



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 23 February 2023**

## VACANCIES

### ACT Health

Selection documentation for the following positions may be downloaded from

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

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

**Date Advertised Gazette: 28 February 2023**

**Vacancy Number: 54591**

**ACT Health**

**Corporate and Governance**

Executive Group Manager, Corporate and Governance

**Executive Level 2.4 \$347,585 - \$361,512 depending on current superannuation arrangements, Canberra (PN: E1080)**

Closing Date: 14 March 2023

Pursue your dream job in a world-class city that suits your lifestyle. Our work in the ACT Public Service directly serves the needs of the Canberra community and when you work with us you will see the impact that we have on the lives of Canberrans every day.

The ACT Public Service is an inclusive and welcoming employer. We're big enough to give you career variety, but small enough that you'll get to know your colleagues.

The ACT Health Directorate (ACTHD) will consider flexible working conditions.

ACTHD is seeking an experienced, highly motivated leader with strong executive management and people leadership skills for the role of the Executive Group Manager, Corporate and Governance Division (EGM CandG).

The EGM CandG is a key leadership role with responsibility for building our workforce culture and capability, ensuring sound planning and corporate governance, and leading the management of the directorate's budget – all of which are critical areas to underpin the efficient operation of the directorate and the health system more generally. We are looking for a collaborative leader who can deliver positive outcomes, with the ability to work cooperatively with key government and non-government stakeholders, the ability to apply sound judgement and a high level of integrity.

Reporting to the Director-General and working closely with executives and teams, it is expected that the EGM CandG will have a sound understanding of the responsibilities and accountabilities of this role and be able to work in a collaborative manner across a range of areas. As well as their primary responsibility for ensuring the efficient operations of ACTHD through appropriate good governance, financial management, and workforce capability, the EGM CandG is responsible for sustained performance of the directorate by establishing and maintaining business and professional services supporting the strategic and operational needs of the directorate.

The incumbent will need to provide outstanding leadership, communicate professionally and work with flexibility, efficiency and diplomacy both individually and as the lead of a highly skilled team.

The successful applicant will model the ACT Public Service values of respect, integrity, collaboration and innovation.

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

**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:** Interested candidates are requested to submit a two-page pitch outlining relevant skills and experience against the executive capabilities, as well as a current curriculum vitae and the name and contact details of two referees.

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

**Contact Officer:** Rebecca Cross (+61) 5124 9400 [Rebecca.Cross@act.gov.au](mailto:Rebecca.Cross@act.gov.au)

**Office of the Deputy Director General**

**OPL**

**OCNMO**

**Assistant Director of Nursing/Midwifery**

**Registered Nurse Level 4.2 \$140,121, Canberra (PN: 56625)**

Gazetted: 28 February 2023

Closing Date: 14 March 2023

**Details:** Are you a nurse or midwife looking for a change? Would you like to develop your policy-writing, strategic-thinking and political advocacy skills? Are you someone who really wants to make a difference, shaping the way the Nursing and Midwifery Office supports nurses and midwives in the ACT?

The ACT Health Chief Nursing and Midwifery Office has a fabulous opportunity to work in a role that provides expert advice and support to the Chief Nursing and Midwifery Officer in a government setting. These opportunities will suit skilled and motivated nurses or midwives who can lead and coordinate a variety of projects and activities which will influence the development of the nursing and midwifery profession and clinical practice in the ACT.

The Nursing and Midwifery Office is in Bowes Street Woden; however, we are currently working from home.

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:**

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

Midwifery experience especially desirable.

Holds postgraduate tertiary qualifications in nursing or midwifery.

Demonstrated senior nursing and/or midwifery leadership experience.

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

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

**How to apply:** Applicants are required to:

Provide a written response of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities.

Provide a current Curriculum Vitae.

Provide details of two referees.

Shortlisted candidates may be required to submit two written referee reports prior to interview.

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

Contact Officer: Sarah Stewart (02) 5124 8237 Sarah.M.Stewart@act.gov.au

**Corporate and Governance**

**Governance and Risk**

**Legal Policy**

**Assistant Director, Legal Policy**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46892)**

Gazetted: 28 February 2023

Closing Date: 21 March 2023

**Details:** There is an exciting opportunity in ACT Health Directorate's Legal Policy team for an Assistant Director, for a period of 12 months, with the possibility of permanency.

The Legal Policy team is a small team with a big impact. Legal policy leads the ACT Health Directorate's engagement with the legislative cycle, contributes to the review of key legislation in the ACT and ensures that law reform initiatives are responsive to the health and wellbeing needs of the community.

As part of the Legal Policy team, you will use your legal or legal policy experience to make a real difference to the community and improve health service delivery in the Territory. The Assistant Director of Legal Policy assists the

ACT Health Directorate with legal policy advice and will manage a number of law reform projects, under the broad direction of the Director of Legal Policy.

The ideal candidate will have:

strong legal policy skills including an ability to undertake research and analyse information and legislation, strong written and oral communication skills, including the ability to maintain strong stakeholder relationships, often in complex and sensitive settings, and

experience in providing, or understanding of relevant legal frameworks to provide, legal policy advice in the context of public sector administration and governance requirements.

**Eligibility/other requirements:**

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

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

**Note:** This is a temporary position available immediately for 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:** Please submit a written application of no more than two pages, responding to the 'What you require' section in the Position Description, a current curriculum vitae, and contact details of two referees.

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

Contact Officer: Renee Coonan 0417 069 572 Renee.Coonan@act.gov.au

## **Corporate and Governance**

### **Executive Group Manager, Corporate and Governance**

**Executive Level 2.4 \$347,585 - \$361,512 depending on current superannuation arrangements, Canberra (PN: E1080)**

Gazetted: 28 February 2023

Closing Date: 14 March 2023

Details: Pursue your dream job in a world-class city that suits your lifestyle. Our work in the ACT Public Service directly serves the needs of the Canberra community and when you work with us you will see the impact that we have on the lives of Canberrans every day.

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ACTHD is seeking an experienced, highly motivated leader with strong executive management and people leadership skills for the role of the Executive Group Manager, Corporate and Governance Division (EGM CandG).

The EGM CandG is a key leadership role with responsibility for building our workforce culture and capability, ensuring sound planning and corporate governance, and leading the management of the directorate's budget – all of which are critical areas to underpin the efficient operation of the directorate and the health system more generally. We are looking for a collaborative leader who can deliver positive outcomes, with the ability to work cooperatively with key government and non-government stakeholders, the ability to apply sound judgement and a high level of integrity.

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The incumbent will need to provide outstanding leadership, communicate professionally and work with flexibility, efficiency and diplomacy both individually and as the lead of a highly skilled team.

The successful applicant will model the ACT Public Service values of respect, integrity, collaboration and innovation.

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

**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:** Interested candidates are requested to submit a two-page pitch outlining relevant skills and experience against the executive capabilities, as well as a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Rebecca Cross (+61) 5124 9400 Rebecca.Cross@act.gov.au

### **ACT Teacher Quality Institute**

**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](mailto:jobs@act.gov.au)**

#### **Chief Executive Officer**

**Executive Level 1.3 \$251,374 - \$261,418 depending on current superannuation arrangements, Canberra (PN: E634)**

Gazetted: 28 February 2023

Closing Date: 14 March 2023

Details: The Chief Executive Officer (CEO) of a Territory Authority reports to the Governing Board through the Chair and as a public servant is accountable to the relevant Minister.

The CEO of the ACT Teacher Quality Institute (TQI) has the following functions:

Administer the *ACT Teacher Quality Institute Act 2020*;

Ensure that the authority's statement of intent is implemented effectively and efficiently and in line with the government's education priorities and strategy;

Lead and manage the day to day operations of the authority in accordance with relevant governmental legislation and policies and the direction set by the board;

Evaluate and advise the board about the operational, risk management and financial performance of the authority;

Lead the development and implementation of initiatives to improve the quality of the ACT teaching workforce, the quality of initial teacher education graduates and the collection of teacher workforce data;

Provide strategic and policy advice on matters relevant to the Institute's legislated purpose and functions to the Minister, the Board, government and non-government education authorities and education peaks;

Assure the quality and integrity of the Institute's teacher approval, teacher education accreditation and teacher certification systems and processes;

Undertake regulatory actions under the provisions of the Act;

Represent the ACT government and institute in the work of the Australasian Teacher Regulatory Authorities (ATRA) network to ensure national consistency in teacher regulation, teacher education accreditation and teacher certification;

Establish productive working relationships with key stakeholders including the ACT Education Directorate, The Catholic Education Office, the Association of Independent Schools, Australian Institute for Teaching and School Leadership, ATRA and national working groups; and

Support the Chair to ensure the effective functioning of the TQI Board and its committees.

The ACT is establishing a new generation of quality leaders at the highest levels of the public sector. We are seeking candidates with a track record in the development, implementation and evaluation of contemporary regulatory frameworks and the ability to provide quality, strategic advice to the Minister and the Board. The successful candidate will have a track record in leading high performing organisations. Outstanding communication, engagement and influencing skills, the ability to build and foster networks across government and education will be key to success.

The following attributes are considered desirable for the successful candidate:

A visionary, astute and resilient leader who has a track record in bringing out the best in the people.

A demonstrated commitment to quality teaching in order to promote excellent and equitable outcomes for students.

High level intellectual and analytical skills, with the ability to evaluate and report clearly on complex educational, strategic financial and operational issues and to lead and manage the TQI in implementing the Government's education agenda.

Proven resourcefulness, a track record of innovation and optimization of limited resources to achieve outcomes.  
Experience in public administration or regulatory roles.

Contemporary knowledge of national education policy and regulatory practice in order to achieve policy outcomes.

Experience in information management and utilizing technology to deliver services.

Commitment to the ACTPS values and signature behaviours.

**Diversity:** People with a disability, women, Australians from culturally and linguistically diverse backgrounds, and Aboriginal and Torres Strait Islander people have an equal opportunity for appointment to this position. An appropriate selection panel will be formed, or special needs addressed, if requested by a member of one of these groups.

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

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

**How to Apply:** Interested candidates should submit a statement of claims addressing the job functions set out above in the context of the ACT Public Service Executive Capabilities, and a current curriculum vitae (including the contact details of two referees). All applications must be submitted to Shared Services.

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

Contact Officer: Daniel Ackland (02) 6205 1820 [daniel.ackland@act.gov.au](mailto:daniel.ackland@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](mailto:jobs@act.gov.au)**

#### **Nursing and Midwifery and Patient Support Services**

##### **Nursing and Midwifery Workforce Unit**

##### **Nursing and Midwifery Talent Acquisition Officer**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60247 - 028ZV)**

Gazetted: 23 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](http://www.canberrahealthservices.act.gov.au)

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 Nursing and Midwifery Workforce Unit is a newly formed team within NMPSS and will support identifying the various vacancies to be filled across the organisation. A structured workflow will be created that will see the nursing and midwifery vacancy timeframes reduced and support the retention of a talented workforce – both across CHS and within the new Critical Services Building (CSB).

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 Workforce 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

Ability to manage competing priorities efficiently.

Well-developed interpersonal and communication skills including strong stakeholder management skills.

Ability to foster and promote change and organisational development strategies and initiatives – a ‘can-do’ attitude.

Good attention to detail and demonstrated problem solving abilities.

#### 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

- An appropriate post-secondary qualification in Business Administration, Human Resources, Workforce Planning or a related discipline.
- 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: Cate Makings (02) 5124 0996 catherine.makings@act.gov.au

## Cancer and Ambulatory Support

### Cancer and Ambulatory Support

#### Radiation Oncology

#### Radiation Therapist Grade 3.1

**Radiation Therapist Level 3.1 \$109,307 - \$112,880, Canberra (PN: 28823-0291Q)**

Gazetted: 27 February 2023

Closing Date: 13 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](http://www.canberrahealthservices.act.gov.au)

The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department delivers a comprehensive radiation therapy service using modern equipment and the latest technology including four modern Varian Linear Accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System, iPlan SRS Planning System, ExacTrac and ARIA Oncology Information System.

A Radiation Therapist Grade 3.1 is expected to make a significant contribution to service development, technology implementation and teaching generally, and in particular, with their nominated speciality. A Radiation Therapist

Grade 3.1 will have a high-level knowledge and expertise in modern Radiation Therapy with ongoing evidence of proficiency in at least one complex clinical procedure.

The Radiation Oncology Department at the Canberra Region Cancer Centre has an opportunity for a Radiation Therapist Grade 3 looking to join a dynamic, high-functioning team.

As a member of the Radiation Therapist staff group you will contribute to the provision of exceptional health care using new, leading edge equipment coupled with advanced and contemporary techniques.

In addition to a competitive salary package, our staff benefits include access to professional development support, health and wellbeing programs and flexible work practices. Relocation subsidy may also be available.

If you are an experienced Radiation Therapist with an area of expertise or specialisation, apply now for your chance to be part of a highly skilled, friendly and dedicated team within the scenic and stunning capital city of Australia.

#### **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 time management and organisational skills

Ability to work in a busy environment with a multidisciplinary team

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

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

#### **Position Requirements/Qualifications:**

Relevant tertiary Radiation Therapy qualifications and a minimum of five years' experience working professionally in Radiation Therapy is preferred.

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

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

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

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

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

#### **Prior to commencement successful candidates will be required to:**

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: Martin Seng (02) 5124 2284 [Martin.Seng@act.gov.au](mailto:Martin.Seng@act.gov.au)

### **Rehabilitation Aged and Community Services**

#### **Nursing**

#### **Clinical Care Coordinator – Cognitive Impairment**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 18436 - 02936)**

Gazetted: 27 February 2023

Closing Date: 22 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](http://www.canberrahealthservices.act.gov.au)

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This

includes Canberra Hospital, Community Health Centre's and Village Creek Centre in Kambah. ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra commenced operations in July 2018. The new hospital, the University of Canberra Hospital (UCH) is part of the Canberra Health Services network of health facilities designed to meet the needs of our ageing and growing population. The inpatient Rehabilitation units are now located in the University of Canberra Hospital.

This position is an exciting opportunity for a dynamic and enthusiastic Registered Nurse (RN) 3.1 to work in the Geriatric Acute Care of the Elderly units

RACS is seeking a suitably qualified person who has a passion for working with the elderly to fill this rewarding position.

#### ABOUT YOU

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

#### Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

Progressive, adaptable, and flexible with ability to successfully introduce change and provide responsive services to meet clients' needs

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

#### Position Requirements/Qualifications:

Relevant: Be registered or eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

A minimum of 3 years' experience working professionally in the Aged Care environment in an education / leadership role is highly desirable.

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

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

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: Mercy Lukose 0434674442 [mercy.lukose@act.gov.au](mailto:mercy.lukose@act.gov.au)

## Mental Health, Justice Health Alcohol and Drug Services

### Business Support Services

#### Senior Service and Transformation Director

**Senior Officer Grade A \$157,201, Canberra (PN: 26265 - 0291W)**

Gazetted: 27 February 2023

Closing Date: 15 March 2023

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#### POSITION OVERVIEW

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website: [www.canberrahealthservices.act.gov.au](http://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.

Located on the Canberra Hospital campus, the Office of the Executive Director of MHJHADS provides strategic support to the Executive Director, undertakes high level coordination, liaison, research and reporting and provision

of advice on specific issues. The Office currently consists of a Business Manager, Executive Officer, Executive Support Officer, and Executive Assistant.

The Senior Service and Transformation Director will be accountable and responsible to the Executive Director of MHJHADS through a Performance Plan incorporating an individual Learning and Development Plan. The position will operate in partnership with other members of the executive across the Division.

#### ABOUT YOU

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#### Behavioural Capabilities

Excellent organisational skills with the ability to think strategically and be aware and responsive to political signals and pressures

Highly developed leadership, negotiation, and motivation with the ability to work under pressure to achieve deadlines

Innovation, adaptability, flexibility, and resilience to drive change and provide responsive services to meet client's needs.

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

Ability to build effective working relationships across a wide range of craft groups, deliver high quality written material, and confidently present information to all levels of staff

#### Position Requirements/Qualifications:

- Relevant tertiary qualifications and a minimum of five years' experience working professionally in a busy clinical operation or health management related 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.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Katie McKenzie (02) 5124 1577 [katie.mckenzie@act.gov.au](mailto:katie.mckenzie@act.gov.au)

## Medical Services

### ACT Pathology

#### Technical Officer - Quality

**Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 13934 - 028V6)**

Gazetted: 24 February 2023

Closing Date: 10 March 2023

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website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

The Quality Team plays a major role within ACT Pathology to ensure that the Division is compliant with accreditation requirements. The team ensures that patient safety and care is maintained at a high level by maintaining equipment and documentation, identifying risks, and ensuring that continual improvements are implemented.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive, including a commitment to continual personal improvement e.g. acceptance of corrections.

Meticulous attention to detail, reliable and punctual.

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

Ability to communicate effectively with a diverse group of stakeholders and work as part of a team.

#### **Position Requirements/Qualifications:**

Relevant TAFE level Pathology Techniques qualifications and a minimum of one years' experience working professionally in the calibration of general Pathology laboratory equipment is preferred.

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

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

#### Desirable

Have an understanding of National Association of Testing Authorities accreditation requirements and how the role supports these.

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

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

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

Supply certified copy of qualifications.

Supply minimum of two referees willing to be contacted.

Contact Officer: Matthew Auhl 51244004 [Matthew.auhl@act.gov.au](mailto:Matthew.auhl@act.gov.au)

### **Rehabilitation, Aged and Community Services**

#### **Nursing**

#### **Clinical Development Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29934 - 028ZH)**

Gazetted: 24 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](http://www.canberrahealthservices.act.gov.au)

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The

new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The main priorities of the Clinical Development Nurse are to coordinate education and promote a learning culture within UCH. As part of the model of care for UCH, the clinical staff will have a more active role in the first response team. As the CDN you will be a part of the first response team when required and assist in ensuring the relevant staff have Intermediate Life Support skills and knowledge to effectively participate in this team. The successful applicant will have an understanding of the principles of rehabilitation nursing, however, will be supported by the Clinical Nurse Educator and Multi-disciplinary team.

#### **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 organised and motivated

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

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

Excellent interpersonal and communication skills

#### **Position Requirements/Qualifications:**

##### Mandatory

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

Be an approved train the trainer.

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.

Certificate IV in Training and Assessment (Cert IV is not required upon application; however successful completion is required upon 12 months of employment).

Current drivers licence

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

Contact Officer: Katie McKinnon 51240236 Katherine.McKinnon@act.gov.au

#### **Mental Health, Justice Health and Alcohol and Drug Services**

##### **Secure Mental Health**

##### **Allied Health Assistant 3**

**Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 37462 - 028WJ)**

Gazetted: 23 February 2023

Closing Date: 13 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](http://www.canberrahealthservices.act.gov.au)

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

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

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Justice Health Services

Child and Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

The Secure Mental Health Inpatient Service, Dhulwa Mental Health Unit (DMHU) and the Gawanngal Mental Health Unit (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

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

The Gawanngal Mental Health Unit (GMHU) is a specialist mental health facility adjacent to the Calvary Hospital in Bruce. The GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Both units are managed by the Justice Health (JHS) program in the MHJHADS Division.

In this position the Allied Health Assistant Level 3 (AHA3) under minimal supervision, will provide quality services to assist the Allied Health Team to deliver diversionary activities for people within a therapeutic rehabilitation environment. All staff of Dhulwa and Gawanngal are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

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

Ability to work with minimal supervision.

#### **Position Requirements/Qualifications:**

##### Mandatory

Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification)

A minimum of 24 months experience in a related/ relevant organisation and/or service

Current drivers' licence

Registration under the ACT Working with Vulnerable People Act 2011CHS 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.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Graham Twycross 51241516 [graham.twycross@act.gov.au](mailto:graham.twycross@act.gov.au)

**Nursing**

**Neurology Unit**

**Multiple Sclerosis Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 57304 - 0291R)**

Gazetted: 24 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](http://www.canberrahealthservices.act.gov.au)

The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality.

The Multiple Sclerosis service aims to provide a multidisciplinary service to patients suffering from MS and their families. This service is governed by the Division of Medicine and incorporates the clinical unit of Neurology, along with support from the Hospital in the Home (HITH), pharmacy, pathology and imaging. The MS Nurse will support the medical staff in providing such care. This will involve working alongside the consultant in the Multiple Sclerosis outpatient clinic, taking responsibility for organising the specialist treatments for these patients, maintaining databases and, where appropriate, participating in research.

**ABOUT YOU**

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**Behavioural Capabilities**

- Highly organised and motivated
- Adaptability and flexibility to accommodate change and provide responsive services to meet staff and clients' needs
- Good leadership skills with the ability to work independently to agreed outcomes.
- Excellent interpersonal and communication skills

**Position Requirements/Qualifications:**

**Mandatory:**

- Eligible for registration with the Nursing and Midwifery Board through 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:**

- 3 years post graduate 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.
- 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 permanent part-time position at (24) hours per week. The above full-time salary will be pro-rata.

Contact Officer: Kim Bailey (02) 5124 5161 Kim.bailey@act.gov.au

### **Cancer and Ambulatory Support (CAS)**

#### **Central Outpatient Department**

#### **Ambulatory Care**

#### **Plastics Registered Nurse Level 2**

#### **Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 25312-0297B)**

Gazetted: 01 March 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](http://www.canberrahealthservices.act.gov.au)

The Central Outpatient (COP) unit at Canberra Hospital sits within the Division of Cancer and Ambulatory Support (CAS), providing clinic-based care to a wide variety of medical and surgical specialties. Nursing staff work across medical and surgical services including neurology, neurosurgery, endocrinology, general medicine, general surgery, rheumatology, dermatology, infectious diseases, orthopaedics, plastics, vascular, urology, ear nose and throat and oral and maxillofacial.

The level 2 Registered Nurses in the COP unit have a primary focus on one or more specialties but are expected to deliver flexible care across the department as required. The primary speciality focus for this position is the Plastics service.

Under the supervision of the Clinical Nurse Manager and the Plastics Advanced Practice Nurse (APN), the Plastics Registered Nurse Level 2 (RN2) role is to work alongside clinicians and key stakeholders to coordinate safe, effective, and timely access to care. The team leader is responsible for triaging referrals, managing clinic schedules, supporting staff and act as a role model to promote evidence-based practice. The role requires excellent communication skills to work in concordance with the multidisciplinary team. Clinic schedules primarily run from Monday to Friday during business hours.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

- Strong organisational skills with a high degree of drive.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
- An ability to work respectfully in partnership with a range of stakeholders, while concurrently demonstrating leadership.

