



ACT Government Gazette

Gazetted Notices for the week beginning 16 March 2023

VACANCIES

ACT Electoral Commission

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

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

Finance and Administration Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 01887)

Gazetted: 22 March 2023

Closing Date: 5 April 2023

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

This position has responsibility for finance administration (processing accounts payable and receivable invoices, petty cash management and credit card acquittals among others), providing HR support (setting up new starters, checking salary reports, booking staff travel and training courses) and providing assistance with the conduct of other elections when required.

We would like the successful applicant to possess effective writing and communication skills (answering phones, providing high quality customer service and liaising with your colleagues and stake holders' key tasks).

Staff of Elections ACT are expected to be proactive, demonstrate quality customer service and show a capacity to work well within a small team. They must be willing to continuously improve, be outcome focused and accountable for their actions. It is also important for the successful applicants to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

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

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

How to Apply: Please submit a two-page pitch, addressing the professional/technical and behavioural capabilities set out in the position description and provide a current curriculum vitae, including contact details for two referees.

Applications should be submitted via the Apply Now button below.

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

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Communication and Engagement Branch

Strategic Communication

Communication and Engagement Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 36804)

Gazetted: 22 March 2023

Closing Date: 7 April 2023

Details: The ACT Health Directorate (ACTHD) is responsible for the strategic direction of the ACT Health system. The ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

We are looking for a new part-time team member (three days per week) to help us to continue to provide strategic communications and engagement expertise for our directorate both internally and externally.

This is a great opportunity for an experienced communication professional to join an enthusiastic and committed team and help lead various important communication initiatives. We're also rebuilding our public facing website so if you have a knack for plain English content development, then you will be perfect for this role.

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

Note: This is a part-time (three days per week), temporary position available immediately until 30 September 2023 (six months) with the 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: Please submit a written application of no more than two pages, clearly addressing the Selection criteria – which is made up from the professional and technical skills and knowledge; and the 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: Angie Drake (02) 5124 8995 Angie.Drake@act.gov.au

Infrastructure Communication and Engagement

Communication and Engagement Branch

Strategic Communications

Director, Strategic Communication and Campaigns

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 39491)

Gazetted: 21 March 2023

Closing Date: 4 April 2023

Details: Are you looking for a chance to do something a little different and exciting? We are seeking the services of a dynamic individual to come and join our small team and fill this backfill vacancy for an 8 week period.

The ACT Health Directorate (AHD) is responsible for the strategic direction of the ACT Health system. We provide a strong policy and population health capability based on a foundation of world-leading health and medical research. The Strategic Communication team in ACT Health is looking for an experienced and motivated communication professional, someone who is a strategic thinker and a good leader, can juggle lots of things at once, likes a regular laugh and is keen to be part of a busy team who punch well above their weight delivering on multiple projects simultaneously.

This is a great opportunity to work as part of a team to develop and deliver a number of exciting and important health campaigns and strategies. You will be joining a skilled, supportive, creative and enthusiastic team, and will work both from home and in the office.

The candidate can work fairly autonomously as they delve into a number of complex projects but will have a range of great supports available from managers and team members.

Note: This is a temporary position available for two months from 20 April 2023, with the possibility of extension 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. Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

How to Apply: To apply refer to the relevant selection criteria (attached) please submit a one-page Expression of Interest detailing your relevant skills and experience, and your reason for applying, along with your Curriculum Vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angie Drake 0431188077 Angie.Drake@act.gov.au

Health System Planning and Evaluation

Health System Planning and Development

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 44244)

Gazetted: 17 March 2023

Closing Date: 31 March 2023

Details: The Health Services Planning and Project Support unit works across the health sector with consumers and public, private and non-government service providers and agencies to:

Identify health service needs.

Undertake analysis of health status information, service activity, clinical trends and technology mapping to inform public health services development including capital planning.

Support and drive major public health system service redesign initiatives across the Territory.

Provide a program management office function to support the implementation of Territory wide projects.

Develop, and provide advice on, Territory wide health strategies and plans.

Drive the initiation of, and coordinate the monitoring and evaluation of, strategies and actions in completed health services plans.

You will work collaboratively with staff and colleagues to ensure the public health system meets community needs by leading robust strategic health services planning and project support functions. You will model the directorate's values and the Health System Planning and Evaluation Division partnership and engagement approach to planning for service development and redesign.

The successful applicant will be an inspirational leader and communicator who promotes and embeds innovation and communicates and builds a common vision. You will:

Take responsibility for health service planning, service reviews, development, monitoring and evaluation of Territory wide health service strategies and initiate planning for the implementation of new and expanded services.

Lead the implementation of the ACT Health Services Plan 2022-2030.

Provide authoritative strategic advice and support to the Executive Group Manager, Health System Planning and Evaluation and key stakeholders on issues relating to service planning and development.

Anticipate and undertake organisational reporting and briefing requirements and escalation of project risks and issues.

Provide project management services and advice including all project correspondence and documentation.

Lead and contribute to the development and submission of business cases relating to service planning and development in collaboration with the Executive, as required.

Develop and maintain positive working relationships with consumers and other stakeholders including executive, staff, and key stakeholders across all areas of the directorate, health services and the wider ACT Government.

Effectively lead and manage staff to achieve high performance in these functions.

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

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

Note: This is a temporary position available immediately for up to eight months. Selection may be based on application and referee reports only. This position is currently under work from home arrangements, with staff working from the Bowes Street office between one-two days per week.

