be safe, strong and connected.

The Child and Youth Protection Professional Level 5 (CYPP5) Director role is responsible for providing strong leadership and implementing improvement strategies to ensure CYPS (Child Youth Protection Services) has the capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients. Assessment and Support has a significant role in increasing CYPS proficiency in demonstrating best practice in delivering trauma informed and culturally informed case management through undertaking suitability assessments, kinship carer assessments, support training and permanency planning for children in care, in addition to coordinating assessment referrals for Melaleuca Place, therapy/counselling and Court ordered assessments.

Eligibility/Other Requirements:

Essential qualifications and experience:

Relevant tertiary qualifications in Social Work, Psychology or related discipline and equivalent work experience in child protection and/or youth justice.

At least five years practice experience working with children, young people and their carers or families.

Extensive program management experience at a senior level to achieve organisational outcomes.

Current driver's licence.

Desirable qualifications and experience:

Experience working with children, young people and their carers or families.

Project management and or audits and review processes.

Other:

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 a period of six months with the possibility of permanency. 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. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae. and details of two referees.

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

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

Contact Officer: Maria Kanellopoulos (02) 6207 6968 maria.kanellopoulos@act.gov.au

Children, Youth and Families

Child and Youth Protection Services Operations and Child and Youth Protection Services Practice and Performance

Child and Youth Protection Services Operations and Child and Youth Protection Services Practice and Performance

Executive Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 12927, several)

Gazetted: 31 October 2022

Closing Date: 7 November 2022

Details: The Children, Youth and Families division provides early intervention and prevention services to ACT children, young people and their families and provides services to children with developmental delays. Children, Youth and Families also works with key stakeholders in government and the community sector to provide child protection and youth justice services to children, young people, their families and their carers. Children, Youth and Families works to support vulnerable children and young people to be safe, strong and connected.

The Executive Officer works as part of a team to deliver professional outcomes across Children, Youth and Families. The Executive Officer works closely with the Children, Youth and Families Executive team including the Executive Group Manager, Executive Group Manager (Deputy) and Executive Branch Managers. The Executive Officer performs secretariat functions, manages confidential documents, creates client and other briefs, facilitates project reporting, and analyses and reports financial and statistical information.

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

Note: There are several temporary positions available, one is available immediately for six months and the other is available immediately for nine months.

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

Selection may be based on application and referee reports only.

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

How to Apply: Please submit 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 submitted via the Apply Now button below.

Contact Officer: Silvia Lopic (02) 6205 3657 Silvia.Lopic@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

School Performance and Improvement

North and Gungahlin

Throsby School

Front Office and School IT Coordinator

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 57967)

Gazetted: 27 October 2022

Closing Date: 10 November 2022

Details: Do you want to be part of Canberra's newest Preschool to year 6 school?

Are you looking for a diverse and rewarding role in a dynamic setting? Is a community-focus and setting up best practice business processes in line with organisation policies and relevant legislation some of your strengths?

If you answered yes to those questions, we have a rewarding and challenging opportunity for you.

Canberra's newest school, located in Throsby and opened in 2022 is looking for a well-organised and dynamic team-player for the Front Office, School Secretary, Administration and IT Coordinator role.

The successful applicant will play a vital role in providing service and support to the school community and is the first point of contact for all visitors to the school. The position will support the Business Manager, Principal, and administrative team in providing excellent customer service and solution focussed support to the school community. The role is responsible for IT coordination, school documentation and assisting with financial requirements including but not limited to receipting payments, bank reconciliation and initiation of purchase orders/invoices.

Key to this role is a high standard of customer service and well-developed interpersonal skills, including the ability to communicate effectively with various people such as students, staff, parents/carers. You will need to work effectively as part of a team while also using initiative and working independently when necessary, applying strong organisational skills and the ability to set priorities and meet deadlines.

Eligibility/ Other Requirements: Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to -

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

Notes: 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 your response of no more than two pages addressing the Selection Criteria (Professional/Technical Skills and Knowledge and Behavioural Capabilities) as detailed in the Position

Description, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janine Lancaster (02) 6142 2880 Janine.Lancaster@ed.act.edu.au

Office for Schools

Tuggeranong Network

Charles Conder Primary School

Executive Assistant and Administrative Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 38237)

Gazetted: 01 November 2022

Closing Date: 8 November 2022

Details: Charles Conder Primary School is seeking a highly motivated person to fill the position of Executive Assistant and Administrative Service Officer. The successful applicant will work closely with the Principal, Business Manager and the school Executive undertaking various administrative duties. The successful applicant will possess excellent organisational, communication and customer service skills and will have the ability to work independently within a dynamic work environment with competing demands. The successful applicant will effectively and accurately enter data, produce records/reports and provide administrative support to staff. High level interpersonal skills will enable productive and supportive liaison with students, families and staff. The successful applicant will be an integral and a flexible part of a collaborative administrative team.

Eligibility/Other Requirements:

MANDATORY

Prior to commencing in this role, a current registration issued under the working With Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to: <https://www.accesscanberra.act.gov.au>

An AS04 is required to work during stand down periods between school terms to undertake duties as directed, for example, records management, program preparation.

DESIRABLE

Certificate III or equivalent e.g. Business Administration (Education), Education Support, Government (School Support Services

Knowledge of office practices and procedures in a primary school setting

Knowledge of Microsoft Office packages

Know of System databases and experience with the enrolment process

First Aid Certificate or a willingness to undertake appropriate training

HASS training underway or qualified HASS worker

Knowledge or training with Work Health Safety policy and procedures

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Jason Walmsley (02) 6142 0177 Jason.Walmsley@ed.act.edu.au

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

Service Design and Delivery

Universal School Support

Assistant Director Government Business

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52349)

Gazetted: 01 November 2022

Closing Date: 15 November 2022

Details: The *Universal School Support* and the *Learning and Wellbeing Policy and Design* Branch are looking for a motivated and organised individual to take on this fast-paced role and lead the response to Government Business for the two branches. 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 for the two branches. This includes Ministerial responses, Budget Estimates, Speeches, Cabinet Submissions, Questions on Notice, Corporate Reporting requirements and a range of other projects as required.

Eligibility/other requirements:

Experience writing for Government is highly desirable

Note: This is a temporary position available immediately up until June 2023 with the possibility of extension and/or permanency.

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

Selection may be based on application and referee reports only.

How to apply: Please submit a response to the Selection Criteria, a maximum of three pages along with your current curriculum vitae and contact details for two referees

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

Contact Officer: Jason Borton (02) 6205 1099 Jason.Borton@act.gov.au

School Performance and Improvement

South and Weston Network

Mawson Primary School

Executive Assistant and Human Resources Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 35588)

Gazetted: 01 November 2022

Closing Date: 15 November 2022

Details: Mawson Primary is a Mandarin immersion school focussing on Visible Learning. Our enrolment area covers the Mawson and Phillip suburbs and we have approximately 550 students enrolled in preschool to year six.

We are seeking an Executive Assistant and Human Resources Officer. This role will provide high level executive and administrative support to the principal and will be responsible for coordinating relief staff, managing all leave requests and supervision of support staff.

The ideal applicant would be self-motivated, organised and detail orientated person with effective time management and people skills. A proven background in office management and administrative work is a requirement for this role.

Eligibility/other requirements:

Experience in an administration role.

Experience with SSEMS, SAS, Xero packages.

First Aid Certificate or a willingness to undertake appropriate training.

Excellent knowledge of Microsoft Outlook, Word and Excel.

Note: 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 should submit a current curriculum vitae, a two-page statement addressing the Selection Criteria as per the Position Description and details of two referees.

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

Contact Officer: Narelle Toft (02) 6142 2700 Narelle.Toft@ed.act.edu.au

School Performance and Improvement

South and Weston Network

Mawson Primary School

Building Service Officer 3

General Service Officer Level 8 \$73,429 - \$77,593, Canberra (PN: 41118)

Gazetted: 31 October 2022

Closing Date: 7 November 2022

Details: Mawson Primary School is seeking a highly motivated person to undertake the position of Building Services Officer (BSO) 3.

Mawson Primary is a dynamic and growing P-6 school. We are seeking an experienced and proactive BSO who will work in close collaboration with the Business Manager to maintain and improve our school. The position involves a wide variety of maintenance jobs and overseeing contractors undertaking major works. Must be a self-starter, able to work independently and with school staff to ensure a safe, clean and maintained environment.

Eligibility/Other Requirements:

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

Mandatory Asbestos Awareness Training

An industry recognised qualification in trade skills or equivalent work experience

Note: 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 should submit a current curriculum vitae, a two page statement addressing the Selection Criteria as per the Position Description and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Narelle Toft (02) 6142 2700 Narelle.Toft@ed.act.edu.au

Business Services

People and Performance

Recruitment

Senior HR Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 33555)

Gazetted: 02 November 2022

Closing Date: 9 November 2022

Details: The Senior Human Resources (HR) Officer will support the Directorate in providing a range of operational recruitment activities in support of the ACT Public Schools and the Education Support Office. The Recruitment Section sits within People and Performance Branch and is responsible for education employment support, improving the quality of student learning through attracting, developing, and retaining a skilled and high performing workforce. The Section provides advice and operational support

about staff recruitment and deployment, establishment management, resource allocations, recruitment and movement of staff and conditions of service and staff entitlements.