#### **Position Requirements/Qualifications:**

- Relevant tertiary qualifications (or equivalent) in clinical teaching and assessment or post graduate qualifications in nursing or clinical education.

- A minimum of five years' experience working professionally as a Registered Nurse 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.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Ella Luttrell 0468 595 585 [ella.luttrell@outlook.com](mailto:ella.luttrell@outlook.com)

## **Infrastructure and Health Support Services**

### **Facilities Management**

#### **Administrative Support Officer**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 39524 - 02906)**

Gazetted: 23 February 2023

Closing Date: 13 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](http://www.canberrahealthservices.act.gov.au)

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

Capital project delivery;

Facilities Management;

Minor Works Team and Off-Site Maintenance

Safety and Risk

Domestic and Environmental Services;

Food Services;

Sterilising Services;

Security Services; and

Fleet Management.

The Infrastructure and Health Support Services, Facilities Management Division, is responsible for planned and reactive maintenance, asset management, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

The Infrastructure Safety and Risk Section provide specialised advice and oversight on all areas of construction work undertaken on behalf of CHS. This includes planned and reactive maintenance as well as minor and major construction projects on both brown and greenfield sites.

The Infrastructure Safety and Risk Section is involved in all stages of construction from concept, through design, delivery, commissioning, and demolition. Frequently, this is undertaken in an operating health care environment with many inherent, complex challenges.

The role of the Administrative Support Officer is to provide support to the Safety and Risk Section in a wide variety of tasks. This includes monitoring multiple email accounts, collation and upload of documents into Microsoft SharePoint, management of multiple registers, of business systems, training and compliance for all employees, embedded staff and contractors. Additionally, the Administrative Support Officer will assist to maintain the IHSS SharePoint site as a SharePoint Administrator.

#### **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**

Logical and critical thinking with the ability to identify and implement meaningful solutions to identified challenges

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

Integrity, compassion, enthusiasm, and empathy to provide the best possible outcome for all clients, carers, consumers and clinicians.

Strong organisational skills with the ability to manage competing priorities.

**Position Requirements/Qualifications:**

- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National 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:**

- Intermediate to advanced knowledge of the Microsoft Office suite of programs
- Recent administration experience
- Minute taking and writing (or ability to obtain)
- Strong Microsoft Outlook calendar management for a senior executive

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Shannon Keevers 0402962508 [Shannon.keevers@act.gov.au](mailto:Shannon.keevers@act.gov.au)

**Medical Services**

**ACT Pathology**

**Administration Support Officer**

**Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 27059 - 02925)**

Gazetted: 27 February 2023

Closing Date: 13 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](http://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 Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

Under general direction, the Administration Support Officer will provide administrative assistance to the Executive Office, Clinical Directors and Managers of ACT Pathology. The role will be required to undertake duties such as recruitment, performance planning, contract management support and general administrative functions.

**ABOUT YOU**

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**Behavioural Capabilities**

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

Strong communications skills, with demonstrated capability to effectively communicate with a diverse range of staff across the organisation and external stakeholders.

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

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

**Position Requirements/Qualifications:**

Administrative, secretariat and word processing skills are highly desirable.

Previous employment in a clinical environment

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.

**Note:** This position does NOT attract typing allowance. This is a temporary position available for 11 months with the possibility of permanency.

Contact Officer: Renae Williams 0251247082 Renae.williams@act.gov.au

**Adult Acute Mental Health Services**

**Adult Mental Health Unit, 12B and Mental Health Short Stay Unit**

**Exercise Physiologist**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 31846 - 028ZC)**

Gazetted: 23 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](http://www.canberrahealthservices.act.gov.au)

The Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Office of the Director of Allied Health also provides leadership to a range of allied health operational teams including the Allied Health Adult Acute Mental Health Services Team who work in the Adult Mental Health Unit (AMHU), Ward 12B and the Mental Health Short Stay Unit (MHSSU).

The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. 12B is 10-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability.

MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

The successful applicant of the HP2 Exercise Physiologist position is responsible for conducting skilled clinical assessments and delivering individual and group based interventions to people and facilitate group programs through the Therapeutic Group Program. They will provide individualised assessments and exercise programs to complex mental health consumers with/without chronic health conditions under limited supervision. In this role you will contribute clinical expertise to the multidisciplinary team, assist and contribute to the service development and therapy processes and support health promotion strategies within Canberra Health Services

The successful applicant will also be required to undertake professional development and clinical supervision, and participate in quality improvement initiatives. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 Level as well as to students and clinically related staff (such as Allied Health Assistants). The position will report operationally and clinically to the Allied Health Manager and Allied Health Clinical Lead of AMHU/MHSSU/12B respectively. Professional governance of this position will come from the Exercise Physiology Profession lead.

This is a full-time position working Monday to Friday within the Allied Health team and will provide services to the Adult Mental Health Unit, 12B, Mental Health Short Stay Unit, and to any mental health surge wards that open at Canberra Hospital.

The Allied Health team is made up of diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the Adult Mental Health Inpatient facilities.

#### ABOUT YOU

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#### Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Ability to work collaboratively as part of a multidisciplinary team

#### Position Requirements/Qualifications:

##### Mandatory

- Relevant tertiary qualifications and a minimum of one years' experience working professionally, post qualification in a related/ relevant organisation/service.
- Exercise Physiology degree from a recognised tertiary institution
- Current accreditation with Exercise and Sports Science Australia (ESSA)
- Current Driver's license
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

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

#### Rehabilitation Aged Care and Community Services

##### Social Work

##### Social Worker

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 23106 - 02828)**

Gazetted: 23 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](http://www.canberrahealthservices.act.gov.au)

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

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

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

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

The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

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 HP2 SW 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**

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

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Willingness to critically reflect on and develop practice skills and framework

#### **Position Requirements/Qualifications:**

Relevant degree in Social Work qualifications and a minimum of 1 years' experience working professionally in Social Work is preferred.

Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW)

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

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.

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:**

Undergo a pre-employment National Police Check.

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

Reference checks

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

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

Undergo a pre-employment Police check.

**WHAT YOU REQUIRE**

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience:

Proven knowledge of and ability to provide assessment, counselling and care planning interventions which are responsive to patient needs in a healthcare setting.

Demonstrated effective communication skills, both written and verbal, with an ability to communicate sensitively with patients and colleagues and work effectively with hospital and community-based stakeholders.

Demonstrated ability to work within multidisciplinary team/s and prioritise workload according to clinical indicators, risk management frameworks and organisational requirements.

Demonstrated ability to participate in professional supervision, performance management, continuing professional development and assist in the education of students.

Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WHS) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

Contact Officer: Grant Shaw 02 51240079 [Grant.Shaw@act.gov.au](mailto:Grant.Shaw@act.gov.au)

**Medical Services**

**ACT Pathology**

**Executive Assistant**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 26500 - 02905)**

Gazetted: 23 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

ACT Pathology is seeking an enthusiastic and experienced Executive Assistant (EA) to join the team. The EA is a key role in the support team for executives across ACT Pathology as well as providing guidance and task coordination to the administrative team. Under direction from the Manager, Special Projects and Business Support, the EA directly supports Executive Director of Pathology, along with the wider executive office. This role is responsible for providing support and coordination to the executive and their teams, including diary management and meeting support, documentation including briefings to CHS and ACT Government, internal and external communications, event coordination and secretariat support as well as liaison with other executive officers, team members and consumers. In addition, the EA will work closely with the Executive office to support the operational and strategic functions of their roles.

The EA will support relationship management with internal and external stakeholders, including representing ACT Pathology on various committees and with other project teams.

**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](http://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 Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Executive Assistant is an integral part of the ACT Pathology team reporting directly to Manager, Special Projects and Business Support. This role covers a wide range of business and Executive Assistant duties, requiring collaboration across the ACT Pathology organisation.

The Executive Assistant (EA) is a key role in the support team for executives across ACT Pathology as well as providing guidance and task coordination to the administrative team. Under direction from the Manager, Special Projects and Business Support, the EA directly supports Executive Director of Pathology, along with the wider executive office. This role is responsible for providing support and coordination to the executive and their teams, including diary management and meeting support, documentation including briefings to CHS and ACT Government, internal and external communications, event coordination and secretariat support as well as liaison with other executive officers, team members and consumers. In addition, the EA will work closely with the Executive office to support the operational and strategic functions of their roles.

The EA will support relationship management with internal and external stakeholders, including representing ACT Pathology (where appropriate) on various committees and with other project teams.

#### ABOUT YOU

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

#### Behavioural Capabilities

Ability to work independently under limited direction, prioritise and coordinate activities to achieve outcomes within tight deadlines.

Adaptability and flexibility to accommodate change with a solutions focus attitude whilst providing responsive services to meet Executive, operational and stakeholder needs.

Strong organisational skills with high attention to detail, initiative and drive.

Strong communication skills with demonstrated capability to effectively communicate with a wide range of staff across the organisation and with both internal and external stakeholders.

Ability to work effectively independently and within a team.

Ability to work independently under limited direction, prioritise and coordinate activities to achieve outcomes within tight deadlines.

Strong organisational skills with a high degree of drive.

Flexibility to accommodate change and provide responsive services to meet operational and client needs.

#### Position Requirements/Qualifications:

##### Mandatory

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

##### Desirable

- Business support, secretariate, word and excel processing skills
- Ability to navigate multiple electronic systems
- Previous employment within a clinical environment
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Renae Williams (02) 5124 7082 [Renae.Williams@act.gov.au](mailto:Renae.Williams@act.gov.au)

#### Infrastructure and Health Support Services

#### Infrastructure and Health Support Services

#### Facilities Management

#### Assistant Director, Safety and Risk

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43201-02904)**

Gazetted: 24 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](http://www.canberrahealthservices.act.gov.au)

The Infrastructure and Health Support Services (IHSS) division is responsible for infrastructure delivery, maintenance, and an array of non-clinical support services with the primary focus of delivering timely patient centric solutions across CHS. The Infrastructure Safety and Risk Section provide specialised advice and oversight on all areas of construction work undertaken on behalf of CHS. This includes planned and reactive maintenance as well as minor and major construction projects on both brown and greenfield sites.

The Infrastructure Safety and Risk Section is involved in all stages of construction from concept, through design, delivery, commissioning, and demolition. Frequently, this is undertaken in an operating health care environment with many inherent, complex challenges. The role of the Assistant Director is to provide the Branch with accurate and timely advice to ensure relevant safety legislative requirements are adhered to. This includes review and monitoring of the Infrastructure and Health Support Services (IHSS) Safety Management System and compliance with same by staff and contractors. Additionally, the Assistant Director will assist the Infrastructure Safety and Risk Director with attendance at senior level meetings, briefings and forums.

#### **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**

Well-developed leadership qualities, including the ability to inspire and motivate others to achieve goals, identify and develop the potential in others, and assess and address future workforce and capability requirements.

Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within the Directorate, across Government and industry to benefit the quality-of-service delivery from Facilities Management.

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

An organised approach to work, managing competing priorities and attention to detail on work undertaken.

#### **Position Requirements/Qualifications:**

Relevant tertiary qualifications and a minimum of three years' experience working professionally in civil, commercial or residential construction safety is preferred.

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

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

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

#### **Highly Desirable:**

Work Safely in the Construction Industry - CPCCOHS1001A (White Card)

Asbestos Awareness Qualification (10675NAT) or ability to obtain

Certificate IV in Work Health and Safety or above

Three plus years working as a safety professional

#### **Desirable:**

Intermediate to advanced knowledge of the Microsoft Office suite of programs

Current Senior First Aid

Risk management experience

Lead auditor qualification

ICAM or similar lead investigator

Recent experience in a multi-disciplinary team in a complex legislatively and standards driven work environment

#### **Prior to commencement successful candidates will be required to:**

- Undergo a pre-employment National Police Check.

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

Contact Officer: Shannon Keevers 0402962508 [Shannon.Keevers@act.gov.au](mailto:Shannon.Keevers@act.gov.au)

## **Women, Youth and Children**

### **Maternal and Child Health (MACH)**

#### **Maternal and Child Health Nurse/Midwife**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22683-027X0)**

Gazetted: 24 February 2023

Closing Date: 17 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](http://www.canberrahealthservices.act.gov.au)

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

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

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

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

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

The ACT Maternal And Child Health (MACH) Program is seeking an experienced RN or RN/RM with postgraduate qualifications in Maternal and Child Health to fill a permanent vacancy.

The successful candidate will work in partnership with families across the ACT within a supportive team. This position is full time, but part time options may be considered.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

Strong communication and interpersonal skills.

Demonstrates kindness to colleagues and clients.

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

#### **Position Requirements/Qualifications:**

##### **Mandatory**

Registered Nurse and /or Registered Midwife with relevant post graduate Qualifications in Child and Family health nursing

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**

Hold a current driver's licence

Relevant further tertiary qualifications are highly desirable, including midwifery, paediatrics and education.

Family Partnership Model Training (or commitment to complete training, Circle of Security Training, International Board-Certified Lactation Consultant

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

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

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Nicole Saunders (02) 51242264 [Nicole.Saunders@act.gov.au](mailto:Nicole.Saunders@act.gov.au)

**ACT Pathology**

**Haematology**

**Senior Scientist Morphology**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 30481 - 028U2)**

Gazetted: 23 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](http://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, seven 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 investigations in the areas of Transfusion, Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology and Morphology on patients with a wide range of co-morbidities.

Haematology is committed to providing an efficient, high-quality service for all our clients through, training and education, adherence to validated procedures, ongoing professional development, commitment to meeting and exceeding customer requirements, compliance with relevant regulatory requirements and best practice, and maintaining an organisational culture that fosters continuous education and improvement.

The Haematology Morphology Senior Scientist has an important role in the day-to-day operations of the laboratory. Under broad direction, you will play a key role in day to day supervision, reviewing full blood counts including, validation, blood film review and escalation of blood films for registrar review. The morphology senior scientist is responsible for complex testing including haemoglobin electrophoresis and training programs for staff in the morphology area of the laboratories at Canberra and Calvary Hospitals.

A current working knowledge of haematology, morphology and continuing accreditation requirements is essential. Knowledge of haemostasis and transfusion would be advantageous. The position of senior scientist will work as part of a multi-disciplinary team.

#### **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. High level evaluation and analytical skills with strong written and communication skills.
2. Experience in the training of staff.
3. Ability to work as an individual and as part of a team.

#### **Position Requirements/Qualifications:**

##### Mandatory

- Relevant tertiary qualifications in Medical Science or similar and a minimum of five years' experience working professionally in Haematology 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:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the 12 months.

Contact Officer: Jackie Pratt (02) 5124 2034 jackie.pratt@act.gov.au

### **Rehabilitation , Aged and Community Services**

#### **Oral Health Services**

#### **Oral Health Therapist**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 15592, several - 028VC)**

Gazetted: 23 February 2023

Closing Date: 13 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](http://www.canberrahealthservices.act.gov.au)

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

- Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.
- Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.
- Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Services include:

- Preventative dental interventions and health promotion
- Emergency dental care
- Restorative and prosthetic dental care
- Some orthodontic interventions for eligible clients

Services are delivered in the community as well as:

- Gungahlin Health Centre
- Belconnen Health Centre
- Civic Health Centre
- Phillip Health Centre
- Tuggeranong Health Centre
- Alexander Maconchie Centre
- Mobile Dental Clinic

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

#### ABOUT YOU

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

#### Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

High level professionalism

Critical thinking and self-reflection skills

#### Position Requirements/Qualifications:

##### Mandatory:

- Unconditional registration as a dental therapist or oral health therapist with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum of 12 months paid clinical experience as a qualified dental practitioner
- Holder of a Licence Certificate with ACT Radiation Council
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

##### Desirable:

- Working experience in the public oral health sector.
- Possess a Working with Vulnerable Peoples (WWVP) card
- Hold a current drivers licence
- Adult Restorative Scope all ages
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Monisha Murthy 0479175932 Monisha.murthy@act.gov.au

#### Cancer and Ambulatory Services

##### Nursing

##### Lower gastrointestinal Cancer Specialist Nurse

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 60167 - 0291A)**

Gazetted: 23 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](http://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 lower gastrointestinal 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 lower gastrointestinal cancers (colon, rectum, anus and Gastrointestinal stromal tumours (GIST)).

#### **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 / gastrointestinal 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](mailto:Erin.wells@act.gov.au)

#### **Clinical Services**

##### **Surgery**

##### **Administration Manager**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 30802 - 0294T)**

Gazetted: 28 February 2023

Closing Date: 14 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](http://www.canberrahealthservices.act.gov.au) The Division of Surgery is responsible for delivering inpatient and outpatients surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Peri-operative Services, Day Surgery Unit and Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Pain Management Unit and the Trauma and Orthopaedic Research Unit.

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

Anaesthesia and Pain Medicine

ACT Trauma Service

Acute Surgical Unit

Cardiothoracic Surgery

General Surgery

Intensive Care

Neurosurgery

Oral Maxillofacial Surgery

Ophthalmology

Orthopaedic Surgery

Otolaryngology Head and Neck Surgery

Paediatric Surgery

Plastic Surgery

Retrieval Services

Urology

Vascular Surgery

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

A commitment to providing high quality customer service.

Adaptability and flexibility to accommodate change.

#### **Position Requirements/Qualifications:**

##### Mandatory

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

##### Desirable

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

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

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

#### **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: Shannon Dougan 51246998 [Shannon.Dougan@act.gov.au](mailto:Shannon.Dougan@act.gov.au)

**Director of Allied Health**

**AMHDS | AMHRU**

**Senior Health Professional**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 40170 - 0294P)**

Gazetted: 01 March 2023

Closing Date: 17 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](http://www.canberrahealthservices.act.gov.au)

Mental Health, Justice Health and Alcohol and Drug Services 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.

We partner with our health care consumers, their family, carers, government and community organisations to ensure that they receive the best possible care during their treatment and recovery.

All care that we provide is driven by our values of being kind, reliable, respectful and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected.

The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services.

The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers, and other key stakeholders. As a senior health professional, you will use your expertise in the theoretical and practical application of a range of specialist therapeutic interventions to promote recovery in individuals with moderate to severe mental illness in both an out-patient and in-patient setting. You will deliver discipline-specific evidence-based individual and group interventions to promote wellbeing and meaningful occupation, as well as use your skills and knowledge in Dialectical Behaviour Therapy (DBT) to provide leadership and delivery of the DBT program, including individual therapy and DBT skills group.

The AMHDS and AMHRU are located at the University of Canberra Hospital.

**ABOUT YOU**

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

**Behavioural Capabilities**

Ability to manage confidential and sensitive information.

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.

High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.

**Position Requirements/Qualifications:**

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

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

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

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Be eligible for professional membership of Occupational Therapy Australia
- Have a minimum of 3 years (ideal 5 years) experience post qualification.

For Social Work:

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

For Psychology:

- Be registered or eligible for general registration with Psychology Board of Australia
- Have a minimum of 3 years (ideal 5 years) experience post qualification.

Highly Desirable:

- Be 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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Bronwyn Thomson (02) 5124 0150 [bronwyne.thomson@act.gov.au](mailto:bronwyne.thomson@act.gov.au)

## Medicine

### Haemodialysis

#### RN 1 Haemodialysis

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 12651 - 0295E)**

Gazetted: 01 March 2023

Closing Date: 17 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](http://www.canberrahealthservices.act.gov.au)

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

As a Registered Nurse working in haemodialysis, you will be required to work across the service to assist in coordinating and delivering care to patients referred to the Renal Network. This position includes participation in provision of after-hours care including the on-call roster. The position is based at the Canberra Health Services and reports to the Clinical Nurse Consultant of the area.

#### ABOUT YOU

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**Behavioural Capabilities**

Excellent interpersonal skills to build relationship within the multidisciplinary team to provide excellent care.

Drive for ongoing personal and professional development to achieve goals in consultation with supervisor.

Strong organisational skills with a high degree of drive and a positive attitude

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

Recognize and respect different perspectives and working style.

Accept constructive feedback.

**Position Requirements/Qualifications:**

- Relevant Bachelor of Nursing qualifications. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum of one years' experience working professionally in haemodialysis is preferred.
- The successful applicant will need to be available for occasional weekend and after-hours on call, with access to flex time. For example, time in lieu.
- 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: Bonny Chen (02) 5124 3368 [bonny.chen@act.gov.au](mailto:bonny.chen@act.gov.au)

**Mental Health, Justice Health, Alcohol and Drug Services**

**Child and Adolescent mental Health Service**

**Registered Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 41201 - 02920)**

Gazetted: 01 March 2023

Closing Date: 15 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](http://www.canberrahealthservices.act.gov.au)

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

Under the direction of the manager of CAMHS AMOS, the Registered Nurse position will work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people aged 12-18 at high risk of developing serious long term mental illness.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. Additionally the role is required to be available to work within all program areas of CAMHS, as service needs arise.

#### ABOUT YOU

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#### Behavioural Capabilities

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

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

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

#### Position Requirements/Qualifications:

##### Mandatory

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

##### Desirable

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

Prior to commencement successful candidates will be required to:

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

Note: This is a permanent part-time position at (0.75FTE). The above full-time salary will be pro-rata.

The successful candidate will be required to:

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

Contact Officer: Deepa Ambalakunnil (02) 5124 3133 [deepa.ambalakunnil@act.gov.au](mailto:deepa.ambalakunnil@act.gov.au)

#### Cancer and Ambulatory Support

##### Cancer Supportive Care

##### McGrath Breast Care Cancer Nurse Specialist

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 58116 - 028SU)**

Gazetted: 01 March 2023

Closing Date: 15 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](http://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 McGrath Breast Care 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 non-metastatic breast cancer across the cancer journey. The Breast Care Nurse role is a partnership with the McGrath Foundation and under the funding agreement is offered four days per week under a three year contract.

## ABOUT YOU

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

### Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Ability to prioritise workloads

Well-developed negotiation skills

### Position Requirements/Qualifications:

#### Mandatory

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

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

#### Desirable

Relevant qualifications and a minimum of 3 years' experience working professionally in breast cancer

Have an understanding

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 five months with the possibility of extension and/or permanency.

This position is part-time at (32:00) hours per week and the full-time salary noted above will be pro-rata.

Selection may be based on application and referee reports only.