How to Apply: Please submit your written response of no more than two pages to the 'what you require' in the attached Position Description, a current curriculum vitae, and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Wood 02 5124 9710 Chris.Wood@act.gov.au

ACT Integrity Commission

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

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

Assessments

Assistant Director, Assessments

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59043)

Gazetted: 17 March 2023

Closing Date: 31 March 2023

Details:

BUSINESS UNIT OVERVIEW

This position sits in the Commission's Assessments Team.

The role of the Assessment team is to record, triage and assess corruption reports and PIDs received by the Commission and propose appropriate recommendations to the Assessment Panel in accordance with s70 of the Act.

POSITION OVERVIEW

The Assistant Director Assessments will manage and lead the Assessments team in the delivery of their functions; the triage and assessment of corruption reports and PIDs and propose appropriate recommendations and actions in accordance with the Act and Commission objectives.

The Assistant Director Assessments will undertake the assessment of the more complex and time sensitive PIDs and corruption reports received by the Commission.

The Assistant Director Assessments will prepare internal reports, oversee and quality assure reports completed by the Assessments team and communicate with both internal and external parties throughout the assessment process.

The Assistant Director Assessments supports the Director Assessments through project work relevant to the Assessment function including regular review of assessment policies and procedures, systems, and templates to ensure key performance indicators are met.

The Assistant Director Assessments is expected to participate in decision making and strategic planning and contribute to organisational direction, planning and objectives of the Commission. This position will mentor and assist junior staff as required.

WHAT YOU WILL DO

Conduct complex assessments into PIDs and corruption reports received by the Commission ensuring: assessment standards are promoted, consistently applied, and operational practices will withstand internal and external scrutiny; and

records of assessments, activities and results are appropriately kept, maintained, and updated within the case management system so that information about the progress of assessments and outcomes are readily available to Commission staff.

Communicate within and external to the Commission in a professional, timely, clear, and relevant way ensuring. assessment reports are of a consistent high quality, are accurate, clearly articulated, and records are meticulously maintained so that information and operational progress, decision making, and reasoning is readily available to team members and the Director, Assessments; and

communication with complainants/authors of corruption reports are clear, concise and include clearly explained rationale for Commission decisions.

Provide strategic and operational advice as needed to staff and the Director, Assessments in the pursuit of a professional and agile assessments capability ensuring.

development and implementation of operational policy and procedures.

mentoring of assessments staff to produce high quality, analytical and accurate reports for the assessment panel.

provide sound well-reasoned strategic and operational advice, which is timely, salient and aligned with Commission objectives, and

ensure annual reporting is aligned with Commission's and wider government objectives and timings.

Promote a culture of continuous personal and organisational improvement through positive personal behaviours and recognition of the role the Commission plays in ensuring human rights are upheld and supported.

Promote ethical practice, Work Health and safety (WHS), Equal Employment Opportunity (EEO), diversity and employee well-being.

Eligibility/Other Requirements:

ESSENTIAL CRITERIA

Excellent written and verbal communication skills.

A proven ability to achieve results.

Demonstrated analytical skills and sound judgement.

Demonstrated personal drive and integrity.

A proven track record developing productive working relationships.

DESIRABLE CRITERIA

Experience managing a team in an oversight, law enforcement, or regulatory compliance environment.

OTHER REQUIREMENTS OF THE POSITION

Section 50 of the *Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the 5 years immediately before the day of the proposed appointment, been an ACT public servant.

The successful applicant will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV1) classification.

It is a condition of employment with the Commission that staff be fully vaccinated against COVID-19.

A full driver's licence is preferred but not essential.

The position may involve some domestic travel.

Note: If you are shortlisted for further assessment, you may be asked to undertake a written task to further demonstrate your capabilities.

How to Apply:

Applications must include:

A current resume, and

A written response (a pitch) of no more than 750 words which:

demonstrates how your skills, knowledge and experience address the criteria outlined in the 'What you require' section of the position description, and

outlines why you believe you are the best person for the position.

If you are unable to submit your application online, please contact the Director, Assessments on 0418173464 or at jeff.smith@integrity.act.gov.au.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeff Smith (02) 6205 9551 Jeff.Smith@integrity.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

Office of the Chief Operating Officer

Liaison and Navigation Service

Care Support Officer

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level), Canberra (PN: 60590 - 029BX)

Gazetted: 16 March 2023

Closing Date: 30 March 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The 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 HP3 Occupational Therapist position is responsible for conducting skilled clinical assessments and delivering individual and group based social work interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically related staff (such as Allied Health Assistants).

he positions 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 Discipline Principal Occupational Therapy (MHJHADS).

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

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

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

Ability to mentor more junior staff and students and external parties in a collaborative and influential manner.

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

Competent negotiation and influencing skills in dealing with complex situations.

Position Requirements/Qualifications:

Mandatory

- Relevant Degree (or recognised equivalent) in Occupational Therapy and registered with the Occupational Therapy Board of Australia and a minimum of 3 years (preferably 5) experience working professionally as an Occupational Therapist.
- Eligible for professional membership of Occupational Therapy Australia.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current Passenger Vehicles Driver's Licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Experience of working within mental health in either an inpatient unit or community setting.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with 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: Denise Lamb (02) 5124 1793 denise.lamb@act.gov.au

Nursing and Midwifery and Patient Support Services

Executive Director Nursing and Midwifery and Patient Support Services

Executive Level 2.3 \$325,947 - \$339,001 depending on current superannuation arrangements, Canberra (PN: E874)

Gazetted: 17 March 2023

Closing Date: 31 March 2023

Details: Applications are sought for the position of Executive Director, Nursing and Midwifery and Patient Support Services at Canberra Health Services on a long-term executive contract.

