



ACT Government Gazette

Gazetted Notices for the week beginning 16 February 2023

VACANCIES

ACT Audit Office

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

Performance Audit

Director (Performance Audits)

Senior Audit Manager \$135,524 - \$157,201, Canberra (PN: 42806)

Gazetted: 17 February 2023

Closing Date: 7 March 2023

Details: The ACT Audit Office is seeking people with excellent analytical, research and investigatory skills to join the Performance Audit team. As a Director you will be responsible for managing performance audits and other reviews and investigations of the operations of ACT public sector entities.

The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. You should have an awareness of, and understanding and commitment to, the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles.

The ACT Audit Office offers a range of flexible working conditions including the ability to work from home to balance staff circumstances with the needs of the Office. The Office makes significant investment in developing and supporting staff by providing them with learning and development opportunities including a career path. Staff are also provided with training and support to obtain relevant professional post-graduate qualifications.

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 are highly desirable.

All applicants must be fluent in English.

All ACT Audit Office employees are required to undergo employment screening. This position is a *Position of Trust 1* and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

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 are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Thomas (02) 6205 1187 Laura.Thomas@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>

Policy, Partnerships and Programs

Health Policy and Strategy Branch

Health Service Policy

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 37743, several)

Gazetted: 22 February 2023

Closing Date: 8 March 2023

Details: Do you like a challenge and want to be a key part of a high performing team who work to support the health needs of the Canberra community? Then this opportunity is for you!

The Health Policy and Strategy Branch is looking for a skilled Director to support the role of the branch in providing strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders.

The position will lead policy development across a range of key health priority projects for the ACT Government.

Policy areas are diverse and include (but are not limited to) Voluntary Assisted Dying, aged care and palliative care, Chronic conditions and primary care.

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

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:

To be successful, you will require skills and experience in managing, supervising and leading multi-disciplinary teams. You will be able to handle competing priorities and deliver within necessary timeframes. You will work in collaboration with your team members to provide strategic and high quality advice, exercise initiative, use good judgement and be able to liaise with stakeholders on a range of health policy matters.

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

How to Apply: Please submit your current curriculum vitae, setting out relevant personal particulars, employment history, qualifications and experience

Please include a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position. Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chadia Rad (02) 5124 6216 Chadia.Rad@act.gov.au

Population Health Division

Health Protection Service

ACT Government Analytical Laboratories

Analytical Chemist

Health Professional Level 1/2 \$66,285 - \$97,028, Canberra (PN: 53251-27979)

Gazetted: 22 February 2023

Closing Date: 15 March 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world.

Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The ACT Government Analytical Laboratory is multidisciplinary scientific laboratory providing high quality analytical services in the fields of Microbiology, Environmental Chemistry, Forensic Chemistry and Forensic Toxicology. The laboratory is certified to the management standard ISO 9001. Each laboratory unit is individually accredited to ISO 17025.

The Environmental Chemistry Unit is looking for a qualified individual to assist with operating and maintaining the ambient air monitoring program in accordance with the Ambient Air National Environment Protection Measure, asbestos identification in bulk materials, airborne asbestos fibre counting, perform chemical and/or other analyses and carry out investigations of samples, and other defined projects. The role also involves participating in the operation of the quality system, preparing reports and correspondence; participating in the development of methodology and techniques and, as required, liaise with or provide advice to directorate staff and other government directorates/authorities.

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

HP1: - A degree in Science is essential, with a major in Chemistry desirable.

A valid driver's licence (Class C) is essential

HP2: - A degree in Science is essential, with a major in Chemistry desirable

At least 12 months' experience in an Environmental Chemistry laboratory

A valid driver's licence (Class C) is essential.

Notes: This advertisement is for one position only. The position will be filled at either HP1 (PN53251) or HP2 (PN27979) level, dependent on the skills and experience of the successful applicant. Applicants should be clear which classification they are applying for.

How to apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria for the correct classification you are applying for. Along with a current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Fox (02) 5124 9171 Ian.Fox@act.gov.au

Population Health Division

COVID-19 Response Branch

COVID-19 Policy and Support

Project Officer, Policy and Support

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58457)

Gazetted: 22 February 2023

Closing Date: 8 March 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world.

Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The COVID-19 Response Branch is seeking to fill a Project Officer role at the Administrative Services Officer 6 level to sit within the COVID-19 Policy and Support section. As a Project Officer you will be responsible for a range of tasks appropriate to this level of classification and these may include research and coordination of policy advice, or supporting the development of transition, future planning and preparedness activities across the ACT COVID-19 response. Prior experience project management would be highly regarded.

You will provide high level administrative and business support to the COVID-19 Policy and Support team. The role may also involve collaboration and consultation with a wide range of stakeholders, both internal and external to Government.

Notes: This is a temporary position available immediately until 30 June 2023 with a possibility of extension up to 12 months and/or permanency. This position is based at Bowes Street, Phillip. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: In two pages or less tell us why you want the role and outline your demonstrated experience as described in the Skills, Knowledge and Behaviours section of the Position Description. Please submit a current curriculum vitae and the contact details of two referees who have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hoami Southwell (02) 5124 9468 Hoami.Southwell@act.gov.au

Population Health Division

Promotion and Programs

Centre for Health and Medical Research

Assistant Director, Research Strategy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57125)

Gazetted: 21 February 2023

Closing Date: 28 February 2023

Details: The Research Strategy section works towards the vision that the ACT has world-class sustainable teaching and learning organisations that deliver cutting edge evidence-informed healthcare driven by research which maximises health outcomes and well-being for consumers and communities. Our aim is to create the conditions in which the Territory's health and medical research community can thrive. Our key objectives are to foster a learning health system where evidence is both applied and developed; to guide investment in the people who serve the ACT health research system; and guide investment in key research infrastructure, platforms and programs required by the ACT's health ecosystem to thrive.

This position will provide support to the Director, Research Strategy in managing the strategic and operational objectives of the section. Duties will include, but not be limited to, delivering upon the Objectives and Strategic Actions of the ACT Government's Better Together: A strategic plan for research in the ACT health system 2022-2030, leading the design, development, implementation, and evaluation of initiatives to support health and medical research in the ACT and developing and maintaining relationships with key academic stakeholders within the ACT's research ecosystem.

Notes: This is a temporary position available from 01 March 2023 to 30 June 2023 with the possibility of permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide your curriculum vitae, a two-page response to the 'Professional/Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description; and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Kneipp (02) 5124 9118 Jason.Kneipp@act.gov.au

Health System Planning and Evaluation

Health System Planning and Development

Health Services Planning

Director Health Service Planning

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 54982)

Gazetted: 20 February 2023

Closing Date: 8 March 2023

Details: If you have a passion for healthcare and want to lead a dynamic, high achieving, supportive and trusted team to help shape the health system of the future then keep reading!

Our team works collaboratively with consumers, clinicians, policy and project teams, non-government and primary care organisations to plan future health service development and design to meet the needs of our community. We are looking for an enthusiastic and dynamic leader who can lead a team to deliver an ambitious work plan with innovative solutions to address complex service planning challenges. To be successful you will have highly developed negotiation and liaison skills including the ability to develop effective and ongoing relationships with a range of stakeholder groups. You will have excellent written skills and the ability to produce complex reports and high-level documents. You might be an experienced leader in health service planning or a clinical manager looking to broaden your skills and knowledge. Or you could be working in academia, policy or epidemiology and want to try something new. If you are proactive, talented and work well in a positive team environment then we invite you to come

Notes: This is a temporary position available immediately for three 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 or referee reports only.

How to Apply: Please provide a two-page Expression of Interest addressing the Selection Criteria and attach your curriculum vitae with two referees listed. We will notify you prior to contacting referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Dufty 0408792025 Tania.Dufty@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

Medicine

Ambulatory

Clinical Care Coordinator GEHU

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 51642-028RQ)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

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

The GEHU Clinical Coordinator will provide clinical leadership and coordinate the day to day activity of the Unit, including advanced clinical assessment and care of patients, coordinating clinics, Operating Theatre lists and endoscopy lists. The role will lead the nursing team to ensure safe and efficient flow, managing ordering of specialised supplies and equipment to meet operational needs and liaising with the multidisciplinary team. The Clinical Coordinator will have a key role in nurturing a nursing team which is appropriately skilled to provide specialised gastroenterology and hepatology care.

The Clinical Coordinator will work with other advanced practice nurses in the area to ensure evidence-based treatment is delivered to all 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

Strong clinical assessment skills and decision-making ability in gastroenterology

Ability to provide clinical leadership to outpatient areas

Adaptable and flexible to accommodate change and provide responsive services to meet required timelines.

Position Requirements/Qualifications:

Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and any other registration required by the specific field.

- o 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

- o 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.

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

Contact Officer: Alice Whitbread (02) 5124 3488 Alice.Whitbread@act.gov.au

Mental Health, Justice health, and Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 22203-028TX)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

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

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

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

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

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

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

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

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

ABOUT YOU

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

Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory:

For Psychology:

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

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

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

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

For Social Work:

Degree in Social Work

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

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)

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

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

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

Prior to commencement successful candidates will be required to:

Hold a current driver's licence

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

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

Undergo a pre-employment Police check.

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

Contact Officer: Erica Campbell (02) 5124 4294 Erica.Campbell@act.gov.au

Medicine

Diabetes Service

Social Worker or Psychologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 60439 - 028X6)

Gazetted: 20 February 2023

Closing Date: 8 March 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

The CHS Diabetes Service provides acute and ambulatory outpatient services to consumers of the ACT and surrounding NSW region. The ACT Health Diabetes Service is a multidisciplinary 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. The service provides diabetes care and treatment across the continuum for adolescents and adults with Type 1 and Type 2 diabetes, as well as women with diabetes in pregnancy.

The CHS Diabetes Service Social Worker or Psychologist provides individual clinical appointments for people with or at risk of diabetes. The social worker or psychologist is an integral part of the adult diabetes team collaborating with Endocrinologists, Diabetes Nurse Educators, Diabetes Dietitians and podiatrists, to provide a team approach to care for people with complex diabetes.

The HP03 Diabetes Social Worker or Psychologist will be responsible to the Senior Diabetes Allied Health Lead of the CHS Diabetes Service. Under the direction of the senior lead, you will be required to provide clinical

assessment, management, supervision and evaluation of psychosocial care to patients in tertiary and ambulatory care with diabetes and other chronic conditions.

Note: This position(s) may be required to participate in overtime and non-business hours work.

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

Highly motivated with strong organisational and time management skills.

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

Adaptability and flexibility to work independently in a busy environment requiring change and service improvement.

Personal and professional integrity.

Position Requirements/Qualifications:

Mandatory

- Relevant Tertiary qualifications or equivalent in Social Work OR Clinical Psychology and a minimum of 3 of years' experience working professionally in social work OR Clinical Psychology.
- Eligibility for membership of the Australian Association of Social Work OR Psychology Board of Australia
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant may need to be available for 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.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Contact Officer: Dr Carolyn Petersons (02) 5124 2214 carolyn.petersons@act.gov.au

Women, Youth and Children

Canberra Health Services

Administration Support and Personal Assistant to the Director of Nursing and Midwifery

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 21301 - 028X1)

Gazetted: 20 February 2023

Closing Date: 6 March 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised paediatric and neonatology services for the ACT and surrounding regional areas. This position is responsible for the provision of high level administrative support to the Director of Nursing and Midwifery as well as the Assistant Directors of Nursing and Midwifery, and other related administrative duties such as preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

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.

Good communication and interpersonal skills.

Position Requirements/Qualifications:

- Previous experience using HP Records Manager 8 (aka. TRIM).
- Previous experience working in the health sector.
- 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)

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

Contact Officer: Mitchel Green (02) 5124 7431 Mitchel.Green@act.gov.au

Rehabilitation, Aged and Community Services

Allied Health

Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level),

Canberra (PN: 35628 - 028UZ)

Gazetted: 20 February 2023

Closing Date: 6 March 2023

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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 University of Canberra Hospital, Aged Care wards at the Canberra Hospital, Community Health Centres

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

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, provides a variety of inpatient, day, ambulatory and community-based rehabilitation services. Allied Health assistants (AHAs) work within all of these settings delivering rehabilitation programs as part of the Occupational Therapy, Physiotherapy and Speech pathology teams, or within the interprofessional Allied Health team comprising Brindabella Day and Ambulatory Rehabilitation Services.

All teams have a focus on improving patients' independence, and ability to engage in activities and their community. They provide rehabilitation for persons with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. All AHAs work under the direct or indirect supervision of an Allied Health Professional (AHP) and play a key role in the day to day functioning of the team in which they work. They are provided with regular clinical supervision and access to education and training. Therapy can be provided to individuals or in group settings.

If you are an enthusiastic, flexible, patient and team focused Allied Health assistant who enjoys working with patients requiring rehabilitation, these services will provide you with constant diversity, rewarding challenges and the opportunity to help patients improve their health, function and well-being.

Allied Health Assistants in RACS work flexibly across services, and locations where services are offered and may be required to participate in a weekend roster.

As well as the permanent position on offer, a merit list will be created from this recruitment round which may be used to fill future temporary or permanent AHA2 positions across RACS for the next 12 months (both full time or part time).

ABOUT YOU

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

Behavioural Capabilities

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

Friendly, warm, caring and empathetic

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

Able to work with others in a team.

Position Requirements/Qualifications:

Certificate IV in Allied Health Assistance, or equivalent or higher qualifications in a related field.

Current Australian Driver 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.

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

Comply with Canberra Health Service credentialing and scope of clinical practice requirements for Allied Health professionals.

Note: If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in Canberra Health Service facilities, the person occupying this position will be required to comply with Canberra Health Service credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made.

Contact Officer: Grant Shaw 02 51240079 Grant.Shaw@act.gov.au

**Women, Youth and Children
Community**

Administration Service Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 44302 - 028NP)

Gazetted: 20 February 2023

Closing Date: 27 February 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary health services to children, young people, families and women in the ACT and surrounding regions. The Division provides family centred, multidisciplinary services at Canberra Hospital and in Community Health Centres, client homes, schools and Child and Family Centres. These services include:

Women's Health Service

Maternal and Child Health Program

School Team – High School Immunisations and Health Checks

Children at Risk Health Unit

Community Paediatric and Child Health 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

Ability to collaborate with team members to share appropriate information to achieve shared goals.

Adaptability to accommodate change and new ideas.

Willingness to go the extra distance in delivering services to our clients.

Position Requirements/Qualifications:

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

Eligibility: This position is a protected position and is open to women only as ACT Health, consistent with section 34(2)(i) of the Discrimination Act 1991, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively lead the counselling service.

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

Contact Officer: Danielle Treloggen (02) 5124 2776 Danielle.Treloggen@act.gov.au

Surgery

Pain Management Unit

Visiting Medical Officer – Pain Management Psychiatrist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: VMO - 02871)

Gazetted: 17 February 2023

Closing Date: 1 March 2023

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: [CHS website](#)

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

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

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

POSITION OVERVIEW

The Pain Management Unit is an interdisciplinary service that provides comprehensive outpatient care to patients with persistent pain and a consultative service to inpatients with persistent pain.

The successful applicant will have specialist experience in General Psychiatry or in subspecialty area(s) of Psychiatry, and work as a member of the chronic pain team primarily in the outpatient setting and consult on inpatients as required.

DUTIES

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

1. You will:

Provide direct psychiatric services as part of an interdisciplinary Chronic Pain Team.

Teach and supervise Pain Medicine Trainees and Medical students.

Contribute to the clinical oversight of multi-disciplinary teams and in particular:

Provide expert opinion and consultation on clinical work.

Participate in the development, implementation, and ongoing review of the recovery plans for persons using the service.

Liaise and collaborate with medical practitioners, consumers, carers, voluntary and government and non-government agencies concerned with patients care.

Actively engage in clinical governance to ensure services are high quality and safe, adhere to the National Safety and Quality Health Service Standards

Contribute to and participate in unit management, clinical audit procedures, research, quality improvement activities, policy and procedure development, utilisation reviews and educational activities in the Pain Management Unit.

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

8. Undertake other duties as set out in your contract.

ABOUT YOU

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

Behavioural Capabilities

Adaptability and flexibility to accommodate change

Critical thinking skill

Communication skills and the ability to develop and maintain networks

Adapt quickly to a changing environment

Position Requirements/Qualifications:

Mandatory

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

Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications.

Evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is 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

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.

Knowledge of the Mental Health Act 2015 and other related legislations is desirable.

Current driver licence is preferred

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

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

Undergo a pre-employment Police check.

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

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

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

Visiting Medical Officers are engaged as independent contractors. Contracts will be for a three year term. The full time salary noted above will be paid pro rata for the part-time hours worked.

Contact Officer: Anandhi Rangaswamy Anandhi Rangaswamy Anandhi Rangaswamy (02) 5124 3055

Anandhi.Rangaswamy@act.gov.au

Infrastructure and Health Support Services

Sterilising Services

Sterilising Services Team Leader

Sterilising Services Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 028U6 - 29351)

Gazetted: 20 February 2023

Closing Date: 6 March 2023

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 Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services provides sterilising services to Canberra Hospital (CH), including the Gastroenterology and Hepatology Unit, Calvary Public Hospital Bruce (CPHB), and some private clinics within the ACT and surrounding

areas of NSW by cleaning, disinfecting and sterilising Reusable Medical Devices (RMD). Sterilising Services provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

- Sterilising Services Unit at Mitchell, including management and administration.
- Sterilising Services Unit at CH.
- Sterilising Unit at CPHB.
- Central Reprocessing Unit (CRU) at the Gastroenterology and Hepatology Unit at CH.

This position involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour/7 days per week roster. This position also involves working across all Sterilising Services' sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and Calvary Public Hospital)

ABOUT YOU

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

Behavioural Capabilities

1. Strong leadership and people management skills with a high degree of drive.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
3. Strong organisational skills with an ability to think strategically to investigate issues and develop solutions

Position Requirements/Qualifications:

Highly Desirable

- Certificate III in Sterilising (HLT37015) and Certificate IV in Sterilising (HTL47015), or Certificate III in Sterilising (HLT37015) and Certificate IV in Leadership and Management (BSB40215), is highly desirable
- A minimum of five years' experience in Sterilising Services practices or infection control practices or relevant health sector experience
- A sound knowledge of AS/NZS4187:2014 is essential
- A current driver's licence
- Experience in leading and mentoring teams is preferred
- This position is required to work across all Sterilising Services sites and participate in a rotating roster that includes a 24 hour/7days per week roster, including public holidays, if required.

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Sandra Wheeler (02) 5124 2283 sandra.wheeler@act.gov.au

Specialist 1-5 / Senior Specialist – Radiation Oncology

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 36649 - 028J7)

Gazetted: 16 February 2023

Closing Date: 24 February 2023

Details: 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: [CHS website](#)

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

Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of over half a million. It is a modern 600-bed hospital providing most trauma services, most medical and surgical sub-specialty services and is the principal teaching hospital for the Australian National University Medical School (ANU).

The unit supports an active clinical trials research program and has developed translational research links to the John Curtin School of Medical Research at the ANU as well as the Queensland Institute of Medical Research. These collaborations include biomarker development (cancer stem cells and gene panels), compound screening, novel cancer targeting methods (epigenetic and ribosomal biogenesis) and immunotherapeutic. Phase I clinical trial capability is also being developed and the appointee would be expected to contribute to this as well as translational projects being conducted. Skills to be able to integrate clinical service and research are desirable.