Contact Officer: Erin Wells 0466 322 676 [Erin.wells@act.gov.au](mailto:Erin.wells@act.gov.au)

## Medicine

### Department of Respiratory and Sleep Medicine

#### Sleep Scientist

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 31662 - 0294H)**

Gazetted: 28 February 2023

Closing Date: 14 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

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website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Department of Respiratory and Sleep Medicine (DRSM) provides both inpatient and outpatient services to the ACT and surrounding region. The department manages approximately 1,300 in-patient admissions annually. The department receives around 8,000 referrals per year for outpatient services, including medical clinics, nursing clinics, bronchoscopy, along with respiratory and sleep diagnostic investigations and therapeutic interventions. The Sleep Disorders Unit (SDU) provides 24-hour clinical services to adult patients for the assessment and management of sleep disorders. An exciting opportunity exists for a sleep scientist to become a part of the allied health team working a variety of day, evening and overnight shifts. This position requires knowledge and competency to work autonomously to conduct routine, and assist in complex, polysomnography and positive airways pressure therapy management according to procedures and published standards. The role includes supporting the operational and quality management requirements of the sleep service with the provision to educate and train staff and students. The role requires participation in and contribution to continual professional development of the sleep scientist group.

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

## ABOUT YOU

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### Behavioural Capabilities

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

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

High degree of emotional intelligence and ability to work autonomously.

### Position Requirements/Qualifications:

#### Mandatory

Bachelor of Science/Applied Science, or equivalent with course content covering a subject on physiology.

Minimum of 1-years post-qualification experience in conducting in-laboratory polysomnography and positive airway pressure titration.

The successful applicant will need to be available for shift work (day, evening and overnight shifts) with ad-hoc shifts rostered up to 12 hours in duration to cover operational and staffing level requirements.

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

#### Desirable

Be eligible for membership with Australia and New Zealand Sleep Science Association (ANZSSA).

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

Competently analyse polysomnography data in accordance with current published standards and guidelines.

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

Contact Officer: Martin Urban (02) 5124 5699 [martin.urban@act.gov.au](mailto:martin.urban@act.gov.au)

## **Mental Health, Justice Health and Alcohol and Drug Services**

### **Perinatal and Infant Mental Health Consultation Service (PIMHCS) Mother-Infant DBT Program**

#### **Perinatal Mental Health Clinician - Mother-Infant Dialectical Behaviour Therapy (MI-DBT)**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 60385 - 0294K)**

Gazetted: 28 February 2023

Closing Date: 14 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](http://www.canberrahealthservices.act.gov.au)

The **Perinatal and Infant Mental Health Consultation Service (PIMHCS)** is a community based, multidisciplinary service for women with moderate to severe mental health problems who are planning pregnancy, are pregnant, and in the first year after birth. We aim to provide specialist perinatal consultation, mental health assessment and advice to clients and to referring services.

The **Mother-Infant Dialectical Behaviour Therapy (MI-DBT)** program is a new program for women in the perinatal period with Borderline Personality Disorder and/or complex Post-Traumatic Stress Disorder. These conditions are characterised by difficulty with emotional regulation, self-harm, and challenges in relationships. The MI-DBT group helps mothers to learn to manage their own emotional dysregulation, and also to help their children to manage emotions, feel safe, and build trust in the attachment relationship.

Health Professional Officers within the CAMHS are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

Commitment to achieving positive outcomes for mother, their infants, families and/or carers.

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

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

#### **Position Requirements/Qualifications:**

##### **Mandatory**

- Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 1 years' post-qualification experience, working professionally in respective field.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the ACT Working with Vulnerable People Act 2011
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as

you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

**Desirable**

- Experience working with mothers, infants and adults with a mental illness.
- Experience using evidence-based psychotherapy to treat complex PTSD/BPD.
- You will need 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.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

**Note:** This position is part-time at 22:05 hours per week and the full-time salary noted above will be pro-rata

Contact Officer: Angela Freeman 02 5124 3133 [Angela.Freeman@act.gov.au](mailto:Angela.Freeman@act.gov.au)

**Medicine**

**Renal Service**

**Renal**

**Renal Clinical Development Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29935-02959)**

Gazetted: 01 March 2023

Closing Date: 15 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](http://www.canberrahealthservices.act.gov.au)

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

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

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

**ABOUT YOU**

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**Behavioural Capabilities**

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

Excellent interpersonal skills with a proven ability to provide leadership and education to colleagues in a clinical setting

Drive for ongoing personal and professional development

Strong organisational skills with a high degree of drive and a positive attitude

Adaptability and flexibility to accommodate change and provide support to colleagues in a clinical environment

**Position Requirements/Qualifications:**

Working towards or hold post graduate studies relevant to speciality field.

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

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

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

**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 for four months with the possibility of extension.

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

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

**Women Youth and Children**

**Community Health Programs**

**Multidisciplinary Assessment, Intake and navigation (MAIN) Team RN 2**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 59100 - 02921)**

Gazetted: 27 February 2023

Closing Date: 15 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](http://www.canberrahealthservices.act.gov.au)

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

The Enhanced Health Services includes the Early Family Support Service, Enhanced Child Health Service, Developmental Paediatric and Child Protection Medical Service and Women's Health Service.

Enhanced Child Health Service:

Registered Nurses within the Enhanced Child Health Services team work across the Multidisciplinary Assessment, Intake and Navigation (MAIN) Team and the Training Team.

**MAIN Team**

The MAIN Team receives referrals regarding child abuse, developmental and/or behavioural concerns for children and young people. Registered nurses in the MAIN Team are responsible for completing intake assessments to determine need and the appropriate service or team to respond to the identified need as well as providing health assessments for children entering Out of Home Care.

**Training Team**

Registered nurses also work within the Training Team to deliver education regarding child protection and family violence matters for all CHS staff and education sessions to consumers and stakeholders as required.

Registered Nurses within the Enhanced Child Health Service team participate in regular monthly Clinical Reflective Practice. Professional Development for client cohort is encouraged and supported, along with opportunities for additional training to support Registered Nurses to develop into the role.

**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, communication and interpersonal skills

Kindness

The ability to work respectfully in partnership with staff and stakeholders

**Position Requirements/Qualifications:**

- Unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- A minimum of 5 years' clinical experience working in paediatric nursing.
- Hold a current driver's licence
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Provide the names of two referees, one being your current manager or CNC
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Note: This is a permanent part-time position at (32) hours per week. The above full-time salary will be pro-rata.

Contact Officer: Meryl Crane 0251243392 Meryl.crane@act.gov.au

### **Specialist / Senior Specialist - Obstetrics and Gynaecology**

**Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 25843, several - 02955)**

Gazetted: 01 March 2023

Closing Date: 25 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: CHS website

The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. The Centenary Hospital for Women and Children has more than 3700 births per year and is a level 6 referral centre for high risk pregnancies for the region. The department is accredited by RANZCOG for the FRANZCOG Training Program and subspecialty training in Maternal Fetal Medicine. Gynaecological services include the early pregnancy unit, specialised clinics including Urogynaecology, Complex Pelvic Pain Clinics, Outpatient Hysteroscopy, Colposcopy, and visiting Paediatric Adolescent Gynaecology and Gynaecology Oncology services in addition to acute gynaecology and theatre lists. The department has a well-supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. It is expected that the successful candidate participates in the training of the RANZCOG trainees. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported. There is a strong commitment to quality and audit.

We are seeking a permanent Staff Specialist(s)/Senior Staff Specialist(s) capable of generalist practice across both Obstetrics and Gynaecology, with the ability to develop special interests as a proportion of their work schedule. The successful applicant must have RANZCOG Fellowship. They must possess excellent communication skills, an ability to collaborate with the multidisciplinary team, and a drive for teaching and Quality Improvement.

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](mailto:director.smp@anu.edu.au)

#### **DUTIES**

You will:

Provide clinical expertise in both Obstetric and Gynaecological practice.

Conduct clinical duties including oversight of the birthing suite, acute gynaecology, outpatient services and the operating theatre and demonstrate participation in non-clinical duties that contribute to the growth of the Department, such as teaching, supervision, audit, research and committee representation.

Manage inpatients, conduct regular teaching ward rounds and provide ward support to the team of registrars and junior medical officers

Participate in the on call roster for both Obstetrics and Gynaecology at a pro-rata basis according to service requirements

Work in a collaborative partnership with the Medical, Nursing, Allied Health and Administrative Leads to deliver safe, high quality clinical services and contribute to the education and training of all members of the clinical team Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high-quality person and family centred care.

Provide leadership and coordination in clinical governance by developing evidence-based guidelines; ensuring high level staff performance; and overseeing quality improvement and risk management activities.

Provide leadership in standards of practice, including professional development, teaching and training and research and innovation, and maintain own knowledge through participation in learning and development 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 LGBTQIA+ are particularly encouraged to apply.

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

Flexible approach to work including the ability to embrace challenges and provide innovative solutions to problems.

Highly conscientious and professional in all aspects of work.

#### **Position Requirements/Qualifications:**

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

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

Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or an equivalent higher specialist qualification

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.

Contact Officer: Dr Roopendra Banerji 02 5124 8257 [Roopendra.Banerji@act.gov.au](mailto:Roopendra.Banerji@act.gov.au)

**Cancer and Ambulatory Support**

**Radiation Oncology**

**Radiation Therapist**

**Radiation Therapist Level 2 \$73,662 - \$101,811, Canberra (PN: 19224, several - 02825)**

Gazetted: 27 February 2023

Closing Date: 15 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

The Radiation Oncology Department at the Canberra Region Cancer Centre has several permanent, full time/part-time opportunities for both experienced and recently graduated Radiation Therapists looking to join a dynamic, high functioning team.

As a member of the Radiation Therapist staff group you will contribute to the provision of exceptional health care using new, leading edge equipment coupled with advanced contemporary techniques.

In addition to a competitive salary package, our staff benefits include access to professional development support, health and wellbeing programs and flexible work practices. Relocation subsidy may also be available.

Apply now for your chance to be part of a highly skilled, friendly and dedicated team within the scenic capital city of Australia.

**POSITION OVERVIEW**

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website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Radiation Oncology Department is located at the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for the ACT and surrounding region cancer patients. The department is currently equipped with the latest technology including Varian TrueBeam and Edge linear accelerators, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System with HyperArc, HDR brachytherapy and Cloud based ARIA Oncology Information System.

**ABOUT YOU**

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

**Behavioural Capabilities**

High order interpersonal skills with a focus on delivering high quality patient care

Good time management and organisational skills

Ability to work in a busy environment with a multidisciplinary team

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

**Position Requirements/Qualifications:**

- A recognised tertiary qualification in Radiation Therapy
- Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia.
- ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.
- The successful applicant will need to be available for occasional weekend on-call and after-hours work, with access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Martin Seng (02) 5124 2284 martin.seng@act.gov.au

**Division of Medicine**

**Hospital In The Home**

**Administrative Service Officer**

**Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 46336 - 02947)**

Gazetted: 28 February 2023

Closing Date: 14 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**

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Hospital in the Home (HITH) is an inpatient service that provides care for people who would usually require an admission to hospital but are treated externally for chronic and acute conditions. The team comprises of medical, nursing, allied health.

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.

**ABOUT YOU**

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**Behavioural Capabilities**

Professional - ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner. Excellent interpersonal skills and experience in establishing and maintaining internal and external working relationships

Dedicated – Display professional and integrity while being adaptable and flexible to accommodate change and provide responsive services to meet clients’ needs. Strong administrative and organizational skills with a high degree of drive

Conscientious – self-directed with a high level of emotional intelligence, attention detail resulting in the provision of accurate service and data.

**Position Requirements/Qualifications:**

A minimum of one years’ experience working professionally in administration is preferred.

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)

**Note:** This is a temporary position available for six months.

This position is part-time at (22:05) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Liisa Teivonen (02) 5124 2923 [Liisa.teivonen@act.gov.au](mailto:Liisa.teivonen@act.gov.au)

**Infrastructure Health Support Services**

**Food Services Patients services**

**Delivery Attendants**

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992), Canberra (PN: 24162, several - 028T2)**

Gazetted: 28 February 2023

Closing Date: 16 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](http://www.canberrahealthservices.act.gov.au)

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

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

Food Service is organised into the following functional areas:

- Food Service Administration.
- Operation Support Services - Food preparation and Food Production.
- Patient Services:
- Meal Plating and Rethermalisation

- Meal deliveries to patients 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

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#### Behavioural Capabilities

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

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

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

#### Position Requirements/Qualifications:

Relevant Food Industry recognized qualifications and a minimum of 2 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.

Note: Some position's will not be required to work 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.
- 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: There are three permanent part-time positions at 20 hours per week and one position at 21 hours per week.

The above full-time salary will be pro-rata.

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

#### Rehabilitation, Aged and Community Care

##### Community Care Occupational therapy

##### Occupational Therapist

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 20650 - 028T4)**

Gazetted: 28 February 2023

Closing Date: 16 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

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website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are

committed to the delivery of health services that reflect Canberra Health Services' values: reliable, progressive, respectful and kind.

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

Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele

#### ABOUT YOU

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#### Behavioural Capabilities

Strong organisational skills with a high degree of initiative.

Adaptability and flexibility to accommodate change

Strong interpersonal skills and confidence with communicating across a range of media

Capacity to obtain and interpret information

#### Position Requirements/Qualifications:

- Degree in Occupational Therapy
- Be registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current Driver license
- Experience working with participants of the National Disability Insurance Scheme (desirable)
- Experience working with participants of the Commonwealth Home Support Program (desirable)
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- 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 12 months with the possibility of extension and/or permanency.

Applications from this recruitment process may be added to a merit list to fill future similar vacancies. Selection may be based on Application supported by Referee Reports only

Contact Officer: Emily Peelgrane 0408974091 Emily.Peelgrane@act.gov.au

#### Rehabilitation, Aged and community Services

##### Allied Health

#### Rehabilitation, Aged and community Services

##### Physiotherapist

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 55552-0294C)**

Gazetted: 28 February 2023

Closing Date: 14 March 2023

Details:

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

#### **POSITION OVERVIEW**

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website: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

Brindabella Day and Ambulatory Rehabilitation Services (BRS) provides Allied Health led interprofessional rehabilitation and health promotion through a number of ambulatory and community-based services including Brindabella Day and Ambulatory Rehabilitation service, Motor Neuron Disease service, Vestibular Rehabilitation, Rehabilitation at Home, and the Falls and Falls injury prevention service, and the Post COVID recovery clinic. Physiotherapists working in BRS provide short-term goal directed rehabilitation designed to enhance clients' 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. BRS physiotherapists work as part of an interprofessional team and have very close links with other RACS physiotherapy services, with the opportunity to rotate into these services which can be based at multiple alternate locations.

All RACS physiotherapists provide high quality contemporary physiotherapy and patient centred care, in individual or group-based sessions, to achieve positive patient outcomes. Clinical and professional growth and development is supported by clinical supervision and well-established opportunities for learning and engaging in quality initiatives.

This position will be required to work flexibly across services / locations and participate in a weekend roster.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

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

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

#### **Position Requirements/Qualifications:**

Relevant registered or be eligible for general registration with Psychology Board of Australia under AHPRA qualifications and a minimum of 12 months paid work experience working professionally in Physiotherapy is preferred.

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

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

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

#### **Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

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

**Note:** This is a temporary position available 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: Grant Shaw (02) 51240079 [Grant.Shaw@act.gov.au](mailto:Grant.Shaw@act.gov.au)

#### **Allied Health**

#### **Rehabilitation, Aged and Community Services**

### **Clinical Educator, Speech Pathology**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 20272 - 0294M)**

Gazetted: 28 February 2023

Closing Date: 16 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

Rehabilitation Aged and Community Services (RACS) Division have an exciting opportunity for a suitably qualified and experienced Occupational Therapist with advanced level knowledge and skills to lead the delivery of high-quality evidence-based care.

We are looking for a highly motivated advance level clinician who can lead advancement of clinical knowledge and skills acquisition of a team of Occupational Therapists and Assistants providing Occupational therapy in one or more of the following areas - Rehabilitation, Aged Care, and/or Community Health Care environments.

Our services are provided to people requiring inpatient, ambulatory and community-based rehabilitation, acute and ambulatory aged care, Driver assessment and rehabilitation and community health service provision. We provide services across a range of settings including Canberra Hospital, University of Canberra Hospital, Community Health Centres within the ACT, Village Creek Centre, and care provided in patient homes and other community settings.

The Occupational Therapy Clinical Practice Lead role aims to optimise high quality, patient centred clinical practice, by collaboration with clinicians, managers and other senior OT roles, and driving excellence in OT practice.

#### **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](http://www.canberrahealthservices.act.gov.au)

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and care provided in patients home and other community settings. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. The Occupational Therapy services within RACS provide clinical assessments and interventions to facilitate positive patient outcomes for a range of patients who vary in their medical conditions. This includes people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Services are offered in community settings, including patient homes, ambulatory and inpatient settings at Canberra Hospital and University of Canberra Hospital.

Occupational Therapy services are provided to people requiring inpatient, ambulatory and community-based rehabilitation and reablement, acute and ambulatory aged care, Driver assessment and rehabilitation, National Disability Insurance Scheme participants and to people eligible for services funded by the Commonwealth Home Support Program.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of initiative, flexibility and ability to work autonomously whilst being able to accommodate and lead change.

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

Strong problem-solving skills and capacity to obtain and interpret information.

#### **Position Requirements/Qualifications:**

##### **Mandatory:**

- Degree in Occupational Therapy
- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current Driver license

- Relevant tertiary qualifications and a minimum of five years' experience working in occupational therapy 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:

- Working towards, or achieved a post-Graduate qualification in a related 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.
- Provide documentation in line with the CHS credentialing process.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Note: This recruitment round will be valid for 12 months and may be used to fill future vacancies including temporary and permanent fulltime, part time, and casual during this period.

Contact Officer: Dominic Furphy 0419 167 722 [dominic.furphy@act.gov.au](mailto:dominic.furphy@act.gov.au)

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

#### **Child and Adolescent Mental Health Services (CAMHS)**

##### **Clinical Manager**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 56855, several - 02922)**

Gazetted: 28 February 2023

Closing Date: 14 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: [www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

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

These services include:

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Territory-wide Mental Health Services (TWMHS)

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

The CAMHS Single Point of Access (SPA) team is made up of multidisciplinary mental health professionals who provide assessment, including crisis response and single session interventions within a recovery framework to children and Young People up to the age of 18 and their families.

This role is temporary and part of a pilot implementation of a SPA team who will conduct intake, assessment and provide single session interventions for children and young people with mental health issues and their families, facilitate group work, in-reach into Bimberi Youth Justice Centre, police stations, and support Police, Ambulance,

Clinician Early Response (PACER) where needed to complete assessments of young people. As a HP2 clinician you will provide support to HP1 clinicians.

CAMHS is seeking a dynamic and experienced Health Professional Level 2 to participate in the SPA pilot project. Under the direction of a Team Manager / Senior Clinician, the HP2 will provide triage, mental health assessment, including risk assessments and clinical interventions of single session interventions, including single session family therapy interventions as well as referral management.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

#### **DUTIES**

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

Within a recovery framework, undertake mental health triage, assessment, risk assessment, case formulation and case management of children and adolescents with moderate to severe mental illness in the community, and maintenance of high-quality and accurate health care records.

Work collaboratively with the multi-disciplinary team, which includes providing discipline specific clinical expertise, case presentation, participation in the clinical case review of clients, the development and implementation of recovery-oriented care plan in collaboration with young people and carers/families.

Provide clinical support, liaise, consult and participate in the education and training of other agencies, families and carers in regard to mental health issues.

As an active team member, participate in the monitoring, research and evaluation of mental health care provision.

Undertake clinical supervision and professional development activities and provide clinical supervision as required.

Be involved in membership of committees and working parties.

Work within the Mental Health Act and other relevant legislation

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

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

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

#### **Position Requirements/Qualifications:**

##### **Mandatory:**

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 1 years' post-qualification experience working professionally in respective field.

A current Driver's Licence.

##### **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 1 year paid work experience, post qualification, in a related/relevant organisation/service

Must hold a current driver's license.

##### **For Psychology:**

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

Applicants must have a minimum of 1 year paid work experience, post qualification, in a related/relevant organisation/service

Must hold a current driver's license.

**For Social Work:**

**Degree in Social Work**

- Applicants must have a minimum of 1 year paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011
- Must hold a current driver's license.

**For All:**

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

**Highly desirable for all disciplines:**

- Experience in working with children and young people with mental illness and their families.
- 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:** There are several temporary position available for 11.5 months.

The successful candidate will be required to:

- Be available to work within all program areas of CAMHS as service needs arise.
- This position is a temporary position to pilot the implementation of SPA team.
- You may be required to work within other CAMHS services.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.
- Appointment to the position may be based on written application and referee reports only.

Contact Officer: Kirsten Stafford (02) 5124 1407 [Kirsten.Stafford@act.gov.au](mailto:Kirsten.Stafford@act.gov.au)

**Allied Health**

**Allied Health Clinical Education Unit**

**Allied Health Clinical Education Unit**

**Speech Pathology Clinical Educator**

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 15559 - 0294A)**

Gazetted: 28 February 2023

Closing Date: 16 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](http://www.canberrahealthservices.act.gov.au)

The Allied Health Clinical Education Unit (AHCEU) is in the Division of Allied Health and is based at Canberra Hospital. This position is located in the AHCEU and reports directly to the Allied Health Clinical Education Co-

ordinator. The Psychology Clinical Educator position provides clinical education and supervision support for psychology students and staff and assists with facilitating and promoting interprofessional clinical education activities.

This position is for an experienced clinician who leads with commitment, is able to create solutions, demonstrates agility, communicates effectively, collaborates with purpose and is accountable for quality outcomes. Key areas of practice include:

- The promotion of positive client outcomes through the provision of high quality evidence-based clinical services and contribution to research.
- Providing leadership and making a significant contribution to the training and mentoring of staff and students' in/across designated areas or units as part of a multidisciplinary team.
- Providing a consultative role across allied health and contribute to interprofessional education.

#### ABOUT YOU

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#### Behavioural Capabilities

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

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

The ability to work collaboratively.

#### Position Requirements/Qualifications:

##### Mandatory:

- A bachelor's or graduate entry master's degree in Speech Pathology, eligible for "certified practicing speech pathologist" membership of Speech Pathology Australia.
- Current driver's license.
- Be registered under the Working for Vulnerable People Act.

##### Desirable:

- Certificate IV in Teaching and Training and/or postgraduate qualifications in education.