Reporting to the Chief Executive Officer, the Executive Director, Nursing and Midwifery and Patient Support Services is responsible for consulting and partnering with the Executive Directors of clinical services on nursing and midwifery issues, making decisions on across-the-board approaches and plays a central role in championing an

exciting transformational agenda in Canberra Health Services which will bring exceptional and innovative health outcomes to our diverse community, and set new standards and models of healthcare in Australia.

It is expected that the Executive Director will have a unique understanding of the responsibilities and accountabilities of this role and provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex high level team.

Remuneration: The position attracts a remuneration package ranging from \$325, 947 to \$339, 001 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$290, 087.

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

How to Apply: Interested candidates are requested to submit an application addressing the ACT Public Service Executive Capabilities, outlining relevant skills and experience, as well as a current curriculum vitae and the name and contact details of two referees to Dave Pepper at CEOHealth@act.gov.au.

Contact Officer: Dave Pepper (02) 5124 4700 CEOhealth@act.gov.au

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

Child and Adolescent Mental Health Services (CAMHS)

CAMHS SPA Clinician

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 57022, several - 0291T)

Gazetted: 17 March 2023

Closing Date: 5 April 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services (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 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) team where needed to complete assessments of young people. As a HP3 clinician you will provide support to HP1 and HP2 clinicians.

CAMHS is seeking a dynamic and experienced Health Professional Level 3 to participate in the SPA pilot project. Under the direction of a Team Manager / Senior Clinician, the HP3 role will provide expertise in 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.

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory:

For Occupational Therapy:

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

For Psychology:

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

For Social Work:

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

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.
- 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 ACT Health credentialing and scope of clinical practice requirements.

Note: There is one permanent full-time and two temporary full-time positions available for 11.5 months.

Contact Officer: Kirsten Stafford (02) 5124 0330 kirsten.stafford@act.gov.au

Office of the Chief Operating Officer

Liaison and Navigation Service

Care Support Officer

Enrolled Nurse Level 2 \$71,574, Canberra (PN: 60590 - 029BV)

Gazetted: 17 March 2023

Closing Date: 31 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

Please note - this is a multi-classified position. This role has also been advertised under REQ ID 029BX under the Allied Health Assistant profession.

POSITION OVERVIEW

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

The Liaison and Navigation Service is a new service that is being established to improve the experience of people and their health outcomes through information sharing, integration of care across primary, secondary and tertiary services and coordination across health and community services. It will focus on the provision of the right care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports.

The service comprises of a multidisciplinary team that assists patients and their supports to navigate the multiple services involved in their care. The service provides, and supports patient centred, integrated, and coordinated care. It works closely with acute and community services, and across health and human services, to reduce the challenges patients and their supports face when required to access multiple services, to ensure the highest quality of care.

There has been a staged implementation of this service with the initial focus on improving the coordination of care for children accessing care in the ACT as inpatients and outpatients as well as specialist paediatric care interstate. Expansion of the Liaison and Navigation Service into the adult population will occur throughout 2023 and beyond. The focus of the service is on improving the individual and family's experience, and their health outcomes through information sharing, integration of care across primary, secondary and tertiary services and coordination across health and community service.

Individuals and their families will be eligible for the service when there is a combination of health care needs across medical and psychosocial issues that require access and support from multiple providers across the health and community sectors. The service will provide, and support person and family centred, integrated, and coordinated care.

The Navigation and Liaison Team is a multidisciplinary team with positions located within a range of CHS service areas. The Care Support Officer is a member of the Liaison and Navigation Service and will report operationally to the Operational Manager of the service. Professional reporting lines will be through the relevant nursing profession within Canberra Health Services.

Under the direction of the Operational Manager for Liaison and Navigation, the Care Support Officer will work to assist individuals and families navigate the multiple services involved in their care.

This role involves liaising and working with health services and other human and community services involved in the person's care, focusing on an approach of improving the quality of care and experience of the person and their family, and continuous service improvement. The role will assist individuals and their families to coordinate the sharing of information and appointments across services and support the Liaison and Navigation team in the administration aspects of these tasks. The Care Support Officer will have knowledge and understanding of the government and non-government services that support the health and well-being of individuals and their families.

This unique role is an opportunity to build relationships with consumers, and diverse acute and community services, to anticipate and reduce the challenges that people with complex health needs, and their families, can face. It is an opportunity to ensure the highest quality of care, information and support is provided when individuals and families need it, so that they can navigate the complexities of their care.

The role will be a point of coordination with interstate children's hospitals and work with the CHS services and the current specialty care coordinators to support individual families and improve the formal networks and pathways for information sharing, and coordination of care.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills, resilience, tenacity, and a willingness to problem-solve and advocate with and for individuals and families.

Well-developed interpersonal skills and ability to build and maintain effective relationships with service clients and a range of internal and external stakeholders.

The ability to listen to, connect with, build rapport and understand the clinical and psychosocial needs of individuals and their families with complex presentations.