<http://www.health.act.gov.au/our-services/cancer-services/health-professionals/medical-oncology>

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

DUTIES

Under limited direction of the Radiation Oncology Unit Director you will perform high quality clinical service provision while participating in the teaching and quality improvement program within a dynamic multidisciplinary environment. You will:

Manage the diagnosis, treatment and discharge plan for inpatients and outpatients referred for radiation oncology treatment and conduct outpatient clinics. The primary responsibility of the position is to provide cover for the clinical duties of radiation oncology staff specialists on leave.

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

Undertake research in areas relevant to the science and/or clinical practice of the Radiation Oncology.

Contribute to the clinical governance of the Unit by undertaking clinical audit, morbidity and mortality review and practicing evidence-based medicine

Contribute to the education and training of the clinical team and actively participate in the supervision and training of junior medical staff including interns, resident medical officers, and registrars. Contribute to the teaching program of the ANU Medical School

Involvement in the implementation of new technologies and in clinical governance

Be familiar with and observe all relevant Canberra Health Service policies and guidelines

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

ABOUT YOU

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

Behavioural Capabilities

High level clinical skills in the field on Radiation Oncology.

A willingness to work collaboratively in developing clinical services and research

High-level communication and interpersonal skills and demonstrated ability to provide leadership and work as a team member in a multidisciplinary environment.

Position Requirements/Qualifications:

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

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

Fellowship of Fellow of the Royal Australian and New Zealand College of Radiologists (RANZCR) or an equivalent specialist qualification

Relevant qualifications and a minimum of one years' experience working professionally in Radiation Oncology.

The successful applicant will 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.

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:

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

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

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

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

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

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

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

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.

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

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

Note: This is a part-time temporary position available at 24 hours per week for a period of nine months with the possibility of extension. The full-time salary noted above will be paid pro-rata.

Contact Officer: Dr. Brandon Nguyen Dr. Brandon Nguyen 51245191 Dr. Brandon Nguyen - Director of Radiation Oncology – 02 51245191 brandon.nguyen@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 21870, several - 028TY)

Gazetted: 20 February 2023

Closing Date: 6 March 2023

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

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

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

- Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions
- Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact
- Provide optimal treatment for people in their homes and community as effective hospital diversion

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

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will contribute their expertise to the multidisciplinary team; provide supervision to staff at the Health Professional 1 and 2 Levels as well as students.

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

ABOUT YOU

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

Behavioural Capabilities

- Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service.
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Position Requirements/Qualifications:

Mandatory:

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Minimum of three years (ideal five years) post qualification

Highly Desirable:

- Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Minimum of three years (ideal five years) post qualification

For Social Work:

- Degree in Social Work

- Professional membership or eligibility for professional 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)
- Minimum of three years (ideal five years) post qualification

All:

- 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.
- Hold a current driver's licence
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Erica Campbell (02) 5124 4294 erica.t.campbell@act.gov.au

ACT Pathology

Haematology

Senior Scientist Transfusion

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 21263-028QE)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Transfusion, Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology and Morphology on patients with a wide range of co-morbidities.

Under broad direction from the Laboratory Manager / Chief Scientist, you will play a key role in providing day to day supervision, instrument trouble shooting and KPI monitoring, investigation of difficult transfusion cases, investigation of complex transfusion testing, quality control monitoring, maintaining manuals and training programs for staff in the Transfusion area of the laboratories at Canberra and Calvary Hospitals.

There is a requirement to work out of hours including on-call, occasional nights, weekends and public holidays.

ABOUT YOU

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

Behavioural Capabilities

High level evaluation and analysis skills.

Strong written and oral communication skills.

Ability to work as an individual and as part of a team.

Position Requirements/Qualifications:

Mandatory

Relevant tertiary qualification in Medical Science, Pathology and a minimum of five years' experience working professionally in Haematology and transfusion is preferred.

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

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

Desirable

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

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

Note: This process may be used to fill vacancies at level for the next 12 months.

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

Contact Officer: Jackie Pratt (02) 51242034 jackie.pratt@act.gov.au

Surgery

Surgical Services

Business Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 23712, several - 028P6)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Division of Surgery is responsible for delivering inpatient and outpatients surgical and medical imaging 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 Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit.

These units are supported by Business Support Officers who engage in a range of duties including reception responsibilities in patient service areas, and general business support and personal assistant activities in the business offices of the division's clinical units.

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 tendency to thrive in a team environment.

A commitment to providing high quality customer service.

Adaptability and flexibility to accommodate change.

Position Requirements/Qualifications:

Mandatory

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.

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

Contact Officer: Tonia Sydney (02) 512 46498 Tonia.Sydney@act.gov.au

Medicine

Clinical Forensic Medical Services

Administration Manager

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 24397 - 028UH)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

Clinical Forensic Medical Services (CFMS) is a locally based well established clinical service that provides forensic medical care to patients from the ACT and surrounding areas. CFMS comprises of Clinical Forensics ACT (CFACT), contracted medical services to the AFP, Forensic and Medical Sexual Assault Care (FAMSAC), the ACT Health based sexual assault service, and 'Fitness To Drive Medical Clinic' (FTDMC). CFMS is a medical unit within Canberra Health Services, with requirements and support for ongoing professional development of all staff.

ABOUT YOU

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

Behavioural Capabilities

- High level leadership qualities with emotional intelligence, self-motivation with the ability to work with a range of stakeholders and build strong, respectful relationships in a highly confidential workplace.
- High level verbal and written communication, and interpersonal skills.
- Strong organisational skills with an ability to work independently and within a team environment.

Position Requirements/Qualifications:

Mandatory

- Must be eligible to pass and maintain an AFP Baseline Security Clearance.
- Have a current ACT 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.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

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

Contact Officer: Jane Van Diemen 51245311 Jane.vandiemmen@act.gov.au

Medicine

Cardiology

Clinical Nurse Consultant

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 12129 - 0289Y)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

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

NOTES

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

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

ABOUT YOU

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

Behavioural Capabilities

Advanced knowledge of cardiovascular disease and anatomy

Strong organisational and leadership skills with high degree of drive

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

Position Requirements/Qualifications:

Mandatory

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

Relevant Tertiary or Certificate qualifications and a minimum of three years full time equivalent (FTE) experience working professionally in the relevant field.

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.

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: Michelle Lander (02) 51247216 michelle.lander@act.gov.au

Medicine

Canberra Sexual Health Centre

Sexual Health Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 20596-028PT)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

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

Canberra Sexual Health Centre (CSHC) is based at The Canberra Hospital. We provide clinic-based care for sexual health and HIV patients as well as an innovative outreach programs. We have a strong philosophy of teamwork, evidence-based practice and continuing 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

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

Strong communication and interpersonal skills

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

Friendly, professional, empathic and non-judgemental

Strong computer literacy and data management skills

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.

Mandatory requirements:

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

Current Driver's licence required for outreach programs

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:

Relevant post graduate qualifications – holds or working towards Sexual and Reproductive Health Nursing Certificate or equivalent.

Two years recent clinical experience in the speciality or other relevant area.

Prior to commencement successful candidates will be required to:

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

Note: This is a part-time position at 24 hours per week, the salary noted will be pro rata.

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

Contact Officer: Rendry Del Rosario (02) 51243758 rendry.delrosario@act.gov.au

ACT Pathology

Haematology

Haematology Scientist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 21264, several-028QC)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Transfusion, Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology and Morphology on patients with a wide range of co-morbidities.

Under direction, the Scientist role is responsible for the provision of Haematology, Coagulation and Transfusion procedures. At the Haematology laboratories at Canberra and Calvary Hospitals, the Scientist role is a key position involved in the troubleshooting of instrumentation, monitoring of Quality Control, analysis of results, blood film morphology and the provision of blood and blood products.

This position is an opportunity to be part of a large team with a number of specialist areas and room for personal development and possible career opportunities.

ABOUT YOU

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

Behavioural Capabilities

High level evaluation and analysis skills.

Strong written and oral communication skills.

Ability to work as an individual and as part of a team

Position Requirements/Qualifications:

Mandatory

Relevant Medical Science tertiary qualifications and a minimum of one years laboratory experience working professionally in Pathology 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.

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

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

Note: This recruitment process may be used to fill other vacancies at level for the next 12 months.

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

Contact Officer: Jackie Pratt (02) 51242034 Jackie.Pratt@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Services

Administration Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 37322 - 028T0)

Gazetted: 17 February 2023

Closing Date: 3 March 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

Dhulwa Mental Health Unit (DMHU) and 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) provides 24-hour 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.

Gawanggal Mental Health Unit (GMHU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce.

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 from DMHU 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.

Reporting to the Administration Manager it is expected that in this position you will provide administrative support to the clinical teams with a focus on providing quality customer service. All staff are required to undertake professional development activities and participate in quality initiatives and contribute to the multidisciplinary team processes.

The working hours for this position are 8.30am – 4.51pm Monday to Friday and may require working across multiple sites.

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.

Sensitivity and understanding with a non-judgemental attitude

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

Ability to manage confidential and sensitive information.

Able to work in a collaborative manner as part of a multi-disciplinary team.

Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. A merit list will be established to fill expected and or future vacancies across the MHJHADS division.

Contact Officer: Penelope Ginich (02) 5124 1853 Penelope.Ginich@act.gov.au

Division Of Surgery

Capital Region Retrieval Service

Specialist / Senior Specialist - Retrieval Medicine

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 60442 - 028V1)

Gazetted: 20 February 2023

Closing Date: 26 February 2023

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: [CHS website](#)

The Capital Region Retrieval Service are seeking applications for the appointment of fractionally appointed Staff Specialists. The Capital Region Retrieval Service (CRRS) provides the medical crewing for the principle rescue helicopter for the ACT and Greater Southern New South Wales. The service conducts over 500 missions a year. The SouthCare Helicopter is one of eight identical aircraft that service the rescue and retrieval functions for the southern half of New South Wales and the ACT. The helicopter service has a high primary trauma workload and also a significant secondary retrieval workload. The CRRS also undertakes a small number of road retrievals in ACT and New South Wales.

The fractionally appointed staff specialist in retrieval medicine, is responsible for provision of direct patient care to critically ill or injured patients, as well as supervision of junior medical staff working for CRRS. Co-ordination of delivery of patient care and utilisation of regional retrieval resources to facilitate safe patient transfer is also a pivotal aspect of the role.

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

DUTIES

Under limited direction of the Clinical Director, you will:

Be accountable for fostering leadership in the day-to-day operations of the service and endeavouring to ensure that clinical, strategic and key performance indicators are met, in partnership with other members of the Capital Region Retrieval Service

Play a key role in ensuring that care delivery and clinical outcomes within the service reflect best practice. This will involve a management of both direct patient care and remote critical care advice

Supervise, manage the educate and train junior medical staff to ensure they are provided with the opportunities to deliver best clinical care

Conduct, supervise and encourage research and quality assurance activities

Be responsible for the management of Registrars, and for the education and training of medical professionals

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 LGBTQIA+ are particularly encouraged to apply.

Position Requirements/Qualifications:

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

Mandatory

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

Hold a Fellowship of the Australasian College for Emergency Medicine (ACEM), College of Intensive Care Medicine of Australia and New Zealand (CICM) or Australian and New Zealand College of Anaesthetists (ANZCA) or an equivalent higher specialist qualification

Ability to work days, nights and weekends

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

Desirable

Current experience in retrieval medicine, including Aeromedical patient transport and winch rescue in an AW139 helicopter

Demonstrated currency in HUET training

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.

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

Successful completion of Capital Region Retrieval Service Functional Fitness Assessment prior to commencement of position

Note: The current permanent part-time opportunities are for a fractional FTE of up to 0.25FTE (10 Hours). The full-time salary noted above will be paid pro-rata.

Contact Officer: Dr Kelvin Grove 02 51245278 Kelvin.Grove@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Immunology

Specialist / Senior Specialist - Retrieval Medicine

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 36092 - 028XP)

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

Gazetted: 20 February 2023

Closing Date: 23 March 2023

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: [CHS website](#)

The Immunology Department is based at the Canberra Region Cancer Centre (CRCC). There are 2.2 FTE Staff Specialists and two Immunology Advanced Trainee Registrars. Immunologists may admit patients to the Canberra Hospital. There are also opportunities for private specialist work in Canberra.

Hospital based day therapy and outpatient clinics are provided at the Canberra Region Cancer Centre (CRCC). The Department has a strong track record of research, particularly in immune deficiency, autoimmune and inflammatory disease, and medical genomics. There are dedicated immunology nursing staff to support the immunodeficiency service and allergy testing.

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 may be 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 & 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

Salary, Remuneration and Conditions:

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise.

Indicative total remuneration, inclusive of applicable allowances, and assuming 11.5% superannuation, \$292,024 - \$393,988.

Contact Officer: Dr Katrina Randall (02) 5124 8502 katrina.randall@act.gov.au

Cancer and Ambulatory Services

Nursing

Brain and Cancer Nurse Specialist

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 60166 - 028QM)

Gazetted: 22 February 2023

Closing Date: 8 March 2023

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient, and community settings. The division is also responsible for Walk in Centres, Central Outpatients and Central Health Intake.

The Brain and CNS Cancer Specialist Nurse will work as part of the division's Cancer Supportive Care team. The Cancer Specialist Nurse role is responsible for co-ordinating the care of clients with complex needs, related to a diagnosis of primary Brain or Central nervous system cancer.

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 prioritise workloads

Well-developed negotiation skills

Position Requirements/Qualifications:

Mandatory

Relevant qualifications and a minimum of three years' experience working professionally in cancer / neurological related fields.

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

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Erin Wells 0466322676 Erin.wells@act.gov.au

Infrastructure and Health Support Services

Food Services

Patient Services Supervisor

Health Service Officer Level 8 \$73,429 - \$77,593, Canberra (PN: 33516 - 028VF)

Gazetted: 22 February 2023

Closing Date: 10 March 2023

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 Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food and Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services. The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital. Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients o 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.

ABOUT YOU

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

Behavioural Capabilities

Strong communication 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.

High degree of self-drive and initiative.

Position Requirements/Qualifications:

Relevant Food Safety Supervisor Certificate and recognized qualifications and a minimum of five years' experience working professionally in food services is preferred.

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

Current class C Driver's License.

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

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

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

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

Undergo a pre-employment National Police Check.

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

Note: Some position's will not be required to work shifts, weekends and public holidays.

Contact Officer: Sanjay Prasad 02 5124 2177 Sanjay.Prasad@act.gov.au

People and Culture

Workforce Strategy and Optimisation

Director, Workforce Planning

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 42873 - 028Y3)

Gazetted: 22 February 2023

Closing Date: 10 March 2023

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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 People and Culture Division is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services.

Working closely with other ACT Health Division's the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including change management, diversity and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards and talent acquisition.

The Division also plans, designs, communicates and monitors Canberra Health Services Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable Canberra Health Services to deliver on its strategic agenda.

The Director Workforce Planning is accountable for workforce forecasting and planning for assigned areas to respond to strategic priorities and to inform system wide actions to meet future workforce outcomes.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate competing demands.

Sound communication, liaison and negotiation skills.

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

Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Andrew White 0477 740 419 andrew.white@act.gov.au

Immunopathology and Infectious immunoassay

Protein

Senior Scientist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 30569 - 028XM)

Gazetted: 21 February 2023

Closing Date: 9 March 2023

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

ACT Pathology is a department of Canberra Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital.

ACT Pathology is a division of the Canberra Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

Immunology is a subsection of the Immunoassay Department of ACT Pathology and comprises the areas of Autoimmune Serology and Special Proteins. The staffing includes 2 Health Professionals Level 3 (HP3) and 5.0 FTE Health Professionals Level 2 (HP2).

Services provided include screening and characterisation of autoantibodies; allergy testing including total IgE, allergen specific IgE and tryptase; serum protein analysis including quantitation of immunoglobulins and complements, paraprotein and cryoglobulin investigation; and CSF oligoclonal bands detection. A wide range of methodologies including indirect immunofluorescence, ELISA, electrophoresis, immunofixation and isoelectric focussing are utilised. Instrumentation includes the Abbott Alinity c and i analysers, BioMerieux Vidas, Dynex DS2 EIA analyser, DiaSorin LiaisonXL, Helena SPIFE 3000, Phadia 250, Werfen BioFlash, Euroimmun EuroBlot one, AbacuxDx DSRie and Image Navigator System.

Under the direction of the Director and the Chief Scientist of Immunopathology and Infectious Immunoassay you will be responsible for the day-to-day supervision of the Immunology subsection, providing leadership in strategic planning and optimal operational management. The successful applicant will be required to rotate between the two subsections (Autoimmune Serology and Special Proteins).

This position is a full-time permanent position. The successful applicant will be required to work nominal hours Monday to Friday. There will also be a requirement to participate in the out of hours roster and overtime as required.

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

Strong organisational skills with a high degree of self-motivation and strong work ethic.

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

Highly effective communication skills including communicating with a diverse group of stakeholders, internal and external to the organisation.

Position Requirements/Qualifications:

Mandatory

- Tertiary qualifications (or equivalent) in Medical Laboratory Science, Diagnostic Pathology or Applied Science with a minimum of five years' experience working professionally in a diagnostic laboratory.
- The successful applicant may 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

- Previous experience working in a Diagnostic Immunology and/or Special Proteins laboratory would be highly desirable.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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: Candice Li (02) 5124 2846 candice.li@act.gov.au

Nursing and Midwifery and Patient Support Services

eRostering/NIMS

eRostering System Coordinator

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 60401 - 028XR)

Gazetted: 21 February 2023

Closing Date: 3 March 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Division of Nursing and Midwifery and Patient Support Services (NMPSS) plays a key role in developing a collaborative and strategic approach to nursing and midwifery and patient support services for CHS.

The Division includes Nursing Support Services (including the E-Rostering Unit, the Nursing and Midwifery Resource Office, Nursing and Midwifery Workforce Unit, Tissue Viability Unit, Infection Prevention and Control Unit, Occupational Medicine Unit); and Patient Support Services (including Ward's persons, Hospital Assistants, Ward Clerks, the Central Equipment and Courier Service).

In addition, the Division provides high quality strategic leadership and direction to the NMPSS workforce.

The e-Rostering Team is looking for an enthusiastic, motivated individual to fill the position of the e-Rostering System Coordinator (Management), focussing predominantly on technical management and projects relating to the system and processes, and contribute to the skills set and support of all rostering support service delivery to CHS. This includes a suite of rostering and roster management products and processes, to ensure timely and accurate pay, rostering and workforce reporting.

Under limited direction of the Assistant Director of Nursing, NMPSS, this position is responsible for providing designated duties to assigned e-Rostering system management support initiatives; overseeing administrative support, help desk services, with particular emphasis on e-rostering project management and overall maintenance of data integrity within the rostering system, system education and support, incorporating responsibility for monitoring and evaluating change management processes to facilitate the provision of efficient and effective best rostering practice processes. The position will also have a key focus on oversight of technical rostering system project work and deliverables.

The Canberra Hospital Expansion Project – CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by CHS.

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

The Administrative Support Officer will undertake various activities to assist with establishing this new workforce unit and its ongoing functions including providing support to the CSB project where required.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Strong communication skills and a high attention to detail.

A commitment to providing high quality customer service.

Adaptability and flexibility to accommodate change.

Shows initiative to identify areas for improvement.

Position Requirements/Qualifications:

Mandatory

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

Desirable

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Chris Harris 02 5124 7130 christopher.harris@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Office of the Director of Nursing

Practice Development Project Officer

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 21306 - 028XA)

Gazetted: 21 February 2023

Closing Date: 7 March 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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.