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary part-time position at (0.5 FTE). This position is based at the Canberra Hospital but provides support to Speech Pathology students and staff throughout all locations in Canberra Health Services. It is part of a job share arrangement. This selection process may be completed on review of application only.

Contact Officer: Jo Cole (02) 5124 7959 Jo.Cole@act.gov.au

#### Chief Financial Officer Division

##### Supply Services

##### Health Services Officer Level 4/5

**Health Service Officer Level 4/5 \$57,149 - \$63,169, Canberra (PN: 21728, several - 02967)**

Gazetted: 01 March 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

One four-month non-ongoing HSO4/5 contract and one five month non-ongoing HSO4/5 contract are available.

These positions will cover vacancies at both the Supply Mitchell Warehouse, and the Canberra Hospital team.

Candidates should be fully vaccinated, and have experience picking, packing, decanting, and distributing stock in a health care environment. A forklift licence and MR licence is highly desirable.

Candidates should provide a current Resume with the contact details of two referees, one being a current manager. Applications should include a one-page pitch addressing the role duties and selection criteria.

Applications with only a Resume submitted will be disregarded. Please

note: the Mitchell team may relocate to Hume during this time.

#### POSITION OVERVIEW

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

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

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

#### ABOUT YOU

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#### Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Understanding of supply chain processes within a warehouse environment.

Adaptability and flexibility to accommodate change and provide responsive services.

#### Position Requirements/Qualifications:

##### Mandatory

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

##### Desirable

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

Prior to commencement successful candidates will be required to:

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

Note: There are two temporary positions available, one for four months and one for five months.

Contact Officer: Rob Swain (02) 5124 3100 [Rob.Swain@act.gov.au](mailto:Rob.Swain@act.gov.au)

#### Medical Services Group

#### Medical Imaging

#### Advanced Radiographer

**Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade), Canberra (PN: 28815, several - 028WK)**

Gazetted: 28 February 2023

Closing Date: 16 March 2023

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

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

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## POSITION OVERVIEW

Canberra Health Services (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](http://www.canberrahealthservices.act.gov.au)

Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

This radiographer position is a clinical role and is responsible for the provision of general and advanced radiography services during business hours and for providing leadership to the radiography team afterhours and on weekends. In addition to the provision of excellent patient care, the position contributes to scheduling and throughput of patients, as well as immediate interactions with students and staff across the multidisciplinary team.

The position is required to support the Medical Imaging Department in the provision of a 24 hour 7 days a week service, with particular emphasis towards advanced imaging in CT, Angiography and/or MRI.

The 24/7 roster includes shift work, overtime and on-call duties outside normal working hours, with occasional rostered night shift duty when required. The position may also be rostered to shifts based outside of Canberra Hospital in a remotely supervised capacity (e.g. University Canberra Hospital and Weston Creek satellite sites).

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### Behavioural Capabilities

Ability to work within a multi-disciplinary team, lead by example and demonstrate high level organisational skills.

Adaptable and flexible to accommodate change and provide responsive services to meet clients' needs.

Excellent communicator - both verbal and written - displaying ability to liaise with a diverse range of stakeholders.

### Position Requirements/Qualifications:

Relevant tertiary qualifications in Medical Radiation Science and a minimum of three years' post graduate experience working in a multidisciplinary medical imaging department, preferably within a trauma and teaching hospital.

Broad experience in CT, Angiography and /or MRI is required.

Registration as a Medical Radiation Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) (or eligible to obtain).

Current ACT Radiation licence (or eligible to obtain).

The successful applicant will need to be available to undertake shift work, participating in a 24/7 roster including after-hours, weekend and overtime work as required. The successful applicant may also be rostered to night shift duty on occasion.

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

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

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

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

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

Undergo a pre-employment National Police Check.

## Notes

There are several permanent positions available. A merit list may be established from this process to fill identical vacancies at level over the next 12 months. Appointment to this position may be made based on written application and referee reports only.

Contact Officer: Sam Wilson 51244328 [sam.wilson@act.gov.au](mailto:sam.wilson@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](mailto:jobs@act.gov.au)

#### **Senior Director, Finance**

**Temporary Vacancy (asap for three months with possibility of extension)**

**Canberra Institute of Technology**

**Executive**

**Position: E1069**

**(Remuneration equivalent to Executive Level 1.3)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 23 February 2023

The Canberra Institute of Technology (CIT) is seeking an experienced SOG A looking for a development opportunity, or an SES Band 1 looking for an opportunity to broaden their experience, with availability for an immediate start, to undertake the role of Senior Director, Finance.

The Senior Director, Finance reports to the Executive Group Manager, Finance and Commercial, and is a key member of the CIT senior executive leadership team. The Senior Director, Finance has responsibility for the day-to-day leadership and management of the finance and facilities teams to provide administrative oversight and management of CIT's internal and external financial accountabilities and reporting.

We are looking for a collaborative leader to work with the Executive Director to deliver sustainable financial and commercial business outcomes for the CIT. The successful applicant requires a commitment to public service integrity and outstanding leadership, negotiation and communication skills.

Eligibility/Other Requirements:

- Tertiary qualifications in accounting recognised by a professional accounting association.
- Full membership of CPA Australia, Chartered Institute of Management Accountants (CIMA) or the Chartered Accountants in Australia and New Zealand.
- Must not be disqualified from managing corporations or acting as a Chief Financial Officer by ASIC and/or other regulatory or professional bodies.
- A sound understanding of the costing and overhead allocation models is highly desirable.

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

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

**To apply:** Applicants should familiarise themselves with the Executive Capabilities and submit a one-page pitch addressing the leadership capabilities and your suitability for the role. Applications should include a current resume and details of two referees. An individual response to each criteria is not required. Applications should be submitted to Craig Jordan via email, [craigs.jordan@cit.edu.au](mailto:craigs.jordan@cit.edu.au) by COB Thursday 2 March 2023.

Contact Officer: Craig Jordan (02) 6207 4279 [craigs.jordan@cit.edu.au](mailto:craigs.jordan@cit.edu.au)

### **Industry Engagement and Strategic Relations**

**CIT Industry Engagement**

**CIT Training Initiatives**

**Team Leader – Training Initiatives**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55752)**

Gazetted: 01 March 2023

Closing Date: 8 March 2023

**Details:** The Canberra Institute of Technology (CIT) is looking for an experienced administrator to work within its Training Initiatives Unit (TIU) supporting the administrative arrangements for ACT Government Training Initiatives such as Australian Apprenticeships and JobTrainer. As a member of a small team, you will work closely with TIU Management and the teaching departments to coordinate the administration of CIT's training programs in line with relevant state and federal Government requirements. The successful applicant will have an eye for detail while monitoring administration processes and supporting TIU Management with preparing reports on program

outcomes for senior managers. You will have regular contact with CIT's teaching departments, students, and employers of Australian Apprentices, providing advice on program requirements such as eligibility and fees and working closely with other administration officers at CIT to ensure enrolment and other data processing occurs accurately and within identified timeframes. In this role you will rely heavily on your strong ability to process and manipulate data using ICT systems, databases and Microsoft Excel and your ability to communicate effectively. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Notes:** This is a temporary position available immediately until 14 July 2023 with the possibility of extension and/or permanency.

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

**How to Apply:** Applicants must submit a current curriculum vitae and a written response of no more than three pages outlining their skills and experience against the selection criteria in the Position Description.

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

Contact Officer: Alex Paterson (02) 6207 3105 Alex.Paterson@cit.edu.au

## Education and Training Services

### CIT Trade Skills

#### Automotive, Metals and Logistics

#### Automotive Trades Teacher

#### Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 58654)

Gazetted: 01 March 2023

Closing Date: 20 March 2023

Details: Are you a Tradie looking for a change?

CIT is seeking an experienced, highly organised, motivated, and energetic person to join our team of teachers to inspire and teach the next generation in the Automotive Mechanical Trades based at CIT Fyshwick.

We offer:

a competitive salary

flexible working week

8 weeks leave per year plus annual shutdown

the opportunity to train the workforce of the future

The position requires the ability to work within the department of teaching and support staff, to provide educational outcomes and meet compliance requirements for apprentices and general students, in a VET environment. The position also requires the ability to liaise with industry, students, and other stakeholders for the Department, and manage educational resources.

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

Eligibility/Other Requirements:

Registrations/Licencing

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

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent).

where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer - Presenting Skill Set and/or Enterprise Trainer - Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set); and

complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

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

Industry Experience

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

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

Certificate III in the following but not limited to:

Light Vehicle Mechanical Technology AUR30616 - or equivalent

Desirable

Knowledge of the Australian Apprenticeship System

Any OEM (Original Equipment Manufacturer) Electric Vehicle Training

High Level Computer Literacy

Note: This is a temporary position available immediately for 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: To apply please provide no more than a two-page brief/pitch encompassing the Selection Criteria along with your current curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Lindsay (02) 6207 3514 richard.lindsay@cit.edu.au

## **Education and Training**

### **Technology and Design**

#### **Cyber Security**

##### **Traineeship Manager**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60480)**

Gazetted: 28 February 2023

Closing Date: 7 March 2023

Details: The Canberra Institute of Technology (CIT) Cyber Security Department is seeking a highly motivated and professional individual to provide a high level of administrative support to a cohort of trainees, external stakeholders and staff. Duties include coordination of the trainees, scheduling, pastoral care, correspondence, preparing briefs and reports.

The successful candidate will need to work as a team member and autonomously to support the trainees from enrolment to graduation.

The successful candidate will also need to exercise judgement and interpret guidelines to resolve enquiries, work tasks and resolve issues.

Our ideal candidate will be an effective communicator, have good digital and organisational skills and experience using CIT management systems.

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

#### **Eligibility/Other Requirements:**

##### **QUALIFICATIONS AND EXPERIENCE**

Certificate IV in Business Administration or higher is essential

Relevant skills and 3 years experience in an associated field is essential.

##### **Other:**

Degree or higher in Business Administration would be highly desirable

Experience using Word, Excel, PowerPoint, Outlook, Trim, CRM, Banner, Teams, and Webex would be highly desirable.

Notes: This is a permanent position starting 24 August 2023. 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 be prepared to provide two referee reports.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Colquhoun (02) 6207 9934 Andrew.Colquhoun@cit.edu.au

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

## Education and Training Services

### Library and Learning Services

N/A

#### Liaison Librarian

**Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: C13415, several)**

Gazetted: 28 February 2023

Closing Date: 31 December 2023

**Details:** CIT Library and Learning Services are looking for librarians to help support the delivery of a comprehensive information service, including online services, reference services, and specialist research to teachers, staff and students. You will work with the campus Library Manager to deliver digital and information literacy workshops using flexible delivery modes and provide customer focussed assistance as part of a team delivering frontline services.

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

#### Eligibility/ Other Requirements

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

**Notes:** This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata. Applicants will be placed on a temporary employment register. These roles are on a casual basis for temporary, short-term engagements or for special projects and vary between full-time and part-time hours. There is a possibility of shift work, and you may be required to work across different campuses.

Selection of applicants for employment will be made on the basis of merit throughout the year as needed.

Selection may be based on application and referee reports only.

Australian Defence Force: Current and former ADF members are encouraged to apply.

**How to apply:** If you are interested in being placed on our Temporary Employment Register please apply and include:

your curriculum vitae,

two referees (names and contact details), and,

a pitch (no more than two pages) telling us about your professional experience in line with the responsibilities and selection criteria of the position

**Applications should be sent directly to the Contact Officer.**

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

## Teaching

### HCandS

#### Human Services

##### general Service Officer - Casual/Temporary

**General Service Officer Level 4 \$56,524 - \$58,825, Canberra (PN: C12804)**

Gazetted: 24 February 2023

Closing Date: 1 March 2023

**Details:** Canberra Institute of Technology (CIT) is seeking enthusiastic and experienced staff to fill casual/temporary vacancies in the Simulated Learning Environment (SLE) across all programs delivered in CIT Human Services.

The Department of Human Services delivers a range of programs, these include the Certificate III in Individual Support (Ageing, Disability and Home and Community), Certificate IV in Ageing and Disability and the Diploma in Nursing, as well as a range of non-accredited, industry specific programs for the continual education of industry professionals.

This position will suit someone who is self-motivated, a team player, and has the ability to demonstrate high quality customer service.

The successful candidate will be working under the direct supervision of a Senior Technical Officer and be required to:

Plan the availability of necessary equipment and maintain equipment used for training

Participate in stocktake by locating and identifying consumables and equipment

Prepare equipment for classes and replace or replenish consumables after classes

Set up and pack down equipment for practical classes

Undertake regular monitoring of the SLEs, including general cleaning and tidying

Utilise lab booking systems, files, databases in the day to day running of SLEs

Perform tasks associated with Safe Operational Procedures (SOP), recycling of consumables used in the SLE

Work flexible hours to cover the requirements of running the SLEs for Human Services department

Ensure all interactions of the department are consistent with the CIT cultural traits (Customer Centric,

Professionalism, Collaborative, Trusted, Adaptable, Accountable, and Inspirational)

**Eligibility/ other requirements:**

Work efficiently with others and follow policies and protocols

Well-developed communication skills

Willingness to learn and show initiative

Notes: This position will be filled on a casual basis. A merit list will be maintained and may be used to fill identical casual vacancies which may occur until the end of the calendar year. Further enquiries can be made via email to [lily.muthurajah@cit.edu.au](mailto:lily.muthurajah@cit.edu.au) or phone (02) 6205 7381.

How to Apply: **Please fill in the attached application, along with a current curriculum vitae.**

**Completed applications must be returned via email to: [lily.muthurajah@cit.edu.au](mailto:lily.muthurajah@cit.edu.au)**

Contact Officer: Lily Muthurajah 02 6205 7381 [Lily.Muthurajah@cit.edu.au](mailto:Lily.Muthurajah@cit.edu.au)

## Education and Training Services

### CIT Student Services

#### Information and Recognition

##### Information Officer

#### Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 54190, several)

Gazetted: 24 February 2023

Closing Date: 10 March 2023

**Details:** Student Services is seeking friendly, motivated people to work in the Information and Recognition team responding to enquiries from prospective, current, former students and members of the public.

The Information team provides first point contact for all enquiries received at CIT via CIT's main phone, email and live chat platforms.

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

- Friendly, welcoming personality
- Can-do attitude
- Great written and verbal communication skills
- High attention to detail
- Willingness to support both prospective and current students to navigate their way around the various systems and processes at CIT.

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

**Eligibility/Other requirements:** Knowledge of vocational education is desirable, as is the ability to touch type.

**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:** CIT Student Services welcomes your two-page statement on why you may be the right person to join a highly motivated team of staff in the Information and Recognition team who support prospective and current students to achieve their education goals.

In this exciting role you will provide students with information and advice on course selection and other aspects of 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. It's important that you can listen to their needs and understand what they require.

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

Contact Officer: Barbara McCormack (02) 6207 3560 [Barbara.McCormack@cit.edu.au](mailto:Barbara.McCormack@cit.edu.au)

## Industry Engagement and Strategic Relations

### Industry Engagement

#### Senior Manager - Fee Free Training

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60498)**

Gazetted: 24 February 2023

Closing Date: 3 March 2023

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

We are looking for an experienced leader to fill this senior position, who can:

build and strengthen strategic relationships with internal and external stakeholders to support the advancement of Fee Free Training initiatives in Canberra,

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 Fee Free Training at CIT,

lead and motivate a team to ensure the best outcome for CIT students.

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 Vocational Education and Training (VET) environments and knowledge of State (ACT and NSW) and Federal Government compliance requirements would be advantageous.

Notes: This is a temporary position available immediately for 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. Current and former ADF members are encouraged to apply.

How to Apply: Applicants are required to submit a recent curriculum vitae and a written response (no longer than two pages) highlighting skills, knowledge and experience relevant to this advertised position.

Applications should be submitted via the Apply Now button below.

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

## Corporate Services

### Facilities Department

#### Facilities Officer, Facilities Coordinator, and Maintenance Officer

**General Service Officer Level 5/General Service Officer Level 8 \$59,713 - \$77,593, Canberra (PN: 59111,60523, 54637, several)**

Gazetted: 24 February 2023

Closing Date: 24 March 2023

**Details:** Canberra Institute of Technology (CIT) is seeking applications to fill multiple vacancies as well as create a merit pool to draw from over the coming 12 months. CIT currently have **two vacancies at the GSO8 as**

**Maintenance Officers** which are both located at the Bruce Campus. Additionally, CIT has **one vacancy at the GSO8 as Facilities Coordinator** which is likely to be located at the Reid or Fyshwick campuses. While a merit pool will be established for the current vacancies, a merit pool will also be established for a **GSO5 Facilities Officer** position to support the filling of anticipated vacancies over the coming 12 months.

This is an exciting opportunity to join the Facilities Team as we embark on campus renewal and modernisation projects, including a state-of-the-art new Woden campus. In addition to the day-to-day facilities operations, your contribution to future planning and proactive maintenance practices will be highly valued.

We are looking for confident, self-motivated and experienced people to fill multiple positions. The Facilities Team is responsible for the day-to-day operations of CIT's campuses between the hours of 7:00am and 10:30pm each weekday and Saturdays between 8:00am and 5:00pm. The Facilities Team is responsible for opening all campus buildings and grounds, and disarming alarms in readiness for early cleaning shifts and staff access. Each Campus is also supported by a Security Guard who has responsibility for securing the campus each weeknight and works between 6:30pm and 10:30pm. Although the buildings are available to staff from 7:00am a facilities officer is expected to be on site from 6:30am to open the facilities by 7:00am.

The following is a brief description of the positions being advertised. Further details should be accessed through the relevant Position Description attached when completing your application.

**GSO5 Facilities Officer PN 59111** – Although CIT do not have a vacancy at the GSO5, we are creating a merit pool to support expected vacancies over the coming few months. The Facilities Officer position is responsible for supporting the Facilities Team in the delivery of day-to-day facilities management responsibilities. This position will be expected to contribute to the completion of work orders, achievable within your skills and experience, and support the coordination and escorting of a range of contractors visiting the campus. Setting up facilities booked for events across CIT campuses will also be a key responsibility of the position. Further support functions will include the day-to-day maintenance, cleaning and refuelling of CIT's fleet vehicles as well as delivering the vehicles to the service centre for services. General cleaning and maintenance of the buildings, grounds and storage areas will be a key responsibility of this position which will keep you active and constantly on the go.

**GSO8 Maintenance Officer PN60523, several** – The Maintenance Officer positions are newly created positions established to support dedicated resourcing for the day-to-day maintenance of building and grounds as well as support for a range of events. These positions will report to the Campus Manager or Assistant Campus Manager and be expected to complete multiple work orders received through the Departments asset maintenance system. These positions are also expected to take a proactive approach to observing and monitoring the condition of buildings and grounds, including hazardous conditions or work health and safety priorities, before lodging a work order and completing the work. Contributing to the coordination of CIT's contractors will also be a key support function expected of these positions. Suitable candidates will hold a relevant trade qualification or be able to demonstrate extensive experience in undertaking building and grounds maintenance works. While these positions will be predominately based at Bruce you will be expected to support works on all campuses.

**GSO8 Facilities Coordinator PN 54637** – The Facilities Coordinator positions are very similar to the Maintenance Officer however there is a little more focus on triaging work orders, and issuing maintenance works to facilities staff as well as coordinating contractors to undertake some of the more complex maintenance works. The Position Description will provide more details on the expectations of this position.

The successful candidate will demonstrate extensive experience in facility management, specifically managing multiple buildings located across several hectares. Your passion for customer centric practices will be second to none and building capability within your team to deliver high quality customer services will be imperative. Your interpersonal skills, ability to influence suitable outcomes, set clear expectations and communicate with clarity and authority will see you succeed in this position. Your success in this position will be highly dependent on your agility and adaptability to change, as well as building rapport and professional relationships with staff and contractors. This position will also hold key responsibilities as fire warden, building team capability in emergency management practices and participating in and coordinating emergency management exercises.

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

**Eligibility/Other Requirements:** Hold a current drivers' licence.

**Highly Desirable:** Current experience in facilities management. Qualifications and/or skills/experience in a trade or construction environment as well as qualifications and/or skills/experience in project management, specifically in managing building improvement projects.

**Note:** This recruitment process is expected to fill 3 x GSO8 vacancies immediately with a merit pool establish to fill anticipated vacancies at the GSO5 levels over the coming 12 months. Please ensure you complete your application against the relevant Position Description attached. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Applicants are to submit a response of no more than a two-page pitch demonstrating skills, knowledge and experience against each Selection Criteria, in the context of Facilities Management, along with a current curriculum vitae including the names and contact details of two referees. Using examples in your written response with support demonstrated skills and experience.

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

Contact Officer: Sean Colson 0412931834 sean.colson@cit.edu.au

## Corporate Services

Office of the Chief Information Officer, Data and Digitalisation

Cloud Campus Program Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59117)

Gazetted: 27 February 2023

Closing Date: 13 March 2023

**Details:** We are offering a career defining opportunity to support the transformation of CIT operations and training delivery through digital enablement. The Cloud Campus Program is a key initiative of CIT's future digital transformation strategy, the successful transition to the Woden campus, and broader business transformation and campus renewal initiatives. This program is not just about delivering technical solutions, it is about transforming the way CIT does business.

As the Cloud Campus Program Support Officer you will support the Program Director to successfully scope and implement Cloud Campus program objectives and deliverables through a range of administrative functions, including document control, record keeping, procurement and budget management. You will also gain exposure to the broader business through support of the wider Digital Office and Chief Information Officer.

**Eligibility/other requirements:**

To succeed in this position, you need to be highly organised, savvy with finances and have excellent analytical and problem solving skills.

You can produce high-quality documentation and have the ability to effectively communicate and build productive relationships with a wide variety of stakeholders.

You have an understanding of best practice project management methodologies and frameworks and how they apply practically and fit seamlessly into the highly motivated Digital Office team, aligning with the CIT Cultural Traits.

**Note:** This is a temporary position available immediately for 12 months with 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.

Our workforce is currently working in a hybrid of home and office-based work. The successful candidate will be provided information on how to work from home safely and effectively.

On-site work can be supported at any CIT campus, with a primary focus on Reid and Bruce.

**How to apply:** Did you find yourself nodding as you were reading through this? Then what are you waiting for?!

Dust off that curriculum vitae and get cracking on your two-page pitch to highlight your experience against the Selection Criteria.

Want to find out more? Reach out to Craig Neiberding on 02 6207 6774 or at [Craig.Neiberding@cit.edu.au](mailto:Craig.Neiberding@cit.edu.au) to discuss this exciting opportunity further.