Confidence, flexibility and good judgement to contribute to the ongoing design of an evolving innovative service, as a member of a team.

Position Requirements/Qualifications:

Mandatory

- Relevant Registration or be eligible for registration as an Enrolled 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

- Experience in providing or coordinating care across acute and primary care settings
- Experience which provides insight into the consumer perspectives of complex care for individuals and families managing complex ongoing healthcare for children.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Denise Lamb (02) 5124 1793 Denise.Lamb@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services - Childhood Early Intervention Program

Clinical Team Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 58791, several - 029D0)

Gazetted: 17 March 2023

Closing Date: 31 March 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

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

These services include:

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

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

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

One of the permanent full time clinical team manager roles will provide clinical leadership to a front-line mental health team □ Hospital Liaison team as well as clinical support to the Adolescent Intensive Home treatment team. The second permanent full time clinical team manager role will provide clinical leadership to an adolescent day service programme. These clinical Team Manager roles will include the daily management of a multidisciplinary service.

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

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise. The role is a permanent Full-time role, 5 days per week (37.65 hours per week)

ABOUT YOU

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

Behavioural Capabilities

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

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

- Ability to work within a multi-disciplinary team and adapt quickly to a busy changing environment.
- Commitment to achieving positive outcomes for children and young people, their families and/or carers.

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

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

Position Requirements/Qualifications:

Mandatory:

For Occupational Therapy:

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

For Psychology:

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

For Social Work:

- Degree in Social Work
- Applicants must have a minimum of 5 years paid work experience, post qualification, in a related/relevant organisation/service.
- Eligibility for membership of the Australian Association of Social Workers
- 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)
- Must hold a current driver's license.

For All:

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

Highly desirable for all disciplines:

- Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

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

Note: This position is a full time permanent HP4 position available at CAMHS Acute 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: Norette Leahy (02) 5124 1095 Norette.Leahy@act.gov.au

Allied Health

Acute Allied Health Services Physiotherapy

Acute Allied Health Services Physiotherapy

Physiotherapist AMU

Physiotherapist AMU

Physiotherapist AMU

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 53595 - 029HJ)

Gazetted: 17 March 2023

Closing Date: 31 March 2023

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

website: www.canberrahealthservices.act.gov.au

The Canberra Health Services Division of Allied Health provides a range of allied health services across clinical Divisions of Canberra Hospital. 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.

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

The Acute Medical Unit (AMU) is a recently established clinical service at Canberra Health Services. The AMU is specifically designed to improve the coordination and quality of care for patients, increase efficiency in inpatient management and ultimately assist with improving patient flow across the hospital. Allied health staff are key members of the multidisciplinary team. Their input will expedite the assessment, treatment, referral and appropriate discharge of patients within 48 hours.

Physiotherapy will provide seven-day service coverage to the AMU through a shift pattern roster. The AMU HP3 Physiotherapist will work as part of broader team covering AMU, ED and inpatient Orthopaedic wards to meet operational service requirements across 7 days.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

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.

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications in Physiotherapy and a minimum of three years' experience working professionally in Physiotherapy.

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

The successful applicant will need to be available for weekend and after-hours work through a shift pattern of 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

Clinical experience working in an acute care hospital setting.

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

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kerry Boyd 5124 2670 Kerry.Boyd@act.gov.au

Infrastructure and Health Support Services

Operational Support Services

Assistant Director Security Planning and Design

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 40392 - 029AO)

Gazetted: 17 March 2023

Closing Date: 5 April 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

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website: www.canberrahealthservices.act.gov.au

Infrastructure and Health Support Services are responsible for:

Facilities Management

Project Delivery

Infrastructure Safety and Risk

Strategic Workspace Planning

Operational Support Services

Fire Safety and Emergency Response

Mail Room Services

Parking

Residential Accommodation Services

Security

Switchboard

Patient Enquires

Vehicle Fleet Management

Volunteer Services

Logistic Support Services

Food Services

Sterilising Services

Contract Management

University Canberra Hospital

Domestic, Environmental and Linen Services

The Infrastructure and Health Support Services (IHSS), Operational Support Services (OSS), is responsible for the provision of a range of client services to support the operations across various Canberra Health Services (CHS) locations. The branch is committed to the CHS values, role and vision.

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 clinical needs.

Well-developed interpersonal, liaison, negotiation and supervisory skills.

Position Requirements/Qualifications:

Territory qualifications (or equivalent) in Protective Security, Public Safety or similar are 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.

This position is a Designated Security Assessed Position under the ACT Protective Security Framework. It is a requirement of the position that the occupant holds a national security clearance of NEGATIVE VETTING 1. The successful applicant will be placed on a temporary contract until successfully obtaining this clearance.

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

A current Driver's License.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: John Ludvigson (02) 5124 9721 john.ludvigson@act.gov.au

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

Clinical Manager

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 57623-029FA)

Gazetted: 17 March 2023

Closing Date: 7 April 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

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

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

These services include:

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

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

Under the direction of the Manager of CAMHS, the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are

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

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

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of one 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 licence.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of one year paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's licence.

For Social Work:

- Degree in Social Work
- Applicants must have a minimum of one 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 licence.

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.
- 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 ACT Health credentialing and scope of clinical practice requirements.
- 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: 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 permanent available at 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.