Eligibility/Other Requirements:

A solid understanding of the HR context or relevant qualifications/experience in a similar role is highly desirable.

Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.

Experience and knowledge of Chris21, SAP, SSEMS, UKG Kronos or similar rostering/HR Systems is desirable.

Notes: This is a temporary position available immediately until 12 May 2023 with the possibility of permanency. Selection may be based on application and referee reports only. A combination of home-based working remotely and or Hedley Beare Centre for Teaching and Learning, Stirling ACT. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a written response to the Professional and Technical Skills and Knowledge located in the Position Description and a current curriculum vitae of no more than two pages. Please also include two current referees.

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

Contact Officer: Bec Nicholls (02) 6207 2616 Bec.Nicholls@act.gov.au

Office for Schools

North Canberra/Gungahlin

Jervis Bay School

Aboriginal Education Officer

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 52290)

Gazetted: 28 October 2022

Closing Date: 15 November 2022

Details: Jervis Bay School is a small P-6 school situated in the Booderee National Park on the south coast of NSW. We are on Yuin Country and we pay our respects to local Wreck Bay elders. Ninety percent of our students are Aboriginal and are strongly connected to Country.

Our Aboriginal Education Officer (AEO) will work collaboratively, as part of a whole school team of educators and will be responsible for liaison and leading collaboration with local stakeholders, especially our families and community partners.

In addition to being a team player, the AEO will have the ability to work independently, use initiative and prioritise a complex workload. They will be required to plan and deliver appropriate cultural programs, support students across the school, provide cultural advice and curriculum support to teachers and lead community engagement initiatives including the development of a *Country as Teacher* curriculum.

This position is full-time however part-time applications will be considered (60-80%).

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.

MANDATORY

Must have current ACT Working With Vulnerable People (WWVP) Registration

DESIRABLE

Year 12 Certificate or (willingness to undertake) Certificate IV in Community Services Work, Early Childhood Education and Care, Education Support or related fields.

Possession of a current drivers licence and access to a private vehicle.

Notes: This is a temporary position available from 21 January 2023 until 22 December 2023 with the possibility of permanency.

How to Apply:

Applicants should phone the contact officer to discuss the role.

Online submission of application: Along with a current curriculum vitae, submit a 1–2-page application which clearly addresses Selection Criteria and key responsibilities.

Your curriculum vitae should include the names and contact details of two relevant referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lana Read (02) 4442 1002 Lana.Read@ed.act.edu.au

School Performance and Improvement

Belconnen

UC Senior Secondary College Lake Ginninderra

Food Technology and Arts Assistant

School Assistant 2 \$51,548 - \$56,919, Canberra (PN: 38346)

Gazetted: 01 November 2022

Closing Date: 15 November 2022

Details: ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning.

University of Canberra Senior Secondary College Lake Ginninderra is an ACT Government college (Year11/12) situated in Belconnen with approximately 80 staff and over 650 students. The College site includes a Registered Training Organisation (RTO) for the Belconnen Network and has strong links with multiple stakeholders, tertiary institutions, training organisations, feeder schools, hirers and community groups. The College is future focussed – to connect, innovate and impact. All staff play an important role in helping to realise the school's mission and vision and School Improvement Agenda.

We are seeking a highly organised, motivated and energetic person to fulfil the role of Food Technology and Arts Assistant role at the College. The successful applicant will be responsible for kitchen cleanliness, the preparation of materials for food technology lessons and purchasing of consumables. The Food Technology Assistant will work closely with, and receive direction from, teaching staff and be able to exercise judgment and initiative and work with limited supervision as well as providing administration support when needed. You are required to work as hospitality assistant at 0.9FTE and 0.1 FTE as the Arts Assistant. This equates to two hours a week as Arts assistant.

Eligibility/Other Requirements:

Mandatory

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

Desirable

- First Aid Certificate or a willingness to undertake appropriate training.
- Certificate III or equivalent or relevant Trade qualification e.g., Hospitality.
- Qualifications/experience in safe food handling practices is highly desirable.

Notes: This is a temporary position available from 27 January 2023 for up to 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: 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 directly via the Apply Now button below.

Service Design and Delivery

Digital, Strategy, Services and Transformation

N/A

Director - Learning Software and Design

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 35525)

Gazetted: 28 October 2022

Closing Date: 11 November 2022

Details: The Director – Learning Software and Design is passionate about building products that customers love. As part of our critical leadership position you will join a dynamic and fast-paced environment and work with cross-functional teams to design, build and project manage the roll-out of products that deliver the Education Directorate's vision and strategy.

We are looking for an individual who will work with business and technology stakeholders to consult, define and implement digital products for the ACT Education Directorate. Our candidate can define and assure best practice whilst influencing, leading and mentoring others. You will help embed products within our service delivery to ensure the needs of the ACT Education Directorate are met.

Our ideal candidate will translate ideas into strategy and features, and follow a customer centric, design wheel approach. You will be confident in articulating product requirements or roadmaps, and incorporate feedback and input from stakeholders on product suitability. To succeed in this role, you should be a perceptive and creative leader and a reliable problem-solver.

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

Experience in the development of business and ICT solutions and products.

Proven experience leading initiatives and supporting stakeholders to implement new ICT products through change management and relevant risk assessments.

Experience in the delivery digital services through the application of project management methodologies (including agile), ITIL frameworks, and service design methodologies.

Demonstrated ability to develop and maintain strong and effective working relationships, with both internal and external stakeholders including vendors and software platform providers.

Highly developed written communication skills and demonstrated ability to prepare quality submissions, briefs, reports and other correspondence on complex and sensitive issues.

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

Driver's licence with access to private car

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

How to Apply: Applicants should provide a current curriculum vitae and a two-page pitch responding to the Selection Criteria, with 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: Lillian Nguyen (02) 6207 9623 Lillian.Nguyen@act.gov.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 and Operations

Senior Executive Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 48064)

Gazetted: 28 October 2022

Closing Date: 4 November 2022

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) has responsibility within the ACT for policy development relating to climate change, heritage, land, planning, energy and water, land information and place names, together with regulatory responsibilities for development and building applications, surveying, nature conservation and environment protection.

EPSDD serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community.

Are you interested in an opportunity to support our Executive Officers leading the Directorate?

The Senior Executive Support Officer is fundamental in supporting Executive Officers either as part of an Executive support team or providing executive support to one or more Executive Officers responsible for delivering against a range of deliverables for the Directorate.

To be competitive for this role you will need to be highly organised, thrive in a dynamic workplace, and have high level coordination, communication, and stakeholder management skills.

You will need to demonstrate a high degree of energy, independence, resilience, and confidentiality, while being adaptive in the workplace to meet requirements in a fast-paced environment.

The duties of the role include reviewing and coordinating multiple projects and priorities for the across a branch, division, the Directorate and Whole of Government.

The successful applicant should be able to demonstrate an understanding and ability to work within the ACTPS Code of Conduct and ACTPS values of respect integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

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

Note: This position may combine working from home and working in an office. The office is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

Selection may be based on application and referee reports only.

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

How to Apply: Please provide a current curriculum vitae and a two-page pitch demonstrating how your skills, experience and knowledge align to the Selection Criteria, while outlining why you want this role. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Rachael Mileski (02) 6207 7353 Rachael.Mileski@act.gov.au

Development and Implementation

Executive

Executive Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59302)

Gazetted: 27 October 2022

Closing Date: 10 November 2022

Details: The Development and Implementation (Dand) Division are seeking applications from a highly motivated individual, who is organised and works well under pressure, to fill the role of Executive Support Officer. This role will work closely with the Director, Business Management, Reporting and Coordination to support the smooth running of the DandI Division, including providing high level administrative and executive support to the Executive Group Manager and Executive Branch Manager, and the broader division.

The Development and Implementation Division are a diverse, innovative and professional team of people who come from a wide variety of backgrounds in planning, project management, engineering, sustainability, policy and design. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. Our team works collaboratively with key stakeholders and the community to develop improved outcomes for our city, community and 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:

At least two years' experience providing executive support is highly desirable.

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

How to Apply: Please submit a pitch of no more than two pages addressing your suitability against the Selection Criteria (skills, knowledge, and behaviour), 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: Ashleigh Savage (02) 6205 5649 Ashleigh.Savage@act.gov.au

Environment

ACT Parks and Conservation Service

Volunteer Program Coordinator - VisitorAssist and WildfestAssist

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 39095)

Gazetted: 31 October 2022

Closing Date: 14 November 2022

Details: The Volunteer Program Coordinator is committed to engaging and supporting volunteers to deliver a broad range of visitor engagement activities and experiences. The position will manage the existing ParkCare VisitorAssist and WildlifeAssist volunteer programs and work collaboratively with visitor services staff and the Volunteer and Visitor Experience team.