We look forward to hearing from you!

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

Contact Officer: Craig Neiberding (02) 62076774 [Craig.Neiberding@cit.edu.au](mailto:Craig.Neiberding@cit.edu.au)

## Corporate Services

### Facilities Department

#### Assistant Campus Manager

#### General Service Officer Level 9 \$79,105 - \$89,398, Canberra (PN: 59937)

Gazetted: 24 February 2023

Closing Date: 24 March 2023

**Details:** This is an exciting opportunity to join the Facilities Team as we embark on campus renewal and modernisation projects, including a state-of-the-art new Woden campus. In addition to the day-to-day facilities operations, your contribution to future planning and proactive maintenance practices will be highly valued.

We are looking for confident, self-motivated and experienced people to fill multiple positions. The Facilities Team is responsible for the day-to-day operations of CIT's campuses between the hours of 7:00am and 10:30pm each weekday and Saturdays between 8:00am and 5:00pm. The Facilities Team is responsible for opening all campus buildings and grounds, and disarming alarms in readiness for early cleaning shifts and staff access. Each Campus is also supported by a Security Guard who has responsibility for securing the campus each weeknight and works between 6:30pm and 10:30pm. Although the buildings are available to staff from 7:00am a facilities officer is expected to be on site from 6:30am to open the facilities by 7:00am.

**GSO9 Assistant Campus Manager (Bruce)** – In addition to extensive people management responsibilities, you will coordinate and oversee planned and reactive building and grounds maintenance, including plant and equipment upgrades and preventative maintenance. You will also support the coordination of staff and program relocations and contribute to minor works projects and contract management. While this position is located at the Bruce

campus, you may be required to provide support across other campuses. This position will also have an opportunity for after hours on call duties to support security management and emergencies.

The successful candidate will demonstrate extensive experience in facility management, specifically managing multiple buildings located across several hectares. Your passion for customer centric practices will be second to none and building capability within your team to deliver high quality customer services will be imperative. Your interpersonal skills, ability to influence suitable outcomes, set clear expectations and communicate with clarity and authority will see you succeed in this position. Your success in this position will be highly dependent on your agility and adaptability to change, as well as building rapport and professional relationships with staff and contractors. This position will also hold key responsibilities as fire warden, building team capability in emergency management practices and participating in and coordinating emergency management exercises.

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

**Eligibility/Other Requirements:** Hold a current drivers' licence.

**Highly Desirable:** Current experience in facilities management. Qualifications and/or skills/experience in a trade or construction environment as well as qualifications and/or skills/experience in project management, specifically in managing building improvement projects.

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

**How to Apply:** Applicants are to submit a response of no more than a two-page pitch demonstrating skills, knowledge and experience against each Selection Criteria, in the context of Facilities Management, along with a current curriculum vitae including the names and contact details of two referees. Using examples in your written response with support demonstrated skills and experience.

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

Contact Officer: Sean Colson 0412931834 [sean.colson@cit.edu.au](mailto:sean.colson@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](mailto:jobs@act.gov.au)

#### **Executive Branch Manager and Director of Territory Records**

**Temporary Vacancy (19 April 2023 – 25 May 2023)**

**Chief Minister, Treasury and Economic Development Directorate**

**Policy and Cabinet**

**Position: E1057**

**(Remuneration equivalent to Executive Level 1.2)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 27 February 2023

Policy and Cabinet Division is looking for expressions of interest to fill the role of Executive Branch Manager and Director of Territory Records for approximately five weeks. The position is filled as an Executive under the *Public Sector Management Act 1994* and as Director under the *Territory Records Act 2002*. The Director exercises powers under the Act, and also leads the Territory Records Office to provide advice and guidance on recordkeeping across government, particularly in a digital environment.

**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 \$235,922 - \$245,343 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$209,347.

**To apply:** Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Dani Wickman via email, [dani.wickman@act.gov.au](mailto:dani.wickman@act.gov.au) by COB Monday 13 March 2023.

**Contact Officer:** Dani Wickman (02) 6207 0194 [dani.wickman@act.gov.au](mailto:dani.wickman@act.gov.au)

## **Access Canberra**

### **Fair Trading and Compliance**

#### **Investigations**

##### **Assistant Director**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59471, several)**

Gazetted: 24 February 2023

Closing Date: 10 March 2023

Details: Expression of Interest

We have two exciting opportunities in the Fair Trading and Compliance Branch.

We are seeking an enthusiastic and self-motivated Assistant Director with the ability to lead and deliver agreed business outcomes in pursuing vigorous and effective law enforcement to protect the interests and safety of consumers, and to support fair trading across the ACT.

We are also seeking an enthusiastic and self-motivated Assistant Director with the ability to manage the day-to-day operations of the Compliance team in line with Access Canberra's Accountability Commitment and legislative priorities.

The Investigations team adopts a strategic, risk-based, and proportionate approach to promote compliance with fair trading legislation. It works in close coordination with other areas within Access Canberra and across the ACT Government to achieve our common purpose of maintaining a safe and liveable city.

The Compliance team is responsible for providing information to businesses and consumers to ensure they are informed and confident when trading or making purchases. The team minimises harm to individuals or the community through the conduct of proactive compliance programs, responding to complaints or enquiries from members of the public and/or regulated industries and through the conduct of investigations. Legislative schemes within the Compliance regulatory remit include liquor, security, fair trading, gaming and racing, working with vulnerable people, and agents.

These roles will provide interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community. You will have the opportunity to work with passionate, innovative, and experienced leaders who encourage and support you to develop your interests and expertise.

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: There are several temporary positions available for 12 months.

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

Selection may be based on application and referee reports only.

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

How to apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

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

Contact Officer: Damien Kelly (02) 6205 4467 [Damien.Kelly@act.gov.au](mailto:Damien.Kelly@act.gov.au)

## **Revenue Management**

### **Operations**

#### **Operations Officer**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 59720)**

Gazetted: 23 February 2023

Closing Date: 9 March 2023

Details: The ACT Revenue Office Operations business unit are recruiting at the Administrative Services Officer Class 3 (entry level), Administrative Services Officer Class 5 (supervisor) and Administrative Services Officer Class 6 (team leader) levels. Applicants must apply for each position they wish to be considered for.

We work in a fast paced customer service environment (includes a call centre) and are seeking capable and reliable officers to join our team.

The role involves dealing professionally with taxpayers and stakeholders, providing accurate and timely information and maintaining records.

Successful candidates will be able to:

Read, understand and apply office policies, procedures and legislation.

Undertake high volumes of work.

Work efficiently and accurately.

Work independently and as part of a team.

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

**Eligibility/Other Requirements:** To be eligible for temporary employment you must be in Australia on a visa with work rights or be an Australian citizen or permanent resident. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

A New Zealand citizen who resides in Australia and holds a Special Category temporary residence visa (SCV) under the Commonwealth Migration Act 1958 is treated as a permanent resident of Australia for the purpose of assessing that person's eligibility to be employed by the ACTPS but does not affect a person's residency status in relation to any other federal, state or territory law.

**Notes:** This is a temporary position available for 12 months with the possibility of permanency. A merit pool will be established and may be used to fill identical vacancies over the next 12 months.

**How to Apply:** Please review the Position Description and submit a two page pitch (not more than 1,200 words) demonstrating your skills and experience to carry out the duties and responsibilities of the role. Applicants are also required to submit their curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Tot (02) 6205 8560 Rachel.Tot@act.gov.au

## **Shared Services**

### **Finance Services**

#### **Salary Packaging Team**

##### **Salary Packaging Customer Service Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 54209, several)**

Gazetted: 23 February 2023

Closing Date: 9 March 2023

**Details:** Exciting opportunities have become available in the Salary Packaging Team within Shared Services. The positions support the provision of services which enable a suite of salary packaging benefits becoming available for access to employees of the ACT Government. The successful applicants will be highly energetic, motivated and enthusiastic as they will be responsible for the delivery of accurate, timely, high quality, customer focused, salary packaging and administrative services in a small, busy, dedicated team environment.

You should also possess a demonstrable commitment to high quality customer service, including research and analytical capability, sound attention to detail, accurate and timely data entry capabilities, high quality written and oral communication skills, as well as the aptitude to quickly learn both the benefits of salary packaging and the supporting software solution to delivery these services.

Additionally, the successful applicants must be able to demonstrate that they can manage and juggle vying priorities to ensure tight deadlines are met.

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:**

**Notes:** There are several positions available permanent and temporary positions for up to 12 months. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants are asked to submit a written pitch addressing the "What you require" capabilities in the Position Description of between one to two pages and also provide your current curriculum vitae, including the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Naunton (02) 6207 1425 Angela.Naunton@act.gov.au

## **Digital, Data and Technology Solutions Group**

### **ACT Data Analytics Centre**

#### **Senior Policy Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40126)**

Gazetted: 23 February 2023

Closing Date: 13 March 2023

Details: Do you want to guide how the ACT Government uses data? Do you have the skills to create whole of government policy? The ACT Data Analytics Centre (ACTDAC) is a central team which supports the ACT Government's improved use of data, and we are seeking a passionate Policy Officer to join our Data Policy team. ACTDAC's Data Policy team works with stakeholders from all ACT Government directorates to develop effective policy and deliver significant data and digital projects. The team leads work across the ACT Government to capitalise on our important data and information assets, to improve the wellbeing of Canberrans.

You will research and support the development of whole of government data frameworks, capabilities, and governance arrangements. You will help drive the ACT's digital agenda while participating in national digital and data projects with stakeholders from across Australia.

Canberra is committed to being a city of wellbeing and liveability, supported by a knowledge-based public service that makes a real difference for our community. In this role, you will be helping to shape Canberra as an inclusive, progressive, and connected city.

If this sound like the job for you, we would love to hear from you!

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

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

How to Apply: Please provide a maximum of a two-page Expression of Interest addressing the Selection Criteria and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Thomas Whitting 0488 148 448 Thomas.Whitting@act.gov.au

## **Revenue Management**

### **Operations**

#### **Operations Officer**

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 57662, several)**

Gazetted: 23 February 2023

Closing Date: 9 March 2023

Details: The ACT Revenue Office Operations business unit are recruiting at the Administrative Services Officer Class 3 (entry level), Administrative Services Officer Class 5 (supervisor) and Administrative Services Officer Class 6 (team leader) levels. Applicants must apply for each position they wish to be considered for.

We work in a fast paced customer service environment (includes a call centre) and are seeking capable and reliable officers to join our team.

The role involves dealing professionally with taxpayers and stakeholders, providing accurate and timely information and maintaining records.

Successful candidates will be able to:

Read, understand and apply office policies, procedures and legislation.

Undertake high volumes of work.

Work efficiently and accurately.

Work independently and as part of a team.

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

**Eligibility/Other Requirements:** To be eligible for temporary employment you must be in Australia on a visa with work rights or be an Australian citizen or permanent resident. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

A New Zealand citizen who resides in Australia and holds a Special Category temporary residence visa (SCV) under the Commonwealth Migration Act 1958 is treated as a permanent resident of Australia for the purpose of assessing that person's eligibility to be employed by the ACTPS but does not affect a person's residency status in relation to any other federal, state or territory law.

**Notes:** A merit pool will be established and may be used to fill identical vacancies over the next 12 months.

**How to Apply:** Please review the Position Description and submit a two page pitch (not more than 1,200 words) demonstrating your skills and experience to carry out the duties and responsibilities of the role. Applicants are also required to submit their curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Tot (02) 6205 8560 Rachel.Tot@act.gov.au

## **Revenue Management**

### **Operations**

#### **Operations Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 00011)**

Gazetted: 23 February 2023

Closing Date: 9 March 2023

**Details:** The ACT Revenue Office Operations business unit are recruiting at the Administrative Services Officer Class 3 (entry level), Administrative Services Officer Class 5 (supervisor) and Administrative Services Officer Class 6 (team leader) levels. Applicants must apply for each position they wish to be considered for.

We work in a fast paced customer service environment (includes a call centre) and are seeking capable and reliable officers to join our team. The role involves dealing professionally with taxpayers and stakeholders, providing accurate and timely information and maintaining records.

Successful candidates will be able to:

Read, understand and apply office policies, procedures and legislation.

Undertake high volumes of work.

Work efficiently and accurately.

Work independently and as part of a team.

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

**Eligibility/Other Requirements:** To be eligible for temporary employment you must be in Australia on a visa with work rights or be an Australian citizen or permanent resident. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

A New Zealand citizen who resides in Australia and holds a Special Category temporary residence visa (SCV) under the Commonwealth Migration Act 1958 is treated as a permanent resident of Australia for the purpose of assessing that person's eligibility to be employed by the ACTPS but does not affect a person's residency status in relation to any other federal, state or territory law.

**Notes:** A merit pool will be established and may be used to fill identical vacancies over the next 12 months.

**How to Apply:** Please review the Position Description and submit a two page pitch (not more than 1,200 words) demonstrating your skills and experience to carry out the duties and responsibilities of the role. Applicants are also required to submit their curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Tot (02) 6205 8560 Rachel.Tot@act.gov.au

## **Workforce Capability and Governance**

### **Public Sector Employment and Industrial Relations**

#### **Public Sector Employment**

#### **Assistant Director, i-Delegate and Industrial Relations and Workforce Strategy**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 55154)**

Gazetted: 24 February 2023

Closing Date: 28 March 2023

**Details:** Are you fascinated by how things fit together and work? Are you excited by a project that will see you lead a whole of service delegations project that will result in the whole service electronically tracking delegations? Are you keen to work in a hybrid work environment, with a management team that is committed to a flexible work environment? If so - this job might be for you!

If you are the successful candidate, you will be a member of a small team which provides high level strategic and operational advice on whole-of-government, industrial and workplace relations issues.

As an Assistant Director, i-Delegate, you will build on established i-Delegate system to deliver a single source of truth for delegations across the ACTPS. You will ensure the two-stage implementation of the i-Delegate system – assisting directorates to transition whole of government delegations to the system in phase 1, and then working to transition directorate-specific delegations in phase 2. You will ensure that i-Delegate is easy to administer and easy to keep up-to-date, where delegations are visible to stakeholders and a permanent record of individual accountability is captured. You will convene a whole of government working group and support the collection of whole of government legal advice on delegations. You will contribute to best practice governance in the ACTPS with respect to both financial and non-financial authorities.

At the completion of the two-stage implementation of the i-Delegate program, in addition to performing a supporting role to the i-Delegate program, this role has an opportunity to undertake other duties in the Whole of Government Industrial Relations and Public Sector Employment team or in the Office of Industrial Relations and Workforce Strategy. When working in these areas, you will develop whole of government workforce policies on behalf of the Head of Service, assist in maintaining the relevant legislative framework, provide advice on governance and other public sector related policies and legislation, and contribute to the implementation of a range of workforce projects. As part of the central agency, the [Chief Minister, Treasury and Economic Development Directorate](#), you will exemplify the public sector values of respect, integrity, collaboration and innovation.

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:**

Completion of a law degree and/or legal qualifications is highly desirable.

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

**How to Apply:** In no more than two pages, please provide your claim against the Selection Criteria. In addition, please provide a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

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

## **Economic Development**

### **Venues Canberra**

#### **Events and Operations Coordinator**

#### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 43843)**

Gazetted: 24 February 2023

Closing Date: 10 March 2023

**Details:** Venues Canberra manage GIO Stadium, Manuka Oval and Exhibition Park in Canberra. We are currently seeking an Events and Operations Coordinator based at Manuka Oval. This position will be engaged with preparing Manuka Oval for events and functions and liaising with stakeholders and contractors to ensure the

events and the venue operate safely and successfully. It is expected that the successful applicant will have strong interpersonal skills and experience in delivering events and operations at a major venue.

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

**Eligibility/Other requirements:**

Essential:

C Class Driver's License is essential.

Ability to obtain white card, forklift, asbestos awareness and working at heights certification

Desirable:

Relevant tertiary qualifications in event management and/or project management

Forklift operator licence, white card, asbestos awareness and working at heights certification

**Notes:** An order of merit will be established and utilised to fill similar vacancies in the future.

**How to Apply:** Please apply by completing a written application addressing the selection criteria and supplying a current curriculum vitae with referees.

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

Contact Officer: Megan Pottie (02) 6256 6712 Megan.Pottie@act.gov.au

**Access Canberra**

**Construction, Utilities and Environment Protection**

**Utilities Technical Regulation**

**Technical Officer Energy Regulation**

**Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 49569)**

Gazetted: 23 February 2023

Closing Date: 16 March 2023

**Details:** ACT Government Utilities Technical Regulation (UTR) supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities.

This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe, reliable, and efficient way.

UTR requires a technical officer for the electricity stream, and is seeking applications addressing responses to the selection criteria and curriculum vitae's from applicants with some experience in and/or functional knowledge of the following:

Electrical network and installations relevant to electricity supply systems (distribution and transmission), light rail DC traction system, and renewable energy generation facilities such as solar farms and batteries.

You will engage with utilities to ensure they comply with the legislative requirements through the development and implementing policies, systems, plans, and procedures. You will undertake technical and/or regulatory analysis on the utilities' submissions and assist in preparing utility compliance performance advice with legislative and technical requirements, set out in the legislation and relevant Australian Standards.

Additionally, you will assist with the development and delivery of electricity stream's works program, comprising of the review of utility plans and reports, engagement with utility personnel to influence and deliver positive operational and/or regulatory outcomes, management of audits, and assessment of operating certificate applications.

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**

A degree in Electrical engineering, or Systems engineering, or in a relevant engineering field ; or

A degree in the physical sciences, with knowledge of and experience in working with electricity networks and installations

**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.

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:** Your suitability for this position will be assessed based on your **skills, knowledge, and behaviour** in relation to the duties/responsibilities listed above.

Please provide a statement addressing the selection criteria below and a current curriculum vitae and nominate two referees.

**Knowledge**

Functional knowledge related to one or more of the following:

Electricity supply system (distribution and transmission),  
light rail DC traction system,  
renewable energy systems (solar PV and solar farms), and  
battery storage systems.

**Skills**

Demonstrated capacity to apply knowledge within a multi-disciplinary team to analyse and recommend resolutions to technical matters relevant to infrastructure of the engineering systems mentioned at criteria 1. Highly developed written and verbal communication skills on matters relevant to engineering systems, with capacity to adapt communication for a range of technical and non-technical audiences and ability to advise senior managers and executives.

**Behaviour**

Demonstrated capacity to work with internal and external stakeholders, including those from non-technical backgrounds, with ability to influence and deliver positive outcomes.  
Demonstrated commitment to the implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and compliance with the requirements of the Territory Records Act.

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

Contact Officer: Heath Chester 0419 162 193 [Heath.Chester@act.gov.au](mailto:Heath.Chester@act.gov.au)

**Access Canberra**

**Customer Coordination**

**Service Centres**

**Access Canberra Service Centre Manager**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 18857, several)**

Gazetted: 24 February 2023

Closing Date: 3 March 2023

**Details:** Access Canberra is looking for a skilled leader to act as an Access Canberra Service Centre Manager. We are looking for a 'people person' with great communication and relationship building skills who can liaise with customers and colleagues across Access Canberra and other parts of ACT Government. You will lead and motivate a busy and dedicated team who deliver information and services in a superior customer environment. Access Canberra leaders are pretty special - they are creative problem solvers, they work together to achieve outcomes, they take care of their people, and they have a keen sense of serving their community. If you are interested in this role, we look forward to hearing from you.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Access Canberra is comprised of ACT community members helping other ACT community members and representation and visibility of our central connectedness is key to our mission.

*If this sounds like you, please provide a response to the selection criteria (details are in the position description) of NO MORE than 2 pages that sets out how you are the best person. Decisions may be based on application and referee reports.*

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

**Eligibility/ Other Requirements**

**Notes:** This is a temporary position available immediately for a period of six months with the possibility of extension up to 12 months and/or permanency.

Successful applicants must be prepared to:

wear a uniform if supplied;

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

Selection may be based on application and referee reports only.

**How to apply:** Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description, your curriculum vitae and contact details of at least two referees, one of whom should be your current manager.

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

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

Contact Officer: Jennie Gannon (02) 6207 5137 [Jennie.Gannon@act.gov.au](mailto:Jennie.Gannon@act.gov.au)

## **Economic Development**

### **Skills Canberra**

#### **ACT Migration**

##### **Research and Program Officer**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60532, several)**

Gazetted: 27 February 2023

Closing Date: 13 March 2023

**Details:** Skills Canberra is seeking a motivated individual to support the work of the ACT Migration team. The successful candidate needs to have excellent attention to detail and be able to manage competing priorities effectively.

ACT Migration is responsible for the delivery of the ACT Skilled Migration program as well as providing high level policy advice about the role of skilled migration in the broader workforce needs of the Territory. As research and program officer you will have a dual role. You will provide administrative support, which will include assessing applications, providing settlement services, conducting integrity checks, and other duties as required. However, you may also be required to conduct research, contribute to relevant program and policy priorities, and support business improvement.

You will work in a small, dedicated team but you may have to consult and collaborate with teams across Skills Canberra and the Directorate more broadly.

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

#### **Eligibility/ Other Requirements**

**Notes:** This is a temporary position available until 1 September 2023 with the possibility of extension up to 12 months.

Selection may be based on application and referee reports only.

A Merit Pool will be established from this selection process and will be used to fill vacancies over the next twelve months. If you do not wish to be placed in the merit pool, please indicate this with the contact officer.

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

**How to apply:** Please submit a one-page cover letter addressing the Selection Criteria, a current curriculum vitae, and contact details for two referees.

Please ensure your application outlines how your skills, qualifications, and/or experience make you an ideal candidate for the role. You should consider both the duties/responsibilities of the position and the Selection Criteria in drafting your statement.

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

Contact Officer: Hans vanDeursen (02) 6207 0839 [Hans.vanDeursen@act.gov.au](mailto:Hans.vanDeursen@act.gov.au)

## **Property and Shared Service**

### **ACT Property Group**

#### **Integrated Facilities Management**

##### **Property, Workplan and Building Report Officer**

##### **Infrastructure Officer 1 \$75,792 - \$89,551, Canberra (PN: 17944)**

Gazetted: 27 February 2023

Closing Date: 15 March 2023

**Details:** This role assists in coordinating assessment and reporting on maintenance and functionality of ACT Government owned buildings. The role may involve liaising with building owners, building occupants and also trade contractors to determine the current condition of buildings and advise on current or future maintenance or upgrade requirements and action agreed maintenance activities. The role requires good organisational skills and the ability to monitor and manage multiple activities.