For more information on how to apply “[click here](#)”

Contact Officer: Deepa Ambalakunnil (02) 51243133 Deepa.Ambalakunnil@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services - Childhood Early Intervention Program

Childhood Early Intervention Clinician – Health Professional

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 60547, several - 029FY)

Gazetted: 17 March 2023

Closing Date: 5 April 2023

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

The Child and Adolescent Mental Health Services (CAMHS) sits within the Mental Health, Justice Health and Alcohol and Drug division of CHS. CAMHS provides assessment and treatment for children and young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The Childhood Early Intervention Program (CEIP) is a specialist team within CAMHS with a focus on mental health well-being and early intervention for primary school aged children. The CEIP is a multidisciplinary team that work in collaboration with the Education Department and Community Services Directorates.

CEIP deliver both group and individual based intervention and support to children and families within ACT primary schools as well as mental health in-reach and secondary consultation to the Child and Family Centres.

The role contributes to the success of CHS through collaboration with ACT primary schools and other key stakeholders to develop and deliver services to ensure the consistent early detection, treatment and prevention of emerging severe social, emotional and behavioural difficulties in primary school aged children.

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 within a team as a collaborative team member alongside other stakeholders and as needed be flexible and adaptable to a 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.

Position Requirements/Qualifications:

- Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 3 years' experience working professionally in the respective field.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

- Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.
- Psychologists must be registered or be eligible for general registration as a Psychologist with 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

Desirable

- Experience working therapeutically with children, young people or families with a mental health context.
- Experience delivering group programs.
- A thorough understanding of child development.
- Availability for occasional out of hours work, with access to time off 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.
 - 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: Renae Nardi (02) 5124 1880 renae.nardi@act.gov.au

Alcohol and Drug Services

Counselling and Treatment Services

ADS Counselling Treatment Services Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 28407 - 029CQ)

Gazetted: 21 March 2023

Closing Date: 7 April 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

Mental Health, Justice Health and Alcohol and Drug Services (ADS) 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. 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 people's home. These services include:

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

ADS is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality ADS guided by the principles of harm

minimisation. The ADS incorporate 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

ADS is seeking a senior health professional to provide professional supervision and clinical leadership to staff supporting people with substance misuse disorders in the public health sector. This includes providing clinical expertise, contribute to policy development and support for professional development in consultation with senior clinicians/professionals.

Successful applicants require recent clinical experience, knowledge of the AOD sector and issues impacting on this client group excellent communication skills and ability to work as part of a multidisciplinary team.

ABOUT YOU

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Behavioural Capabilities

Ability to provide leadership and management within Allied Health team.

Ability to apply critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

Ability to manage confidential and sensitive information.

Position Requirements/Qualifications:

- Unconditional general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA) or Degree in Social Work and eligibility for membership of the Australian Association of Social Workers.
- Hold 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.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

Contact Officer: Jonathan Amirthanathan (02) 5124 2951 jonathan.amirthanathan@act.gov.au

Chief Executive Officer

CEO Executive

Executive Assistant

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 41576 - 029AM)

Gazetted: 17 March 2023

Closing Date: 31 March 2023

Details:

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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

Located on the Canberra Hospital campus, the Office of the Chief Executive provides strategic support to the Chief Executive Officer, undertaking high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office consists of a Director, Executive Officer and Executive Assistant.

The Executive Assistant position reports to the Director and works closely with the senior leaders, including the Deputy Chief Executive Officer and Chief Operating Officer, Divisional Executives and their support teams across the Directorate.

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

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

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

A demonstrated understanding of the workings of a senior executive office in a complex and fast paced working environment.

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

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

Position Requirements/Qualifications:

Mandatory

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

Desirable

Relevant public sector or equivalent experience is highly desirable.

Previous experience working in the health sector 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.

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: Nicole Stevenson 0411154648 nicole.stevenson@act.gov.au

Rehabilitation, Aged and Community Services

Oral Health Services

Scheduling and Booking Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 60757, several-029KI)

Gazetted: 21 March 2023

Closing Date: 4 April 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

Oral Health Services (OHS) within the Division of Rehabilitation, Aged and Community Services (RACS) provides adult, child and youth general dental, restorative, special needs, General Anaesthetic (GA), Relative Analgesia (RA), and specialist Surgical and Orthodontic services to the eligible members of the ACT community. The service currently operates from five Community Health Centres and three hospitals across the ACT region, as well as operating within ACT corrective services and from mobile dental clinics as below:

- Gungahlin Community Health Centre – Six dental chairs
- Belconnen Community Health Centre – Eleven dental chairs
- City Community Health Centre - Ten dental chairs
- Phillip Community Health Centre - Ten dental chairs; and
- Tuggeranong Community Health Centre - Five chairs.
- Alexander Maconochie Centre (AMC)
- The Canberra Hospital
- Calvary Public Hospital
- Calvary John James Hospital
- Mobile Dental Clinics -
- Nursing home mobile dental clinic
- School mobile dental clinic
- Targeted Access Program mobile dental clinic

OHS is a multidisciplinary program and consists of dentists, visiting oral surgeons, oral health therapists, dental therapists, prosthetists, orthodontists, dental assistants, laboratory technicians and administrative staff. OHS offers a range of dental services to the eligible members of the community for adult and child and youth dental services, this includes denture services and emergency dental.

The services are available Monday to Friday, from 8:30am to 5:00pm at the above listed facilities and Community Health Centres.