The position is responsible for the day to day management of a dedicated team of volunteers who facilitate nature based experiences for visitors. The role includes recruitment, retention, safety, training and support in the delivery of visitor engagement activities ensuring volunteer activities are consistent with the [2018 ACT Parks and Conservation Service Volunteer Policy and Code of Conduct](#).

The Volunteer Program Coordinator is expected to work with minimal supervision as part of a small team, exercise independent judgement and autonomy as necessary, and display a high degree of self motivation, drive and enthusiasm.

The position is based primarily at Tidbinbilla Nature Reserve and other parks and reserves. This position is also required to work a roster that involves working on weekends and outside of core business hours, and to participate in bush firefighting activities when necessary.

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

Eligibility/ Other Requirements

Mandatory:

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

- Be prepared to wear a uniform.
- Possess a manual drivers' licence.
- Be prepared to work a (10/4) roster including weekends and public holidays.

Highly Desirable:

Tertiary qualifications or experience relevant to natural or cultural resource management and/or volunteer management are desirable but not essential.

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

Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren McQueen Lauren.McQueen@act.gov.au Lauren.McQueen@act.gov.au

Development and Implementation

Land Strategy

Policy Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 49769)

Gazetted: 28 October 2022

Closing Date: 4 November 2022

Details: This temporary position is in the Land Strategy team within the Development and Implementation Division, Environment, Planning and Sustainable Development Directorate. The Land Strategy section is responsible for the ACT Government's Land Release Program, and the development and monitoring of policy relating to greenfield land development, land use and housing. The Land Strategy team is a small team that:

translates planning into a well sequenced, long-term program of land release that reflects market demand and enables urban renewal and development;

seeks to achieve the best possible land use outcomes for the community;

supports the Directorate, the Suburban Land Agency (SLA) and the City Renewal Authority (CRA) with economic and policy analysis and advice.

Interested applicants may wish to read the latest ACT Land and Property report for an indication of the type of work that may be required. This report can be found at the Government's land release website: <https://www.planning.act.gov.au/planning-our-city/land-release>.

The position is an opportunity for a motivated candidate to assist with the administration of tasks for Land Strategy 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: We would like to hear from people with skills, experience and interest in an interest with regard to:

Administrative experience, including writing briefs, minute taking and organising meetings is highly desirable.

A background or qualifications in planning and/or land economics and policy is desirable.

Notes: This is a temporary position available immediately until 30 June 2023 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Flexible workplace options are available.

How to apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Position Description, a current curriculum vitae and two referee reports or details of referees.

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

Contact Officer: Brodie Ferson (02) 6205 4615 Brodie.Ferson@act.gov.au

Environment Heritage and Water

Conservation and Water Planning and Policy

Biodiversity Policy and Planning

Policy Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 36258)

Gazetted: 28 October 2022

Closing Date: 11 November 2022

Details: This temporary position is an opportunity for a highly motivated candidate to help progress policies and plans for biodiversity conservation and good environmental outcomes in the ACT. The Biodiversity Planning and Policy team has key responsibilities for policy and legislation relating to nature conservation, threatened species, fisheries, and implementation of the ACT Nature Conservation Strategy. The team has a focus on achieving landscape scale biodiversity outcomes, developing strategic policies to address current and emerging nature conservation issues, liaison across government and non-government stakeholders to foster collaboration and promote strategic outcomes, and reporting on strategic nature conservation outcomes. The Section also provides secretariat support for the work of the ACT Scientific Committee (a statutory committee established under the *Nature Conservation Act 2014*).

Eligibility/Other Requirements: Relevant qualifications and experience in nature conservation, biodiversity policy, natural resource ecology or environmental law is an advantage. Experience in using ESRI GIS for spatial analysis will be highly regarded.

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

Please note, this position will be in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Your application should include a supporting statement of no more than two pages addressing the Selection Criteria, a current Curriculum Vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Slade (02) 6205 1282 amanda.slade@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Corporate Services

Finance and Business Services

Senior Director, Finance and Business Services

Senior Officer Grade A \$157,201, Canberra (PN: 38411)

Gazetted: 27 October 2022

Closing Date: 14 November 2022

Details: Are you looking for a new challenge? Would you like a role that supports a hybrid working arrangement? Do you have a passion for delivering outstanding services to support operational areas deliver?

ACTCS Corporate Services is seeking an enthusiastic, compassionate, and professional leader to join the team. Supported by the Senior Leadership Team you will be required to manage multiple priorities efficiently and effectively in a fast-paced, challenging environment.

Utilising your excellent collaboration skills, you will implement system and process improvements across the portfolio. You will have the opportunity to innovate, whilst strategically preparing the team and the organisation for the future.

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

Eligibility/ Other Requirements:

A Bachelor's degree in Commerce or Business Management, financial qualifications and/or at least five years of progressively responsible experience for a major organisation are highly desirable.

This position does require a Working with Vulnerable People Check.

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

How to Apply: If you are interested in applying for this position, please provide a two-page written statement addressing the What You Require section of the Position Description, your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liza Briggs (02) 6205 3190 Liza.Briggs@act.gov.au

ACT Corrective Services

Corporate Services

Information, Security and Business Solutions

Senior Director, Information, Security and Business Solutions

Senior Officer Grade A \$157,201, Canberra (PN: 38410)

Gazetted: 27 October 2022

Closing Date: 14 November 2022

Details: Are you looking for a new challenge? Would you like a role that supports a hybrid working arrangement? Do you have a passion for delivering outstanding services to support operational areas deliver?

ACTCS Corporate Services is seeking an enthusiastic, compassionate, and professional leader to join the team. Supported by the Senior Leadership Team you will be required to manage multiple priorities efficiently and effectively in a fast-paced, challenging environment.

Utilising your excellent collaboration skills, you will implement system and process improvements across the portfolio. You will have the opportunity to innovate, whilst strategically preparing the team and the organisation for the future.

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 qualifications and/or at least five years of progressively responsible ICT experience for a major organisation are highly desirable.

This position does require a Working with Vulnerable People Check.

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

How to Apply: If you are interested in applying for this position, please provide a two-page written statement addressing the What You Require section of the Position Description, your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liza Briggs (02) 6205 3190 Liza.Briggs@act.gov.au

ACT Corrective Services

Offender Reintegration

Programs and Interventions

Supports and Interventions Clinician (Social Worker/Occupational Therapist/Psychologist)

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 35024)

Gazetted: 27 October 2022

Closing Date: 17 November 2022

Details: ACT Corrective Services is looking for a suitably qualified person with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills, to permanently fill the Interventions Clinician (Health Professional 1/2) position, within the Programs and Interventions Unit.

Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the occupant of this role will support detainees through the delivery of programs and services within discrete communities with complex needs within the Alexander Maconochie Centre (AMC).

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 role may also support detainees with complex needs in the AMC who are not housed in the Women's Area or ACU.

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

Eligibility/Other Requirements

Experience within a forensic setting is desirable but not essential.

This position may require psychological aptitude testing as part of the assessment process.

This position does require a Police Record Check.

A current driver's license is essential.

This position does require 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)

Recently graduated applicants, with less than 12 months paid experience in their discipline, are eligible to apply and will be paid at the HP1 classification until they have met the minimum 12-month requirement.

Occupational Therapist – Mandatory

General registration with Occupational Therapy Board of Australia (Australian Health Practitioners Regulation Agency [AHPRA]).

Applicants must have a minimum of 12 months paid work employment, post qualification, in a relevant role.

Knowledge of trauma informed practice and how this can be applied to special populations.

Social Worker – Mandatory

Degree in Social Work.

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

Applicants must have a minimum of 12 months paid work employment, post qualification, in a relevant role.

Knowledge of trauma informed practice and how this can be applied to special populations.

Psychologist – Mandatory

Honours Degree or equivalent In Psychology.

Applicants must have completed their internship and hold general registration with Australian Health Practitioners Regulation Agency (AHPRA).

Knowledge of trauma informed practice and how this can be applied to special populations.

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural capabilities having regard for the job requirements; (2) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your driver's licence. 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 Corrective Services

Community Operations

Team Leader, Community Operations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 11206)

Gazetted: 02 November 2022

Closing Date: 16 November 2022

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Team Leader (SOGC), Community Operations.

A career in Community Operations is unlike any other in the public service and is challenging and genuinely rewarding. As a Team Leader, you will support Community Operations in its aim to reduce offending using a sound risk assessment tool and a brokerage case management model, which targets criminogenic needs.

The successful applicant will manage and lead a team of probation and parole staff. You will be responsible for assessing their developmental needs and providing mentoring, guidance, and training on correctional issues, including understanding, assessment and high-risk management of violence, domestic violence, sexual offences and victim issues.

In addition, you will oversee the development and review of case management strategies to ensure the provision of high-quality interventions for offenders and assist in developing and managing interventions for high-risk offenders requiring intensive supervision.

The successful applicant will possess high level organisational skills, as well as the ability to adapt to new and challenging situations. You will also possess exceptional communication and interpersonal skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating leadership and supervisory qualities.