ACT Health led the trial of the Safewards model and interventions within the ACT public health services from November 2020 - June 2021 as part of the Towards a Safer Culture Strategy. Findings from the Safewards trial is being used to consider the broader implementation of Safewards across the ACT public health system including areas within MHJHADS.

Safewards was developed for inpatient mental health units in the United Kingdom. Safewards aims to improve safety for both consumers and staff, with a focus on reducing conflict (anything that could be harmful for a consumers, other consumers, or staff) and containment (restrictive interventions). Staff and consumer modifiers in the Safewards model identify opportunities to prevent conflict and containment or reduce its impact. The Safewards interventions provide practical ways to use these modifiers. The interventions are preventative actions that are taken to increase safety and mutual support for staff and patients.

The role of the Practice Development Project Officer within MHJHADS will be pivotal in the planning, development, implementation, evaluation of Safewards and ongoing facilitation of Safewards across the division of MHJHADS.

The aim of the role is to embed Safewards interventions and approaches in the acute inpatient mental health setting to reduce conflict, containment and restrictive practices across MHJHADS.

The successful candidate must display an ability to interact and communicate with a diverse range of people at all levels. Maintain a personal approach which is positive, enthusiastic, friendly and helpful. A willingness and ability to learn and an ability to work as part of a team, as well as to work independently. Flexibility to operate in an environment of change and continuous improvement.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

Ability to engage effectively with a broad range of stakeholders

Work to strict deadlines under minimal supervision

Position Requirements/Qualifications:

- Be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum three year post graduate experience.
- A background in Mental Health Nursing preferably inpatient with a minimum of 12 months leadership experience.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- 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.
- Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA).
- 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 three months with the possibility of extension and/or permanency.

Contact Officer: Sonny Ward (02) 5124 1623 Sonny.ward@act.gov.au

Clinical Services

Surgery

Office Manager – Division of Surgery

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 20011 - 028VX)

Gazetted: 20 February 2023

Closing Date: 8 March 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

The Division of Surgery is responsible for delivering inpatient and 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 Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Retrieval Service and the Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

Office Manager positions sit within the ACT Trauma Service, General Surgery and Acute Surgery Unit and the Capital Region Retrieval Service (CRRS). These positions are an integral part of a multidisciplinary team responsible for coordinating and facilitating the care of major trauma and surgical patients. The Office Managers work flexibly and collaboratively across these interconnected services to provide leadership and high-level administrative

support to enable the efficient management of the administration functions of these services. These positions support the Unit Director of these services in achieving strategic and operational objectives.

CHS is formally recognised as a Major Trauma Service within the NSW/ACT trauma networks providing a tertiary trauma referral service to the ACT, Southern NSW Local Health District, and parts of Murrumbidgee Local Health District. The ACT Trauma Service at CHS aims to provide best practice care for trauma patients. The multidisciplinary trauma team includes medical, nursing, allied health and support staff who are committed to providing exceptional health care to trauma patients. The Office Manager will provide administration support to the Unit Director of the ACT Trauma Service, staff working within the ACT Trauma Service and to the Prevent Alcohol and Risk-related Trauma in Youth (PARTY) program.

The Acute Surgical Unit and General Surgery team provide care primarily to abdominal surgical patients from assessment in the Emergency Department, admission to hospital through to discharge, and ongoing care as an outpatient. The Office Manager provides administration support to clinicians, the units inpatient and outpatient services and to the Unit Directors.

The CRRS provides the flight doctors for the SouthCare Helicopter. This is a rotatory service and forms part of the Southern NSW Ambulance Helicopter network. SouthCare covers a large geographical area to the southern areas of the state of NSW extending from Goulburn to Hay in the west, south to the Victorian border / northeast Victoria and the east coast from Nowra to Mallacoota. The CRRS also provides clinical governance, medical education and training in Retrieval Medicine, telemedicine and co-ordinates retrieval and transfers of patients. The medical staff that work as part of the CRRS are highly skilled Emergency Medicine, Intensive Care or Anaesthetic specialists and senior registrars. The Office Manager provides administrative and data support to the CRRS. This position may also provide data support to other services if required.

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:

- A commitment to providing high quality customer service.
- Adaptability and flexibility to accommodate change.
- Shows initiative to identify areas for improvement.

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

- Working towards or holds a certificate in management, customer service, medical terminology or another 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.

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

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

Medicine

Medicine

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 60294, several - 028UR)

Gazetted: 20 February 2023

Closing Date: 3 March 2023

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 core priorities of this position is to work in an outpatient program supporting patients who require support on discharge from hospital and managed safely in the community by telehealth. The primary aim is assisting in collaborating with the inpatient teams to transfer care of the patient to the community, in supporting the patient in a home environment by telehealth. The roster will include pattern of working morning shifts, across a range of 7 days Monday to Sunday.

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

Experienced Medical nurse.

Strong organisational skills and ability to work within a team environment.

Adaptability and flexibility to accommodate change and respond appropriately to meet clients' needs.

Position Requirements/Qualifications:

eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)

Minimum 3yrs post registration experience.

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

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:

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

Undergo a pre-employment Police check

Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Contact Officer: Leanne Pollard 0479187503 leanne.pollard@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Contracts Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60399 - 028US)

Gazetted: 22 February 2023

Closing Date: 10 March 2023

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

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

Our Values: Reliable, Progressive, Respectful and Kind

Are you interested in a great opportunity to take part in the largest healthcare infrastructure project undertaken in the Territory's history? This could be the role for you.

POSITION OVERVIEW

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

The Canberra Hospital Expansion Project includes the design and construction of a new 44,000m² acute clinical services building on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, cardiac care unit and inpatient beds.

The CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS).

Construction completion of the CSB project is Q1 2024 and go live of the facility for clinical services is Q3 2024.

The Facilities Management branch within IHSS will be responsible for all planned and on demand maintenance activities.

The Contracts Manager will report to the Assistant Director Contracts and will coordinate the establishment of maintenance contracts including the development of Statement of Requirements, tender process, and evaluation of applications in preparedness for Go Live of the CSB.

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

Excellent administrative and client focussed skills.

Strong organisational skills with a high degree of drive.

Ability to perform in a busy and demanding maintenance environment.

Position Requirements/Qualifications:

Mandatory:

- A current driver's license is essential.
- 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:

- Background in contract management and procurement is highly desirable.
- Knowledge of and experience in the delivery of infrastructure and maintenance administrative support services, including a solid understanding of infrastructure systems and trade services.
- Demonstrated experience working within a Hospital and Healthcare environment.

The successful applicant will:

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

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

- Undergo a pre-employment National Police Check.

Contact Officer: Loretta Bettiens 0434 366 673 loretta.bettiens@act.gov.au

Medicine

Endocrinology

Specialist / Senior Specialist – Endocrinologist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 60444 - 028X5)

Gazetted: 20 February 2023

Closing Date: 28 February 2023

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: [CHS website](#)

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

Endocrinology is the study of hormone-producing (endocrine) glands and the diagnosis and treatment of endocrine disorders. The Endocrinology Department at the Canberra Hospital is the tertiary referral centre for endocrinology in the ACT and surrounding areas of NSW and sees patients with a wide range of conditions including (but not limited to) pituitary disease, thyroid disease, adrenal disease, gonadal disorders, metabolic bone disease, electrolyte disorders and diabetes. Canberra Health Services Diabetes Service is an interdisciplinary 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. The service provides diabetes care and treatment across the continuum for adults, including women during pregnancy, Type 1 and Type 2 diabetes and secondary forms of diabetes.

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

The available positions are for temporary backfill of diabetes and endocrinology outpatient clinics. The vacant position may be allocated among multiple applicants, depending on merit, preference, and availability at required clinic times, with up to 0.4FTE available. The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time.

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 may be 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

DUTIES

Provide competent and efficient clinical management of diabetes and endocrinology conditions. You may also be asked to contribute to the care of consumers in diabetes and endocrinology outpatient clinics and satellite areas, ward inpatients and consults, and clinical handover.

Participate in the supervision, training and professional development of junior medical staff and students, as well as providing upskilling and education to the wider interdisciplinary team.

Work effectively and harmoniously with medical and other health service colleagues as part of an inter-disciplinary health care team and communicate effectively with consumers, colleagues and staff as a senior member of the clinical team in delivering patient care.

Contribute to the clinical governance of the Department by undertaking clinical audit, morbidity and mortality review and practicing evidence-based medicine.

Conduct, supervise, document and encourage research and/or quality assurance activities.

Comply with and implement Workplace Diversity, Occupational Health and Safety and Industrial Democracy principles and practices and display a commitment to CHS values.

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

ABOUT YOU

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

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

Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australasian College of Physicians (RACP) or equivalent specialist qualifications.

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

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

Note: This is a part-time temporary position available at 16 hours per week for a period of 11 months and the full-time salary noted above will be paid pro-rata.

Contact Officer: Carolyn Petersons 51242214 carolyn.petersons@act.gov.au

Medical Services

Pharmacy

Deputy Director of Pharmacy - Operations

Pharmacist Level 5 \$135,355 - \$152,377, Canberra (PN: 32120-028TA)

Gazetted: 20 February 2023

Closing Date: 20 March 2023

Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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 (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, administration staff and a clinical nurse educator. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. This is an opportunity to join the team as the Deputy Director of Pharmacy – Operations and to lead and manage a team of dedicated and skilled staff to provide pharmacy services that meet the needs of both internal and external users of the service.

This position works closely with the two other deputies and will assume the responsibilities of the Director of Pharmacy when required.

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:
Well-developed leadership skills

Strong organisational skills with a high degree of drive

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

Support the shared purpose, mission statement and strategic directions of the department

Follow all reasonable directions from your supervisors and managers and participate in ongoing professional development and performance review.

Position Requirements/Qualifications:

Relevant Pharmacist qualifications and a minimum of 5 years' experience working professionally in hospital pharmacy, together with post-graduate qualification in a relevant field such as clinical pharmacy, health informatics or management, is preferred.

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

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

Note: This is a full-time 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: Daniel Lalor (02) 5124 2120 Daniel.Lalor@act.gov.au

Medicine

Diabetes and Endocrinology

Podiatrist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 60410-028TI)

Gazetted: 20 February 2023

Closing Date: 6 March 2023

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

As part of the CHS High-Risk Podiatry team, Diabetes Service, this position would be predominantly based at The Canberra Hospital providing care to inpatients and outpatients experiencing acute high-risk foot complications.

The service provides care to residents within the ACT and the surrounding NSW region.

Under the direction of the Senior Lead Podiatrist, you will be an integral member of the Interdisciplinary high-risk foot service collaborating with Endocrinologists, Diabetes Nurse Educators, Diabetes Dietitians, Vascular Surgeons, Infectious Disease Specialists, Tissue Viability Nurses, Community Nurses and Orthotists to provide a team approach to care for people with complex foot conditions.

All Podiatrists within Canberra Health Services have strong peer support and supervision structures. We pride ourselves on our continual drive to deliver exceptional patient care. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

Under supervision you will be part of a friendly, dynamic and engaging interprofessional team and will be responsible for the provision of high-quality clinical assessment and intervention in a range of settings. This may include travel to provide outreach services in Southern NSW.

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

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

Effective interpersonal skills and confidence communicating across a range of media

Ability to work within an interdisciplinary team environment

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

Position Requirements/Qualifications:

Mandatory

Tertiary qualifications (or equivalent) in Podiatry.

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

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

Desirable

Current Drivers Licence

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This is a permanent part-time position at 22:03 hours per week, the salary noted will be pro rata.

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

Contact Officer: Kate Storer (02) 51243794 Kate.Storer@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Territory Wide Mental Health Services

Clinical Lead

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22090 - 028RE)

Gazetted: 20 February 2023

Closing Date: 1 March 2023

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 and maintenance of well-being and harm minimisation. The participation of people across 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.

MHJHADS provides support to both young people 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** while PACER operates as an extended hour's service, operating **seven days a week from 08:00 to 00:00** and the position holder will be required to work business hours Monday to Friday.

The position reports to the HAART/PACER 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

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

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

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

Position Requirements/Qualifications:

Mandatory

Relevant Tertiary qualifications and a minimum of 5 years' experience working professionally in mental health services with at least 12 months having occurred within the last 18 months.

Current driver's licence.

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.

Highly Desirable

Post Graduate qualification in Mental Health Nursing or working towards.

Desirable

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

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

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

Undergo a pre-employment National Police Check.

Hold a current driver's licence.

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.

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 temporary position available for six months with the possibility of extension and/or permanency.

Contact Officer: Sarah R Dunn 02 5124 9152 SarahR.Dunn@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Service

Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 38615, several - 028W9)

Gazetted: 20 February 2023

Closing Date: 6 March 2023

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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 is a contemporary evidence-based service providing high quality mental health care that is guided by principles of recovery.

The Division provides health services directly and through partnerships with community organisations. 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 people.

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

Adult Inpatient Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services

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

DMHU is a secure mental health facility that 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.

GMHU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. 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. GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and GMHU has 10 beds for community transition. At this level it is expected you will actively complete assessments, planning, implementing and care of clients, including supporting and facilitating patients community reintegration through therapeutic leave. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses.

This position is primarily located within the Secure Mental Health Services on a rotating shift roster including morning, evening, and night shifts. You may be required to work across all Adult Mental Health Inpatient Units to meet operational needs.

ABOUT YOU

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

Behavioural Capabilities

Flexible, adaptable, and comfortable with a changing working environment

Positive attitude and commitment to improving consumer outcomes and experience

Strong organisational skills with a high degree of personal motivation

Position Requirements/Qualifications:

Current registration or eligibility for un-conditional registration, without notations or conditions on practice with the Nursing and Midwifery Board of Australia through the Australian Health Practitioner Regulation (APHRA).

Minimum 12 months post graduate nursing experience

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Peta Kleinig 0428393961 Peta.Kleinig@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Territory Wide Mental Health Services

Access Mental Health Team - ASO 3

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 40524 - 028TB)

Gazetted: 20 February 2023

Closing Date: 27 February 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Overview of the work area and position:

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 to 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.

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

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services
- Territory Wide Mental Health Services

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, 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

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:

- Previous experience in a health administration position or certificate in Business Administration (Medical).
- Previous or current experience working with Digital Health Record or similar electronic medical records system.
- Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Desirable:

- Hold a current driver's license.

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

Medicine

Nursing

Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 60300, several - 028UO)

Gazetted: 20 February 2023

Closing Date: 3 March 2023

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 core priorities of this position are to work in an outpatient program supporting patients who require support on discharge from hospital and managed safely in the community by telehealth. The primary aim is assisting in collaborating with the inpatient teams to transfer care of the patient to the community, in supporting the patient in a home environment by telehealth. The roster will include pattern of working morning shifts, across a range of 7 days Monday to Sunday.

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:

1. Ability to work independently and as part of a multidisciplinary team.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
3. High level communication skills and a strong self-directed learning ethic.

Position Requirements/Qualifications:

- Relevant nursing qualifications and a minimum of two years' experience working professionally in Acute Geriatrics setting is preferred.
- 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.
- 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.

Bring two referee reports, with one from your current line manager

Contact Officer: Leanne Pollard 0479 187 503 leanne.j.pollard@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

CIT Education and Training Services

CIT Yurauna

CIT Yurauna

Student Support Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 17035)

Gazetted: 22 February 2023

Closing Date: 9 March 2023

Details: Experience the Difference, Make the Difference at Canberra Institute of Technology (CIT) Yurauna. Are you qualified and experienced in your vocation? Are you interested in working with people to support them to make

their dreams a reality? If you can empower others, have strong work ethics, administration skills as well as experience working with Aboriginal and Torres Strait Islander people, then you may be the person for this role. We are seeking potential people that are engaging, organised, adaptable and a team player that can work without direction and have excellent communication skills. This role will focus on student success and course completion. At CIT Yurauna we are privileged to work with students to support them to overcome barriers to complete their courses and to gain qualification for employment outcomes.

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)

Current Drivers Licence or willing to obtain drivers licence.

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.

Desirable:

Diploma Business Administration or equivalent, or willing to work towards.

Cert IV Training and Assessment

Note: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to apply: Applicants must address the Selection Criteria/job responsibilities and describe how they believe they can contribute to CIT's strategic objectives.

Please outline your relevant experience, and ability to work in a dynamic and constantly evolving environment.

The relevant skills and details of the role can be found in the attached Position Description including Selection Criteria/job responsibilities.

Applications must be submitted with a current curriculum vitae and Confirmation of Aboriginality or Torres Strait Islander Heritage.

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

Contact Officer: Catherine Law (02) 6207 3308 Catherine.Law@cit.edu.au

Education and Training Services

Library and Learning Services

Library Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: C06518, several)

Gazetted: 22 February 2023

Closing Date: 31 December 2023

Details: People who are interested in temporary employment as Library Officers within CIT Library and Learning Services are invited to submit their resume for placement on a temporary employment register. Registers are used to select staff for temporary, short-term engagements or for special projects on either a full, part time or casual basis. There is a possibility of shift work and work across different campuses may be required. Selection of applicants for employment will be made based on merit throughout the year as needed.

If you have previously applied to be on the temporary employment register at CIT, you will need to reapply at the beginning of each year. Any offer of employment will only be made as the need arises. ACT Public Service terms and conditions will apply to any employment.

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:

Certificate III, or Diploma relevant to the position are highly desirable.

Notes: This is a casual position with varying working hours from full-time, part-time and shift work, the full-time salary noted above will be paid pro-rata. Selection will be based on application and interview. Referee reports may be requested.

How to Apply: If you are interested in being placed on our Temporary Employment Register your application should include your curriculum vitae, and your response to the selection criteria outlining relevant work

experience, and the names and contact details of two referees to substantiate your claims. Your response to the selection criteria should be no more than two pages long.

Applications should be emailed to libraryandlearningservicesrecruitment@cit.edu.au

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

Industry Engagement

Senior Manager - Australian Apprenticeships

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 38563)

Gazetted: 22 February 2023

Closing Date: 1 March 2023

Details: The Canberra Institute of Technology (CIT) is currently seeking a motivated and client focused person to fill the position of Senior Manager – Australian Apprenticeships, who can actively advance CIT as a leader in vocational education and training.

We are looking for a dynamic leader to fill this exciting senior position, who can:

build and strengthen strategic relationships with internal and external stakeholders to support the advancement of Australian Apprenticeships in Canberra and the surrounding region,

provide sound strategic advice and recommendations,

work on complex projects and handle multiple priorities and deadlines, through leading research, the preparation of high-level documents, correspondence, and reports,

lead and manage the compliance requirements for Australian Apprenticeships at CIT,

lead and motivate a team to ensure the best outcome for Australian Apprentice, employers, and the ACT and surrounding region.

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 in Australian Apprenticeship and knowledge of State (ACT and NSW) and Federal Government compliance requirements would be advantageous.

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

Current and former ADF members are encouraged to apply.

Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

How to apply: Interested applicants are required to provide a submission of no more than two pages and a current curriculum vitae outlining relevant skills and experience relevant to this advertised role and the contribution they believe they can make to CIT.

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

Contact Officer: FionaM Mitchell (02) 6207 3125 FionaM.Mitchell@cit.edu.au

Corporate Services

Finance

Financial Services

Financial Services Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 18507)

Gazetted: 20 February 2023

Closing Date: 27 February 2023

Details: CIT is looking to engage a suitably qualified and experienced professional to join the Finance team in delivering key business services for CIT’s Colleges and Divisions in the provision of vocational education and training (VET) services.