About You

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Behavioural Capabilities

- A commitment to providing high quality customer service.
- Adaptability and flexibility to accommodate change.
- Sound computer skills

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.

Desirable

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

Prior to commencement successful candidates will be required to:

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

Note: There are several temporary positions available for three months with the possibility of extension.

For more information about this position and how to apply “[click here](#)”

Contact Officer: Leasa Anderson (02) 51241731 Leasa.Anderson@act.gov.au

Adult Acute Mental Health Services

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

Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 31734 - 029GI)

Gazetted: 16 March 2023

Closing Date: 4 April 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

The 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 HP3 Occupational Therapist position is responsible for conducting skilled clinical assessments and delivering individual and group based social work interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels 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 Discipline Principal Occupational Therapy (MHJHADS).

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

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

Ability to mentor more junior staff and students and external parties in a collaborative and influential manner.

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

Competent negotiation and influencing skills in dealing with complex situations.

Position Requirements/Qualifications:

Mandatory

- Relevant Degree (or recognised equivalent) in Occupational Therapy and registered with the Occupational Therapy Board of Australia and a minimum of 3 years (preferably 5) experience working professionally as an Occupational Therapist.
- Eligible for professional membership of Occupational Therapy Australia.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current Passenger Vehicles Driver's Licence.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Experience of working within mental health in either an inpatient unit or community setting.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Comply with 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

Chief Information Office

Chief Information Office

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

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 54722 - 029FW)

Gazetted: 16 March 2023

Closing Date: 30 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

Please note there are three advertisements running concurrently on Req ID 029FW, Req ID 029FX and Req ID 029G2, however there is only one position available. The position will be filled at the classification commensurate to the applications received.

Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish.

Position Overview

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

website: www.canberrahealthservices.act.gov.au

This position will be part of the Rostering Right for Demand (RR4D) project team, responsible for developing successful partnerships with Canberra Health Services (CHS) stakeholder groups to represent stakeholder requirements and assist with the transition to Business as Usual (BAU) operational use of this new solution.

Key activities associated with this position include:

- Capturing and communicating key business area requirements associated with RR4D project (Planning Phase),
- Working with the project team and product suppliers to test developed functionality and provide feedback and recommendations to improve functionality and performance (Execution Phase), and
- Following the successful development of the rostering solution, this position will assist CHS clinical, administration and management staff with the operational transition of this solution, including the change

management components, co-ordination of staff training and hand over activities to their key CHS stakeholder groups.

About You

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Behavioural Capabilities

You will be an outstanding communicator, able to drive collaboration and inclusion.

You focus on quality and continual improvement, by taking a structured approach to your work, planning ahead and seeking feedback.

Your resilience will see you through the challenges and help you navigate the dynamic nature of the job.

Position Requirements/Qualifications:

- Relevant secondary and tertiary qualifications, with previous business intelligence or analytics experience would be highly regarded.
- Have detailed knowledge of Nursing and Midwifery workforce current rostering processes and procedures and the ability to represent staff groups.
- An understanding of Certified Agreements and their application regarding rostering and pay outcomes, is desirable.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to time in lieu, as the project nears go-live.
- 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 is a temporary part-time position at (0.5 FTE) available immediately until 31 December 2023 with the possibility of extension for an additional period up to 12 months. The above full-time salary will be pro-rata. This role will also be advertised at the RN4.3 (Requisition 029FX) and HP5 (Requisition 029G2) classifications and will be filled based on the relevant classification of the successful applicant, (noting that there is only one vacancy).

Contact Officer: James Chapman (02) 5124 9332 JamesX.Chapman@act.gov.au

Finance and Business Intelligence

Health Information Service

Clinical Records Officer

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 21647, several - 028PC)

Gazetted: 16 March 2023

Closing Date: 30 March 2023

Details:

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

website: www.canberrahealthservices.act.gov.au

The community-based Clinical Records Unit are seeking an experienced and highly motivated clinical records scanning officer to join our team. The successful applicant will have demonstrated ability to work with an

electronic patient information system and storage and retrieval system for clinical records, in addition to excellent communication skills, attention to detail, and the ability to work individually and as part of a team.

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

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

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

About You

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Behavioural Capabilities

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

Position Requirements/Qualifications:

Mandatory

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: These positions are permanent, full-time positions based in the Canberra CBD.

An order of merit may be established from this process to fill future temporary and permanent vacancies at this level over the next 12 months.

Contact Officer: Jodie Mackenzie (02) 5124 1837 jodie.mackenzie@act.gov.au

Chief Information Office

Chief Information Office

Mental Health, Justice Health, Alcohol and Drug Service (MHJHADS) Rostering Lead

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 54722 - 029G2)

Gazetted: 16 March 2023

Closing Date: 30 March 2023

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Our Values: Reliable, Progressive, Respectful and Kind

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Please ensure you apply for the classification appropriate to your qualifications and experience. You may apply for both should you wish.

Position Overview

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

website: www.canberrahealthservices.act.gov.au

This position will be part of the Rostering Right for Demand (RR4D) project team, responsible for developing successful partnerships with Canberra Health Services (CHS) stakeholder groups to represent stakeholder requirements and assist with the transition to Business as Usual (BAU) operational use of this new solution.