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

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

**Eligibility/Other requirements:**

Position requirements:

Hold a relevant professional qualification in Project Management, Engineering or Architecture 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.

Role specific requirements:

Hold or have the capacity to obtain White Card and Asbestos Awareness.

a current driver's licence (car)

Knowledge and experience in Property/Facilities management is highly desirable

Qualification/s in Work Health and Safety, Procurement, Contract Management are highly desirable.

**Notes:** Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. A Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

**How to Apply:** Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

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

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

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

A current Curriculum Vitae (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: Grant Cusack (02) 6213 0747 [actpgcorporate@act.gov.au](mailto:actpgcorporate@act.gov.au)

**Economic Development**

**Office of the Executive**

**Business Services and Governance**

**Senior Director, Business Services and Governance**

**Senior Officer Grade A \$157,201, Canberra (PN: 39364)**

Gazetted: 28 February 2023

Closing Date: 7 March 2023

**Details:** Expressions of interest are sought for the position of Senior Director, Business Services and Governance, Economic Development. This is a temporary, part-time job-share vacancy available from mid-March 2023 for a period of six months with possibility of extension. Details of how the arrangement will work will be negotiated with the successful candidate.

Reporting to the Deputy Director-General, the position is responsible for leading and managing the centralised functions of finance, grants, procurement, human resources, work health and safety, and business improvement, as well as planning, reporting and governance functions for Economic Development.

For further information, please see the Position Description.

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, part-time position at 22.05 hours per for six months with possibility of extension, the salary noted will be pro rata.

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

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

**How to apply:** A written response of no more than two pages, addressing the Skills, Knowledge and Behavioural Capabilities of the role, along with a current curriculum vitae and contact details of two referees.

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

Contact Officer: Sheri Norton (02) 6207 9454 [Sheri.Norton@act.gov.au](mailto:Sheri.Norton@act.gov.au)

## **Workforce Capability and Governance**

### **Workplace Safety and Industrial Relations**

#### **Data, Analytics and Finance**

##### **Data and Analytics Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 01659)**

Gazetted: 28 February 2023

Closing Date: 14 March 2023

**Details:** Do you like to solve problems using data and analytics? Do you like to work on a range of tasks and engage with different stakeholders? Look no further! This might be the position for you!

This is an opportunity for individuals who are interested in data and analytics in the areas of workplace health and safety, workers' compensation, managerial finance, and self-insurance to join the Data, Analytics and Finance Team (DAFT) within the Workplace Safety and Industrial Relations (WSIR) Group in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

The Data and Analytics Officer is responsible for developing and curating datasets for analysis; and developing tools that facilitate better use of data and add value across a wide range of business processes. Duties also include providing a range of reporting and analytics services to other teams within the WSIR Group, CMTEDD and other ACT Government Directorates and agencies as well as external stakeholders and partners. The successful candidate is expected to follow the principles of and support the delivery of a comprehensive data management framework.

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

**Eligibility/Other Requirements:**

Experience with contemporary data visualisation tools such as Microsoft Power BI, Tableau or equivalent would be an advantage.

Experience with contemporary data discovery tools such as Microsoft SQL, Python, SAS, R or equivalent would be an advantage.

Experience in the areas of insurance, work health and safety, work-related injury management or workers' compensation is highly desirable.

Tertiary qualifications and/or equivalent relevant experience in actuarial studies, statistics, data science, accounting, finance, and other related disciplines is highly desirable.

This position does not involve direct supervision of personnel.

Note: This is a temporary position available immediately for up to nine 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.

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

How to Apply: As a minimum, please provide a written response, a resume/curriculum vitae, and two referee reports.

Your written response should be no longer than two pages, addressing the Selection Criteria outlined in the Position Description document (please see attachments) and describing why you would be a good fit for the role.

You are welcome to provide copies of qualifications, certifications etc to support your application subject to a limit of 10MB and 10 documents per application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jonathan Feng (02) 6205 7387 [jonathan.feng@act.gov.au](mailto:jonathan.feng@act.gov.au)

## **Workforce Capability and Governance**

### **Centre for Leadership and Innovation**

#### **Graduate and Entry Talent Team**

#### **Assistant Director, ACTPS Graduate and Entry Talent**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 08580)**

Gazetted: 28 February 2023

Closing Date: 16 March 2023

#### **Details: About the Job**

Yuma! Did you know that the ACT Government aims to be the most progressive jurisdiction in Australia for our workforce practices. We may be small, but we are already recognised for leading the flexible and hybrid work agenda, and we are putting dedicated effort towards driving more inclusive workforce cultures across the ACTPS, contemporary leadership practices which support trust and change, attractive and competitive entry talent programs, and encouraging and embedding innovation into the way the ACTPS works.

We have an exciting opportunity for an Assistant Director to join us here at the ACTPS Centre for Leadership and Innovation to deliver our ACTPS Graduate and Entry Talent Programs.

As Assistant Director of ACTPS Graduate and Entry Talent Programs, you can expect to be at the forefront of an exciting and challenging work program.

Our Graduate Program has grown by over 130% in just two years, which is testament to the regions clever graduates spotting just what the ACTPS has to offer (and of course our great work in promoting the program).

Join us as we continue to evolve this growing program to support top talent as our Graduates enter a progressive public service workplace, to deliver to our local citizens, in one of the worlds best cities.

Landing this job will mean being a leader within a supportive and focussed team tasked with evolving and implementing the ACTPS Graduate Program; attracting and recruiting the next years' graduates in a highly competitive graduate talent market; and identifying other, innovative ways to attract high potential talent for high demand, entry level jobs. You will also collaborate to develop (or provide advice) on workable solutions to key workforce issues and keep a range of stakeholders updated on progress.

You will work with a team of enthusiastic professionals who come from a variety of professional backgrounds and areas of expertise so you won't be doing it alone.

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

#### **Diverse background?**

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

#### **Need ACTPS experience?**

Nope, you don't have to be from the ACTPS or public sector to apply. We love new and different ways of thinking and we'll help you learn our context (and acronyms).

#### **Diverse background?**

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

Need ACTPS experience?

Nope, you don't have to be from the ACTPS or public sector to apply. We love new and different ways of thinking and we'll help you learn our context (and acronyms).

Notes: This is a temporary position available immediately for 12 months. A Merit Pool will be established from this selection process and will be used to fill similar vacancies should they arise over the next 12 months.

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

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

Contact Officer: Angela Schacht 0452 209 590 Angela.Schacht@act.gov.au

## **Revenue Management**

### **Business Systems**

#### **Data Warehouse Manager**

#### **Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60685)**

Gazetted: 01 March 2023

Closing Date: 24 March 2023

Details: The ACT Revenue Office is looking for an energetic person to join the Business Systems branch as our Data Warehouse Manager. This person will work across multiple business products in a DevOps environment, with a multi-skilled team that is dynamic, flexible, professional and fun to be with. They will get to exercise their specialist technology skills daily, manage a small but highly effective and professional team and be heavily involved with new development efforts.

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 position description outlines several professional and technical skills that are highly desirable for this position – please ensure relevant experience is demonstrated in your application.

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: Candidates are asked to review the Position Description and address the skills under the "What you will do" and "What you require" sections and submit a personal pitch of no more than two pages that provides evidence of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Tuipeatau (02) 5124 9422 Anthony.Tuipeatau@act.gov.au

## **Economic Development**

### **Skills Canberra**

#### **Vocational Education and Training (VET) Program Administration**

#### **Director Vocational Education and Training (VET) Program Administration**

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

Gazetted: 01 March 2023

Closing Date: 8 March 2023

Details: Skills Canberra is seeking a suitable person to fill the Director, VET Program Administration position while it is being advertised as a longer-term vacancy.

This is an ideal opportunity for someone interested in applying for the longer-term position to get first-hand experience of the role.

This critical role manages key Skills Canberra 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.

The role is highly technical and requires people with excellent problem solving and staff management skills and deep experience of the vocational education and training system.

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

The vacancy is guaranteed for six weeks with the possibility of extension for up to another six weeks, depending on the time it takes to complete the longer-term recruitment process.

Notes: This is a temporary position available for six weeks with the possibility of extension for up to another six weeks.

How to Apply: Your application should include:

your curriculum vitae

a pitch outlining your suitability for the role (maximum 600 words).

the name and contact details of two referees with a thorough knowledge of your work performance and outlook.

Referees will not be contacted without your knowledge.

Applications should be sent to the Contact Officer.

Contact Officer: Anita Dolstra (02) 6205 7092 Anita.Dolstra@act.gov.au

### **Economic and Financial Group**

#### **Economic and Financial Analysis**

#### **Revenue and Concessions Policy**

#### **Director, Revenue and Concessions Policy**

#### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60564)**

Gazetted: 01 March 2023

Closing Date: 24 March 2023

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

We are looking for an enthusiastic and committed self-starter to join our team, with an aptitude for undertaking policy research, analysis and development.

As a Director, you will lead and oversee policy advice and development on complex issues particularly around ACT concessions and taxation distribution, build and maintain strong and productive working relationships, and assist the Senior Director with the management of the team.

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

Notes: This is a temporary position available immediately for six months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is temporary with the possibility of permanency, to be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident. 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: Submit your pitch addressing the professional/technical skills and knowledge and behavioural capabilities on how you would approach the role (maximum of one page), a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Conrad Asmus (02) 6207 0648 Conrad.Asmus@act.gov.au

### **Digital, Data and Technology Solutions**

#### **Technology Services**

#### **Cloud and Platform Systems**

#### **Backup and Restore Technician**

#### **Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14288)**

Gazetted: 24 February 2023

Closing Date: 3 March 2023

**Details:** Digital, Data and Technology Solutions (DDTS) is seeking an appropriately skilled and experienced person to become a Backup and Restore Specialist within the Cloud And Platform Services (CAPS) team.

The successful applicant will be required to perform data backup and restoration activities for clients, and assist in the management, monitoring and maintenance of data backup and retrieval systems for the ACT Whole Of Government (WhOG) environment.

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

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

#### **Eligibility/ Other Requirements**

This role requires you to obtain and maintain an Australian Government NV1 security clearance, or be prepared to transfer an existing security clearance, which will be sponsored by the Chief Minister, Treasury and Economic Development Directorate.

To be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

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

Current Australian Driver's license.

**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.

This position is ABW(Activity based working) and a flexible hybrid working arrangement.

**How to apply:** Please submit your response of no more than two pages addressing the Selection Criteria (What you require section in the Position Description), together with your curriculum vitae and details of two referees, one of whom is your current manager, before the closing date.

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

Contact Officer: Peter Hawke (02) 6207 2493 [Peter.Hawke@act.gov.au](mailto:Peter.Hawke@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](mailto:jobs@act.gov.au)**

#### **Corporate**

##### **Business Transformation and Systems**

##### **Information Management**

##### **Assistant Director, Records and Information**

##### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 23208)**

Gazetted: 24 February 2023

Closing Date: 14 March 2023

**Details:** Do you like a challenge, have a passion for record/information management and want to be a key part of a high performing team? Then this opportunity is for you.

The Business Transformation and Systems Branch is an enabling and support service for Community Services Directorate (CSD). This role is in the Information Management Team and is responsible for Digitisation, Records Management and Maintenance of internal communication platforms.

As a key member of the Information Management team, this position manages and guides all aspects of information management for CSD. This includes but is not limited to collection, storage, curation, dissemination, archiving and destruction of documents, images, drawings and other sources of information. Having an extensive knowledge of EDRMS, the ability to train and collaborate with staff are key to this role.

#### **Eligibility/Other requirements:**

At least five years' experience in Information or Records management discipline is highly desirable.

Tertiary qualifications in information or record management are highly desirable.

**Notes:** Selection may be based on application and referee reports only. An order of merit will be established from this 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 (as a pitch) addressing your suitability against the position requirements - skills knowledge and behaviours, a current curriculum vitae and contact details for two referees.

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

Contact Officer: PennyJ Neuendorf (02) 6207 9726 PennyJ.Neuendorf@act.gov.au

## **Housing Assistance**

### **Housing and Homelessness Programs**

### **Housing and Homelessness Programs**

#### **Assistant Director**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53952)**

Gazetted: 23 February 2023

Closing Date: 2 March 2023

**Details:** Homelessness Services is looking for an experienced and committed individual to join the team in ensuring people who are experiencing or at risk of homelessness in the Canberra community, have access to high quality support services and programs to assist in breaking cycles of disadvantage and homelessness.

We are looking for people with demonstrated experience in program development, service design, project and contract management, as well as procurement activities. The successful applicant will possess excellent communication (oral and written), negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders, including as part of commissioning processes with the homelessness sector.

The Assistant Director assists the Director and Senior Director in leading the team and is responsible for developing, monitoring and reporting on funded contracts and programs, including relationship management and providing operational advice on social housing and the specialist homelessness sector.

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

#### **Eligibility/Other Requirements:**

##### **Knowledge**

Demonstrated knowledge and understanding of homelessness issues and of the ACT homelessness sector.

Demonstrated knowledge of service design, contract management and procurement processes.

##### **Behaviours**

A demonstrated commitment to the ACT Public Service Values of collaboration, respect, integrity and innovation.

Additional requirements:

##### **Highly desirable**

Experience in the management of government contracts.

Experience in preparing ministerial briefs and related correspondence.

Relevant tertiary qualifications.

**Note:** This is a temporary position available immediately six 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. Selection may be based on application and referee reports only.

**How to Apply:** To apply please submit your current curriculum vitae and a two-page Expression of Interest against the Selection Criteria keeping in mind the duties of this position by emailing biljana.petrova@act.gov.au

**Applications should be submitted to the Contact Officer.**

Contact Officer: Biljana Petrova (02) 6205 1966 Biljana.Petrova@act.gov.au

## **Corporate**

### **Finance**

### **Procurement**

#### **Senior Director, Procurement**

#### **Senior Officer Grade A \$157,201, Canberra (PN: 35532)**

Gazetted: 23 February 2023

Closing Date: 7 March 2023

**Details:** The Community Services Directorate, Corporate division is seeking a motivated and experienced Senior Director of Procurement to join our dynamic team.

Corporate Services is responsible for the provision of advice and support services to the Community Services Directorate (including Housing ACT), Senior Executives and the Minister's Office. On a day-to-day basis, the group is responsible for the financial services, people capability and culture management, industrial relations, information and system management, business transformation, data analytics, governance, and procurement. The position is responsible for managing goods and services procurement projects for the Community Services Directorate. This ranges from undertaking large scale public tenders such as the Total Facility Management contract through to assisting with a range of human service contracting arrangements and managing consultancies. The position will be responsible for managing a small team, developing policy, driving procurement reform and providing procurement advice to the Executive and Senior Directors and preparing reports, briefs, submissions and other correspondence.

Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

**Eligibility/other requirements:**

**Highly desirable qualifications and experience:**

Relevant qualifications (degree and/or post graduate qualifications) in a related area, ie risk management, value management, supply chain management, or

Advanced Diploma in Government (Contract Management) qualification or the ability to obtain certification based on recognition of prior learning

**Desirable qualifications and experience, but not essential:**

Experience in large and complex procurements in the ACT Government is highly desirable,

Experience in commercial procurement and contract management is desirable.

**Note:** A merit pool 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 their application as a pitch, addressing the key Selection Criteria to a maximum of two pages, plus curriculum vitae and references.

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

Contact Officer: Lauren Callaghan (02) 6207 6872 [Lauren.Callaghan@act.gov.au](mailto:Lauren.Callaghan@act.gov.au)

## **Education**

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

**Applications can be sent via email to:** [jobs@act.gov.au](mailto:jobs@act.gov.au)

### **School Performance and Improvement**

#### **School Leader C, Design, Visual Arts, Technology and Vocational Education**

#### **School Leader C \$132,293, Canberra (PN: 33604)**

Gazetted: 01 March 2023

Closing Date: 13 March 2023

**Details:** Hawker College is committed to learning and wellbeing progress for every student. We have high expectations for engagement and participation, academic performance and behaviour. To ensure that students reach their full potential, we provide extensive services that support wellbeing, study skills, employment capabilities and career planning.

The school priorities are:

All students master the essential skills and knowledge of their learning program

Successful transitions and pathways for all students

Hawker College is seeking a highly motivated, compassionate, adaptable and innovative educational leader to join the Executive team as School Leader C (SLC) for the Design, Visual Arts and Technology faculty and Vocational Education; working collaboratively as a member of the Executive team to enact the improvement agenda and provide instructional leadership so that the school priorities are realised.

### Job Description

As an instructional leader, build the capacity of the faculty team to provide high quality, innovative teaching and learning in the following BSSS courses: Design and Textiles, Design and Graphics, Designed Environments, Hospitality, Food Studies, Photography, Visual Arts, Metal Products, Timber Products, Automotive Technology, and Horticulture.

Lead evidence and research-based practice, using data, including Professional Learning Teams (PLTs) within the faculty.

Provide leadership in curriculum and pedagogy, staff and student wellbeing, assessment and moderation, certification, student management and improvement in the Design, Visual Arts and Technology course areas.

Leadership and management of vocational education and the vocational teaching team across the college, including a comprehensive understanding of Training Packages and the Standards for Registered Training Organisations (RTOs) 2015.

Manage the human, financial and physical resources and administrative processes of the faculty to achieve optimal social and educational outcomes for students.

Lead the Critical and Creative Thinking College Team with the responsibility to build the capacity of teachers to embed creative and critical thinking for students into their classroom practice.

Develop and manage productive staff relationships and capacity within the faculty through supervising and coaching.

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

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

**How to Apply:** Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees..

Applicants are strongly encouraged to contact the Contact Officer before applying.

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

Contact Officer: Lyndall Henman (02) 6142 0355 [Lyndall.Henman@ed.act.edu.au](mailto:Lyndall.Henman@ed.act.edu.au)

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

### Business Services Division

#### Strategic Finance and Procurement

#### Internal Budgets and Reporting

#### Director, Internal Budgets and Reporting

#### Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 32204)

Gazetted: 01 March 2023

Closing Date: 20 March 2023

Details: The Strategic Finance and Procurement Branch is looking for a Director Internal Budgets and Reporting to become an integral part of the team. Come and join a team who were national finalists in the Finance Team of the Year (Enterprise) category of the 2022 Australian CFO Awards.

The successful applicant will have excellent communication, and technical accounting skills, be able to liaise with a wide range of stakeholders on a broad range of topics, work in a very busy environment and manage parts of the budget and financial reporting process. The successful applicant will be able to find solutions to complex issues and identify ways to improve existing processes.

**Eligibility/Other Requirements:** An Accounting or similar degree and membership of a relevant professional body is required. Working knowledge of TM1 and Oracle is also highly desirable.

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

**How to Apply:** Applicants should submit a current curriculum vitae, a two-page statement addressing the Selection Criteria as per the Position Description, and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karina Christensen (02) 6207 1053 [karina.christensen@act.gov.au](mailto:karina.christensen@act.gov.au)

### **School Performance and Improvement**

#### **Building Service Officer**

#### **Building Service Officer 3 \$73,429 - \$77,593, Canberra (PN: 59323)**

Gazetted: 28 February 2023

Closing Date: 7 March 2023

**Details:** The University of Canberra Senior Secondary College, Lake Ginninderra is a Year 11 and 12 College situated centrally in Belconnen. The school has approximately 700 students and 80 staff. The College site includes a Registered Training Organisation (RTO) for the Belconnen Network, the North side Hub of the Academy of Futures Skills and is a UC Affiliated School. The College has strong links with multiple stakeholders including feeder schools and community groups and is future focussed. The Values are to Connect, Innovate and Impact.

UCSSC Lake Ginninderra seeks a motivated Building Services Officer who would be an integral part of the team supporting and working with the Business Manager in managing and leading the building works undertaken at the school. Maintaining the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards, completing emergency and other repairs to Work Health and Safety Standard or ensuring this standard when organising and overseeing emergency repairs. The BSO will support the Business Manager, Principal, students, and staff in providing a safe and aesthetically pleasing environment for the whole community.

#### **Eligibility/Other Requirements:**

Evidence of a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*.

For further information on Working with Vulnerable People registration refer to [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: [Access Canberra](#)

A pre-employment medical clearance is required prior to commencement.

Mandatory Training in other WHS procedures may be required during employment: for example, Working at Heights, Sharps.

#### **Desirable:**

An industry recognised trade qualification or equivalent work experience.

A current First Aid certificate.

**Note:** This is a temporary position available from April 2023 for twelve months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Please submit a current curriculum vitae and response to the Selection Criteria (maximum two pages) with two referee reports.

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

Contact Officer: Sumana Sen (02) 6142 0222 [Sumana.Sen@ed.act.edu.au](mailto:Sumana.Sen@ed.act.edu.au)

### **School Performance and Improvement**

#### **North and Gungahlin**

#### **Dickson College**

#### **Business Manager**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 28625)**

**Details:** Dickson College is a Senior Secondary School in the inner north of Canberra. Dickson has an enrolment of 850 students. Most of the College's enrolment comprises of Year 11 and 12 students, with a small cohort of students in years 7-11 attending our Secondary Introductory English Centre (SIEC). At Dickson College, we aim to support and challenge each student to grow and thrive at school and beyond. We believe that developing highly capable, confident, and caring young people is fundamental to a successful future. Through a focus on effective teaching and student agency, we prioritise the learning and achievement of every young person in our care. This position is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the

school is a safe and positive environment where students love to learn. The role provides support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes.

**Eligibility/Other Requirements:**

- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)
- Workplace Health and Safety Induction (White Card) or willingness to obtain; [General Construction Induction Card \(White Card\)](#)
- Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: [Asbestos Awareness Training - WorkSafe ACT](#)

**Desirable**

- Business qualifications or experience in a business-related role
- Financial qualifications or relevant experience

**Note:** This is a temporary position available immediately for 12 months with the possibility of permanency.

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

**How to Apply:** Applicants should submit a curriculum vitae, a Statement of Claims addressing the Position's Capabilities (maximum of two pages), and the contact details of two referees.

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

Contact Officer: Caitlin Horan (02) 6142 0140 [caitlin.horan@ed.act.edu.au](mailto:caitlin.horan@ed.act.edu.au)

## **Business Services**

### **Governance**

#### **Assistant Director (Secretariat)**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 26550)**

Gazetted: 27 February 2023

Closing Date: 10 March 2023

**Details:** We have an exciting opportunity for a highly motivated and efficient professional to join our team as secretariat of the peak governance committee of the Education Directorate.