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:

Background police checks will be conducted.

This position requires a pre-employment medical.

It is a requirement of this role that you maintain a Working with Vulnerable People Check.

Driver's license is essential.

Tertiary qualifications in criminology, justice or management related discipline is desirable

How to apply: To apply, applicants are required to submit three items:

A one-to-three-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

A copy of their driver's licence. Please ensure you submit all required items.

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: David Fulton (02) 6207 5558 David.Fulton@act.gov.au

ACT Courts and Tribunal

Corporate Services and Strategy

Corporate Information Systems

Assistant Director, Analytics and Insights

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 54131)

Gazetted: 01 November 2022

Closing Date: 22 November 2022

Details: The Corporate Services and Strategy Branch within the ACT Courts and Tribunal (ACTCT) is responsible for delivering a range of corporate and strategic services that support the operations of the ACT Supreme Court, the ACT Magistrates Court, and ACT Civil and Administrative Tribunal (ACAT), including services relevant to data, reporting, analytics, and insights.

The Assistant Director, Analytics and Insights is pivotal in managing and advancing ACTCT's analytics and insights solutions and capabilities, and ensuring analytics and insights requirements are fulfilled in a timely and efficient manner. The position will also take an active role in leading and managing data and analytics projects, which involves working with sophisticated datasets, building analytics, discovering actionable insights, and engaging stakeholders in understanding the results as well as data and analytics in general.

The Assistant Director, Analytics and Insights will have the following skills and experience:

- Customer-focused, with a strong track record of working with both business clients and technical teams to deliver analytics and insights solutions that align highly with business needs.
- Demonstrated experience in working with data and building analytics and insights solutions using a variety of professional tools.
- Excellent attention to details and data quality, and demonstrated experience in data discovery and data-related business and technical analysis
- Strong communication, negotiation and relationship-building skills

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 data and analytics, business information systems, IT or related fields are highly desirable.
- End-to-end data and analytics experience using IBM Cognos, Power BI, and data modelling tools is highly desirable.
- Police checks may be conducted.
- This position does not require a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.

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: Applicants should submit:

- Your up-to-date curriculum vitae (max three pages)
- A two-page pitch which outlines your ability and experience to perform the role, this includes the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the Position Description.
- The contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Zhong Zheng (02) 6207 1427 Zhong.Zheng@Courts.act.gov.au

ACT Corrective Services

Service Improvement and Community Operations

Strategy, Data and Research

Senior Director, Strategy, Data and Research

Senior Officer Grade A \$157,201, Canberra (PN: 36234)

Gazetted: 31 October 2022

Closing Date: 14 November 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from experienced, highly motivated and suitable individuals to fill the position of Senior Director, Strategy, Data and Research (SOGA), within Service Improvement and Community Operations.

The Strategy, Data and Research (SDR) Team supports the development and implementation of evidence-based strategies and policies for ACTCS operations through comprehensive data collection/extraction, analysis, evaluation methods and research.

The successful candidate will provide oversight of the SDR team and the development of all ACTCS ICT portfolio, covering all business and security systems and ensuring that the delivery of the strategic priorities of ACTCS are met.

In addition, you will oversee robust governance systems for data collection, analysis and reporting, as well as research and evaluation methods.

Further to this, you will prepare and/or review high quality internal/external/ministerial reports, submissions, briefs and correspondence and develop progress reports for relevant stakeholders and committees on a range of projects across the organisation.

To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. You will also demonstrate an ability to develop and compose complex workplace documents.

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 and/or equivalent experience is desirable.

The successful candidate will be required to undergo a criminal record check.

Current driver's licence

This position requires a pre-employment medical.

How to Apply: To apply, applicants are required to submit three items: (1) A one-to-three-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bruno Aloisi (02) 6205 0547 bruno.aloisi@act.gov.au

ACT Emergency Services Agency

ACT Rural Fire Service

Assistant Director Strategic Risk Management Bushfire

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59091)

Gazetted: 31 October 2022

Closing Date: 14 November 2022

Details: Do you enjoy working in a dynamic volunteer environment? Would you like to contribute to keeping our ACT community safe and engaging with a diverse group of people from federal government organisations to rural landholders at local and national levels?

A great opportunity exists in ACT Rural Fire Service to be part of community-based service, in protecting people, property and environment from bushfires.

We are seeking a highly motivated, enthusiastic, and dedicated person to fill the role of Assistant Director, Strategic Risk Management Bushfire. This position supports the Director Strategic Bushfire Management Plan (SBMP) in delivering and reporting on the SBMP under the *Emergencies Act 2004*.

This includes collaborating across ACT Government Directorates, representing the ACT Rural Fire Service and the broader Emergency Services Agency at local and national level forums, committees and working groups; and liaising with Utilities, National and ACT Land Managers, and Rural Landholders regarding bushfire risk mitigation activities.

The Assistant Director, Strategic Risk Management Bushfire is responsible for maintaining a compliance program for Bushfire Operational Plans (BOPs) for the Territory, Utilities, National and ACT Land Managers and Rural Landholders.

In addition, the Assistant Director, Strategic Risk Management Bushfire provides high level advice in relation to new developments in bushfire prone areas both at a Development Application (DA) level, Estate planning and ACT planning policy.

Eligibility/other requirements:

An understanding of the emergency management environment and operational response to critical incidents is desirable.

Qualifications in planning and/or Australasian Inter-service Incident Management System (AIIMS), or evidence in working towards a similar qualification, is desirable.

Knowledge of the Building Code of Australia and Australian Standard 3959 is desirable.

This position requires an ACT Working with Vulnerable People registration.

Background and Security clearance checks will be conducted including National Police Records Check.

A minimum of a 'C' class ACT drivers' licence.

An annual fitness test will be required if participating in a fire ground role.

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

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

How to apply: Applicants are required to submit a response of no more than two pages addressing the position capabilities under "What you Require", together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

It is recommended that you contact with the contact officer to discuss the role and its responsibilities prior to submitting your application.

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: Lynda Scanes (02) 6205 7660 Lynda.Scanes@act.gov.au

ACT Human Rights Commission

Public Advocate and Children's and Young People Commissioner

Advocate

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46884, several)

Gazetted: 02 November 2022

Closing Date: 16 November 2022

Details: The Public Advocate (PA) is seeking people with demonstrated expertise in the fields of mental health/ forensic mental health and/or disability/complex needs to join a dynamic team of committed professionals focused on protecting and promoting the rights and interests of people in the ACT who are experiencing vulnerability.

The Advocate role supports the PA's advocacy, oversight, and engagement responsibilities in respect of people experiencing vulnerability, notably those who have disabilities and complex needs (which

includes those experiencing mental health concerns and particularly those who are involved with the mental health/forensic mental health systems).

The position is underpinned by a commitment to ensuring that the supports, services, and systems that exist to ensure the wellbeing of consumers/clients do so in a way that is appropriately cognisant of their rights, including the right of consumers/clients to make their own decisions and/or have their views considered in decision-making about their own lives.

Eligibility/Other Requirements:

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

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

Please see the position description for a list of duties/responsibilities, and the capabilities for the role.

Notes: This is a temporary position available immediately for six months. Selection may be based on application and referee reports only without interview. This position is available to ACT Government officers and employees only.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than a two-page pitch addressing the Professional/Technical Skills and Knowledge, and the Behavioural Capabilities as detailed in the Position Description and a current curriculum vitae, including the details of two referees.

If you have any queries regarding the role, please contact Sandra Horbury on 6207 6318 or email Sandra.Horbury@act.gov.au

Applications should be submitted to the Contact Officer.

Contact Officer: Sandra Horbury (02) 6207 6318 Sandra.Horbury@act.gov.au

ACT Emergency Services Agency

Operations Branch

Senior Director Operations and Capability Development

Senior Officer Grade A \$157,201, Canberra (PN: 44918)

Gazetted: 02 November 2022

Closing Date: 16 November 2022

Details: Do you have a experience leading and developing people capability, strategy and building robust stakeholder relationships in a complex operational environment? We are looking for an energetic achiever with a background in planning, strategy development, or experience within an emergency management operations function, within a multi-discipline operational environment.

Of primary importance will be your technical expertise and ability to contribute to the development of capability within the ACT ESA's operational workforce to ensure readiness to respond to emergencies and critical incidents.

You will be able to liaise successfully with a range of stakeholders across both the ACT and Commonwealth Governments, Territory industry and utility providers in developing effective emergency management arrangements and plans for the Territory. This includes undertaking roles with external agencies to contribute to the national emergency management system.

An exciting aspect of this role is you will lead the team to develop, conduct and review exercises to test joint planning and preparedness of our Agency to respond to the needs of the community.

This position will also be required to provide high quality reporting and timely briefs to senior management as well as implementing initiatives that align with the strategic direction of the Agency.

If you think this exciting opportunity fits how you would like to contribute to your community, then we would welcome an application from you.

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

Eligibility/Other Requirements

The successful applicant will be required to:

Obtain and maintain a national security clearance

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

Tertiary qualifications in emergency management or a related discipline would be an advantage.