Key activities associated with this position include:

- Capturing and communicating key business area requirements associated with RR4D project (Planning Phase),
- Working with the project team and product suppliers to test developed functionality and provide feedback and recommendations to improve functionality and performance (Execution Phase), and
- Following the successful development of the rostering solution, this position will assist CHS clinical, administration and management staff with the operational transition of this solution, including the change management components, co-ordination of staff training and hand over activities to their key CHS stakeholder groups.

About You

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Behavioural Capabilities

You will be an outstanding communicator, able to drive collaboration and inclusion.

You focus on quality and continual improvement, by taking a structured approach to your work, planning ahead and seeking feedback.

Your resilience will see you through the challenges and help you navigate the dynamic nature of the job.

Position Requirements/Qualifications:

- Relevant secondary and tertiary qualifications, with previous business intelligence or analytics experience would be highly regarded.
- Have detailed knowledge of Nursing and Midwifery workforce current rostering processes and procedures and the ability to represent staff groups.
- An understanding of Certified Agreements and their application regarding rostering and pay outcomes, is desirable.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to time in lieu, as the project nears go-live.
- 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 is a temporary part-time position at (0.5 FTE) available immediately until 31 December 2023 with the possibility of extension for an additional period up to 12 months. The above full-time salary will be pro-rata. This role will also be advertised at the RN4.3 (Requisition 029FX) and SOGB (Requisition 029FW) classifications and will be filled based on the relevant classification of the successful applicant, (noting that there is only one vacancy).

Contact Officer: James Chapman (02) 5124 6889 JamesX.Chapman@act.gov.au

Mental Health Justice Health Alcohol and drug Services

Child and Adolescent mental Health Services

Clinical Manager

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 41199 - 029F8)

Gazetted: 16 March 2023

Closing Date: 4 April 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

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

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

These services include:

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

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

Under the direction of the Manager of CAMHS, the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

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

About You

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory:

For Registered Nurse:

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

For Occupational Therapy:

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

For Psychology:

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

For Social Work:

- Degree in Social Work
- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011
- Must hold a current driver's license.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Highly desirable for all disciplines:

- Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease.
- Comply with ACT Health credentialing and scope of clinical practice requirements.

Note: 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

Chief Information Office

Chief Information Office

Mental Health, Justice Health, Alcohol and Drug Service Rostering Lead

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 54722 - 029FX)

Gazetted: 16 March 2023

Closing Date: 30 March 2023

Details: Our Vision: creating exceptional health care together

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

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Position Overview

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website: www.canberrahealthservices.act.gov.au

This position will be part of the Rostering Right for Demand (RR4D) project team, responsible for developing successful partnerships with Canberra Health Services (CHS) stakeholder groups to represent stakeholder requirements and assist with the transition to Business as Usual (BAU) operational use of this new solution.

Key activities associated with this position include:

- Capturing and communicating key business area requirements associated with RR4D project (Planning Phase),
- Working with the project team and product suppliers to test developed functionality and provide feedback and recommendations to improve functionality and performance (Execution Phase), and
- Following the successful development of the rostering solution, this position will assist CHS clinical, administration and management staff with the operational transition of this solution, including the change management components, co-ordination of staff training and hand over activities to their key CHS stakeholder groups.

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

You will be an outstanding communicator, able to drive collaboration and inclusion.

You focus on quality and continual improvement, by taking a structured approach to your work, planning ahead and seeking feedback.

Your resilience will see you through the challenges and help you navigate the dynamic nature of the job.

Position Requirements/Qualifications:

- Relevant secondary and tertiary qualifications, with previous business intelligence or analytics experience would be highly regarded.
- Have detailed knowledge of Nursing and Midwifery workforce current rostering processes and procedures and the ability to represent staff groups.
- An understanding of Certified Agreements and their application regarding rostering and pay outcomes, is desirable.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to time in lieu, as the project nears go-live.
- 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 is a temporary part-time position at (0.5 FTE) available immediately until 31 December 2023 with the possibility of extension for an additional period up to 12 months. The above full-time salary will be pro-rata. This role will also be advertised at the SOGB (Requisition 029FW) and HP5 (Requisition 029G2) classifications and will be filled based on the relevant classification of the successful applicant, (noting that there is only one vacancy).

Contact Officer: James Chapman (02) 5124 6889 JamesX.Chapman@act.gov.au

Medicine

Nursing

Coronary Care Unit

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22545, several-0296S)

Gazetted: 16 March 2023

Closing Date: 30 March 2023

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

The Coronary Care Unit (CCU) at CHS is a 20 bed unit, with 11 acute beds and 4 subacute beds and 4 Chest Pain Evaluation Unit (CPEU) beds. Patients are admitted from the ACT and South Eastern region of NSW. Diagnoses include ST Elevation Myocardial Infarction (STEMI) for primary intervention (24hour, 7 days a week service); Acute Coronary Syndrome for angiography plus or minus intervention; arrhythmias, heart failure and elective procedures in CCU works closely with the Cardiac Catheter lab, Cardiac Rehabilitation team and Cardiac Technicians, and has a cohesive and cooperative working relationship with our Cardiologists and Registrars. The Unit actively participates in research projects. CCU is committed to the training, education and support of its staff members as well as undergraduate and new graduate nurses. including cardiac implantable devices, cardioversion, and PCI.