As Secretariat, you will expand your network by building and growing productive relationships across all levels and areas of the Directorate. You will become part of a supportive and inclusive culture of passionate professionals and a valued member of the Governance team. In this role, you will become immersed in the diverse, interesting and important work being performed for the education sector. You will play an essential role in supporting good governance and the senior executive cohort.

We are seeking a senior officer with strong secretariat skills, and experience providing high-level executive support and excellent customer 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:** High-level secretariat experience in the public sector will be considered favourably.

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

This position operates under a flexible, hybrid work arrangement that includes working from home and Education Offices. Education Offices are designed for activity-based working and officers do not have designated workstations/desks.

**How to Apply:** Please submit the following as your application:

A written pitch of no more than two pages that addresses the criteria for the role as outlined in the position description

Your current curriculum vitae, and

Details of two referees, including a current supervisor.

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

Contact Officer: Genevra Donne (02) 6205 4277 [Genevra.Donne@act.gov.au](mailto:Genevra.Donne@act.gov.au)

## **Business Services**

### **Assistant Director (Policy)**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 39427)**

Gazetted: 27 February 2023

Closing Date: 10 March 2023

**Details:** Do you want to spend your days doing meaningful work and seeing real business improvements? Do you enjoy critical thinking, work variety and building your network?

We have an exciting opportunity for a skilled policy officer to join us to play an essential role in enhancing good governance in the Education sector.

As Assistant Director, Policy, you have opportunity to make an impact and improve education support services in the ACT. You will become part of a supportive and inclusive culture of passionate professionals.

We are seeking a collaborative problem-solver who is goal-oriented, self-motivated, organised, and dedicated. The Assistant Director, Policy, will build and grow positive and productive relationships across the Education Directorate and be a valued member of the Governance team. This role offers great variety and flexibility in a leading learning organisation where people are valued and work together to achieve the best possible outcomes for children and young people and our 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:** Experience in public sector policy governance will be considered favourably.

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

This position operates under a flexible, hybrid work arrangement that includes working from home and Education Offices. Education Offices are designed for activity-based working and officers do not have designated workstations/desks.

**How to Apply:** Please submit the following as your application:

A written pitch of no more than two pages that addresses the criteria for the role as outlined in the position description

Your current curriculum vitae, and

Details of two referees, including a current supervisor.

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

Contact Officer: Genevra Donne (02) 6205 4277 [Genevra.Donne@act.gov.au](mailto:Genevra.Donne@act.gov.au)

## **Business Services Division**

### **Strategic Finance and Procurement**

#### **Strategic Procurement**

##### **Senior Procurement Officer**

#### **Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 11982)**

Gazetted: 27 February 2023

Closing Date: 14 March 2023

**Details:** The Education Directorate is looking for a dynamic individual to fill the role of Senior Procurement Officer in the Strategic Procurement Team. The team provides a dedicated and central function for goods and services procurement for the ACT public schools and the Education Support Office. It is responsible for ensuring compliance with legislation and consistency in best practice.

The successful applicant will be highly motivated, possess excellent communication skills and work collaboratively to support the Directorate's procurement and contract management activities.

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

#### **Eligibility/ Other Requirements**

Relevant tertiary qualifications would be an advantage, such as Diploma of Procurement and Contracting, Certificate IV in Government (Procurement and Contracting) or Graduate Certificate in Government (Strategic Procurement).

**Notes:** This is a temporary position available immediately for 12 months with the possibility of permanency. Selection may be based on application and referee reports only.

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

**How to apply:** Candidates should provide a maximum two-page response to the Selection Criteria; a current curriculum vitae and contact details for two referees.

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

Contact Officer: Lauren Whiley (02) 6205 9115 Lauren.Whiley@act.gov.au

## **Service Design and Delivery**

### **Student Engagement**

#### **Allied Health Assistant**

**Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 53608)**

Gazetted: 27 February 2023

Closing Date: 15 March 2023

**Details:** The individual in this position will primarily work within the Occupational Therapy, Physiotherapy and Speech Language Pathology teams in Education. The position is based in an inter-professional team psychologist, social workers, allied health professionals and allied health assistants. The individuals in this position work with students who have, or are at risk of, developmental delays, and students with disabilities who need additional support to access the school curriculum. This will involve the implementation of individual and/or group intervention programs for students and may include the use of specialised equipment and resource preparation. The successful candidate will work under the supervision and direction of health professionals. Staff at this level may be required to provide professional supervision to Allied Health Assistants Level 1 and 2 and Allied Health Assistant students.

**Eligibility/Other Requirements:** Allied Health Assistant Certificate IV or equivalent qualification and relevant experience. Capacity to provide lifting and handling required in clinical intervention and the trial of equipment if necessary. Current driver's licence and access to a private vehicle is essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to:

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

**Notes:** This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Full or part-time hours will be considered. 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 your curriculum vitae and written response to the Selection Criteria.

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

Contact Officer: Claire Bennett 0466 577 176 Claire.Bennett@ed.act.edu.au

## **Business Services**

### **Strategic Finance and Procurement**

#### **Internal Budgets and Reporting**

##### **Director Finance Business Partner**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 43035)**

Gazetted: 27 February 2023

Closing Date: 13 March 2023

**Details:** The Strategic Finance and Procurement Branch is looking for a Director Finance Business Partner for a 12-month maternity leave cover. Come and join a team who were national finalists in the Finance Team of the Year (Enterprise) category of the 2022 Australian CFO Awards.

The successful applicant will have excellent communication, and technical accounting skills, be able to liaise with a wide range of stakeholders on a broad range of topics, work in a very busy environment and manage parts of the budget and financial reporting process. The successful applicant will be able to find solutions to complex issues and identify ways to improve existing processes.

**Eligibility/other requirements:** An Accounting or similar degree and membership of a relevant professional body is required, working knowledge of TM1 and Oracle is also highly desirable.

**Note:** This is a temporary position available from April 2023 for up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

**How to apply:** Applicants should submit a current curriculum vitae, a two-page statement addressing the Selection Criteria as per the Position Description, and details of two referees.

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

Contact Officer: Karina Christensen (02) 6207 1053 Karina.Christensen@act.gov.au

## **System Policy and Reform**

### **Education and Care Regulation and Support**

#### **Children’s Education and Care Assurance**

##### **Investigation Officer**

##### **Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 45347)**

Gazetted: 23 February 2023

Closing Date: 13 March 2023

**Details:** Education and Care Regulation and Support (ECRS) Branch is a business unit of the ACT Education Directorate. ECRS comprises Children’s Education and Care Assurance (CECA) and Non-Government Education (NGE).

ECRS regulates and support over 360 education and care services, 390 home educated resident children, 47 non-government schools, and five ACT school CRICOS providers.

We are seeking a highly motivated investigation officer to work collaboratively within a team environment. The successful applicant will undertake assessment and investigation of notifications and complaints to Children’s Education and Care Assurance (CECA) under *the Education and Care Services National Law Act 2010* (National Law) and the *Children and Young People Act 2008* (CYP Act).

##### **Eligibility/Other requirements:**

Highly desirable qualifications in investigations, a relevant discipline or equivalent experience required.

A current driver’s licence.

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au)

**Notes:** This is a temporary position available immediately until 30 June 2023 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Please provide: Your curriculum vitae, in two pages or less your expression of interest against the Criteria (included in the Position Description under 'What you require') should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position; and the names and contact details of two referees.

**Applications should be sent directly to the Contact Officer.**

Contact Officer: Janine Fairburn (02) 6205 4390 Janine.Fairburn@act.gov.au

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

## **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](mailto:jobs@act.gov.au)**

### **Environment**

#### **ACT Parks and Conservation Service**

##### **Urban Reserves**

##### **Park Ranger**

**Park Ranger 2 \$76,255 - \$82,566, Canberra (PN: 15258)**

Gazetted: 01 March 2023

Closing Date: 15 March 2023

**Details:** A temporary vacancy exists at Canberra Nature Park North, within Urban Reserves. The role will assist the CNP team in managing the new and existing protected areas falling under the responsibility of Urban Reserves North district.

Rangers at this level act largely autonomously and are involved in the planning and delivery of annual work programs. It requires an excellent knowledge of conservation and natural resource management and demonstrated practical physical skills. Physical conditions may include working in the heat and cold and climbing steep slopes and rough terrain. General direction will be given by supervisors and your performance monitored with feedback regularly provided.

**Eligibility/Other requirements:** Applicants must:

be registered, or able to obtain a registration under the *Working with Vulnerable People (Background Checking) Act 2011*.

be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training and search and rescue operations;

be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an "as needs" basis;

be prepared to wear a uniform;

possess a manual drivers' license; and

be an Australian citizen, have permanent residency status or a visa permitting you to work permanently in Australia.

**Notes:** This is a temporary position available from 20 March 2023 until 22 September 2023. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a written application addressing the selection criteria limiting responses to 200 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

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

Contact Officer: Ren Webb 0437217607 Ren.Webb@act.gov.au

**Climate Change and Energy**

**Program Delivery**

**Sustainable Household Scheme**

**Assistant Director**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50582, several)**

Gazetted: 27 February 2023

Closing Date: 8 March 2023

**Details:** Want to help save the world? We're looking for an enthusiastic and talented Assistant Director to join us in delivering programs that are helping Canberra reach zero emissions. The Climate Change and Energy Division is seeking a team player with strong organisational and program delivery skills. Our teams are taking world leading climate action. If you enjoy working in a fast-paced government team, where you can see the impact of your efforts on the community, then come and join us!

**Eligibility/Other requirements:** Occasional weekend work may be required.

**Notes:** This is a temporary position available immediately until 22 December 2023. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applications are sought from potential candidates and should include:

Two-page pitch addressing Selection Criteria

Curriculum vitae

Contact details of two referees

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

Contact Officer: Olivia Merrick (02) 6207 6430 Olivia.Merrick@act.gov.au

## **Planning and Urban Policy**

### **Executive**

#### **Business Support Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 52521)**

Gazetted: 27 February 2023

Closing Date: 15 March 2023

Details: The Planning and Urban Policy Division are seeking applications from a highly motivated individual, who is organised and works well under pressure, to fill the role of Business Support Officer. This role will work closely with the Business Manager to support the smooth running of the Division, including providing high level administrative and executive support to the Executive Group Manager, Executive Branch Manager's, and the Division.

The Planning and Urban Policy Division are a diverse, innovative and professional team of people who come from a wide variety of backgrounds that reflect the diversity and complexity of what we do, and the way land use impacts on every aspect of society. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are united by our commitments to effectively deliver the Government's promise of effective and good planning.

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:

#### Highly Desirable

At least two years experience providing executive support.

Notes: Selection may be based on application and referee reports only. This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Shannon Rowe (02) 6207 5759 [Shannon.Rowe@act.gov.au](mailto:Shannon.Rowe@act.gov.au)

## **Climate Change and Energy**

### **Net Zero Transformation**

#### **Integrated Energy Plan Delivery**

##### **Director, Integrated Energy Plan Delivery Reporting and Coordination**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60339)**

Gazetted: 24 February 2023

Closing Date: 10 March 2023

Details: The ACT is preparing to electrify our city and transition away from the use of fossil-fuel gas by 2045. The Integrated Energy Plan Delivery team has 5 priority focus areas for the next 12-18 months. The focus areas include supporting households with lower incomes and renters, transitioning complex buildings, finding alternatives for specific gas requirements, opportunities for the workforce and the economy, and the future of the gas network. This complex work program is being coordinated and delivered concurrently. This is necessary for the Integrated Energy Plan to meet the Government's objectives, and poses significant challenges for internal stakeholders with the volume of material and the pace of progress.

A strong communicator with excellent coordination and stakeholder management skills is required to support the delivery of the Integrated Energy Plan. You will also be responsible for coordinating engagement, high-level papers and reporting.

Eligibility/Other Requirements:

Previous experience in a Government coordination role is highly desirable. Understanding of energy and climate policy would be an advantage but is not required for this role.

Notes: This is a temporary position available immediately until 31 January 2024.

How to Apply: Please submit a pitch of no more than two pages outlining your interest and suitability for the role, and provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Grice (02) 6205 3078 [Simon.Grice@act.gov.au](mailto:Simon.Grice@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](mailto:jobs@act.gov.au)**

### **Emergency Services Agency**

#### **ACT Ambulance Service**

#### **Ambulance Operations**

#### **Intensive Care Paramedic**

#### **Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties, Canberra (PN: 38953, several)**

Gazetted: 28 February 2023

Closing Date: 30 March 2023

Details: About the Australian Capital Territory Ambulance Service (ACTAS)

ACTAS is responsible for providing emergency and non-emergency ambulance services to the ACT community. Our emergency operations comprise Graduate Paramedic Interns, Ambulance Paramedics and Intensive Care Paramedics who consistently achieve exceptionally high patient satisfaction scores. As part of the ACT Emergency Services Agency, we work closely with the other emergency services 24 hours a day, 7 days a week.

ACTAS operates a modern fleet of emergency ambulances, non-emergency patient transport vehicles and a range of specialist assets including 4WD, single response and multi-purpose vehicles. In addition to our ground vehicles, ACTAS also provides Intensive Care Paramedics to the SouthCare Toll rescue helicopter. Each month ACTAS attends to in excess of 5,000 incidents in the ACT region.

The location:

Well serviced by major shopping precincts, universities, sporting centres and an international airport, the Canberra region has everything that you need for you and your family to make yourselves at home. More than half of the ACT is protected as a nature reserve meaning that bushwalks, mountain bike trails, waterfalls, rivers, and spectacular lookouts are all within easy reach of the CBD. Want to venture further afield? The hustle and bustle of Sydney, the tranquillity of the NSW south coast or the excitement of the snow country are all within easy driving distance. More information on the region can be found at <https://visitcanberra.com.au/>.

The geographical environment within which the ACTAS works encourages short commutes to / from work, irrespective of which ambulance station you are rostered to work from on any given shift. As an ACTAS paramedic you will work from all stations across the ACT, the most remote of which is generally within thirty minutes commute from the Canberra CBD and well within the urban fringe.

he role:

ACTAS is seeking applications from experienced Intensive Care Paramedics to join the service in the position of Intensive Care Paramedic (Lateral). To be successful in your application you will:

Be a registered paramedic with Ahpra (or eligible to obtain registration),

Have successfully completed a minimum of 12 months as a qualified paramedic (i.e. 12 months of unsupervised practice after achieving an authority to practice) – exceptions will be assessed on a case-by-case basis,

Be able to provide evidence of having worked within a statutory ambulance service with an independent Authority to Practice at the level of Intensive Care Paramedic with a minimum of 12 months full time equivalent service in that role,

Be capable of assimilating into ACTAS (with due acknowledgement of your prior experience),

Be a team player capable of embracing the ACTAS leadership framework, and

Meet all criteria stated in the Position Description.

See the attached Additional Candidate Information file for further information on the upcoming changes to the roster, the ACTAS commitment to work-life balance, and development opportunities.

**Inclusion Statement:**

We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

If you are an Aboriginal or Torres Strait Islander, a veteran, identify as LGBTQI+, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

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

**Application Process:**

Applications must be submitted via the [www.jobs.act.gov.au](http://www.jobs.act.gov.au) website prior to the closing date and should be marked CONFIDENTIAL.

The following documents are required:

A completed Application Cover Sheet (note: this is automatically generated);

A two page A4 statement (minimum size 12 font and normal size margins) addressing the capabilities for this position (as listed in the position description), showing your experience and what you can bring to the position of Intensive Care Paramedic with ACTAS,

A brief employment history/resume (not more than two pages);

Copies of your baseline qualification as a paramedic (e.g. Diploma of Paramedical Science, Bachelor of Paramedical Science or equivalent post graduate qualification) AND your qualification as an Intensive Care Paramedic (minimum of an Advanced Diploma of Paramedical Science);

A scanned copy of your Ahpra registration (or application receipt);

A copy of your current authority to practice/certificate to practice as an Intensive Care Paramedic issued by a statutory ambulance authority;

A scanned copy of both sides of your Class C unrestricted (or interstate equivalent) driving licence;

A points demerit transcript (no more than 6 months old) from the relevant motor registry authority in your state, territory or country;

Evidence of current immunisation which should include Tetanus, Hepatitis B, and most recent influenza and must include a full course (three doses) of COVID-19 vaccinations plus any additional doses as advised;

A completed Statutory Declaration (found in attached Documents); and

A completed personal and medical information release consent form (found in attached Documents)

NB: Applicants should note that emailed applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both inbox and spam box after submission. Postal applications will not be acknowledged.

Applications should be submitted via the Apply Now button.

Contact Officer: Greg Brown JACSACTASRecruitment@act.gov.au

**Emergency Services Agency**

**ACT Ambulance Service**

**Ambulance Operations**

**Ambulance Paramedic**

**Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties, Canberra (PN: 48655, several)**

Gazetted: 28 February 2023

Closing Date: 30 March 2023

Details: About the Australian Capital Territory Ambulance Service (ACTAS)

ACTAS is responsible for providing emergency and non-emergency ambulance services to the ACT community. Our emergency operations comprise Graduate Paramedic Interns, Ambulance Paramedics and Intensive Care Paramedics who consistently achieve exceptionally high patient satisfaction scores. As part of the ACT Emergency Services Agency we work closely with the other emergency services 24 hours a day, 7 days a week.

ACTAS operates a modern fleet of emergency ambulances, non-emergency patient transport vehicles and a range of specialist assets including 4WD, single response and multi-purpose vehicles. In addition to our ground vehicles, ACTAS also provides Intensive Care Paramedics to the SouthCare Toll rescue helicopter. Each month ACTAS attends to in excess of 5,000 incidents in the ACT region.

The location:

Well serviced by major shopping precincts, universities, sporting centres and an international airport, the Canberra region has everything that you need for you and your family to make yourselves at home. More than half of the ACT is protected as a nature reserve meaning that bushwalks, mountain bike trails, waterfalls, rivers, and spectacular lookouts are all within easy reach of the CBD. Want to venture further afield? The hustle and bustle of Sydney, the tranquillity of the NSW south coast or the excitement of the snow country are all within easy driving distance. More information on the region can be found at <https://visitcanberra.com.au/>.

The geographical environment within which the ACTAS works encourages short commutes to / from work, irrespective of which ambulance station you are rostered to work from on any given shift. As an ACTAS paramedic you will work from all stations across the ACT, the most remote of which is generally within thirty minutes commute from the Canberra CBD and well within the urban fringe.

The role:

ACTAS is seeking applications from experienced paramedics to join the service in the position of Ambulance Paramedic (Lateral). To be successful in your application you will:

- Be a registered paramedic with Ahpra (or eligible to obtain registration),
- Have successfully completed a minimum of 12 months as a qualified paramedic (i.e. 12 months of unsupervised practice after achieving an Authority to Practice) – exceptions will be assessed on a case-by-case basis,
- Be capable of assimilating into ACTAS (with due acknowledgement of your prior experience),
- Be a team player capable of embracing the ACTAS leadership framework, and
- Meet all criteria stated in the Position Description.

See the attached Additional Candidate Information file for further information on the upcoming changes to the roster, the ACTAS commitment to work-life balance, and development opportunities.

Inclusion Statement: We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

If you are an Aboriginal or Torres Strait Islander, a veteran, identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

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

Application Process:

Applications must be submitted via the [www.jobs.act.gov.au](http://www.jobs.act.gov.au) website prior to the closing date and should be marked CONFIDENTIAL.

The following documents are required:

- A completed Application Cover Sheet (note: this is automatically generated);
- A two-page A4 statement (minimum size 12 font and normal size margins) addressing the capabilities for this position (as listed in the position description), showing your experience and what you can bring to the position of Ambulance Paramedic with ACTAS,
- A brief employment history/resume (not more than two pages);
- A copy of your baseline qualification as a paramedic (e.g. Diploma of Paramedical Science, Bachelor of Paramedical Science or equivalent post graduate qualification);
- A scanned copy of your Ahpra registration (or application receipt);
- A copy of your current authority to practice/certificate to practice as a paramedic issued by your employer;
- A scanned copy of both sides of your Class C unrestricted (or interstate equivalent) driving licence;
- A points demerit transcript (no more than 6 months old) from the relevant motor registry authority in your state, territory or country;
- Evidence of current immunisation which should include Tetanus, Hepatitis B, and most recent influenza and must include a full course (three doses) of COVID-19 vaccinations plus any additional doses as advised;
- A completed Statutory Declaration (found in attached Documents); and
- A completed personal and medical information release consent form (found in attached Documents).

NB: Applicants should note that emailed applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both inbox and spam box after submission. Postal applications will not be acknowledged.

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

Contact Officer: Greg Brown JACSACTASRecruitment@act.gov.au

**ACT Human Rights Commissioner**

**Victims of Crime Commissioner**

**Victim Support ACT**

**Aboriginal and Torres Strait Islander Adviser and Case Coordinator**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58851)**

Gazetted: 23 February 2023

Closing Date: 16 March 2023

Details: Family Violence Safety Action Program (FVSAP) Aboriginal and Torres Strait Islander Adviser and Case Coordinator (

Note: this is an identified position for Aboriginal and Torres Strait Islander people only)

The ACT Victims of Crime Commissioner (VOCC) is seeking Aboriginal or Torres Strait Islander people with experience working with domestic and family violence victim/survivors and/or perpetrators for this role in the FVSAP.

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 under the limited direction of the FVSAP Assistant Director, this role will:

Provide domestic and family violence-informed case coordination to victim survivors.

Undertake dynamic safety planning that reflects perpetrator patterns of behaviour.

Partner with victim survivors and coordinate victim-led responses to risk across the service system, including making appropriate referrals to other services.

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**

Aboriginal or Torres Strait Islander identity is a genuine occupational qualification for this position

Demonstrated experience providing culturally safe and responsive case coordination to Aboriginal and Torres Strait Islander clients including with domestic and family violence victim survivors

Experience of ability to undertake DFV risk assessment and safety planning.

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)

This position requires a Police Check

Notes: 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.

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.

The ACT Human Rights Commission values its diverse work team.