Qualification, or ability to obtain qualification, as an AIMS Level 3 Incident Controller would be an advantage.

Ability to achieve registration through the Emergency Management Professionalisation Scheme (EMPS).

A current C class driver's license with no restrictions.

Note: This is a temporary position available immediately for a period of six months, with the possibility of extension up to 12 months and/or permanency.

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Jones (02) 6207 8437 Jason.Jones@act.gov.au

Public Trustee and Guardian

Executive Level 2.2 \$304,403 - \$316,587 depending on current superannuation arrangements, Canberra (PN: E839)

Gazetted: 31 October 2022

Closing Date: 21 November 2022

Details:

The Justice and Community Safety Directorate is seeking applications from candidates to fill the position of Public Trustee and Guardian.

The Public Trustee and Guardian leads an ACT Authority that provides permanent and secure Trustee, Guardianship and Administration services to our community.

With a mission to safeguard, manage and uphold the personal, legal and financial interests of clients, the Public Trustee and Guardian and their Office deliver a diverse range of services including: preparing wills; acting as Enduring Power of Attorney; administering deceased estates; managing unclaimed moneys; and managing forfeited assets.

In addition to being responsible for the leadership of the Office, the Public Trustee and Guardian is also appointed as

Senior Member of the Public Trustee and Guardian Investment Board

Member of the Official Visitors Board

Trustee for GreaterGood (Capital Region Community Foundation).

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.

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

How to Apply:

Candidate information packs are available at <http://www.beaumontandbeaumont.com.au/5183>

The selection criteria are based on the ACTPS Executive Capabilities, which outline the professional behavioural requirements of executives in the Service. Candidates should submit an application of no more than two pages aligned to the position's capabilities and a current CV online at

<https://www.beaumontandbeaumont.com.au/5183> by no later than 11:30 PM AEDT Monday 21 November 2022.

For a confidential conversation about the position, please contact Jonathan Beaumont or Michelle Kelly on 02 6126 4500.

Contact Officer: Jonathan Beaumont or Michelle Kelly (02) 6126 4500

michelle.kelly@beaumontandbeaumont.com.au

Corporate Services

Capital Works and Infrastructure

Assistant Director, Facility and Building Services

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41305)

Gazetted: 28 October 2022

Closing Date: 11 November 2022

Details: The role will plan and manage the day-to-day building management of Allara House in Canberra City to ensure the smooth operation of multiple specialised and discrete work groups occupying a single building. Functions of the role include security and emergency management, building budget, concierge service delivery, Work Health and Safety (WHS) including environmental trends and building audits.

The building contains a mix of traditional office accommodation, activity-based working arrangements and publicly accessible spaces. The successful candidate will demonstrate experience in customer facing functions and must be an exceptional communicator as well as being passionate in applying facilities services that put the customer first. You will demonstrate a strong ability to build professional relationships, liaise and communicate effectively with a highly diverse client base.

Eligibility/Other Requirements: Experience in Facility and/or building management is highly desirable.

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.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the Position Description. Specific examples should be provided where appropriate

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

Contact Officer: Peter Krupka (02) 6207 1504 Peter.Krupka@act.gov.au

Major Projects Canberra

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

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

Light rail

Construction Engineering Manager

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 59325)

Gazetted: 01 November 2022

Closing Date: 22 November 2022

Details: Are you our new Construction Engineer?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The role of the Construction Engineering Manager reports to the Executive Branch Manager (EBM), Technical Development and sits within the Light Rail City to Woden (C2W) Project Team to lead and manage the review of Canberra Metro Construction (CMC) and third-party construction proposals.

The Construction Engineering Manager is responsible for assisting Major Projects Canberra (MPC) to articulate construction phase project impacts, agree on a preferred construction methodology and manage the timely review of project and third-party deliverables.

The Construction Engineering manager will also be expected to liaise closely with the City to Woden Project Leadership Team, and other staff and advisors across all areas including internal and external Directorates and Agencies.

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

Eligibility/Other Requirements

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or

Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or have a least 10 years relevant experience in Project Management.

Note: 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit a response no more than three pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell Casey.Campbell@act.gov.au Casey.Campbell@act.gov.au

Light Rail

Senior Director, Technical Development

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 59275)

Gazetted: 31 October 2022

Closing Date: 21 November 2022

Details: Are you our new Senior Director, Technical Development?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The Senior Director, Technical Development will assist the Project Director in liaising with important project stakeholders, overseeing the receipt of technical advisory services by the Territory, managing project transition from business case, to procurement, to delivery, including planning approvals, managing budgets, and ensuring the project outcomes are delivered in a timely and value for money manner.

Reporting to the Project Director, Light Rail, the role will interact very closely with the Transport Canberra and City Services, City Renewal Authority, Chief Minister and Economic Development and Environment, Planning and Sustainable Development directorates and with other ACT Government departments to ensure efficient and effective integration of the light rail project with wider transport and city regeneration strategies.

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

Eligibility/other requirements:

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or
Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or
Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or
certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or
have a least 10 years relevant experience in Project Management.

Note: This position is available for up to 12 months with possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit a response no more than three pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant qualifications.

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: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Infrastructure Delivery Partners

Commercial Project Management

Senior Director, Strategic Infrastructure Delivery

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 58027)

Gazetted: 31 October 2022

Closing Date: 14 November 2022

Details: Are you our new Senior Director for Strategic Infrastructure Delivery?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The IDP team consists of industry professionals with the broad range of skills and expertise required across the built and natural environment sectors to successfully deliver a diverse and complex infrastructure portfolio. IDP supports the development and delivery of the Government’s capital works program for our partner Directorates.

As Senior Director, Strategic Infrastructure Delivery, you will provide strategic management, technical advice and leadership of significant portfolio/s of works consisting of procurement, contract management and project management to a broad range of advisory, design and construction projects for the ACT Government.

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

Eligibility/other requirements:

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four-year degree or higher qualification accredited by Engineers Australia or

Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or have a least 10 years relevant experience in Project Management.

Desirable

A deep understanding of the infrastructure delivery sector

Note: This position is available for three years commencing January 2023 with the possibility for extension and/or permanency.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications.

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

Contact Officer: Matthew O'Rourke (02) 6205 1922 Matthew.O'Rourke@act.gov.au

Light Rail

Technical Development

Light Rail Vehicle Technical and Operations Manager

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 59352)

Gazetted: 02 November 2022

Closing Date: 23 November 2022

Details: Are you our new LRV and Operations Manager?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The Light Rail Vehicle Technical and Operations Manager will report to the Executive Branch Manager, Technical Development and will also be expected to work closely with staff and project advisors across Major Projects Canberra, Transport Canberra and City Services, City Renewal Authority, Canberra Metro, the Independent Certifier, Technical Advisor/s and within the ACT Government as necessary.

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

Eligibility/Other Requirements

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years' relevant experience in Engineering; or

Architecture – a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years' relevant experience in Architecture; or

Project Management – either a:

A Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

A certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

Have a least 10 years' relevant experience in Project Management

Note: 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit a response no more than three pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Light Rail

Technical development

Stakeholder Interface Manager

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 59329)

Gazetted: 02 November 2022

Closing Date: 23 November 2022

Details: Are you our new Stakeholder Interface Manager?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015). The role of the Stakeholder Interface Manager reports to the Deputy Project Director Light Rail and leads the team to manage stakeholder interface issues on the Light Rail project.

The Stakeholder Interface Manager will manage Interface services for critical engagements with key stakeholders including ACT Government agencies, Commonwealth Government agencies, other organisations, adjacent projects and developments near the Light Rail Project and with technical and other service providers.

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

Eligibility/Other Requirements

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or
Architecture – a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or
Project Management – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or
certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or have a least 10 years relevant experience in Project Management.

Note: 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit a response no more than three pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@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

Sales and Client Services

Assistant Director, Commercial Sales

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58437)

Gazetted: 02 November 2022

Closing Date: 16 November 2022

Details: The Suburban Land Agency (SLA) is responsible for delivering the ACT Government's suburban development program, including urban renewal in established town centres and suburbs. This comprises releases of residential, multi-unit, mixed-use, commercial, industrial and community land. The SLA is seeking a motivated individual to fill the role of Assistant Director, Commercial Sales in the Sales and Client Services team. As an Assistant Director, you will be responsible for project managing a diverse variety of land sales to commercial buyers, under the limited supervision of the Director, Commercial Sales. You will form close working relationships with project delivery teams across the Agency and quickly develop a detailed understanding of the products we sell. You will also be required to procure and manage external sales agents, solicitors and auctioneers, oversee commercial property auctions and Request for Tender (RFT) processes and track and report on sales activities and outcomes. You will work closely with the ACT Government Solicitor's Office and external solicitors' firms to manage the development of sales documentation. You will be required to review and interpret documentation prepared by our solicitors to ensure that they have understood your instructions and seek adjustments where necessary. You will be able to identify risks associated with our land sales, point out areas of concern and seek advice from our solicitors in order to develop solutions and risk management strategies.