This position is currently operating under a partial remote working and campus-based arrangement (predominantly at CIT Reid).

The successful applicant will provide administrative support in a range of office support functions including in accounts, office services, purchasing, procurement (including preparation of purchase requests and obtaining quotes) and corporate credit card purchases.

Other responsibilities include preparing journals and managing accounts payable and accounts receivable transactions, processing and actioning travel requests and acquittals and maintenance of appropriate records and documentation.

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

Note: This is a permanent position, and an order of merit will be established from this selection process. The list may be used to fill future vacancies over the next 12 months, from the time of Delegate signature on the selection process.

This process will undergo at least two forms of assessment. This could be in the form of an application and referee reports, or application and interview, or application, interview and referee reports.

How to Apply: Please provide a written application of no more than 800 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: Ildi Lee (02) 6207 3466 ildi.lee@cit.edu.au

Education and Training Services

Library and Learning Services

Library Manager

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

Gazetted: 17 February 2023

Closing Date: 3 March 2023

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

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

Eligibility/ Other Requirements

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

Notes: This is a temporary position available immediately for four months with possibility of extension up to 12 months.

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

How to apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports at a later date.

Applications should be submitted via the Apply Now button below.

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

CIT Brand and Business Development

Marketing

Marketing Manager

Public Affairs Officer 3 \$120,639 - \$142,352, Canberra (PN: 33768)

Gazetted: 17 February 2023

Closing Date: 5 March 2023

Details: CIT is looking for a skilled and dynamic individual to backfill the role of Marketing Manager for 12 months with possibility of extension

The successful candidate will possess the ability to efficiently develop and execute effective strategic marketing campaigns for the promotion of vocational education and training in the ACT and surrounding areas. You will be responsible for planning, developing, coordinating and implementing all aspects of brand management, advertising and promotions, the CIT website and official social media channels. You will report directly to the Executive Director, Strategic Projects and Industry Engagement, and work with the marketing team, executive, colleges and divisions to achieve the strategic outcomes envisioned by the CIT Strategic Compass.

Note: This is a temporary position available for 12 months commencing late March with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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.

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.

Please provide a two-page pitch addressing the Selection Criteria and two references including your current manager.

Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

Applications should be submitted via the Apply Now button below

Contact Officer: Monica Fettell (02) 6205 6997 Monica.Fettell@cit.edu.au

Corporate Services

Executive Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 59382)

Gazetted: 17 February 2023

Closing Date: 3 March 2023

Details: Do you want to be where the action is? Are you interested in contributing to building the ACT's future workforce?

We are looking for Executive Support Officers with demonstrated personal drive and integrity to join the Executive Support Team.

Who we are

Canberra Institute of Technology (CIT) is a dynamic, connected and diverse vocational education and training institution and is a Territory Authority established under the *Canberra Institute of Technology Act 1987*.

CIT plays a major role in the development of the ACT's future workforce and in building the skill base of the economy. The Institute's core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally, and internationally.

What you will do

These positions provide confidential administrative support to the Executive Director and other Senior Executives, including proactive diary management, arranging, and scheduling appointments and meetings, answering telephone calls, organising travel and accommodation arrangements, and ensuring emails and enquiries are dealt with promptly and efficiently.

As part of the Executive Support team your key focus is in supporting the senior leadership group through efficient management of workflow and enhancing productivity across the division. You will be responsible for ensuring the senior managers are able to focus on high-priority tasks whilst you filter, organise, and assist with prioritising their workflow.

You will liaise with and work collaboratively with various teams across the Division, the Institute and Whole of Government to support the work of each area in meeting their business outcomes. You will be someone who possess high level communication, administration, and time management skills – and love to create order and efficiency in the work that you do.

What we require

To thrive in this position, you will have a demonstrated ability to build strong working relationships quickly, excellent coordination skills and the ability to work independently. You can utilise your sound judgment to be proactive in your approach to work and anticipate the needs of the Executive. You have excellent customer service skills and can easily navigate multiple deadlines and demands within a complex work environment. You will excel in this position if you have an improvement mindset and are resilient and adaptable to changing circumstances while managing multiple priorities and demands and thrive in a flexible working environment under limited supervision. Previous an Executive Office and/or in the Australian or ACT Public Service is highly desirable, as is experience in the use of HP TRIM and Microsoft SharePoint.

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 in an Executive Office and/or in the Australian or ACT Public Service is highly desirable.

The ability to work flexibly under limited supervision is required

Experience in the use of HP TRIM and Microsoft Sharepoint is desirable

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 familiarise themselves with the Position Description and submit an application of no more than two pages addressing Selection Criteria and the requirements of the specific role. Applications should include a current curriculum vitae and details of two referees. An individual response to each criteria is not required.

Applications should be submitted via the Apply Now button below.

Contact Officer: MeghanK Oldfield (02) 6207 1270 MeghanK.Oldfield@cit.edu.au

Education and Training Services

Student Services/Information and Recognition

Information and Recognition Level 2

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 57231, 57232)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

Details: The Canberra Institute of Technology (CIT) welcomes your two-page pitch on why you may be the right person to join a highly motivated team of staff in Student Services who support prospective and current students to achieve their education goals.

In this exciting role you will provide students with information or advice on course selection or provide guidance with other issues impacting their ability to study and you will connect students with other support services.

You will work with students from enquiry through to enrolment and completion.

It's important you have the skills to identify what the person may need to assist them to achieve their goals in relation to studying at CIT.

To be successful in this role you'll need to have excellent communication skills and be able to work with people from a range of backgrounds.

Successful applicants should be highly organised and be able to solve problems quickly. You'll need to be good at multitasking and be able to work as part of a larger team and have sound computing 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: Knowledge of student administration in a vocational education environment desirable.

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: If this position sounds exciting to you, then please submit a pitch of no more than two pages in length outlining your experience, skills, and knowledge you will bring to the role, using the Duties/Responsibilities and Selection Criteria on the Position Profile as a guide. Please include a current curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Barbara McCormack (02) 6207 3560 barbara.mccormack@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

**Chief Minister, Treasury and Economic Development
Communications and Engagement**

Executive Group Manager, Communications and Engagement

Executive Capabilities 2.4 \$347,585 - \$361,512 depending on current superannuation arrangements, Canberra (PN: E1012)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

The Executive Group Manager leads whole of government communications and engagement across the ACT Public Service, and is responsible for a coordinated and strategic use of all communications resources and channels across government to support government priorities. The position works collaboratively with Ministers' offices, Strategic Board, other Executives and officers across the ACT Public Service, and key government and nongovernment stakeholders. The Executive Group Manager is the designated Public Information Coordinator (PIC) and oversees whole of government communications in an emergency and during the recovery phase. This is an excellent opportunity to work across the ACTPS, to provide high quality and responsive public information for government priorities and emerging issues. The group includes strategic communications, engagement and media for CMTEDD operations, and whole of government responsibilities for market research, content and creative services for core ACT Government channels, advertising, protocol, honours, awards and civic events.

Prospective candidate will need to:

- demonstrate an ability to work flexibly and in a fast-paced environment
- have an established track record in providing advice and implementing contemporary and emerging communications and engagement services
- have significant experience in leadership roles in communications and engagement
- demonstrate experience in leading high performing teams
- have a strong focus on maintaining effective working relationships with stakeholders.

Relevant tertiary qualifications are highly desirable.

Remuneration: The position attracts a remuneration package ranging from \$347,585 to \$361,512 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$309,493.

Contract: The successful applicant will be engaged under a performance-based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Please provide a curriculum vitae, contact details for two referees, and a response of no more than two pages addressing the Executive Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathy Leigh, (02) 6205 0246, Kathy.Leigh@act.gov.au

Circulated to: ACTPS Band 2 and 3 Executives

Date circulated: 21 February 2023

Deputy Director-General, Economic Development

Temporary Vacancy (11 March 2023 to 26 April 2023)

Chief Minister, Treasury and Economic Development Directorate

Economic Development

Position: E741

(Remuneration equivalent to Executive Level 3.4)

The Head of Service is seeking a highly skilled individual to temporarily fill the role of Deputy Director-General, Economic Development, Chief Minister, Treasury and Economic Development Directorate, for the period 11 March 2023 to 26 April 2023.

Reporting to the Head of Service, you will be responsible for leading the implementation of the ACT Government's economic development priorities including facilitating the diversification and strengthening of the ACT economy, creating a vibrant community that will attract and retain people in the city and coordinating the delivery a range of key strategic initiatives and major projects across the following business areas - Business and Innovation, Skills, Vocational Education and Training and Tertiary Education, Arts and Culture, Tourism and Major Events, Sport and Recreation and Major Venues.

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 \$410,200 - \$426,654 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$365,650.

To apply: Please submit an Expression of Interest of no more than one page to Kathy Leigh via email, kathy.leigh@act.gov.au by COB Tuesday 28 February 2023.

Contact Officer: Kathy Leigh (02) 6205 0246 or kathy.leigh@act.gov.au

Circulated to: ACTPS Senior Executive List

Date circulated: 15 February 2023

Executive Group Manager (Chief Operating Officer), Access Canberra

Temporary Vacancy (25 March 2023 to 28 April 2023)

Chief Minister, Treasury and Economic Development Directorate

Access Canberra

Position: E847

(Remuneration equivalent to Executive Level 2.3)

ACT Public Service Executives.

Are you looking for an opportunity to develop or grow your senior executive skills by managing an operationally diverse and busy agency that performs both regulatory and customer service functions, and is the front face of the ACT Government? An exciting opportunity is coming up to temporarily perform the role of Executive Group Manager (Chief Operating Officer) Access Canberra from 25 March to 28 April 2023.

At Access Canberra, we seek to help community organisations, business and individuals work with the ACT Government and constantly look for new and improved ways to deliver our services. We actively engage in a risk and harm approach to support regulatory compliance outcomes across a broad range of industry sectors to help build a strong economy, safe community and sustainable environment.

The Chief Operating Officer position reports directly to the Head of Access Canberra and is responsible for managing day-to-day operations right across the organisation. In this role you will lead and support the Access Canberra executive group to deliver outcomes for government and our community. The role demands effective engagement with our Minister/s, key external stakeholders including unions, and the ability to apply sound judgement and a high level of integrity to all work. The role also plays a primary role in managing corporate matters relating to the operations of the agency and representing Access Canberra at key inter-directorate meetings and working groups.

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 \$325,947 - \$339,001 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$290,087.

To apply: If you have what it takes and are up for a challenge that will take your leadership and organisational skills to the next level, please send a pitch of no more than one page along with a copy of your current curriculum vitae to David Pryce via email, ACOfficeoftheDDG@act.gov.au by COB Wednesday 22 February 2023.

Contact Officer: David Pryce (02) 6205 9898 ACOfficeoftheDDG@act.gov.au

Economic Development

Skills Canberra

Director, VET Program Administration

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 04410)

Gazetted: 22 February 2023

Closing Date: 8 March 2023

Details: Skills Canberra is seeking a motivated and highly capable Director to lead three teams: Client Services, Grants and Projects, and Compliance and Performance teams. This critical role manages key functions including, but not limited to, training contract administration, payments to and compliance of registered training organisations (RTOs) and adult community education providers, group training organisation registration, and the Training Initiative Funding Agreement between RTOs and the Territory.

Prospective applicants are strongly encouraged to discuss the role with the Contact Officer.

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

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

A merit pool will be established from this recruitment round and may be used to fill similar vacancies over the next 12 months. Selection may be decided based on written applications only.

This position will be in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Working from home — unless required to attend the office for a specific purpose — is supported and the successful candidate will be provided information on how to work from home safely and effectively.

How to Apply: To enable us to assess your merit, your application should include your:

Curriculum vitae

Provide a current curriculum vitae. This is your introduction to the selection committee.

Address the required capabilities of the position

Using the 'position overview' information and 'what you require' criteria in the Position Description, provide a pitch, of no more than 1500 words, providing evidence of your suitability for the role.

Two referees

Provide two referees with a thorough knowledge of your work performance and outlook. Ensure at least one of the referees is your current or recent supervisor/manager. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. Referees will not be contacted without your knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Dolstra 6205 7092 Anita.Dolstra@act.gov.au

ACT Insurance Authority

Claims Services

Senior Claims Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60504)

Gazetted: 22 February 2023

Closing Date: 10 March 2023

Details: Do you have experience in delivering exceptional claims management functions in private or public sector environments? Do you have excellent customer service skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy challenging the status quo for continuous improvement? Then this may well be the perfect job for you!

The ACT Insurance Authority is looking for an enthusiastic, positive and motivated individual who has a passion for claims managing with a focus on achieving positive claims outcomes and broader organisational objectives to join us as a Senior Claims Officer for a 12-month period with the possibility of extension and/or permanency.

Reporting to the Assistant Director, Claims Services, the Senior Claims Officer is responsible for managing a portfolio of matters that comprise of complex and simple claims, across multiple general insurance lines. We are looking for an individual who excels at exercising attention to detail and demonstrating the ability to meet deadlines, communicating clearly and working closely with legal providers. This role requires an individual who is excited to be apart of a team that values diversity and practices inclusiveness in line with the ACT Public Service values.

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 12 months with the 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. This position will be located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested applicants are requested to submit a two-page pitch addressing the required skills, knowledge, and behavioural capabilities in the position description, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylee Martin (02) 6205 7358 Sarah.Reis@act.gov.au

**Revenue Management
Support**

Finance Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 40566)

Gazetted: 22 February 2023

Closing Date: 1 March 2023

Details: The ACT Revenue Office is looking for an experienced finance officer to fit in to the Finance team. They will provide high level administrative support and financial advice, including contributing to the preparation of budget projections, estimates and financial returns and is responsible for financial operations including receipting, accounts payable and receivable, reconciliation and reporting.

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 Finance or Commerce are highly desirable.

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

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 review the Position Description and submit a pitch, no longer than two pages, providing examples of your experience, skills, knowledge and behavioural capabilities to perform the duties and responsibilities of the role to a high standard. Applicants are also required to submit their curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shu-Yen Ee (02) 6205 9626 Shu-Yen.Ee@act.gov.au

Revenue Management Group

Business Systems

Senior Information Technology Officer

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60473)

Gazetted: 22 February 2023

Closing Date: 1 March 2023

Details: The ACT Revenue Office is looking for an energetic person to join the Business Systems branch as Senior Information Technical Officer C in the support area. This person will work primarily in the Community Rating System managing both production and help desk queries, with a multi-skilled team that is dynamic, flexible, professional and fun to be with. If you're experienced in understanding the ACT general rating system from a technical systems perspective, have good management experience and are looking for fulfilling work, we're keen to meet you.

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

How to Apply: Please review the Position Description and submit a pitch, no longer than two pages, providing examples of your experience demonstrative of your skills, knowledge and behavioural capabilities to perform the duties and responsibilities of the role to a high standard. Applicants are also required to submit their curriculum vitae and the contact details of two referees.

We may appoint to this position based on application and referee report alone.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joseph TONNA (02) 6207 0293 Joseph.TONNA@act.gov.au

Access Canberra

Licensing and Registration

Business Support and Training

Manager, Business Engagement

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 02498)

Gazetted: 22 February 2023

Closing Date: 1 March 2023

Details: Are you looking for a challenging and busy role where you can hit the ground running and help make things happen? Are you a great communicator who can build strong and effective relationships with a wide range

of stakeholders? Do you like to find solutions to tricky administrative problems and put in place better ways to do things?

The Business Support and Training team is looking for an enthusiastic manager to lead business engagement. The role involves, under limited direction, liaising with a wide range of internal and external stakeholders to manage the delivery of business initiatives and system enhancements in the areas of transport licensing, registration and administration.

The role involves reducing red tape, streamlining existing business practices, developing practices for new initiatives, and representing the views of stakeholders in system design and development. Supervision of staff will be required. The successful candidate may also be required to work in and/or with other teams within the business unit.

The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system. It is a high performing team focussed on quality outcomes and service delivery in a fast-paced environment.

Notes: This is a temporary position available from March 2023 for a period of six months with the possibility of extension for up to 12 months. Selection may be based on application and referee reports only. A merit pool may be established from this selection process which will be used to fill vacancies over the next 12 months. The position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

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

How to Apply: Please provide:

a statement of no more than two pages outlining your experience and abilities against the skills, knowledge and behaviours set out in the position description, paying particular attention to the identified duties and responsibilities;

your curriculum vitae; and

the names and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sue Piper (02) 6207 5633 Sue.Piper@act.gov.au

ACT Insurance Authority

Claims Services

Claims Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 48709)

Gazetted: 22 February 2023

Closing Date: 10 March 2023

Details: Do you have experience in delivering exceptional claims management functions in private or public sector environments? Do you have excellent customer service skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy a challenge? Then this may well be the perfect job for you!

The ACT Insurance Authority is looking for an enthusiastic, positive and motivated individual who has a passion for claims managing with a focus on achieving positive claims outcomes and broader organisational objectives to join us as a Claims Officer on a permanent basis.

Reporting to the Senior Claims Officer, the Claims officer is responsible for managing a portfolio of matters, across multiple general insurance lines. We are looking for an individual who excels at exercising attention to detail and demonstrating the ability to meet deadlines, communicating clearly and working closely with legal providers. This role requires an individual who is excited to be apart of a team that values diversity and practices inclusiveness in line with the ACT Public Service values."

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

How to Apply: Interested applicants are requested to submit a two-page pitch addressing the required skills, knowledge, and behavioural capabilities in the position description, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Harper (02) 6207 7150 Mark.Harper@act.gov.au

Policy and Cabinet Division

Territory Records Office

Senior Advisor, Information Access

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40145)

Gazetted: 21 February 2023

Closing Date: 13 March 2023

Details: The Territory Records Office is seeking a dynamic and skilled professional to fill the role of Senior Advisor, Information Access.

In this position you will fulfil a key role in influencing practice across the ACT Government to drive and build a culture of effective records and information access. You will provide support and advice on archives and records management practices, policies, and associated legislation. The position will also contribute to the implementation of a range of information access projects including the management of the ACT Memory database.

Aside from displaying initiative and having an eye for detail, to be successful in this position you will have demonstrated experience, knowledge and skills in critical analysis, communications, research and project management coupled with exceptional organisational skills and an interest in keeping up to date with current archive, records and information management practices.

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

Note: A merit pool will be established from this selection process and may be used to fill future temporary or permanent identical vacancies over the next 12 months. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers may not have a designated workstation/desk. Selection may be based on application and referee reports, interviews may not necessarily be held.

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 the "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.

Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Coombes (02) 6207 9792 Jennifer.Coombes@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Strategic Business Coordination Unit

Operational Policy Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 37912)

Gazetted: 21 February 2023

Closing Date: 7 March 2023

Details: The Construction, Utilities and Environment Protection Branch in Access Canberra is looking for a motivated person to work in the Strategic Business and Coordination team. It's a busy place to be, with a strong program to improve the quality of building in the ACT. We're looking for someone who knows how to develop and implement operational policy and processes across the Branch.

In this role, you'll be doing research and analysis to assist with reviewing and implementing operational policy, programs, and legislative amendments, drafting various Ministerial responses and assisting with secretariat services on committees and boards. You'll need to collaborate and discuss with various business units within the Branch and across ACT Government, seeking out areas for improvement or change. Your knowledge of the principles of regulation and your ability to see other perspectives will help you develop and deliver operational policies.