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. 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: Eve Ball (02) 6207 7035 [Eve.Ball@act.gov.au](mailto:Eve.Ball@act.gov.au)

**ACT Courts and Tribunal**

**Corporate and Strategic Services**

**Property and Contracts**

### **Senior Property and Contracts Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50549)**

Gazetted: 24 February 2023

Closing Date: 10 March 2023

**Details:** 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 Senior Property and Contracts Officer supports the Courts and Tribunal through the delivery of property services, contract management and service delivery. The position supports the administration of the Public Private Partnership contract for the facilities and services in the courts building; but is also responsible for providing procurement and contract management expertise to the rest of the organisation and supporting facilities management of the Forensic Medicine Centre and ACAT Premises. The position also plays a pivotal role in supporting other operational needs such as ICT Asset coordination for the organisation and supporting delivery of capital works and Courtroom Technology improvement projects.

The Senior Property and Contracts officer also service the organisation through the provision of subject matter expertise in contract management, procurement and project management activities, to ensure best practice and improve organisational compliance and efficiency.

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 IV in Government (Procurement and Contracting) or the ability to obtain within 12 months will be considered highly desirable.

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

This position is responsible for multiple sites and as such is expected to work under Activity Based Work procedures. Under ABW arrangements, officers may not have a designated workstation/desk.

Current and former ADF members are encouraged to apply.

**How to apply:** Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Rodney Deaman (02) 6205 1184 [Rodney.Deaman@courts.act.gov.au](mailto:Rodney.Deaman@courts.act.gov.au)

### **ACT Corrective Services**

#### **Corporate Services**

#### **Work Health and Safety (WHS) Advisor**

#### **Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46042)**

Gazetted: 27 February 2023

Closing Date: 6 March 2023

**Details:** ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Work Health and Safety (WHS) Advisor, within the People and Culture Unit.

In collaboration with the Directorate’s Work Health and Safety Unit, the successful candidate will develop, implement and administer a health and safety framework for all ACTCS business operations and provide technical expertise to ensure the safety and wellbeing of the organisation’s employees, visitors, clients and contractors at all workplaces.

You will provide detailed interpretive advice to stakeholders and management on legislation, regulatory or policy matters relating to work health and safety matters and assist managers and workers to understand and comply with WHS obligations.

In addition, you will be responsible for carrying out incident and accident investigations to ensure implemented management systems are compliant with legislative and regulatory requirements.

Further to this, you will lead and coordinate WHS initiatives within ACTCS and ensure effective collaboration with the broader JACS WHS community for the purpose of continuous improvement and best practice.

To be successful, you will have excellent knowledge of WHS legislations and best practices, proven analytical skills and a demonstrated ability to provide flexible solutions in a dynamic work environment to solve problems before they become an issue. In addition, you will possess exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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

**Eligibility/Other Requirements:**

Qualifications and technical expertise in workplace health and safety, or equivalent experience are highly desirable.

This position does require a pre-employment medical. *Please refer to the [medical check policy advice](#) and use the Work Environment Description below to inform this requirement.*

This position requires a Criminal Record Check and a Working with Vulnerable People Check

**How to Apply:** To apply, applicants are required to submit two items: (1) A one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christopher Watkins (02) 6207 1033 [Christopher.Watkins@act.gov.au](mailto:Christopher.Watkins@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](mailto:jobs@act.gov.au)**

#### **Project Development and Support**

##### **Project Management Office**

##### **PMO Administration Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 14547)**

Gazetted: 01 March 2023

Closing Date: 17 March 2023

**Details:** Working collaboratively with Project Management Office and the Executive Branch Manager, you will be supporting Major Projects Canberra Project Delivery Framework.

Our administrators are provided opportunities to move across the Project Management Office and develop a wide range of skills and experiences in our project control and reporting, contracts, prequalification, PMARS helpdesk and Work Health and Safety teams.

This is an opportunity for administrator looking for their break into government and project management administration.

The PMO Administration Officer role will be ideal for someone who is ready to work in a dynamic team environment, has excellent attention to detail and an enthusiastic approach to work.

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:** Intermediate excel skills/experience is desirable.

**Notes:** This is a temporary position available immediately until February 2024 with 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:** 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: Michaellee Thornton 0409847029 [michaellee.thornton@act.gov.au](mailto:michaellee.thornton@act.gov.au)

#### **Project Development and Support**

##### **Communications and Engagement**

##### **Corporate Communications**

##### **Assistant Director, Corporate Communications**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45421)**

Gazetted: 28 February 2023

Closing Date: 14 March 2023

**Details:** We are looking for an energetic and self-motivated individual to join our high-performing Corporate Communications and Engagement team at Major Projects Canberra.

Major Projects Canberra's purpose is to build infrastructure for the community that helps make Canberra the world's most liveable city. We do this through respect for our stakeholders and our colleagues and by collaborating and cultivating relationships that strengthen the bonds across our landmark projects.

Our multi-disciplined Communications and Engagement team plays a key role in developing communications for our Chief Projects Officer and Executive leadership that ensure our people are well informed on Canberra's major infrastructure projects and the role of Major Projects Canberra across the whole of ACT Government.

The newly created position of Assistant Director, Corporate Communications will contribute to existing communications strategies, internal programs and design and develop digital assets for our people. If you have a passion for storytelling with extensive experience developing targeted and engaging content, if you are committed to supporting a positive team culture and keen to develop your communication skills, we want to hear from you. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/other requirements:**

Relevant tertiary education qualifications such as in Communications, Marketing and/or Public Relations is highly desirable.

**Note:** This is a temporary position available immediately for six 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. Selection may be based on application and referee reports only.

**How to apply:** If the above role sounds like you and you would like to be part of a dynamic and dedicated team, please submit no more than two pages, addressing your suitability, a current curriculum vitae and contact details of two referees. Please address the Professional/Technical Skills and Knowledge and the Behavioural Capabilities from the Position Description in your response.

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

Contact Officer: Gerry Murray (02) 6207 6356 [Gerry.Murray@act.gov.au](mailto:Gerry.Murray@act.gov.au)

**Project Development and Support**

**Ministerial, Governance and Corporate Support**

**Ministerial and Government Business**

**Senior Liaison Officer, Ministerial and Government Business**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 10047)**

Gazetted: 28 February 2023

Closing Date: 14 March 2023

**Details:** 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!

Project Development and Support will provide leadership and contribute strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The Division will be responsible for business case development and planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government.

Ministerial, Governance and Corporate Services works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch will provide leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

The Senior Liaison Officer reports to the Director, Ministerial and Government Business within the Ministerial, Governance and Corporate Support Business Unit. Working with a high level of autonomy as part of a small, fast-paced team, this position will prepare and coordinate matters relating to Cabinet/ Assembly and Government Business for Major Projects Canberra (MPC) and provide administrative support to the Light Rail Project Board. Experience writing in a government setting will be valuable.

This position will have significant contact with officers of all levels, including various Minister's offices, requiring a high degree of sensitivity as well as a highly responsive approach in responding to tight deadlines.

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:**

***Highly Desirable***

Experience with Assembly, Cabinet or Ministerial processes.

Experience in managing sensitive and classified information in accordance with Cabinet and/or Assembly protocols and the Protective Security Policy Framework (PSPF).

Experience writing in a government setting.

Hold or be able to obtain a baseline security clearance.

A good working knowledge of Objective and/or SharePoint.

Experience with the Objective/ HP Records Manager records management system.

**Note:** This is a temporary position available immediately for six 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:** 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

**Project Development and Support**

**Ministerial, Governance and Corporate Support**

**Ministerial and Government Business**

**Directorate Liaison Officer**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 45667)**

Gazetted: 24 February 2023

Closing Date: 3 March 2023

**Details:** 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!

Ministerial, Governance and Corporate Support works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch provides leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

The **Directorate Liaison Officer** (DLO) reports to the Executive Branch Manager, Ministerial, Governance and Corporate Support and works within a small Ministerial, Services team within the branch. The DLO is required to facilitate and support direct communications and policy advice between the Directorate and the Minister's Office, and as necessary other Minister's Offices, and provides specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. The position will have significant contact with Directorate Officers, requiring a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines.

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**

***Highly Desirable***

Previous experience in the management and provision of advice in Cabinet and Assembly matters.

**Notes:** This position is available immediately for up to 12 months.

Selection may be based on application and referee reports only.

An order of merit will be established from this selection process and may be used to fill future 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: Vilma Bell (02) 6205 7812 Vilma.Bell@act.gov.au

## **Project Development and Support**

### **Project Management Officer**

### **Project Controls**

### **Senior Director, Project Controls Lead**

### **Infrastructure Manager/Specialist 2 \$187,632, Canberra (PN: 51008)**

Gazetted: 24 February 2023

Closing Date: 3 March 2023

**Details:** 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!

Project Development and Support provide leadership and contribute strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The Division is responsible for business case development and planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government.

The Project Management Office Branch is part of the Project Development and Support Group. The PMO Branch consists of the Project Controls Team; Prequalification and Contracts Team and the Project Management and Reporting System (PMARS) Team. The position is within the Project Controls Team.

The Project Controls Team are responsible for providing project management leadership and delivering review, verification and validation of project controls functions of the Designated Projects and the Infrastructure Delivery Partner Group.

The Senior Director, Project Controls, reports to the Executive Branch Manager, Project Management Office. Key elements of the position include the development and implementation of the MPC Project Delivery Framework, establishing and managing the verification activities of the project controls team. The role will require the close consultation and collaboration with the Prequalification and Contracts Team and the PMARS Team along with the Ministerial Governance and Corporate Support Team, Designated Projects Teams and the Infrastructure Delivery Partner Group.

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

### **Eligibility/ Other Requirements**

#### **Mandatory:**

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

**Engineering** – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

**Architecture** – a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

**Project Management** – either:

a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or

have a least 10 years relevant experience in Project Management.

**Notes:** This position is available immediately until February 2024, with possibility of extension, and/or permanency.

Selection may be based on application and referee reports only.

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

**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: Amaranth King 0434 890 440 Amaranth.King@act.gov.au

## **Light Rail**

### **Light Rail Stage 2A**

#### **Project Support Officer, Light Rail Stage 2A**

**Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60460)**

Gazetted: 24 February 2023

Closing Date: 24 March 2023

**Details:** Are you our new Project Support Officer for Light Rail Stage 2A?

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 is responsible for the planning and delivery of light rail infrastructure for the people of Canberra. A dedicated light rail team within the directorate, led by the Light Rail Project Director, progresses light rail development activities on behalf of the ACT Government.

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 Project Support Officer will support the project by preparing and drafting complex written documentation, preparing Briefs and Project Board Papers, maintain record keeping standards, collate information for ministerial requests and assist the Light Rail Stage 2A Project team.

The Project Support Officer is situated under the Light Rail Stage 2A stream of the Light Rail Project Team and will report directly to the Senior Director Project Controls.

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**

Highly Desirable

Experience working in project environment; and

Familiarity with tools and systems used in project management and management of project controls.

**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 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](mailto:jobs@act.gov.au)

**City Services**

**ACT NoWaste**

**Strategic Coordination and Planning**

**Director - Service integration**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60493)**

Gazetted: 27 February 2023

Closing Date: 6 March 2023

**Details:** Come and join a dynamic team in ACT NoWaste to address some of the waste and recycling services provided to the ACT Community. You will focus on how our services can most effectively and efficiently be provided and any updated approaches that could be adopted.

The capabilities form the criteria that are required to perform the duties and responsibilities of the position.

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 for six months from 14 March 2023 with the possibility of extension up to 12 months.

Please note, this position will be working in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

Selection may be based on application and referee reports only.

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 explain why you're interested and the best person for the job in a 'pitch style' application of no more than 2 pages, addressing the Skills, Knowledge and Behavioural Capabilities along with a recent curriculum vitae.

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

Contact Officer: Margaret Kitchin (02) 6207 7623 Margaret.Kitchin@act.gov.au

## **APPOINTMENTS**

**ACT Long Service Leave Authority**

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Yan Cardew, Section 68(1), 2 March 2023

**ACT Teacher Quality Institute**

**Senior Officer Grade B \$135,355 - \$152,377**

Wendy Cuzner, Section 68(1), 28 February 2023

**Canberra Health Services**

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Grace Aksila, Section 68(1), 21 February 2023

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

Joanne Carroll, Section 68(1), 2 March 2023

**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Milena Chabarkapa, Section 68(1), 20 February 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Iraj Ghimire, Section 68(1), 23 February 2023

**Senior Officer Grade B \$135,355 - \$152,377**

Susan Hayward, Section 68(1), 2 March 2023

**Registered Nurse Level 2 \$100,957 - \$107,000**

Alexander Hendry, Section 68(1), 2 March 2023

**Assistant in Nursing \$55,927 - \$57,820**

Jovin Kadalikkattil, Section 68(1), 2 March 2023

**Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications)**

Charlotte McBrayer, Section 68(1), 21 February 2023

**Registered Nurse Level 2 \$100,957 - \$107,000**

Sean O'Connor, Section 68(1), 2 March 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

Puspa Oli, Section 68(1), 25 January 2023

**Registered Nurse Level 2 \$100,957 - \$107,000**

Sara Rankin, Section 68(1), 27 February 2023

**Registered Nurse Level 1 \$72,698 - \$97,112**

and Schlegel, Section 68(1), 27 February 2023

**Health Professional Level 2 \$70,679 - \$97,028**

Dickson Sebit, Section 68(1), 2 March 2023

**Specialist / Senior Specialist, \$188,151 - \$254,198**

Matthew Brazel, Section 68(1), 27 Feb 2023

**Specialist / Senior Specialist, \$188,151 - \$254,198**

Sanjeev Naidu, Section 68(1), 27 February 2023

**Chief Minister, Treasury and Economic Development**

**Senior Officer Grade C \$114,928 - \$123,710**

Sonia Hailes, Section 68(1), 1 March 2023

**Community Services**

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Surbhi Choudhary, Section 68(1), 23 February 2023

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Ching Ki Luk, Section 68(1), 27 February 2023

**Education**

**School Assistant 4 \$70,028 - \$75,827**

Tracey Cawley, Section 68(1), 28 February 2023

**School Assistant 3 \$58,404 - \$62,857**

Michelle Fernandez, Section 68(1), 27 February 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Amy Lancaster, Section 68(1), 16 February 2023

**School Assistant 2/3 \$51,548 - \$62,857**

Jacqueline Smithers, Section 68(1), 16 February 2023

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Elizabeth Watt, Section 68(1), 7 February 2023

**Classroom Teacher \$76,575 - \$114,624**

Oliva Wish, Section 68(1), 14 February 2023

**Classroom Teacher \$76,575 - \$114,624**

Madelyn Campbell, Section 68(1), 13 February 2023

**Justice and Community Safety**

**Senior Officer Grade B \$135,355 - \$152,377**

Gregory Freeman, Section 68(1), 27 February 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Martin Joseph, Section 68(1), 27 February 2023

**Senior Officer Grade B \$135,355 - \$152,377**

Johann Pereira, Section 68(1), 27 February 2023

**Senior Officer Grade C \$114,928 - \$123,710**

Michael Rigo, Section 68(1), 28 February 2023

**Major Projects Canberra**

**Senior Officer Grade C \$114,928 - \$123,710**

April Barrett, Section 68(1), 2 March 2023

**Transport Canberra and City Services**

**Capital Linen Service Band 9 \$135,355 - \$152,378**

Angela Mundy, Section 68(1), 20 February 2023

**TRANSFERS**

**ACT Health**

**Camille Falkiner**

From: Health Professional Level 4 \$123,710

Canberra Health Services

To: Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 25961) (Gazetted 10 June 2022)

**Canberra Health Services**

**Eliza Beck**

From: Senior Officer Grade B 142,352

Canberra Health Services

To: Senior Officer Grade B \$135,355 - \$152,377

Canberra Health Services, Canberra (PN. 46440) (Gazetted 5 January 2023)

**Amy Price**

From: Registered Nurse Level 2 107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 27013) (Gazetted )

**Chief Minister, Treasury and Economic Development**

**Lachlan Cook**

From: Information Technology Officer Class 2 \$104,509

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 17398) (Gazetted 4 January 2023)

**Environment, Planning and Sustainable Development**

**Nicholas Daines**

From: Senior Officer Grade C 123710

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 55120) (Gazetted 8 November 2022)

**Transport Canberra and City Services**

**Quang Tri Hua**

From: Infrastructure Officer 4 \$136,524 - \$155,109

Transport Canberra and City Services

To: Infrastructure Officer 4 \$136,524 - \$155,109

Transport Canberra and City Services, Canberra (PN. 31556) (Gazetted 21 November 2022)

**PROMOTIONS**

**ACT Health**

**Digital Solutions Division**

**Future Capability and Governance**

**Katherine Gechter**

From: Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health

To: †Senior Information Technology Officer Grade A \$157,201

ACT Health, Canberra (PN. 49860) (Gazetted 31 March 2022)

**Digital Solutions Division**

**Future Capability and Governance**

**Business Intelligence and Data**

**Saritha Muttathil**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

ACT Health

To: †Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health, Canberra (PN. 44458) (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**

**Technology Operations**

**Security Hub**

**Syed Hassan Abbas Naqvi**

From: Information Technology Officer Class 1 \$73,920 - \$84,144

ACT Health

To: Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health, Canberra (PN. 45438) (Gazetted 20 January 2023)

**Digital Solution Division**

**Vignesvari Sivasubramanian**

From: Information Technology Officer Class 2 \$91,315 - \$104,509

ACT Health

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 00012) (Gazetted 16 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.

**Health Systems, Policy and Research**

**Office of Professional Leadership and Education**

**Sharon Steele**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 57596) (Gazetted 10 June 2022)

**Canberra Health Services**

**Mental Health, Justice Health, Alcohol and Drug Services**

**Executive Group**

**Jonathan Amirthanathan**

From: Health Professional Level 5 \$135,355 - \$152,377

Canberra Health Services

To: †Senior Officer Grade A \$157,201

Canberra Health Services, Canberra (PN. 24098) (Gazetted 7 December 2022)

**Infrastructure and Health Support Services (IHSS)**

**Business Support**

**Garry Buckley**

From: Health Service Officer Level 5 \$60,182 - \$63,169

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 57347) (Gazetted 3 January 2023)

**Taya Floyd**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Canberra Health Services, Canberra (PN. 60281) (Gazetted 25 January 2023)

**Maree Glynn**

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. 52964) (Gazetted 14 December 2022)

**Liana Hart**

From: Health Professional Level 1 \$66,285 - \$86,842  
Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028  
Canberra Health Services, Canberra (PN. 16975) (Gazetted )

**Andrea Hurtis**

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

To: Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)  
Canberra Health Services, Canberra (PN. 27216) (Gazetted 27 October 2022)

**Surgery**

**Intensive Care Unit**

**Thomas Jeffrey**

From: Registered Nurse Level 2 \$100,957 - \$107,000  
Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506  
Canberra Health Services, Canberra (PN. 14142) (Gazetted 25 January 2023)

**Innovation and Service Development**

**Cancer and Ambulatory Support**

**Brigette Learmonth**

From: Health Professional Level 4 \$114,928 - \$123,710  
Canberra Health Services

To: †Senior Officer Grade B \$135,355 - \$152,377  
Canberra Health Services, Canberra (PN. 18754) (Gazetted 6 December 2022)

**Georgina Lockhart**

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. 58826) (Gazetted 26 October 2022)

**Clinical Services**

**Rehab, Aged and Community Service**

**Kaitlin McCormack**

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. 000000) (Gazetted 17 November 2022)

**Women Youth and Children**

**Enhanced Health Services**

**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. 28649) (Gazetted 3 January 2023)

**Division of Nursing and Midwifery and Patient Support Services**

**Patient Support Services**

**RAJNESH SAMI**

From: Health Service Officer Level 3/4 \$55,350 - \$59,336

Canberra Health Services

To: Health Service Officer Level 7 \$67,760 - \$71,554

Canberra Health Services, Canberra (PN. 44273) (Gazetted 19 January 2023)

**Lauren Smith**

From: Administrative Services Officer Class 2 \$60,620 - \$66,939

Canberra Health Services

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services, Canberra (PN. 21855) (Gazetted 9 January 2023)

**Chief Minister, Treasury and Economic Development**

**Revenue Management**

**Office of the Commissioner**

**Jodie Gardiner**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 34260) (Gazetted 23/08/2023)

**Property and Shared Services**

**Finance Services Branch**

**Finance Services Executive**

**Vera Wright**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 60243) (Gazetted 16 January 2023)

**Community Services**

**Office of the Director General**

**Regulation, Quality and Assurance (RAQ)**

**Office of the Senior Practitioner**

**Thomas Elsing**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 11875) (Gazetted 16 December 2022)

**Housing ACT**

**Housing Assistance Policy**

**Leith Felton-Taylor**

From: Senior Officer Grade B \$135,355 - \$152,377

Community Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Community Services, Canberra (PN. 58969) (Gazetted 5 January 2023)

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.

**Strategic Policy**

**Commissioning, Policy and Service Design**

**Industry Development**

**Flona May**

From: Senior Officer Grade B \$135,355 - \$152,377

Community Services

To: †Senior Officer Grade A \$157,201

Community Services, Canberra (PN. 31094) (Gazetted 9 December 2022)

**Corporate Services**

**People, Capability and Culture**

**Trent Mylrea**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 43581) (Gazetted 16 January 2023)

**Education**

**Strategic Policy and Reform**

**Analytics and Evaluation**

**Lisa Boyle**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 25317) (Gazetted 19 December 2022)

**Business Services**

**Infrastructure and Capital Works**

**Capital Upgrades**

**Tracey Burgess**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 51421) (Gazetted 22 November 2022)

**Environment, Planning and Sustainable Development**

**Corporate Services and Operations**

**Governance, Compliance and Legal**

**Erandi Premachandra**

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development, Canberra (PN. 38910) (Gazetted 19 January 2022)

**Major Projects Canberra**

**Infrastructure Delivery Partners**

**Social Project Management**

**Meshack Efeoma**

From: Infrastructure Officer 3 \$115,193 - \$126,450

Major Projects Canberra

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Major Projects Canberra, Canberra (PN. 31868) (Gazetted 7 October 2022)

**Suburban Land Agency**

**Suburban Land Agency**

**Program Solutions**

**Natalia Guzman**

From: Senior Officer Grade C \$114,928 - \$123,710

Suburban Land Agency

To: †Senior Officer Grade B \$135,355 - \$152,377

Suburban Land Agency, Canberra (PN. 41560) (Gazetted 6 January 2023)

**Transport Canberra and City Services**

**Chief Operating Office**

**Governance and Ministerial Services**

**Governance**

**Eliza Moule**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Transport Canberra and City Services, Canberra (PN. 10320) (Gazetted 9 January 2023)