You will require organisational and problem-solving skills with a high degree of attention to detail. You will also require interpersonal and communication skills, so that you may establish and foster strong working relationships with a range of internal and external stakeholders.

A detailed knowledge of the ACT commercial real estate market, planning and development environment, and legal and policy requirements relating to government land sales will be of an advantage.

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

Note: This is a temporary position available from 1 December 2022 until 30 June 2024 with the possibility of extension and/or permanency.

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

Selection may be based on application and referee reports only.

How to Apply: Please provide a supporting statement of no more than two pages outlining your experience and/or ability outlined in the professional and technical skills and behavioural capabilities. Please include a current curriculum vitae and the names and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Terracini (02) 6207 7231 Stephen.Terracini@act.gov.au

Suburban Land Agency

Development Delivery

Urban Releases

Project Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35827)

Gazetted: 02 November 2022

Closing Date: 9 November 2022

Details: The Development Delivery Branch are a diverse, innovative, and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

The Development Delivery Branch (the Branch) is made up of two business units – Greenfields Development and Urban Development.

The Branch is primarily responsible for the project planning, community/stakeholder engagement, estate design and land sale delivery of projects that optimise the Territory's social, environmental, and economic return on land development activities in the ACT in accordance with the Government's Indicative Land Release Program (ILRP). This includes development of Government owned land for residential, commercial, industrial, community and other uses.

Applications are sought from potential candidates for the position of Project Manager, Urban Releases. You will assist the senior managers and Director in meeting targets for land sales identified in the Indicative Land Release Program. Duties will also include but not limited to:

Provide support to senior management in the activities of land development and land release including obtaining necessary approvals; preparing and implementing project procurements including coordinating; design, planning, business planning, minor civil engineering contracts and preparing, managing, and monitoring consultant briefs and project budgets.

Assist with the project management of major urban renewal projects.

Manage small land sale projects, with minimal supervision.

Eligibility/other requirements:

Tertiary qualifications or demonstrated experience in a related field such as: Project/Contract Management, Building and Construction Management, Property Law, Built Environment, Urban Design, Architecture, Landscape Architecture or Urban Planning is highly desirable.

Hold a relevant building degree; or

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

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than two 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: Drew Jamiesson (02) 6207 3938 Drew.Jamieson@act.gov.au

Program Solutions

Infrastructure Services

Senior Project Director

Infrastructure Manager/Specialist 2 \$187,632, Canberra (PN: 13858)

Gazetted: 31 October 2022

Closing Date: 14 November 2022

Details: Applications are sought from potential candidates for the position of Senior Project Director to work in the Infrastructure Services team. The team undertakes procurements and contract management for engineering, urban design, landscape, construction and works associated with the delivery of sites identified for release in the ACT Indicative Land Release Program (ILRP).

Reporting to the program Manager, Infrastructure Services the Senior Project Director duties include but are not limited to:

Manage the development, control, delivery, and reporting of implementation strategies for major program of works in greenfield land development or urban development and improve performance and outcomes of the Business Unit.

Provide support to the Program Manager and senior management in the activities of land development and land release.

Lead and manage complex professional and operationally based team to ensure positive outcomes regarding deliverables.

Deliver program of works against key performance indicators such as release of land, achieving settlement, government revenue targets and controlling costs.

Eligibility/Other Requirements:

Positions classified as an Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or
Architecture – a three year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

a diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or
certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or
have at least 10 years relevant experience in project management, as described in the work levels.

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: Guna Seelan (02) 6207 5434 Guna.Seelan@act.gov.au

Suburban Land Agency

Program Solutions

Sales and Client Services

Assistant Director, Sales and Client Services

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48853)

Gazetted: 01 November 2022

Closing Date: 8 November 2022

Details: The Assistant Director, Sales and Client Services reports to the Director, Sales and Client Services and works closely with the internal Sales and Client Services team and Development teams to facilitate and manage single residential land sales for the ACT's developments, such as Whitlam, Jacka and Kenny. You will be responsible for the successful release, exchange and settlement of single residential sales, as well as ongoing relations with builders and customers in more general. You will also work with the SLA's appointed sales agents on multi-unit and other non-single residential releases. Duties include but are not limited to:

Selling residential blocks of land and offering superior end to end customer service. This includes using effective communication, negotiation and sales strategies to identify, develop and follow up sale leads and identify potential purchasers

Helping buyers identify their needs and make recommendations for purchase from across the SLA's portfolio of available land for sale. Initiating potential buyer follow up

Ensuring that all sales comply with current ACT Government legislative and governance requirements

If you have a passion for the customer journey, if you enjoy managing staff, have a great work ethic, have impeccable attention to detail, we would like you to apply for this role.

As a shift working role, the successful applicant will be required to work some weekends on a rotating roster at the SLA's brand-new sales suite in Whitlam. For further information regarding the roster please contact the contact officer. Rostered shifts on weekends will attract penalty rates.

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.](#)

This is a temporary position available immediately until 8 July 2023 with the possibility of extension up to 12 months and/or permanency

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

How to Apply: Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than two 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: Kathy Torcasio (02) 6205 3020 Kathy.Torcasio@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

City Presentation

Place Management

Pest Control Officer

General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 45579)

Gazetted: 27 October 2022

Closing Date: 10 November 2022

Details: The Place Management unit are looking for an experienced and motivated person to fill the role of Pest Control Officer (GSO5/6), to work within a small pest control team. Successful candidates will be self-reliant, team players who enjoy working outdoors.

The Pest Control Officer role will often require you to work independently, take the lead in ensuring pest control maintenance schedules are delivered on time and that the relevant quality standards are being met.

This position will work out of the La Trobe depot in Deakin and may involve the supervision of staff undertaking pest control operations.

Eligibility/Other Requirements:

Extensive practical experience in horticultural/turf maintenance, pest control operations and the operation of equipment used in this work.

A demonstrated ability to follow supervisor's directions in the delivery of daily work programs.

Sound communication skills (oral and written), negotiation and conflict resolution skills and the ability to liaise effectively with management, staff and members of the public.

Practical experience in reading, understanding and extracting safety, WHandS and chemical use information from chemical labels and Material Safety Data Sheets and the ability to Mix, Measure and Calibrate chemicals.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

Professional / Technical Skills and Knowledge

Trade Certificate III in horticulture/turf management or equivalent is highly desirable.

AQF-3 Chemical Accreditation is essential

AQF-4 Chemical Accreditation highly desirable

Pest Management units 5,6 and 18 or a willingness to obtain is desirable.

Competent in mobile software applications

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

How to Apply:

A supporting statement of no more than four 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: Jeffrey VanAalst (02) 6205 8257 Jeffrey.VanAalst@act.gov.au

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

Transport Canberra and Business Services

Executive Branch Manager, Strategic Policy and Programs

Executive Level 1.3 \$251,374 - \$261,418 depending on current superannuation arrangements, Canberra (PN: E881)

Gazetted: 27 October 2022

Closing Date: 10 November 2022

Details: Transport Canberra and City Services (TCCS) are seeking an experienced leader to fill the position of Executive Branch Manager Strategic Policy and Programs.

The Executive Branch Manager (EBM), Strategic Policy and Programs (SPP) will be a values-based leader with experience working in complex environments. Leading a branch of four teams the EBM will manage a work program of policy, legislative reform, strategies, policies, regulatory activities and programs that deliver on the priorities of the Government and TCCS.

As an executive within TCCS, this role requires a leader who builds a positive culture and high performing teams that are trusted and supported to be innovative in solving problems and delivering programs. The nature of the branch requires a leader who can create and support teams that are responsive, flexible and consistently deliver excellent advice and outcomes. The role is responsible for leading, managing and motivating teams including setting priorities and actively managing work programs. In an environment with several important stakeholders the ability to manage expectations and workflow in and out of the branch is essential. Strong interpersonal and relationship with a demonstrated ability to quickly build trust is a key enabler in the performance of this role as is a values based leadership style.

This role provides essential support and strategic advice to executives, the Director-General and Ministers and requires exceptional judgement. The ability to determine and set priorities, make defensible decisions is required. The role also requires the successful candidate to balance competing priorities and the ability to communicate with influence is essential.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Branch Manager will also contribute to broader whole of service initiatives relating to workforce management and planning.

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

Contract: The successful applicant will be engaged under a performance-based contract for a period of up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ben McHugh (02) 6205 4105 ben.mchugh@act.gov.au

Transport Canberra

Bus Operations

Recruitment and Training

Assistant Director, Recruitment

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: A20249)

Gazetted: 01 November 2022

Closing Date: 8 November 2022

Details: The role is responsible for supervising, managing and motivating a team and providing appropriate support for the recruitment of operational staff within Bus Operations. This position requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will have experience in applying Recruitment Guidelines and Legislation to deliver large bulk recruitment processes (200+ applications) within an Operational environment. The occupant will have the ability to respond and readjust work schedules to balance competing priorities.

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

Eligibility/Other Requirements

Qualifications relevant to the duties of the position and or substantial work experience in an operational human resource environment are highly desirable.