You will have strong written and verbal communication skills and will be required to produce briefings, operational policies, correspondence, agendas, minutes and other material across the breadth of the Branch's work. You'll also have to be efficient, succinct and have good attention to detail.

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 with government processes and operational public policy development and delivery is desirable.

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

How to Apply: Applications will be assessed against the Selection Criteria of the Professional/Technical Skills, Knowledge and Behavioural Capabilities in relation to the duties/responsibilities listed in the Position Description. To apply please send us a two-page pitch detailing your experience and qualifications and how they make you the best person for this role, your current curriculum vitae and contact details of at least two referees. If you wish to find out more about the position, please call the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Radmila Andric (02) 6207 4988 Radmila.Andric@act.gov.au

Chief Minister

Strategic Finance

Systems and Finance

Finance/Systems Administration Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 32372)

Gazetted: 21 February 2023

Closing Date: 14 March 2023

Details: Are you looking for an opportunity to work with a passionate, innovative, and experienced team who encourage and support you to develop your expertise?

Do you like challenges and want to be a key part of a high performing team? Then this opportunity is for you! CMTEDD Strategic Finance team is looking for a Finance/Systems administration officer.

As part of the System and Finance team, you will be involved in maintaining user tables and offering support for two key systems and providing support to the wider team for ICT and records keeping requests. Key to the role is having good analytical skills, good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders.

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

Background knowledge/experience or a desire to learn Finance Systems would be advantageous.

Previous experience working with spreadsheets

Note: This is a permanent position with immediate start.

Selection will be based on the panel's assessment of the level of experience as demonstrated in the application, referee reports and interview. A merit pool may be established to fill future similar vacancies over the next 12 months.

How to apply: Applicants should provide a written pitch of no more than two pages addressing the Professional and Behavioural Capabilities outlined in the Position Description. A current curriculum vitae should also be provided including contact details for two referees.

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

Contact Officer: Daniel Thompson (02) 6205 0798 Daniel.Thompson@act.gov.au

Workforce Capability and Governance

Shared Services

Shared Services Strategic Finance

Assistant Director Reporting and Budgeting

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32370)

Gazetted: 20 February 2023

Closing Date: 6 March 2023

Details: Are you an experienced finance officer who likes a challenge? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression? Then the Shared Services Strategic Finance team is looking for you! Shared Services’ vision is to provide efficient, effective services based on accountability and best practice. As Assistant Director Reporting and Budgeting you will be responsible for managing and preparing financial management reports, reconciliations and all other associated correspondence for both internal and external stakeholders. Additionally, you will be responsible for the preparation and monitoring of budgets and forecasts as well as providing high level technical financial advice to address and resolve complex accounting issues.

You will need to demonstrate you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need advanced skills using Microsoft Excel and demonstrated experience with financial reporting systems and tools including TM1 to deliver this role.

We want an innovative, forward thinking professional who enjoys problem solving, understands budgeting and reporting principles and how issues integrate.

Your enthusiasm, professionalism and analytical skills as well as your ability to manage and prioritise workloads will ensure your suitability for the role.

Eligibility/other requirements:

Tertiary qualifications in accounting/finance or audit is highly desirable.

Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA.

Five years plus of public accounting and/or private industry experience with knowledge of accounting and finance areas.

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

How to apply: Please submit your current curriculum vitae setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages)

Please include a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position.

Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

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

Contact Officer: Bin Meng (02) 5124 9126 Bin.Meng@act.gov.au

Property and Shared Services

ACT Property Group

Customer and Tenancy Management

Senior Director, Customer and Tenancy Management

Senior Officer Grade A \$157,201, Canberra (PN: 19059)

Gazetted: 16 February 2023

Closing Date: 6 March 2023

Details: ACT Property Group are seeking an experienced senior leader with expertise in commercial real estate management and leasing. The Senior Director leads the Customer and Tenancy Management Team ensuring the team provides a central customer service, business development and lease management area to support and manage tenants, customers and clients, while optimising the revenue to the ACTPG business. The team manages customer enquiries from occupants of buildings and ensuring resolution of the customer's request or question in consultation with other areas of the Group. The team provides professional customer management on property management and tenancy related services to government and non-government clients.

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.

ACT Property Group are committed to continuing to improve its services in government property management to customers and stakeholders.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 have significant experience in property tenancy and leasing roles in a government and/or commercial property environment. Applicants should hold or have capacity to obtain a White Card and Asbestos Awareness certification, and hold a current driver's license (car).

Qualifications in Property, Business Management, Building Management, Procurement, Project Management, Commercial Real Estate or related areas are highly desirable.

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

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 detailed 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 Resume/Curriculum Vitae (CV) 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: Belinda Hedley (02) 6205 2250 actpgcorporate@act.gov.au

Economic Development

Events ACT

Events Officer, Procurement and Contracts

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 42448)

Gazetted: 16 February 2023

Closing Date: 27 February 2023

Details: Events ACT is charged with developing, delivering and marketing a number of major and community events across Canberra helping to make it a great place to live, explore and enjoy. The Procurement and Contracts

team is seeking a highly capable individual to provide procurement services to the business units within Events ACT.

We are seeking a procurement and contracts officer, with high levels of motivation and enthusiasm, who has experience in procurement activities or is able to demonstrate how their previous experience translates to the role. If you are an innovative thinker who is eager to learn, enjoys working collaboratively, has the ability to interpret legislation, holds a history of delivering high quality customer service and can handle competing priorities in a fast-paced environment, then we are very keen to hear from you.

The procurement and contracts officer will support the delivery of a range of time-critical procurement activities, contract management and reporting, and some financial administration. Some activities include:

Review procurement and contract related documentation for compliance with the Territory's legislative, statutory and policy requirements;

Draft contracts and agreements, manage the contract execution process, contract reporting requirements, and fulfil the administrative functions associated with these processes;

Provide accurate advice to Events staff in relation to contracts, agreements, and related matters; and

Provide input into reporting 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 immediately until 31 March 2023 with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide your curriculum vitae, details of two referees and using no more than two pages, provide a statement of claims as to how your skills and experience address the professional/technical skills and knowledge and the behavioural capabilities of the role making you the best person for the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ethan Browne (02) 6205 3450 Ethan.Browne@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Environment Protection Authority

Environment Protection Officer – Strategic Regulation

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 60179)

Gazetted: 21 February 2023

Closing Date: 16 March 2023

Details: The Environment Protection Authority, located within the Construction, Utilities and Environment Protection Branch is seeking a Professional Officer to work in the Environmental Quality Team.

Access Canberra works across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities, and implement new initiatives. We use a risk and harm approach to secure regulatory compliance through a broad range of enforcement tools aimed at those not doing the right thing to protect our community.

The Environmental Protection Authority sits within Access Canberra and is based out of the Dickson Office Block on Northbourne Avenue, we offer:

Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.

The opportunity to work with passionate, innovative, and experienced leaders who encourage and support you to develop your interests and expertise.

A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.

The Office of the Environment Protection Authority consists of three teams. This position is within the Environmental Quality Team. The team comprises specialists in a range of environmental protection matters including environmental planning, air quality, hazardous materials contaminated site and waste management and the use of agricultural, veterinary and industrial chemicals.

The Environmental Quality team is responsible for administering and ensuring compliance with the Environment Protection Act and Regulation, focusing on environmental authorisations, reviews, planning referrals and inspections to deter people causing negative impacts on the environment. Team members participate in local and national initiatives and working groups related to their areas of expertise and implement National Environmental Protection Measures and National Environmental Management Plans within the Territory.

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

Relevant tertiary qualifications such as:

An appropriate degree or diploma from a tertiary institution, or

Eligibility for membership/registration with an appropriate professional body, or

Other comparable appropriate qualifications relevant to the position

Current ACT or equivalent class c driver's licence

Desirable

Previous experience in a regulatory compliance function or office

Experience in an environmental protection role or planning function

Relevant qualifications and/or experience in investigations and compliance such as:

a Certificate IV in government investigations.

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

Selection may be based on application and referee reports only.

This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. A mix of working from home and office based work is expected for this position. A suitable office space at home is highly desirable, along with capacity to work in the Dickson Office Building as needed for meetings and other face-to-face work. Most staff are present in the office one-to-two days per week.

How to Apply: Applicants should submit a supporting statement of no more than THREE pages addressing the criteria under the "What You Require" heading in the Position Description, along with details of two referees and a current curriculum vitae.

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

Contact Officer: DAVID POWER (02) 6207 5311 DAVID.POWER@act.gov.au

ACT Insurance Authority

Executive Assistant and Office Manager

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 33550)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

Details: Do you have experience in delivering exceptional Executive and Corporate support functions in private or public sector environments? Do you have excellent customer service skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy a challenge? Then this may well be the perfect job for you!

The ACT Insurance Authority is looking for an enthusiastic, positive and motivated individual who has a passion for organisation with a focus on assisting delivery of broader organisational objectives to join us as the Executive Assistant and Office Manager (EA and OM) for a 12-month period with the possibility of extension.

Reporting to the ACTIA General Manager, the EA and OM is responsible for providing exceptional executive support including management of the General Manager's correspondence and diary, drafting and disseminating Board/Committee papers and championing Work Health and Safety within the Authority. We are looking for an individual who excels at exercising attention to detail and demonstrating the ability to meet deadlines, communicating clearly and working closely with internal and external stakeholders to meet business objectives, showing discretion and upholding confidentiality. This role requires an individual who is excited to be a part of a team that values diversity and practices inclusiveness in line with the ACT Public Service values.

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

Notes: This is a temporary position available from 29 March 2023 for 12-months with possibility of extension.

Please note, this position will be working in a workplace 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: Interested applicants are requested to submit a two-page pitch addressing the required skills, knowledge, and behavioural capabilities in the position description, a current curriculum vitae and contact details for two referees

Applications should be submitted via the Apply Now button below.

Workforce Capability and Governance

Flexible Work Arrangements

Director, Project Management

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 50103)

Gazetted: 16 February 2023

Closing Date: 23 February 2023

Details: Are you our new Project Officer? Do you like a challenge and want to be a part of assisting the ACT Government becoming the most progressive jurisdiction in Australia for our workforce practice? Do you have fantastic project management skills and the ability to take an idea from inception through to reality?

We are already recognised for our ongoing commitment to progressive, flexible and hybrid work practices and we are putting dedicated attention into 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. The ACTPS Centre for Leadership and Innovation (the Centre) focuses on understanding and responding to the challenges which face the ACTPS workforce now, and those we will face in the future. We ask questions about what the future of work looks like, and what strategies we need to have in place now which will support the workforce and Community of the future. Alongside this, we also oversee the establishment and implementation of the new ACTPS' Innovation Centre which will open in Canberra's City Centre later in 2022. The Centre will provide a range of contemporary spaces for undertaking work to drive innovation and learning.

The Director, Project Management will be responsible for delivering key projects relating to the transition of ACTPS employees to flexible and hybrid work practices, including Workplace Analytics – development of a data analysis capability to better understand the workplace and work style preferences of our employees, to inform data-driven decisions on the future of work in the ACTPS. Contribute to other aspects of the flexible and hybrid work program such as supporting capability uplift, crafting clear and persuasive communications, and driving workforce cultural change to embed sustainable flexible work practices.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 a period of 12 months. Selection may be based on application and referee reports only. This position is based in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. There will also be a requirement to work from time to time in various town centre locations across Canberra.

How to Apply: If the role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages pitch style application that responds to relevant skills, knowledge and behavioural capabilities outlined in the position description along with a current curriculum vitae, contact details of two referees, and copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: PeterD Nolan (02) 6205 5379 peterd.nolan@act.gov.au

City Renewal Authority

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

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

City Renewal Authority

Business Operations

Finance

Financial/Management accountant

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38896)

Gazetted: 20 February 2023

Closing Date: 6 March 2023

Details: Do you love all things finance? If you have demonstrated experience in financial reporting and management accounting then the City Renewal Authority want to hear from you!

Working in a fast-paced environment we are looking for a suitably experienced Financial/Management Accountant that can hit the ground running. Reporting to the Director Finance, you will join a small team that delivers all aspects of an agency's finances. As such, this would suit an applicant with financial reporting and management accounting experience that is seeking to expand their knowledge base and gain exposure to a diverse range of financial functions.

Eligibility/other Requirements: Relevant tertiary qualifications in a business related discipline preferred.

Note: This is a temporary opportunity available immediately for a period of 6 months, with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Submit a pitch of up to two pages addressing your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rowena Woods (02) 6205 9836 rowena.woods@act.gov.au

Community Services

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

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

Children, Youth and Families

Child and Youth Protection Services

Assessment and Support

Kinship Case Manager, Assessment and Support

Child and Youth Protection Professional Level 2 \$78,014 - \$105,024, Canberra (PN: 07402)

Gazetted: 21 February 2023

Closing Date: 9 March 2023

Details: The functions of CYPS Assessment and Support Team include:

Delivering best practices in statutory service provision to children and young people.

Providing child centred functions including facilitating, kinship carer assessment, support and training, for children in care and their carers.

Ensuring compliance with legislation and policy.

Making decisions in accordance with principles and statutory obligations.

Supporting children and young people to have suitable kinship placements.

The CYPP2 Kinship Case Manager, Assessment and Support role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements:

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

One (1) years' experience working with children, youth and/or families in a social work/case management role.
Current Driver's Licence

Notes: 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 via the apply Now button below.

Contact Officer: Jessica Gay on Jessica.Gay@act.gov.au or (02) 6207 1017

Family Safety

The Domestic, Family and Sexual Violence Office

Executive and Business Operations Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60073)

Gazetted: 21 February 2023

Closing Date: 28 February 2023

Details: The Domestic, Family and Sexual Violence Office is seeking a high performing, experienced Executive Support Officer with an excellent understanding of business operations and ACT government processes to support the Executive and leadership team. You will need exceptional organisational and staff management skills to oversee a high volume of government business often with short timeframes and provide a supportive and effective learning environment for your small 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.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Please submit 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.
- Please include a current curriculum vitae with 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: Fleur Joyce (02) 6207 1783 Fleur.Joyce@act.gov.au

Strategic Policy

Executive Support

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 52577)

Gazetted: 21 February 2023

Closing Date: 7 March 2023

Details: Strategic Policy Division is responsible for the provision of human services policy, programs and funding, governance and advice to the Senior Executive and the Office of the Minister.

This is a great opportunity to work in a positive team supporting the Executive Group Manager to deliver on exciting strategic priorities. The office is looking for an executive assistant with experience in a similar role looking for a new challenge and development opportunity. This role suits a person who enjoys a fastpaced environment, is highly organised, has excellent attention to detail and values building strong stakeholder relationships. A key focus of this role is to manage the Executive Group Managers schedule, ensuring she is well prepared for meetings,

flagging emerging issues and maintaining a high level of confidentiality and discretion. The responsibilities also include responsive email management and prioritisation, financial and HR administrative duties, organising travel and accommodation, and coordination of information requests.

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

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position operates in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk and work remote routinely.

How to Apply: Please submit a two page pitch along with your curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liana Potter (02) 6205 3629 Liana.Potter@act.gov.au

Housing Assistance

Client Services Branch

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 50931)

Gazetted: 17 February 2023

Closing Date: 24 February 2023

Details: Senior Directors in Gateway and Tenant Experience are key operational positions within Client Services Branch. Each manage significant functions with two positions at the Senior Officer Grade A classification located in Gateway Services and two positions at the Senior Officer Grade A classification located in Tenant Experience.

Collectively, these positions oversee Housing ACT's assessment, allocation and tenancy management functions.

The roles are accountable to the Executive Branch Manager, Client Services Branch and the occupants are expected to demonstrate strong management and leadership capability in line with the organisational values, the ability to think strategically in a busy operational environment, possess excellent interpersonal, organisational and communication skills and outstanding customer service experience.

More information can be found in the position descriptions.

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

Eligibility/ Other Requirements

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [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 for six months with the possibility of extension up to 12 months and/or permanency

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

Selection may be based on application and referee reports only.

How to apply: Applications should be written as if writing to an expression of interest, no more than two A4 pages, plus a curriculum vitae and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoff Aigner (02) 6207 6043 Geoff.Aigner@act.gov.au

Children, Youth and Families

Business Support Unit

Executive Officer

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 02000)

Gazetted: 17 February 2023

Closing Date: 3 March 2023

Details: Children, Youth and Families 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 to the Executive Group Manager, CYF to deliver outcomes across Children, Youth and Families. The Executive Officer works closely with the Children, Youth and Families Executive teams including the Executive Group Manager, Executive Group Manager (Deputy) and Executive Branch Managers - and these office's teams. This position leads key strategic work for the Division including project management, client and stakeholder briefs, overseeing program evaluation and managing the day-to-day operations the executive office.

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

Eligibility/ Other Requirements

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

How to apply: No more than 400 words for each Selection Criteria, a current curriculum vitae and contact details for two professional referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Maree Sabellico (02) 6205 0839 AnneMaree.Sabellico@act.gov.au

Communities

Support Services for Children

Child Development Service

Technical Officer

Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 52320)

Gazetted: 17 February 2023

Closing Date: 3 March 2023

Details: Are you an enthusiastic Technical Officer who loves working with children and families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join the Child Development Service to fill the position of Technical Officer.

This is a temporary position available for 4 months with a possibility of extension.

The Children and Young People Equipment Loan Scheme (CAYPELS) Technical Officer will provide assistance in the Equipment Services Team, including the maintenance, cleaning and delivery of specialised therapeutic equipment. Individuals will be based at the CAYPELS site in Holder, and deliver equipment to a variety of settings, including clinics, homes, schools and community.

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

Eligibility/ 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)

Notes: This is a temporary position available for four months with possibility of extension up to 12 months.

This position is part-time at (22:03) hours per week and the full-time salary noted above will be pro-rata.

How to apply: Applicants are required to address the Selection Criteria in the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Humphrey Cornthwaite (02) 6205 3738 Humphrey.Cornthwaite@act.gov.au

Office of the Director-General

Regulation, Assurance and Quality

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 11519)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

Details: The Senior Director, Regulation, Assurance and Quality (RAQ) leads a team responsible for delivering quality analysis, business processes, budget management, internal complaints management, and the Secretariat support for the ACT Children and Young People Death Review and the Child and Youth Protection Quality Assurance and Improvement Committees. The role provides support to the Executive Branch Manager and the focus is on engagement to achieve quality improvement and reduction of risk.

The Senior Director is responsible for undertaking key regulatory action under legislation and for shaping the regulatory program delivered by the Directorate. The Senior Director must exercise a high level of understanding of risk responsive regulation, risk assessment and management with particular reference to Human Service Delivery.

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

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

Educational, suitability and professional qualification checks may be carried out prior to employment.

While not essential, the following experience and/or qualifications are desirable:

- Experience in the delivery of Human Services
- Experience in any of: governance; regulation; risk management, oversight of performance against standards and targets.

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

How to Apply: Please provide a two page response outlining your skills and experience in relation to the position and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Gibson (02) 6205 5202 Sally.Gibson@act.gov.au

Corporate

Finance and Budget

Housing Finance

Assistant Director, External Budgets

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 10571)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

Details: Housing Finance within Finance and Budget Branch of Community Services Directorate (CSD) is responsible for budget management, including preparing and reporting the external budget and monthly reporting of variances to Treasury and the Executive. In addition, Housing Finance provides strategic advice for the continual improvement of Housing ACT's operations and activities, as well as developing strategies for the continual improvement of Housing ACT's net operating result.

This position reports to Director, Finance and is responsible for the development of external budgets and monthly financial reporting of Housing ACT.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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

How to Apply: Potential candidates should include a supporting statement of no more than two pages addressing the Skills, Knowledge and Behaviours Capabilities which can be found in the Position Description, a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Berk Canturk (02) 6207 0875 Berk.Canturk@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Front of House Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 029A)

Gazetted: 21 February 2023

Closing Date: 8 March 2023

Details: Lead Front of House services in the heart of Canberra's Cultural District. Canberra Theatre Centre is recruiting for a Front of House Manager. We are looking for candidates who are passionate about the arts and creativity, and have experience at a management level in events, food and beverage, and/or hospitality. Success in this role will come from your collaborative approach to getting the curtain up on time, and your natural ability to lead a large pool of casual employees. A flexible work approach is required, given much of the theatre's activity occurs outside normal business hours. Our audience is at the heart of the Canberra Theatre Centre's business, and this role is pivotal in providing a safe, and enjoyable experience for our visitors. If you're interested in joining the team at the Canberra Theatre Centre and taking on responsibility for our renowned customer service of hundreds of thousands of Canberrans who visit the theatre each year, then we want to hear from you.

Eligibility/ Other Requirements: Experience working in ACT Government would be welcome but not essential.

How to Apply: Please review the Position Description and apply with a pitch statement no more than two pages addressing the capabilities required of the role, as well as your curriculum vitae including the contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Budd 6243 5701 alex.budd@act.gov.au

Director of Public Prosecutions

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 DPP

Legal

Legal

Prosecutor Associate List Team

Prosecutor Associate \$76,255 - \$78,591, Canberra (PN: 36087, several)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

We are seeking applicants to join our List team who are either admitted as a Legal Practitioner or will meet the criteria prior to appointment. As a part of the list team you will assist in the preparation of the Magistrates Courts lists, appear in mentions and sentence lists and prepare basic advices. To be successful in this role you will have demonstrated high level organisational skills and the ability to manage a busy workload.

The Office of the Director of Public Prosecutions 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: Admitted as a Legal Practitioner or meet the criteria prior to appointment. The successful applicant will be required to undergo a criminal record check.

How to Apply: Applicants are asked to please provide your resume and statements addressing the selection criteria. The combined response to all selection criteria should be no more than four pages in length (12 point, single spacing).

This recruitment process is being conducted simultaneously with a Prosecutor Associate Crown team round. Accordingly, the interview process for PAC and PAL may be conducted together. However, if you seek to be considered for both positions (PAC and PAL), you will need to submit two applications, one for each position. *Applications should be submitted via the Apply Now button below.*
Contact Officer: Joel Hiscox (02) 6207 5399 joel.hiscox@act.gov.au

Office Director Public Prosecutions

Legal

Paralegal 2

Paralegal Grade 2 \$70,403 - \$76,255, Canberra (PN: 04291 , several)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

Details: The Office Director Public Prosecutions (ODPP) was established by the Director of Public Prosecutions Act 1990 (the Act) as the independent prosecution authority of and for the Territory. It comprises the Director of Public Prosecutions (the Director), an independent statutory officer appointed by the Executive under the Act, and staff employed under the Public Sector Management Act 1994, to assist the Director.

The successful applicant will be responsible for providing support services to the legal staff in the preparation of matters for prosecution in the Magistrates and Supreme Courts.

This position requires the ability to handle competing priorities, demonstrated attention to detail include adhering to deadlines and being able to prioritise workloads at short notice, be able to adapt to new roles within the paralegal stream and other administrative support services as directed. You may also be required to attend court.

The Office of the Director of Public Prosecutions 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: It is desirable that the successful candidate hold a Certificate IV in Legal Services and understands the legal process. A willingness to participate in staff rotation would also be an advantage. The successful candidate will be required to undergo a criminal record check. Applicants should be aware that they will from time to time be exposed to difficult materials through a number of mediums in written, verbal or photographic form in the processing of day-to-day business.

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

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria. The combined response to all Selection Criteria should be no more than three-pages in length (12 point, single spacing). Selection may be based on application and referee reports only.

You may be appointed a Paralegal Grade 2 without having completed the Mandatory minimum qualifications. Successful applicants are expected to achieve the Mandatory qualification standards within 12 months of employment.

Applicants who have obtained or who are currently enrolled in a Law Degree or equivalent are exempt from obtaining the Diploma of Legal Services.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret Smith (02) 6207 5399 Margaret.Smith@act.gov.au

ACT Director of Public Prosecutions

Legal

Legal

Prosecutor Associate Crown Chambers

Prosecutor Associate \$76,255 - \$78,591, Canberra (PN: 40045, several)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the Public Sector Management Act 1994, to assist the Director

We are seeking applicants to join one of our teams, either in Crown Chambers, a specialist unit (Family Violence / Sex unit) or a projects team working to the Executive. We seek applicants who have completed or are in the final year of a Bachelor of Laws. Applicants must be willing to rotate between teams. Depending on what team you

attach to, the role will see you either act as instructors to counsel in the Supreme Court, assist in the preparation of trials and general litigation, prepare basic advice and engage in file management, prepare legal resources for the office and engage in other administrative duties as directed. The successful applicants need to demonstrate a high level of organisation, analysis and communication skills.

The Office of the Director of Public Prosecutions 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:

Either have completed or be in the final year of a Bachelor of Laws or meet the criteria prior to appointment.

The successful applicant will be required to undergo a criminal record check

How to Apply: Applicants are asked to please provide your resume and statements addressing the selection criteria. The combined response to all selection criteria should be no more than 4 pages in length (12 point, single spacing).

This recruitment process is being conducted simultaneously with a Prosecutor Associate List team round.

Accordingly, the interview process for PAC and PAL may be conducted together. However, if you seek to be considered for both positions (PAC and PAL), you will need to submit two applications, one for each position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Hiscox (02) 6207 5399 Joel.Hiscox@act.gov.au

ACTDPP

Legal

Legal

Paralegal 3

Paralegal Grade 3 \$78,591 - \$82,566, Canberra (PN: 23985, several)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

Details: The ODPP was established by the Director of Public Prosecutions Act 1990 (the Act) as the independent prosecution authority of and for the Territory. It comprises the Director of Public Prosecutions (the Director), an independent statutory officer appointed by the Executive under the Act, and staff employed under the *Public Sector Management Act 1994*, to assist the Director.

The successful applicants will be required to provide assistance, in the preparation of matters for prosecution in the Magistrates and Supreme Courts. Assist in and Undertaking research and analysis, and maybe required to attend Court.

Duties include preparation of court documents, accessing and understanding legislation and applying to matters in Court. Identify issues, provide administration support, work to strict deadlines and have demonstrated attention to detail. You will be required to demonstrate a high level of competence in time management, managing and prioritising administrative tasks and be highly proficient in the use of a variety of computer applications including Microsoft Office and databases.

The Office of the Director of Public Prosecutions 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:

Minimum Mandatory qualification Certificate IV in Legal Services or enrolled in a Law Degree.

The successful candidate will be required to undergo a criminal record check.

Willingness to participate in staff rotation.

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 are asked to please provide your resume and statements addressing the selection criteria. The combined response to all selection criteria should be no more than three pages in length (12 point, single spacing). Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret Smith (02) 6207 5399 margaret.smith@act.gov.au

Education

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

Office of the Director-General

Communications, Engagement and Media

Web and Digital Projects

Director, Web and Digital Projects

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60464)

Gazetted: 21 February 2023

Closing Date: 28 February 2023

Details: Do you have a passion for bringing transformational digital projects to life? Do you have a passion for leading a team of digital storytellers? Do you have extensive experience in working with diverse stakeholders in developing targeted and engaging content? Then we have the role for you!

The Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking an experienced website and communications professional, to lead a full-service Web Team. A key deliverable of the role is the oversight of the delivery of two exciting new digital projects within our Directorate.

Both the natural environment and planning for our city is highlighted within the *Parliamentary and Governing Agreement for the 10th Legislative Assembly* as key priority for Government. At the core of these deliverables will be easy to access and understand information for the Canberra Community. Delivery of two new websites to support these highlights will be a key component of that understanding and access.

To be successful in this role, you will have strong project management and leadership skills, be able to work both autonomously and collaboratively within the larger Communications, Media and Engagement Branch, and have exceptional stakeholder management skills.

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.

Eligibility/ Other Requirements:

Demonstrated experience with Squiz Matrix, Drupal, WordPress and Hive systems are required.

Relevant tertiary education qualifications and a minimum of eight years' experience working professionally in the fields of Digital Communications, Web Development, Communications, or a related field is highly desirable.

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

How to Apply: To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the Selection Criteria and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Magee (02) 6207 2136 Alexandra.Magee@act.gov.au

Statutory Planning

Office of the Surveyor-General and Land Information

Business Support Team

Assistant Director Project Delivery

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 47487)

Gazetted: 20 February 2023

Closing Date: 27 February 2023

Details: The Office of the Surveyor-General and Land Information (OSGLI) a division within the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, experienced, and suitably qualified person to fill the role of Assistant Director Project Delivery for six months with the possibility of an extension.

The OSGLI is a small team working to deliver a range of regulatory functions for the surveying industry plus the capture and maintenance of foundation spatial data within the ACT. The office is focused on changes in survey data, digitalisation of internal processes, delivering data for public consumption and the realisation of ACT digital twin.

This role will be focused on providing project delivery (management and administration) services, in collaboration with the line area managers, to initiate and undertake procurement/contract management for several key strategic projects and oversee delivery of the project program.

Eligibility/other requirements: Project management/delivery experience and/or qualifications, applied knowledge of ACT Government procurement, and qualifications/experience in spatial science or related fields are highly desirable.

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

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

How to apply: Please submit a two-page pitch providing examples demonstrating your suitability against the Selection Criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

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

Statutory Planning

Office of the Surveyor-General and Land Information

Senior Technical Surveyor

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 38378)

Gazetted: 17 February 2023

Closing Date: 7 March 2023

Details: The Office of the Surveyor-General and Land Information a division within the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, experienced and suitably qualified person to fill the role of Senior Technical Surveyor. The OSGLI is a small team working to deliver a range of regulatory functions for the surveying industry plus the capture and maintenance of spatial data within the ACT. The office is focused on changes in survey data, digitalisation of internal processes and the realisation of ACT digital twin.

The successful candidate must have a positive attitude to innovation and change management, and will be required to manage and perform horizontal control surveys including fieldwork and office calculations, perform vertical control surveys, perform jurisdictional adjustments and assist with national adjustments under supervision, perform Verify Authority functions, perform survey plan examination, and cadastral surveys under supervision. This is an exciting opportunity to contribute to the ACT's cadastre and digital landscape as part of a diverse, friendly and professional team.

Eligibility/Other Requirements:

A Diploma in Surveying is a mandatory minimum qualification.

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

How to Apply: Please submit a pitch which addresses the selection criteria of no more than three pages, 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: Joanne Hawkes (02) 6205 0483 Joanne.Hawkes@act.gov.au

Environment

ACT Parks and Conservation Service

Fire Management Unit

Senior Director - Fire Management

Senior Professional Officer Grade A \$157,201, Canberra (PN: 11680)

Gazetted: 17 February 2023

Closing Date: 14 March 2023

Details: The ACT Parks and Conservation Service (PCS) is a branch within the Environment, Heritage and Water Division with responsibility for management of our parks, reserves and commercial forests. It protects and conserves the natural and cultural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the aesthetic environmental backdrop to Canberra. In

addition PCS manages a commercial forestry estate on behalf of the ACT Government providing a broad recreation facility, carbon capture and an economic return for the ACT community.

A core function of the ACT Parks and Conservation Service is the planning, preparation and management of fire. The Fire Management team deploys a range of fire fuel management strategies, including prescribed burning and management trail upgrades and maintenance.

The appropriate use of fire is a fundamental land management tool used by people in the ACT for tens of thousands of years. The incorporation of Traditional Custodian cultural burning objectives as well as ecological burning is a growing field of expertise and practice and an important component of the ACT response to fire fuel management.

The position will support the Directorate in strategically managing the risk from fire to life property and the environment as well as promoting the application of fire in the delivery of environmental and cultural programs across 70% of the ACT. The position will work under limited direction and collaborate with colleagues across all areas of the Directorate and government to meet agreed objectives.

Eligibility/Other Requirements:

Qualifications:

Relevant degree level qualifications and extensive experience in, natural resource management or equivalent with a particular focus on fire management.

Hold, or have the ability to obtain, nationally recognised qualifications in a senior incident management role under the Australian Inter-Agency Incident Management system (AIIMS).

Mandatory Requirements:

You will be required to:

undertake bushfire related activities, including bushfire suppression.

work a shift roster, weekends, public holidays or evening shifts on an "as needs" basis;

wear a uniform;

possess a current ACT Working with Vulnerable People accreditation;

possess and maintain a current drivers licence; and

be able to meet the appropriate fire fighting fitness standards to at least the moderate level of the national fire fighting task based assessment (assessed annually).

DESIRABLE

A current First Aid Certificate.

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

How to Apply: Please submit a written application of no more than two pages, addressing the selection 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: Stephen Alegria (02) 6207 9833 Stephen.Alegria@act.gov.au

Office of the Director-General

Communications, Engagement and Media

Senior Director, Content

Senior Officer Grade A \$157,201, Canberra (PN: 44753)

Gazetted: 16 February 2023

Closing Date: 23 February 2023

Details: Do you have a passion leading teams dedicated to telling stories and developing creative and engaging content for our community? Would you like to help Canberrans know about all things climate change, energy, planning and environment? Then we have the role for you!

The role of Senior Director, Content is responsible for leading a multidisciplinary team that works collaboratively with the Major Projects and Engagement team, our Executive, Ministerial Offices and our cross-directorate colleagues to ensure the directorate's content informs and engages the Canberra community.

Your team is audience driven and the owners, managers and architects of the directorate's channels. Your team will self-generate work, informed by research and insights, working across the directorate. It is responsible for informing the community, listening to conversations and delivering communications products including digital content and design, digital channel management, websites, web projects, and proactive and reactive media activities.

We are seeking a collaborate and innovative leader, that can bring to the team a depth of experience across the delivery of key projects, including the development of website projects and digital initiatives, media management

and strategic channel management, with a focus on building relationships with key stakeholders to develop engaging content.

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: Relevant tertiary education qualifications and a minimum of 10 years' experience working professionally in the fields of Communications, Marketing, Public Relations, Engagement or a related field is highly desirable.

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

How to Apply: To apply for this role please submit a maximum two-page pitch addressing the Professional/Technical Skills, Knowledge and Behavioural Capabilities listed in the Selection Criteria and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally-Anne Clark (02) 6207 0825 Sally-Anne.Clark@act.gov.au

Justice and Community Safety

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

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

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Director, Family Violence Safety Action Program

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58844)

Gazetted: 21 February 2023

Closing Date: 16 March 2023

Details: The ACT Victims of Crime Commissioner (VOCC) is seeking an outstanding leader with excellent management and communication skills to lead the Family Violence Safety Action Partnership within the ACT Human Rights Commission. Established in 2020, the FVSAP is an expansion of the ACT family violence intervention program and seeks to improve the safety of victim survivors by:

Enabling ACT Government, community and justice agencies to implement an integrated risk assessment and response model that collaboratively identifies, assesses and responds to high-risk domestic and family violence (DFV) cases.

Providing a forum for the sharing of information that increases the visibility and accountability of DFV perpetrators.

Developing coordinated safety action plans.

Improving understanding across government and non-government agencies of the dynamics of DFV, victim survivor safety and perpetrator accountability.

Working closely with the VOCC, the Office of the Coordinator General for Family Safety and the Domestic Violence Crisis Service, the Director will:

Lead and support a multi-disciplinary team to develop and deliver FVSAP activities.

Invest in strong working relationships with Program stakeholders to facilitate their active participation in the FVSAP, and to inform ongoing monitoring and development of FVSAP processes.

Chair fortnightly FVSAP meetings with the goal of sharing information, building trust and driving a strong focus on perpetrator accountability.

Deliver FVSAP reporting, including data collection and identification of gaps and trends that highlight the need for training, practice, policy or law reform.

This is a challenging role which requires significant experience providing case coordination to people affected by DFV. In particular, the role requires experience, or demonstrated knowledge of, risk assessment and response frameworks and strategies to improve DFV perpetrator visibility and accountability.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply.

Eligibility/Other Requirements:

Demonstrated significant experience providing case coordination to people affected by DFV.

Experience or demonstrated knowledge of risk assessment and response frameworks when engaging with DFV perpetrators, including strategies to improve perpetrator visibility and accountability.

Demonstrated ability to interpret and advise on legislation or other material relating to FVSAP operations.

Demonstrated experience in managing data collection and undertaking research, analysis, investigations or reviews to support systemic change.

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 full-time permanent position available immediately. 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. Selection may be based on application and referee reports only.

How to Apply: See the attached Position Description for further information regarding duties and responsibilities. Interested applicants should prepare a two-page pitch addressing the Selection Criteria with a focus on leadership capabilities and engagement with DFV perpetrators. Please upload your pitch, along with a curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margie Rowe (02) 6207 9296 Margie.Rowe@act.gov.au

Human Rights Commission

Discrimination, Health Services, Disability and Community Services Commissioner

Senior Investigator and Conciliator

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 42672)

Gazetted: 20 February 2023

Closing Date: 6 March 2023

Details: The ACT Human Rights Commission is an independent agency established by the *Human Rights Commission Act 2005*. The role of the ACT Human Rights Commission is to resolve complaints and promote rights, including to:

provide an independent, fair and accessible process for resolving individual complaints;

promote service improvement;

promote the human rights and welfare of people; and

foster understanding of particular legislation.

The ACT Human Rights Commission is seeking experienced, highly motivated people with excellent communication and interpersonal skills to join our team as a **Senior Investigator and Conciliator**. The Senior Investigator and Conciliator will manage a caseload of complex complaints across multiple jurisdictions including discrimination, health services, disability and community services.

In addition to the investigation and conciliation (alternative dispute resolution) of complaints the role also includes undertaking legal research and policy and project work.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the contact officer for the role.

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

Eligibility/ Other Requirements

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

Relevant tertiary qualifications in law or health are highly desirable

Qualifications and experience in statutory investigation are desirable

Qualifications and experience in conciliation/alternative dispute resolution are desirable

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

How to apply: Applicants should submit a 'pitch' of no more than two (2) pages describing how your knowledge, experience and qualifications meet the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the Position Description. Please also provide your curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Murley (02) 6205 4102 Alison.Murley@act.gov.au

ACT Courts and Tribunals

Executive

Executive Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60402)

Gazetted: 20 February 2023

Closing Date: 8 March 2023

Details: BUSINESS UNIT OVERVIEW

The ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high-quality services to those using the courts and tribunal. It provides the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal (ACAT) with registry, court support, forensic, corporate and strategic services.

The ACTCT is led by the Principal Registrar and CEO appointed under the Court Procedures Act 2004 and has the following business areas:

Executive

Registrar's Office (Supreme Court) includes Registry Operations and the Sheriff's Office

Registrar's Office (Magistrates Court)

Registrar's Office (ACAT) includes ACAT Administration

Corporate Services and Strategy.

NOTE: The nature of the organisation is such that staff may be exposed to sensitive material or information that may be confronting and culturally sensitive. ACTCT provides support services and training to assist staff in being culturally aware, resilient and safe in the workplace.