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

How to Apply: To apply, please submit your current curriculum vitae along with a response to Selection Criteria questions listed under 'What you Require' section of the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Heidi Stephenson (02) 6205 5043 Heidi.Stephenson@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Network and Infrastructure Planning

Senior Director Network and Infrastructure Planning

Senior Officer Grade A \$157,201, Canberra (PN: 33081)

Gazetted: 02 November 2022

Closing Date: 16 November 2022

Details: Working closely with key stakeholders, the Network and Infrastructure Planning team is responsible for the development of the Network and Infrastructure Plan for the bus network and its integration with light rail. The team also undertakes the bus network planning, scheduling and delivery of network timetables.

The Senior Director Network and Infrastructure Planning is responsible for leading a team to develop the Transport Canberra Network and Infrastructure Plan, which is a two to five year plan identifying future bus network plans and infrastructure requirements. The Senior Director leads a team that includes network schedulers and uses performance data and feedback from customers, ticketing and onboard bus systems to assist in developing bus network plans and schedules.

The Senior Director Network and Infrastructure Planning will:

Work closely with stakeholders to lead the development and implementation of the Transport Canberra Network and Infrastructure Plan and the delivery of key business products, including efficient network timetables designed with performance data from key business systems and ensuring the ongoing integration of bus and light rail services.

Work closely with stakeholders to identify and deliver infrastructure requirements to support the bus network.

Undertake audits of bus network performance providing regular reports and appropriate recommendations to improve performance.

Build and maintain productive internal and external stakeholder relationships

Provide strategic advice that is supported by rigorous analysis, good judgement and experience in a clear, concise and easy to understand format, including preparing complex written briefs, advisory notes, presentations, correspondences, reports and documentation.

Oversee procurement and contract management requirements relating to activities undertaken in the team.

Eligibility/Other Requirements:

Tertiary level qualifications in business, transport network design, infrastructure or a related discipline is highly desirable.

Experience with performance reporting tools is highly desirable.

Experience in a transport or infrastructure environment is highly desirable

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

How to Apply: Please submit no more than a two-page pitch addressing your suitability against the requirements listed in the 'What You Require' section of the Position Description, a current curriculum vitae and contact details of two referees.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Sarah Taylor-Dayus (02) 6207 4593 Sarah.Taylor-Dayus@act.gov.au

City Services

Roads ACT

Infrastructure Planning

Senior Project Manager

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 40910)

Gazetted: 02 November 2022

Closing Date: 23 November 2022

Details: Infrastructure Planning is responsible for supporting the operational areas of City Presentation and Roads ACT in the planning and management of our open space and public municipal infrastructure assets. Key responsibilities include strategic asset and data management, services planning and understanding deficiencies in the road network, contract management, project management, forward capital works planning, technical design review and providing Directors with support, advice, guidance and direction on all assets associated with City Presentation and Roads ACT.

The Senior Project Manager will be required to progress delivery of the Parkes Way upgrade – planning and design project and the initial stage (corridor study) for the southwest corridor project.

As a senior person within Transport Canberra City Services, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a value-based leadership style. This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

Eligibility/Other Requirements:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

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

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

Notes: This is a temporary position available immediately for six months, with the possibility of extension up to 12 months.

How to Apply: Applicants must submit a curriculum vitae, contact details of at least two referees, and a written response addressing the Selection Criteria of no more than four pages.

Applications should be submitted directly via the Apply Now button below

Contact Officer: Jonathon Dragos (02) 6205 7208 Jonathon.Dragos@act.gov.au

City Services

Development Coordination Branch

Design Review and Asset Acceptance

Director, Civil Team

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 15159)

Gazetted: 02 November 2022

Closing Date: 9 November 2022

Details: The Design Review and Asset Acceptance Director provides the leadership and supervision to manage and plan the team's operational responsibilities and resourcing. This position manages a team of Civil Engineers who are responsible for undertaking technical reviews of municipal assets that are created or modified as a result of land development (both infill and greenfield) and certain infrastructure projects.

Eligibility/Other Requirements:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

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

Notes: This is a temporary position available immediately for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply:

Please provide the following:

a written response of no longer than three A4 pages to the capabilities listed in the "What you require" of the attached Position Description.

details of two references or referee reports substantiating your claims to the capabilities.

A current curriculum vitae.

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

Contact Officer: Tim Wyatt (02) 6205 4200 Tim.Wyatt@act.gov.au

Chief Operating Officer Group

Finance

Assets and Capital Works

Director, Capital works and Assets

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 21241)

Gazetted: 31 October 2022

Closing Date: 14 November 2022

Details: This position is part of and leads a small and dynamic team reporting to the Senior Director, External Budgets and Reporting. The position manages the Directorate's assets as well as reporting of the capital works program.

The occupant of the position will have the opportunity to oversee a diverse range of tasks including the management of the Directorate's assets registers, Directorate's annual capital works program, the capital works draw down process, reporting of assets in the Directorate's financial statements and assisting with the capital works external budget process.

Eligibility/Other Requirements: Tertiary qualifications in commerce and accounting along with professional membership of CPA/CA or comparable bodies preferable.

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

How to Apply: Please provide a two-page pitch addressing the position requirements and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tassany Price (02) 6205 9961 Tassany.Price@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

Major Investigations

Assistant Director - Major Investigations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 05771)

Gazetted: 31 October 2022

Closing Date: 14 November 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 diligent professional to fill the role of Assistant Director within our Major Investigations team. The Major Investigations team is primarily responsible for conducting and managing workplace investigations and providing compliance and enforcement services that contribute to the reduction of harm and improved support for injured or ill workers in ACT workplaces.

The Assistant Director will lead and manager a team of investigators and is responsible for providing support, guidance, and advice to the Major Investigations team in performing regulatory activities. You will liaise with industry representatives and other stakeholders, review briefs of evidence, interview witnesses and gather evidence to assist in investigations and attend court.

The successful candidate will need to demonstrate highly developed communication skills and knowledge/experience in a related field. If this sounds like you, we encourage you to apply.

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 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.

Please note, 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 pages demonstrating your skills and experience relevant to the points listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal

Candidate' and provide examples where possible. 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: Jackii Shepherd (02) 6205 4654 Jackii.Shepherd@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Senior Information Technology Officer Grade C \$114,928 - \$123,710

Sarah Carpenter, Section 68(1), 27 October 2022

Senior Information Technology Officer Grade C \$114,928 - \$123,710

Prabhjot Singh, Section 68(1), 1 November 2022

Canberra Health Services

Administrative Services Officer Class 3 \$68,685 - \$73,920

Sally Adams, Section 68(1), 2 November 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Anusha Rahman: 88154441, Section 68 (1), 31/10/2022

Registered Nurse Level 1 \$72,698 - \$97,112

Tegan Addison, Section 68(1), 14 September 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Diana Beban, Section 68(1), 31 October 2022

Registered Nurse Level 3.1 \$115,743 - \$120,506

Elise Daly, Section 68(1), 3 November 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Ma Raisa Victoria Danao, Section 68(1), 28 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Antonio Grecia Jnr, Section 68(1), 31 October 2022

Health Professional Level 2 \$70,679 - \$97,028

Rebecca Greenwood, Section 68(1), 1 November 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Maria Kaju, Section 68(1), 25 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Samiksha KC, Section 68(1), 31 October 2022

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Jerome Mata, Section 68(1), 26 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Kristy O'Neill, Section 68(1), 3 November 2022

Administrative Services Officer Class 2 \$60,620 - \$66,939

Dejan Rajkovic, Section 68(1), 25 October 2022

Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - 61,992)

Kuntana Rourke, Section 68(1), 27 October 2022

Technical Officer Level 1 \$62,599 - \$65,631

Martin Tumamak, Section 68(1), 31 October 2022

Registered Nurse Level 2 \$100,957 - \$107,000

Elizabeth Varghese, Section 68(1), 31 October 2022

Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - 61,992)

Jonifer Ybas, Section 68(1), 27 October 2022

Canberra Institute of Technology

Administrative Services Officer Class 2 \$60,620 - \$66,939

Sarah Bowen, Section 68(1), 28 October 2022

Professional Officer Class 1 \$64,473 - \$89,398

Laura Kent, Section 68(1), 27 October 2022

Teacher Level 1 \$80,673 - \$107,642

Scott O'Donnell, Section 68(1), 24 October 2022

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$68,685 - \$73,920

Renz Duldulao, Section 68(1), 1 November 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Phuong Ho, Section 68(1), 31 October 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Eli Lincoln, Section 68(1), 1 November 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Jing Ma, Section 68(1), 1 November 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Kevin Player, Section 68(1), 31 October 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Nicholas Sheppard, Section 68(1), 31 October 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Hayden Stevenson, Section 68(1), 31 October 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Nam Duc The, Section 68(1), 2 November 2022

Community Services

Senior Officer Grade A \$157,201

Nina Birkel, Section 68(1), 20 October 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Ellen Davies, Section 68(1), 27 October 2022

Senior Officer Grade C \$114,928 - \$123,710

Anita Gardner, Section 68(1), 28 October 2022

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Georgina Yortis, Section 68(1), 31 October 2022

Director of Public Prosecutions

Prosecutor Grade 1 - 2 \$82,812 - \$129,452

Leanne Hopkins, Section 68(1), 7 November 2022

Education

Infrastructure Officer 2 \$91,428 - \$105,186

Mikhala Fairman, Section 68(1), 1 November 2022

Senior Officer Grade A \$157,201

Shannon Farrington, Section 68(1), 28 October 2022

Environment, Planning and Sustainable Development

Park Ranger 1 \$68,685 - \$73,920

Riley Basso, Section 68(1), 28 October 2022

Technical Officer Level 3 \$79,105 - \$89,398

Christopher Evans, Section 68(1), 24 October 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Sarah Gilbert, Section 68(1), 3 November 2022

Justice and Community Safety

ACT Courts and Tribunal Legal 1 \$70,680 - \$142,352

Anna Theodore, Section 68(1), 28 October 2022

Suburban Land Agency

Administrative Services Officer Class 6 \$91,315 - \$104,509

Hong Thuy Tai, Section 68(1), 1 November 2022

Transport Canberra and City Services

Administrative Services Officer Class 5 \$84,749 - \$89,705

Kylie Murton, Section 68(1), 31 October 2022

Special Needs Transport Drivers \$61,045 - \$64,491

Jacob Puthenpurayil Thomas, Section 68(1), 2 November 2022

Worksafe ACT

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Natalie Picker, Section 68(1), 2 November 2022

TRANSFERS

Canberra Health Services

Annette Burke

From: Administrative Services Officer Class 2/3 \$73,920
Canberra Health Services
To: Administrative Services Officer Class 3 \$68,685 - \$73,920
Canberra Health Services, Canberra (PN. 22878)

Felicity Daly

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. 57619) (Gazetted 22 June 2022)

Anna Hlavacek

From: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services
To: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services, Canberra (PN. 20166) (Gazetted 23 August 2022)

Ashlea Jamieson

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)
Canberra Health Services
To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 49995) (Gazetted 23 September 2022)

Alex Lupu

From: Health Professional Level 2 \$70,679 - \$97,028
Canberra Health Services
To: Health Professional Level 2 \$70,679 - \$97,028
Canberra Health Services, Canberra (PN. 22203) (Gazetted 1 September 2022)

Environment, Planning and Sustainable Development

Lucinda Berrie

From: Administrative Services Officer Class 6 \$91,315
Environment, Planning and Sustainable Development
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Environment, Planning and Sustainable Development, Canberra (PN. 45784) (Gazetted 28 July 2022)

Suburban Land Agency

Miao Zhang

From: Senior Officer Grade C \$114,928 - \$123,710

Canberra Institute of Technology

To: Senior Officer Grade C \$114,928 - \$123,710

Suburban Land Agency, Canberra (PN. 38061) (Gazetted 19 October 2021)

Transport Canberra and City Services

Jeffery Bell

From: Infrastructure Officer 4 \$136,524

Transport Canberra and City Services

To: Infrastructure Officer 4 \$136,524 - \$155,109

Transport Canberra and City Services, Canberra (PN. 23563) (Gazetted 19 July 2022)

PROMOTIONS

ACT Health

Health Systems, Policy and Research

Health System Planning and Evaluation

Karina Dun

From: Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 40340) (Gazetted 28 April 2022)

Policy, Partnerships and Programs

Health Policy and Strategy Branch

Michelle Reardon

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 45183) (Gazetted 16 August 2022)

Population Health Division

Health Protection Service

ACT Government Analytical Laboratory

Stephanie Wallace

From: Health Professional Level 2 \$70,679 - \$97,028

ACT Health

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

ACT Health, Canberra (PN. 26161) (Gazetted 22 August 2022)

Canberra Health Services

Melissa Battye

From: Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)

Canberra Health Services

To: Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Canberra Health Services, Canberra (PN. 58708) (Gazetted 30 August 2022)

Mitchel Beissner

From: Health Service Officer Level 4 \$57,149 - \$59,336

Canberra Health Services

To: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services, Canberra (PN. 48499) (Gazetted 30 September 2022)

Gabrielle Croker

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. 26798) (Gazetted 15 September 2022)

CHS Chief Operating Officer Clinical Services

Danielle Dillon

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. 21148) (Gazetted 4 August 2022)

CHS Chief Operating Officer Clinical Services

CHS Women, Youth and Children

Ruth Evans

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 4.1 \$130,846

Canberra Health Services, Canberra (PN. 28564) (Gazetted 30 August 2022)

Ross Green

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. 41087) (Gazetted 24 August 2022)

Sarah Kadayi

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. 48037) (Gazetted 7 September 2022)

BANDANA Karmacharya

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. 54274) (Gazetted 23 September 2022)

Clinic Services

University of Canberra Hospital

Melissa Khalil

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. 53833) (Gazetted 6 September 2022)

Manjeet Khosa

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. 43057) (Gazetted 7 September 2022)

Barjinder Mann

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. 40029) (Gazetted 7 September 2022)

Julianne Nissen

From: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Midwife Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 22392) (Gazetted 30 August 2022)

Nimmy Philip

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. 32792) (Gazetted 7 September 2022)

Taiju Punnoose

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. 44404) (Gazetted 7 July 2022)

Manisha Ranjit

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. 48044) (Gazetted 7 September 2022)

CHS Chief Operating Officer Clinical Services

RADIATION ONCOLOGY CLINICAL GROUP

Brittney Smith

From: Radiation Therapist Level 2 \$73,662 - \$101,811

Canberra Health Services

To: Radiation Therapist Level 3.1 \$109,307 - \$112,880

Canberra Health Services, Canberra (PN. 21737) (Gazetted)

No Gazette date

Clinic Services

Mental Health Justice Health Alcohol and Drug Services

Pradeep Timalina

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. 23557) (Gazetted 8 September 2022)

Dorgi Wangchuk

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. 40031) (Gazetted 7 September 2022)

Kwan Wong

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. 48043) (Gazetted 7 September 2022)

TAE HO Yoon

From: Health Service Officer Level 7 \$67,760 - \$71,554

Canberra Health Services

To: Health Service Officer Level 9 \$79,105 - \$89,398

Canberra Health Services, Canberra (PN. 00915) (Gazetted 1 September 2022)

Community Services

Children, Youth and Families

Practice and Performance

Cultural Services Team

Frieda Kamilo

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728
Community Services, Canberra (PN. 58260) (Gazetted 10 August 2022)

Children, Youth and Families

Practice and Performance

Cultural Services Team

Tikarra Looke

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024
Community Services

To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728
Community Services, Canberra (PN. 07366) (Gazetted 10 August 2022)

Education

Office for Schools

South Weston

Charles Weston School Coombs

Paul Campbell

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 37036) (Gazetted 26 September 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.

SCHOOL PERFORMANCE AND IMPROVEMENT

Rachelle Cridland

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 34440) (Gazetted 25 March 2022)

Service Design and Delivery

Student Engagement

Karinna Hall

From: Health Professional Level 2 \$70,679 - \$97,028

Education

To: Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Education, Canberra (PN. 47696) (Gazetted 12 September 2022)

Business Services

Communications, Engagement and Government Support

Ministerial and Corporate Reporting

Ellen McIlveen

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Education, Canberra (PN. 00141) (Gazetted 8 September 2022)

Environment, Planning and Sustainable Development

Suburban Land Agency
Office of CEO
Executive Support Team
Jiye Kim

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Environment, Planning and Sustainable Development, Canberra (PN. 58913) (Gazetted 16 September 2022)

Suburban Land Agency
Development Delivery
Urban Projects
Joanne Stroud

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Environment, Planning and Sustainable Development

To: †Infrastructure Officer 3 \$115,193 - \$126,450
Environment, Planning and Sustainable Development, Canberra (PN. 58900) (Gazetted 10 November 2021)

Justice and Community Safety

ACT Courts and Tribunal
Magistrates Court
Registrar's Office (Magistrates Court)
Belinda Barry

From: ACT Courts and Tribunal Legal 1 \$70,680 - \$142,352
Justice and Community Safety

To: †ACT Courts and Tribunal Legal 3 \$172,620 - \$180,081
Justice and Community Safety, Canberra (PN. 52333) (Gazetted 11 August 2021)

ACT Corrective Services
Offender Reintegration
Offender Reintegration
Michelle Francis

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Justice and Community Safety, Canberra (PN. 50553) (Gazetted 30 August 2022)

Emergency Services Agency

Assistant Commissioner Operations

Aaron Hughes

From: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 07949) (Gazetted 21 September 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 Services

Chief Information Office

Dennis Skerry

From: Senior Officer Grade B \$135,355 - \$152,377

Transport Canberra and City Services

To: †Senior Officer Grade A \$157,201

Justice and Community Safety, Canberra (PN. 50924) (Gazetted 29 July 2022)

Transport Canberra and City Services

City Services

ACT NoWaste

Belinda Cox

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 50037) (Gazetted 16 February 2021)