BRANCH OVERVIEW

Executive Branch:

The office of the Executive is responsible for the overarching administration and management of the ACT Courts and Tribunal and providing support to the Courts and its Judiciary and the ACT Civil and Administrative Tribunal (ACAT) and its Members.

Corporate Services and Strategy:

The ACTCT Corporate Services and Strategy Branch is responsible for delivering a range of corporate and strategic services that support the operations of each court and ACAT.

POSITION OVERVIEW

The Executive Support Officer provides high level administrative support to the Principal Registrar and Chief Executive Officer (CEO) and Executive Branch Manager, Corporate Services and Strategy (the EBM, CSS). The Executive Support Officer will maintain high-level confidentiality and discretion, exercise a considerable degree of independence, and consistently exercise sound judgement.

The Executive Support Officer is a critical role within the Office of the CEO and EBM, CSS, supporting them to exercise their functions, and being a significant contributor to the effective administration within the Business Unit.

The Executive Support Officer will manage administrative business such as calendars and emails, coordinate recruitment, provide secretariat support, monitor and order stationary, book accommodation and travel and prepare briefing folders for meetings. In addition, the Executive Support Officer will support the EBM, CSS by coordinating Business Unit reporting requirements to government and the human resource requirements within the Corporate Services and Strategy branch.

The Executive Support Officer will have demonstrated high-level experience in office administration, the ability to provide assistance to an executive, and effective oral and written communication skills within a sensitive and secure work environment where confidentiality and discretion is paramount.

The Executive Support Officer will engage in continual problem solving, will have outstanding multi-tasking skills and the capacity to prioritise issues constantly.

In their role, the Executive Support Officer will liaise across the ACT Government and with stakeholders at all levels to achieve shared outcomes within tight deadlines.

Eligibility/Other Requirements:

This position requires a police record check.

This position does not require a pre-employment medical.

Two years' experience as an Executive Support Officer in the ACT Public Service is highly desirable.

How to Apply: Applicants are asked to provide a written response no more than two pages addressing the Professional / Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description.

Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deborah Bowden (02) 6207 5821 Deborah.Bowden@Courts.act.gov.au

ACT Corrective Services

Custodial Operations

Custodial Operations

Trainee Correctional Officer (upon successful completion of training a Correctional Officer Grade 1)

CTU Trainee Correctional Officer \$50,817, Canberra (PN: 32715, several)

Gazetted: 20 February 2023

Closing Date: 2 April 2023

Details: Title: Trainee Correctional Officer (upon successful completion of training a Correctional Officer Grade 1)

Do you have what it takes to be a Correctional Officer? Do you have life experience and an interest in community safety? Do you like working in a team and have exceptional communication skills? Are you resilient when faced with challenging situations and environments? Do you have the maturity to be assertive whilst remaining level-headed, non-judgemental, fair and respectful? If so, this may be the role for you!

ACT Corrective Services are seeking suitable applicants to fill several Correctional Officer positions within their Court Transport Unit.

Successful applicants will be required to complete a 12-week Correctional Recruit Training (CRT) course in the first instance and will receive a training salary of \$50,817 per annum for this period. The CRT will provide you with all the relevant training to be a competent and accomplished Correctional Officer. This includes everything from legislations and policies, to report writing and dealing with challenging behaviours. Following the successful completion of this training, you will automatically become a Correctional Officer Grade 1 earning a salary range between \$69,433 and \$82,797 per annum, plus superannuation. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice within the first 12 months of your employment. The Court Transport Unit operates Monday to Friday and staff are required to work eight-hour shifts. ACT Corrective Services (ACTCS) will be hosting an information session for people interested in learning more about these opportunities. Senior ACTCS staff will team up with current Correctional Officers to describe what it is like to work in a correctional environment. You will also have the chance to find out more about the opportunities for women, young people and people from diverse backgrounds, as well as details about the required training. (Please note, attendance at the information session is not mandatory).

The information session will be held at the Eastlake, Gungahlin, on 8 March 2023 at 6:30pm. To attend this information session, please register [here](#).

For more information, please see the "Frequently Asked Questions" document available on the ACT Government jobs website.

We encourage applications from a diverse range of individuals with varying work and life experiences, in particular applications from women and from Aboriginal and Torres Strait Islander people.

Applications close 2 April 2023.

There are five stages to this recruitment process: (1) initial application assessment; (2) Language, Learning and Numeracy (LLN) testing and written assessment; (3) psychometric (psychological aptitude) testing; (4) interview; and (5) referee assessment.

You will be notified if you do not progress from one stage to the next.

Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement of the CRT. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months.

To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement.

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 custodial experience or Certificate III in Correctional Practice are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to service.

Current unrestricted Driver's license is essential.

Senior First Aid Certificate is essential

Relevant tertiary qualifications desirable.

This position requires pre-employment psychological and medical testing and Police record check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 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: Classification: Trainee Correctional Officer (after successful completion of training a Correctional Officer Grade 1)

Salary: \$50,817 (Trainee Salary) \$69,433 - \$82,797 (salary only after successful completion of Training)

How to apply: To apply for this exciting opportunity, tell us in one page, why your life experience, skills and/or knowledge would make you perfect for this role.

In addition, you must submit the following:

An ACT Government Application Cover Sheet (online document);

Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months;

A copy of your Driver's Licence; and

A completed Association Declaration form.

Note: Applications that do not provide your pitch **PLUS** all four documents listed above may not be considered by ACTCS.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephanie Leedham (02) 6207 1615 Stephanie.Leedham@act.gov.au

ACT Corrective Services

Custodial Operations

Custodial Operations

Trainee Correctional Officer (automatically converted to a Correctional Officer Grade 1 upon successful completion of training)

AMC Trainee Correctional Officer \$50,817, Canberra (PN: 34568, several)

Gazetted: 20 February 2023

Closing Date: 2 April 2023

Details: Do you have what it takes to be a Correctional Officer? Do you have life experience and an interest in community safety? Do you like working in a team and have exceptional communication skills? Are you resilient when faced with challenging situations and environments? Do you have the maturity to be assertive whilst remaining level-headed, non-judgemental, fair and respectful? If so, this may be the role for you!

Successful applicants will be required to complete a 12-week Correctional Recruit Training (CRT) course in the first instance and will receive a training salary of \$50,817 per annum for this period. The CRT will provide you with all the relevant training to be a competent and accomplished Correctional Officer. This includes everything from legislations and policies, to report writing and dealing with challenging behaviours. Following the successful completion of this training, you will automatically become a Correctional Officer Grade 1 earning a salary range between \$69,433 and \$82,797 per annum, plus superannuation and the potential for allowances. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice within the first 12 months of your employment. These positions are based at the Alexander Maconochie Centre in Canberra. ACT Corrective Services (ACTCS) will be hosting an information session for people interested in learning more about these opportunities. Senior ACTCS staff will team up with current Correctional Officers to describe what it is like to work in a correctional environment. You will also have the chance to find out more about the opportunities for women, young people and people from diverse backgrounds, as well as details about the required training. (Please note, attendance at the information session is not mandatory).

The information session will be held at the Eastlake, Gungahlin, on 8 March 2023 at 6:30pm. To attend this information session, please register [here](#).

For more information, please see the "Frequently Asked Questions" document available on the ACT Government jobs website.

We encourage applications from a diverse range of individuals with varying work and life experiences, in particular applications from women and from Aboriginal and Torres Strait Islander people.

Applications close 2 April 2023.

There are five stages to this recruitment process: (1) initial application assessment; (2) Language, Learning and Numeracy (LLN) testing and written assessment; (3) psychometric (psychological aptitude) testing; (4) interview; and (5) referee assessment.

You will be notified if you do not progress from one stage to the next.

Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement of the CRT. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months.

To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement.

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 custodial experience or Certificate III in Correctional Practice are essential. If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to service.

Current unrestricted Driver's license is essential.

Senior First Aid Certificate is essential.

Relevant tertiary qualifications desirable.

This position may require pre-employment medical testing and Police record check.

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

Notes: Classification: Trainee Correctional Officer (automatically converted to a Correctional Officer Grade 1 upon successful completion of training)

Salary: \$50,817 (Trainee Salary) \$69,433 - \$82,797 (Correctional Officer Grade 1 salary upon successful completion of training)

How to apply: To apply for this exciting opportunity, tell us in one page, why your life experience, skills and/or knowledge would make you perfect for this role.

In addition, you must submit the following:

An ACT Government Application Cover Sheet (online document);

Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months;

A copy of your Driver's Licence; and

A completed Association Declaration form.

Note: Applications that do not provide your pitch **PLUS** all four documents listed above may not be considered by ACTCS.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephanie Leedham (02) 6207 1615 Stephanie.Leedham@act.gov.au

ACT Courts and Tribunals

ACT Coroner's Court

Forensic medicine Centre

Mortuary Manager, Forensic Medicine Centre

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 24483)

Gazetted: 20 February 2023

Closing Date: 6 March 2023

Details: Do you have an interest in Forensic Medicine and experience as a Mortuary Technician?

The ACT Coroner's Court and Forensic Medicine Centre is seeking a qualified Mortuary Manager to manage the technical operations of the ACT Forensic Medicine Centre. The Forensic Medicine Centre forms the technical branch of the ACT Coroner's court and provides forensic pathology services to the ACT and neighbouring regional areas of New South Wales.

Do you have qualifications in Mortuary Practice and/or a degree in the field of Science or Health Sciences or course work in Biology or Forensics, (preferably including physiology/anatomy); or any combination of education or experience which would demonstrate the ability to perform the role of the Mortuary manager, and are interested in a profession providing forensic services to the ACT Community?

The Mortuary Manager is responsible for performing management and technical work in support of the Forensic Pathologists during autopsies and other post-mortem examination, and day to day management of a small team of dedicated mortuary technicians.

This vital role comes with its challenges, you will be technically proficient in the role, hold the highest regard for the confidentiality and dignity for those in the care of the Forensic Centre, and have detailed understanding of death investigation practices.

This is a frontline technical role, where you will be expected to lead a small team of technicians in best practice procedures and practices, provide on-going training and professional development. You will be supported in this role by the Operations Manager and the Coroner's court. This is an exciting opportunity to extend and develop your technical forensic abilities and be involved in vital community service.

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 in Mortuary Practice and/or a degree in the field of science or health sciences or course work in biology or forensics, including physiology/anatomy are essential.

Unrestricted C Class driver's licence is essential.

Willingness to work after hours and on weekends at short notice (and/or participate in an on-call roster)

The applicant is required to be vaccinated against Hepatitis B, and other applicable vaccines.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Current and former ADF members are encouraged to apply.

How to Apply: Please provide a curriculum vitae and written application addressing the Professional/Technical Skills, Knowledge and Behavioural Capabilities and qualifications as outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Little (02) 6205 2746 Susan.Little@courts.act.gov.au

ACT Corrective Services

Offender Reintegration

AMC Case Management Unit

AMC Case Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 14699)

Gazetted: 17 February 2023

Closing Date: 3 March 2023

Details: A challenging and genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS) for highly motivated, values-driven professional to join Offender Reintegration as AMC Case Manager (ASO6).

AMC Case Managers are responsible for providing 'end-to-end' integrated management for people in custody, through the development and review of case management strategies and processes, to ensure the provision of timely and high-quality interventions for detainees.

The successful applicant will oversee the development and implementation of individualised sentence management plans aimed at changing anti-social behaviours and overcoming relevant social exclusion factors.

In addition, you will provide professional advice and services as required, including written reports to the Courts, releasing authorities and other statutory bodies in relation to offender management, risk and intervention outcomes.

To be successful in this role, you will be able to work collaboratively and compose and edit complex written material. You will also possess exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

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

Compliance Requirements/Qualifications

1. Experience working with offenders and relevant tertiary qualifications are highly desirable.
2. Background police checks will be conducted.
3. Driver's licence is essential.
4. This position requires a pre-employment medical.
5. This position requires Working with Vulnerable People registration.

How to Apply: Applicants are required to submit three items: 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of their driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Kenna (02) 6207 1560 Peter.Kenna@act.gov.au

ACT Corrective Services

Community Corrections

Service Improvement and Community Corrections

Disability Liaison Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53329)

Gazetted: 17 February 2023

Closing Date: 24 February 2023

Details: A genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections, as a Disability Liaison Officer (ASO6). The successful applicant will foster a shared approach to providing access to justice to people with disability, by supporting the development of a cross system community of practice that will identify and address systemic barriers that impact access to justice, or equitable access to services within the justice system, for people with disability. The community of practice will support a cultural shift in justice agencies to identify and meet the needs of people with disability through coordination of training, resource adaption and engaging with service users. In addition, you will support the progression of the Disability Justice Strategy, facilitate the upgrade of ACTCS materials into accessible resources, support detainees to navigate complex systems and provide both organisational and individual support related to increasing the capacity to support individuals with disability within the community and hence will be based in the Community Corrections Division.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of organisational skills and communication skills necessary to build rapport with a diverse range of clients and stakeholders. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Demonstrated experience and/or willingness to work with offenders is essential. 2. A current driver's license is essential. 3. The successful candidate will be required to undergo a criminal record check. 4. Current registration issued under the Working with Vulnerable People (Background Check) Act 2011 is required

Notes: This is a temporary vacancy, available for up to six months with possibility of extension up to 12 months.

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 manager)

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Akyol-Quinn (02) 6207 8292 Vanessa.Akyol-Quinn@act.gov.au

**ACT Emergency Services Agency - Public Information and Engagement
Assistant Director Engagement and Events**

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 08018)

Gazetted: 16 February 2023

Closing Date: 23 February 2023

Details: The Assistant Director, Engagement and Events will lead a small team to deliver an efficient, effective and educated engagement and events function. You will forward plan, prioritise and understand community need to identify opportunities and emerging issues.

You will oversee the management of all ESA corporate events that support ESA strategic and operational plans.

Eligibility/Other requirements:

Tertiary qualifications in the field of communications and/or a related area is highly desirable.

Driver's licence 'Class C' is desirable.

This position does not 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 \(a ct.gov.au\)](http://www.act.gov.au/wwvp)

This position may require after hours or weekend work.

Note: This is a temporary position available for up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: The online application form requires a written response and a curriculum vitae to be provided as a minimum. A copy of a current Working With Vulnerable People Card is required and to be attached to your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Teagan Lee 0466851824 teagan.lee@act.gov.au

**Public Trustee and Guardian
Guardianship Unit**

Senior Guardian

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 03720, several)

Gazetted: 20 February 2023

Closing Date: 6 March 2023

Details: Are you interested in protection of Human Rights? At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing financial services, by acting as a Guardian, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 60 people and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion the vulnerable members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life.

We have several temporary vacancies for motivated and well organised professionals to work in our dynamic Guardianship Unit (GU) as Senior Guardians. GU aims to support each person to participate as fully as possible in decisions about their own lives. GU provides guardianship services to adults in our community who have diminished ability to manage their affairs due to a physical, mental, psychological or intellectual condition.

Guardianship services are provided under authority of an order of the ACT Civil and Administrative Tribunal (ACAT) or an Enduring Power of Attorney.

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:

Completion or partial completion of relevant qualifications and/or experience is highly desirable.

This position requires applicants satisfy ACTPS pre-employment checks.

Driver's license Class C is preferred.

This position does not 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 \(act.gov.au\)](http://www.act.gov.au/wwvp).

Note: These are temporary positions available immediately for up to six months with possibility of extension up to 12 months 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: 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 position overview, 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.

Contact Officer: Kaitlyn Coombe (02) 6207 9800 kaitlyn.coombe@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

Technical

Senior Surveillance Officer

Infrastructure Officer 5 \$163,315, Canberra (PN: 60459)

Gazetted: 21 February 2023

Closing Date: 7 March 2023

Details: Are you our new Senior Surveillance Officer?

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 the light rail services to the people of Canberra.

Light rail aims to facilitate public transport usage and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development activities will maximise the broader economic and social benefits of the ACT Government's investment in light rail.

The Senior Surveillance Officer is a key role within the Light Rail Project Team and is part of the Construction Branch. The Construction Branch is responsible for coordination and management of the various Construction interfaces associated with the Design and Delivery of the project.

The Senior Surveillance Officer will report to the Senior Director, Technical Development and is also required to manage the Light Rail Surveillance team. The role will be required to liaise closely with staff and project advisors across the Agency, Project Co, Independent Certifier, National Capital Authority, Technical Advisor/s, Authorised Representatives 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

Mandatory:

Positions classified as Infrastructure Officer require the occupant to:

hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

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

Desirable:

Experience and or knowledge in design and/or delivery of Light Rail.

Knowledge of ACT design standards including road design standards.

Highly developed work health and safety knowledge and expertise, including formal training and/or qualifications.

Working knowledge of construction traffic management, including formal training and/or qualifications.

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

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: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Light Rail

Technical

Senior Project Manager - Engineering

Infrastructure Officer 5 \$163,315, Canberra (PN: 60457)

Gazetted: 21 February 2023

Closing Date: 7 March 2023

Details: Are you our new Engineering Project 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 the light rail services to the people of Canberra.

Light rail aims to facilitate public transport usage and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development activities will maximise the broader economic and social benefits of the ACT Government's investment in light rail.

The role of the Senior Project Manager - Engineering reports to the Senior Director, Technical Development and sits within the Light Rail Stage 2 Project Team. The Senior Project Manager – Engineering is responsible for assisting Major Projects Canberra (MPC) to articulate engineering and design phase project impacts and manage the timely review of project and third-party deliverables.

The Senior Project Manager - Engineering will be expected to liaise closely with the Light Rail Stage 2 Leadership Team, Light Rail Technical Advisor and other staff 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. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply/.

Eligibility/ Other Requirements

Mandatory:

Positions classified as Infrastructure Officer require the occupant to:

hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or

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

Desirable:

Experience and or knowledge in design and/or delivery of Light Rail.

Proficiency in use of AutoCAD or similar industry-standard drafting application.

Knowledge of ACT design standards including road design standards.

Notes: Selection may be based on application and referee reports only. 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: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Light Rail

Environmental and Planning

Planning and Urban Design Manager

Infrastructure Manager/Specialist 2 \$187,632, Canberra (PN: 60456)

Gazetted: 21 February 2023

Closing Date: 21 March 2023

Details: Are you our new Planning and Urban Design 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 the light rail services to the people of Canberra.

Light rail aims to facilitate public transport usage and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development activities will maximise the broader economic and social benefits of the ACT Government's investment in light rail.

The role of Planning and Design Manager Light Rail is a key role within Major Projects Canberra, responsible for assisting the Project Director in overseeing the environmental impact assessment, planning, approvals, and urban design aspects of Stage 2 of the Canberra light rail network.

As a senior leader within Light Rail, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for 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.

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 Light Rail strategic objectives.

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

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.

Highly Desirable:

Experience in the planning and approvals required for the delivery of light rail projects; and

Demonstrated relevant experience in managing planning and urban design aspects of complex large scale infrastructure projects.

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

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: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Light Rail

Commercial

Commercial Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60458)

Gazetted: 21 February 2023

Closing Date: 7 March 2023

Details: Are you our new Commercial 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 the light rail services to the people of Canberra.

Light rail aims to facilitate public transport usage and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development activities will maximise the broader economic and social benefits of the ACT Government's investment in light rail.

The Commercial Manager role reports to the Senior Director, Commercial and is responsible for leading the management and coordination of all supporting procurement, finance reporting and transaction management aspects of the Light Rail Project.

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

Desirable:

A degree or diploma in a relevant commercial or procurement field (a copy needs to be provided with your application) – or demonstrated relevant equivalent experience;

Demonstrated relevant experience in the management of procurement; and

A good working knowledge of government business records management systems, including Objective, will be an advantage.

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

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Project Development and Support

Ministerial, Governance and Corporate Support

Ministerial and Government Business

Secretariat and Ministerial Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 51943)

Gazetted: 21 February 2023

Closing Date: 7 March 2023

Details: Major Projects Canberra is seeking applications from highly motivated, self-starting, organised people to fill the role of Secretariat and Ministerial Officer. If you enjoy the challenge of working in a fast-paced area, this position could be for you.

The role is part of the Ministerial and Government Business team, responsible for Ministerial, Cabinet, Assembly, and Project Board secretariat services for Major Projects Canberra.

The Secretariat and Ministerial Officer will assist with providing high level secretariat support to advisory boards for Major Projects Canberra's designated projects in addition to assisting with some ministerial and government business tasks, such as the coordination of Question Time Briefs and ministerial correspondence.

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

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

Selection may be based on application and referee reports only.

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Vilma Bell (02) 6205 7812 Vilma.Bell@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Kennel Hand

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 43910)

Gazetted: 20 February 2023

Closing Date: 6 March 2023

Details: If you are passionate about animal welfare and making a difference to your community, this could well be the role for you.

Based at the DAS facility in Symonston, Kennel Hands are responsible for the day-to-day welfare and health of the animals held within the DAS facility. This will involve cleaning the facility, conducting health checks, feeding, and administering medication, attending to minor wounds and abrasions, exercise and preparing enrichment activities. As a member of Domestic Animal Services, you will be required to manage multiple issues, and effectively and efficiently prioritising work. You will work collaboratively in a team environment and support senior leaders with the overall management of the facility, including activities relating to the welfare of animals in the care of the service, and the safety of visitors whilst visiting the facility.

You will contribute to the development, achievement and continuous improvement of team objectives and plans to ensure DAS meets community standards and expectations.

Eligibility/other requirements: This is an identified position and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Note: This is a temporary position available immediately for 12 months with the possibility of permanency. Selection may be based on application and referee reports only.

How to apply: Please provide a response to each of the Selection Criteria (no more than 350 words per criteria), a current resume, and contact details of two referees. The Selection Criteria is found under 'What you require' in the Position Description.

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

Contact Officer: Jacqueline Gardner (02) 6207 5396 Jacqueline.Gardner@act.gov.au

Bus Operations

Depot Manager Special Needs Transport

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: A20140)

Gazetted: 17 February 2023

Closing Date: 5 March 2023

Details: The Flexible Transport Office operates the Flexible Bus Service, Special Needs Transport (SNT) and the Aboriginal and Torres Strait Islander Community Bus. The Flexible Bus Service provides transport for older Canberrans and eligible people with disability to and from medical appointments, hospitals, and shopping centres. SNT is responsible for providing school transport for students with disability to and from ACT public schools each day. The Aboriginal and Torres Strait Islander Community bus enhance social inclusion for members of the Aboriginal and Torres Strait Islander community who are experiencing difficulties accessing transport.

Transport Canberra are looking for a great communicator with experience in managing a team of operational staff. Working in a dynamic and fast paced environment, the Depot Manager is responsible for the day-to-day operation

of the SNT and Flexible Bus Services including rostering of staff, scheduling passenger services, staff supervision and the maintenance of the fleet vehicles.

This position requires well developed oral and written communication skills, effective interpersonal and negotiation skills, proven problem-solving skills with experience in providing leadership, managing teams and working collaboratively in an operational 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 LGBTQIA+ are encouraged to apply.

Eligibility/Other Requirements.

Permanent Resident of Australia.

Driver's licence C-Class is essential, with the ability to upgrade to MR licence

Current First Aid certificate or approved equivalent; or willingness to obtain

This position requires a Working with Vulnerable People Check

Ability to comply with any legal requirement to work in health or aged care sectors, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable)'.

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

How to Apply: Please submit your curriculum vitae and no more than two (2) A4 page expression of interest addressing the points identified in the "What you will do" and "What you require" sections of the position description.

Applications should be submitted via the Apply Now button.

Contact Officer: Kim Bryant (02) 6205 9383 Kim.Bryant@act.gov.au

City Services

ACT NoWaste

Waste Policy

Senior Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 00332)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

Details: The Waste Policy team is looking for a passionate and highly motivated individual to contribute to the ACT Government's ambitious waste management, climate change and circular economy strategic policy agenda, which includes the Parliamentary and Governing Agreement of the 10th ACT Legislative Assembly; *Waste Management and Resource Recovery Act 2016*; *Plastic Reduction Act 2021*; National Waste Policy and Action Plan; ACT Waste Management Strategy 2011-2025; and ACT Climate Change Strategy 2019-2025. The Senior Policy Officer will undertake research and data analysis, and support the delivery of the waste agenda through policy development and delivery, engaging with a range of stakeholders, developing integrated cross-directorate approaches to sustainable waste management, and managing a range of processes including submissions to Cabinet or the Commonwealth.

Eligibility/other Requirements: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a response to the Selection Criteria contained within the Position Description (two page maximum), as well as contact details for two referees and current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Alexander (02) 6207 1542 david.alexander@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Programs and Education Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 43911)

Gazetted: 16 February 2023

Closing Date: 2 March 2023

Details: If you are passionate about animal welfare and making a difference to your community, this could well be the role for you.

Based at the Domestic Animal Services facility in Symonston, the Programs and Education Officer is responsible for managing the internal volunteer program including the recruitment, induction, scheduling, and monitoring of volunteers. You will also be responsible for the development and delivery of education campaigns and various community programs for Domestic Animal Services. You will work closely with the kennel team to ensure dogs are provided with enrichment activities and to promote positive animal welfare outcomes.

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

Eligibility/Other Requirements:

An unencumbered driver's licence (Class C) is 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)

Canine handling and/or canine behaviourist experience is highly desirable.

Have no manual handling restriction that would prevent safe physical exertion (i.e., push, pull, bend and lift >10kg).

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: Please provide a response to each Selection Criteria, of up to 350 words per criteria. Applicants must also supply a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqueline Gardner (02) 6207 5396 jacqueline.gardner@act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 6 \$91,315 - \$104,509

Roshinil Ranasinghe, Section 68(1), 20 February 2023

Canberra Health Services

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Lisa Barney, Section 68(1), 18 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

CHRISTIAN BELCINA, Section 68(1), 17 February 2023

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Janis Bergquist, Section 68(1), 16 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Rajkumar Cheluvappa, Section 68(1), 27 February 2023

Registered Midwife Level 1 \$72,698 - \$97,112

Leah Gadd, Section 68(1), 17 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Bingyao Gao, Section 68(1), 13 February 2023

Administrative Services Officer Class 2 \$60,620 - \$66,939

Slobodan Gurcinovski, Section 68(1), 13 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Francois Janse van Rensburg, Section 68(1), 20 February 2023

Health Service Officer Level 3/4 \$55,350 - \$59,336

Dillon Kladnig, Section 68(1), 10 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Tiffany-Ann Loss, Section 68(1), 20 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Keely McHardie, Section 68(1), 23 February 2023

Senior Officer Grade B \$135,355 - \$152,377

Prakash Poudel, Section 68(1), 20 February 2023

Health Professional Level 2 \$70,679 - \$97,028

Veronica Vandermeide, Section 68(1), 13 February 2023

Canberra Institute of Technology

Administrative Services Officer Class 6 \$91,315 - \$104,509

Jennifer Edmunds, Section 68(1), 21 February 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Ayoub Khallouq, Section 68(1), 20 February 2023

Chief Minister, Treasury and Economic Development

Senior Officer Grade A \$157,201

Catherine Braybon, Section 68(1), 20 February 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Pema Choki, Section 68(1), 11 February 2023

Administrative Services Officer Class 2 \$60,620 - \$66,939

Nathan Gilberg-Murray, Section 68(1), 25 February 2023

Senior Officer Grade C \$114,928 - \$123,710

Bill Kolios, Section 68(1), 27 February 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Ke Wu, Section 68(1), 17 February 2023

Community Services

Administrative Services Officer Class 5 \$84,749 - \$89,705

Sylvia Elele, Section 68(1), 15 February 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Stephen Keogh, Section 68(1), 14 February 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Sindhuja Subramani Prasad, Section 68(1), 19 February 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

John Ter Horst, Section 68(1), 15 February 2023

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Jo-Ann Vidotto, Section 68(1), 20 February 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Casey Westcombe, Section 68(1), 15 February 2023

Cultural Facilities

Administrative Services Officer Class - \$76,255 - \$82,566

Nicole Sutherland – AGS Number – 86917994, 30 January 2023

PN8533 – Assistant Curator

Level 2 Technical - \$68,338

Owen Davis – AGS Number – 86918030, 23 January 2023

PN 3574 – Level 2 Technical

Education

School Assistant 2 \$51,548 - \$56,919

Amanda Caddick, Section 68(1), 14 February 2023

School Assistant 2/3 \$51,548 - \$62,857

Brenton Cleaves, Section 68(1), 16 February 2023

School Assistant 2/3 \$51,548 - \$62,857

Violeta Ganas, Section 68(1), 14 February 2023

School Assistant 3 \$58,404 - \$62,857

Erica Harris, Section 68(1), 15 February 2023

School Assistant 3 \$58,404 - \$62,857

Alycia Honey, Section 68(1), 16 February 2023

School Assistant 3 \$58,404 - \$62,857

Mimi Howden, Section 68(1), 14 February 2023

School Assistant 4 \$70,028 - \$75,827

Isaac Jacobs, Section 68(1), 22 February 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Julijana Jakovceska, Section 68(1), 27 February 2023

School Assistant 2 \$51,548 - \$56,919

Nicole Mann, Section 68(1), 16 February 2023

School Assistant 2/3 \$51,548 - \$62,857

Lisa Meredith, Section 68(1), 16 February 2023

School Assistant 2/3 \$51,548 - \$62,857

Jackson Nichols, Section 68(1), 22 February 2023

School Assistant 3 \$58,404 - \$62,857

Sian Phillips, Section 68(1), 16 February 2023

School Assistant 4 \$70,028 - \$75,827

Dayna Waterworth, Section 68(1), 16 February 2023

School Assistant 2/3 \$51,548 - \$62,857

Ashley Winn, Section 68(1), 22 February 2023

Environment, Planning and Sustainable Development

Administrative Services Officer Class 5 \$84,749 - \$89,705

Roshni Suchanti, Section 68(1), 22 February 2023

Justice and Community Safety

Senior Officer Grade B \$135,355 - \$152,377

Sohail Akbar, Section 68(1), 20 February 2023

Graduate Paramedic Intern \$76,422 plus penalties

Kristian Binet, Section 68(1), 20 February 2023

Graduate Paramedic Intern \$76,422 plus penalties

Anika Blamey, Section 68(1), 20 February 2023

Graduate Paramedic Intern \$76,422 plus penalties

Jon Driessens, Section 68(1), 20 February 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Andrew Goodman, Section 68(1), 17 February 2023

Graduate Paramedic Intern \$76,422 plus penalties

Courtenay Kaboord, Section 68(1), 20 February 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Alex King, Section 68(1), 16 February 2023

Graduate Paramedic Intern \$76,422 plus penalties

Amy Lambert, Section 68(1), 20 February 2023

Graduate Paramedic Intern \$76,422 plus penalties

Hannah McAdam, Section 68(1), 20 February 2023

Graduate Paramedic Intern \$76,422 plus penalties

James Pardoe-Matthews, Section 68(1), 20 February 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Benjamin Sutton, Section 68(1), 20 February 2023

Graduate Paramedic Intern \$76,422 plus penalties

Natasha Welsh, Section 68(1), 20 February 2023

Major Projects Canberra

Senior Officer Grade B \$135,355 - \$152,377

Johan Louw, Section 68(1), 20 February 2023

Transport Canberra and City Services

Bus Operator - Training \$74,582

Gerard Browne, Section 68(1), 18 February 2023

Bus Operator - Training \$74,582

Sam Farrugia, Section 68(1), 18 February 2023

Bus Operator - Training \$74,582

Lachlan Murray, Section 68(1), 18 February 2023

Bus Operator - Training \$74,582

Mujtaba Qail, Section 68(1), 18 February 2023

Bus Operator - Training \$74,582

Michael Yokom, Section 68(1), 18 February 2023

TRANSFERS

Canberra Health Services

Lorna Indrele

From: Health Professional Level 3 \$99,819

Community Services

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

Canberra Health Services, Canberra (PN. 23946) (Gazetted 6 January 2023)

Chief Minister, Treasury and Economic Development

Byron Little

From: Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety

To: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 59620) (Gazetted 18 November 2022)

Justice and Community Safety

Yuechen Jiang

From: Senior Officer Grade C \$114,928

ACT Health

To: Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 59739) (Gazetted 5 December 2022)

PROMOTIONS

ACT Health

Digital Solutions Division
Applications Support
Technology Operations Hub
Megan Doherty

From: Senior Information Technology Officer Grade C \$114,928 - \$123,710
Canberra Health Services

To: †Senior Information Technology Officer Grade A \$157,201
ACT Health, Canberra (PN. 43042) (Gazetted 15 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division
Future Capability and Governance
Business Intelligence and Data
Sangeetha Iyer

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
ACT Health

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710
ACT Health, Canberra (PN. P59835) (Gazetted 25 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital Solutions Division
Future Capability and Governance
Emma McDonald

From: Senior Information Technology Officer Grade C \$114,928 - \$123,710
ACT Health

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377
ACT Health, Canberra (PN. 58451) (Gazetted 15 November 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.

Canberra Health Services

Emma Awizen

From: Senior Officer Grade C \$114,928 - \$123,710
Canberra Health Services

To: †Senior Officer Grade B \$135,355 - \$152,377
Canberra Health Services, Canberra (PN. 60163) (Gazetted 6 January 2023)

Infrastructure and Health Support Services
Infrastructure and Health Support Services
Patricia Bronwich

From: Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)
Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Canberra Health Services, Canberra (PN. 57573) (Gazetted 3 January 2023)

Clinical Services
Rehab, Aged and Community Service
Melissa Childs

From: Dental Assistant Level 2 \$60,626 - \$70,887
Canberra Health Services
To: Administrative Services Officer Class 3 \$68,685 - \$73,920
Canberra Health Services, Canberra (PN. 49109) (Gazetted 18 May 2022)

Clinical Services

Medicine

Victoria Clarke

From: Registered Nurse Level 3.1 \$115,743 - \$120,506
Canberra Health Services
To: †Registered Nurse Level 3.2 \$130,846
Canberra Health Services, Canberra (PN. 22186) (Gazetted 27 September 2022)

Angela Garmendia

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920
Canberra Health Services
To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Canberra Health Services, Canberra (PN. 22089) (Gazetted 22 December 2022)

Quality, Safety, Innovation and Improvement

Quality Improvement and Engagement

Jessie Holberton

From: Registered Nurse Level 3.2 \$130,846
Canberra Health Services
To: †Registered Midwife Level 4.3 \$149,388
Canberra Health Services, Canberra (PN. 01993) (Gazetted 10 November 2022)

Clinic Services

University of Canberra Hospital

Sarah Jack

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. 31528) (Gazetted 15 September 2022)

Clinical Services

Women Youth and Children

Anna McLeod

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)
Canberra Health Services
To: †Health Professional Level 4 \$114,928 - \$123,710
Canberra Health Services, Canberra (PN. 55817) (Gazetted 19 December 2022)

CHS Clinical Services

Mathew 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. 22270) (Gazetted)

Clinical Services

Cancer and Ambulatory Services

Aidan Pini

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920
Canberra Health Services
To: Administrative Services Officer Class 4 \$76,255 - \$82,566
Canberra Health Services, Canberra (PN. 17602) (Gazetted 8 August 2022)

Clinical Services

Rehab, Aged and Community Service

Saba Younis

From: Dental Assistant Level 2 \$60,626 - \$70,887

Canberra Health Services

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services, Canberra (PN. 31682) (Gazetted 18 May 2022)

Chief Minister, Treasury and Economic Development

Workforce Capability and Governance

Workplace Safety and Industrial Relations

Breepthi Babu Remani

From: Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 56896) (Gazetted 28 October 2022)

Digital, Data and Technology Services

Technology Services Branch

Endpoint User Services

Dean Parrott

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 31051) (Gazetted 27 October 2022)

Corporate

Workforce and Information Services

Organisational Change

Ellen Somerville

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 30521) (Gazetted 15 December 2022)

Economic Development

Skilled Canberra

ACT Migration Program

Hans-Willem Van Deursen

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 55295) (Gazetted 11 January 2023)

Economic, Revenue, Insurance, Property and Shared Services (ERIPSS)

ACT Insurance Authority

Priya Verma

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 56100) (Gazetted 25 January 2022)

Education

Service Design and Delivery

Student Engagement

Jane Espeland

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)
Education

To: †Health Professional Level 4 \$114,928 - \$123,710
Education, Canberra (PN. 46494) (Gazetted 21 July 2022)

School Performance and Improvement

Charnwood-Dunlop School

School Performance and Improvement

Charnwood-Dunlop School

Danielle Porter

From: School Leader A 1 \$175,964
Education

To: †School Leader A 2 \$189,549
Education, Canberra (PN. 60566) (Gazetted 13 October 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Business Services

Infrastructure and Capital Works

Executive Branch Manager's Office

Eleanor Stewart

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Education

To: †Senior Officer Grade C \$114,928 - \$123,710
Education, Canberra (PN. 57378) (Gazetted 5 May 2022)

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation Service

Parks and Partnerships

Mirjana Jambrecina

From: Senior Park Ranger 3 \$84,749 - \$89,705
Environment, Planning and Sustainable Development

To: Technical Officer Level 4 \$91,315 - \$104,509
Environment, Planning and Sustainable Development, Canberra (PN. 37540) (Gazetted 5 September 2022)

Corporate Services and Operations

Governance, Compliance and Legal Policy

Legal Policy and Information Management

Adam Roach

From: Senior Officer Grade B \$135,355 - \$152,377
Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$157,201
Environment, Planning and Sustainable Development, Canberra (PN. 47793) (Gazetted 1 December 2022)

Justice and Community Safety

Emergency Services

**ACT Ambulance Service
Emergency Operations
Matthew Blower**

From: Graduate Paramedic Intern \$76,422 plus penalties
Justice and Community Safety
To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties
Justice and Community Safety, Canberra (PN. 26243) (Gazetted 17 November 2020)

**Emergency Services
ACT Ambulance Service
Xain Pike**

From: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties
Justice and Community Safety
To: †Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties
Justice and Community Safety, Canberra (PN. 03503) (Gazetted 1 January 2023)
Direct promotion under the ACT Ambulance Service Agreement 2021-2022 under R2.1

Major Projects Canberra

**Infrastructure Delivery Partners
Commercial
Jin Yan**

From: Senior Officer Grade C \$114,928 - \$123,710
Major Projects Canberra
To: †Infrastructure Officer 3 \$115,193 - \$126,450
Major Projects Canberra, Canberra (PN. 18990) (Gazetted 11 November 2021)

Transport Canberra and City Services

**City Services
Infrastructure Delivery and Waste
Infrastructure Delivery
Kencho Choden**

From: Infrastructure Officer 1 \$75,792 - \$89,551
Transport Canberra and City Services
To: Infrastructure Officer 2 \$91,428 - \$105,186
Transport Canberra and City Services, Canberra (PN. 37067) (Gazetted 3 January 2023)