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

Minimum three years' experience as a Registered Nurse in acute care setting

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 Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Karen Simpson (02)51242165 karen.simpson@act.gov.au

Medicine

Obesity Management Service

Dietitian

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 60594-02971)

Gazetted: 16 March 2023

Closing Date: 20 April 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

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website: www.canberrahealthservices.act.gov.au

The position entails working as part of the Obesity Management Service inter-disciplinary team to promote positive patient outcomes through the provision of high-quality clinical services, case management, health promotion and quality improvement activities and education. This role is permanent part-time, with working days being Thursday, Friday and alternate Wednesdays.

Clinical service delivery may include group and individual therapy for people with morbid obesity. Interventions provided by the Dietitian within the service may include counselling to improve diet quality, placing patients on closely monitored Very Low Energy Diets, supporting pharmacotherapy and guiding diet post bariatric surgery.

About You

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Behavioural Capabilities

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

Ability to manage confidential and sensitive information.

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

Position Requirements/Qualifications:

Commitment to achieving positive outcomes.

Tertiary qualifications in Nutrition and Dietetics and eligibility for membership of the Dietitian's Association of Australia

Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Current ACT or NSW driver's licence

Registered under the *Working for Vulnerable People Act*.

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.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Note: This is a part-time permanent position at 18.38 hrs per week, the salary noted will be pro rata.

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

Contact Officer: Jane Osborne (02) 51241552 Jane.Osborne@act.gov.au

Cancer and Ambulatory Support

Cancer Supportive Care

Social worker

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 26541 - 029F5)

Gazetted: 17 March 2023

Closing Date: 31 March 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

website: www.canberrahealthservices.act.gov.au

The Cancer Psychosocial Service aims to improve outcomes for people with cancer and their families, by providing a comprehensive psychosocial service within the inpatient, outpatients and community settings. The Cancer Psychosocial Service is located at the Canberra Region Cancer Centre.

The Social Worker will have an understanding of issues relating to oncology and the impact of cancer on a person and their family / carer, including adjustment to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling. They will demonstrate a commitment to working within an Interprofessional environment. The overall function of the position is to promote positive client outcomes through the provision of high quality counselling, assessment and care planning interventions as part of a multidisciplinary team.

About You

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Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

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

Willingness to critically reflect on and develop practice skills and framework.

Position Requirements/Qualifications:

Mandatory

- Tertiary qualification in social work and a minimum of 1 year experience working professionally in social work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Prior to commencement successful candidates will be required to:

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

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

Allied Health

Acute Allied Health Services

Psychologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 38917, several - 029KO)

Gazetted: 21 March 2023

Closing Date: 4 April 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

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website: www.canberrahealthservices.act.gov.au

The Canberra Health Services Division of Allied Health Services provides a range 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 Psychology team in Acute Allied Health Services provides evidence-based care to inpatients and outpatients across four divisions of The Canberra Hospital (TCH) and Canberra Health Services. TCH is an acute care teaching hospital of approximately 600 beds, and a tertiary referral centre that provides a broad range of specialist services to the people of the ACT and South East NSW. The team consists of Clinical Psychologist and Clinical Neuropsychologist roles.

This Clinical Psychology position may work across a number of areas including:

The Allied Health Led Spinal Pain Service - a new multidisciplinary, community based. ACT Health clients who are referred to the Allied Health Led Spinal Pain Service are provided with education, non-surgical management recommendations and individual physiotherapy and psychological assessments and interventions as appropriate.

The Pain Management Unit - a public tertiary multidisciplinary outpatient service providing services to the population of Canberra and surrounding areas. The multidisciplinary team currently consists of medical (pain physicians, consultant psychiatrist in drug and alcohol, pain fellow), nursing, physiotherapy, clinical psychology, occupational therapy, social work and administration. The core business of the PMU is providing outpatient care for individuals living with chronic pain. The allied health professionals at the PMU play an integral role in the multidisciplinary team facilitating group based assessment and intervention.

The position will report to the Manager of Acute Support Psychology, with day to day operational coordination and service planning through the Physiotherapy Clinical Lead of the Spinal Pain Service and the Director of PMU respectively. Clinical supervision will be negotiated with the Acute Support Psychology Manager.

The Clinical Psychologist may be responsible for the provision of psychologist services at two different sites, the Canberra Hospital Campus and the Belconnen Health Centre.

About You

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

Strong interpersonal and communication skills.

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

Position Requirements/Qualifications:

Mandatory

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology or Health Psychology

Hold general registration with the Psychology Board of Australia under AHPRA.

Hold an area of practice endorsement in Clinical Psychology or Health Psychology

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

Desirable

Eligibility for (or willingness to work towards) gaining approval as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Psychology or Health Psychology

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Elissa Jacobs 51242045 Elissa.Jacobs@act.gov.au

Women, Youth and Children

Maternity and Gynaecology Outpatient Department

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 44659 - 0292J)

Gazetted: 22 March 2023

Closing Date: 5 April 2023

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Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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Under the direction of the Clinical Midwifery Manager, the registered nurse is responsible for the management, coordination, and delivery of care to women across the menstrual lifespan. The role incorporates triage of referrals to the Gynaecology Outpatient Department in collaboration with a Medical Consultant; management of the referral waitlist and direct client contact within the gynaecological outpatient clinics. The nurse will be expected to perform cervical screening in line with the National Cervical Screening program.

The Maternity and Gynaecology outpatient Department is open Monday to Friday 0830-1700 and is closed on public holidays. The successful applicant will be employed on a permanent full-time basis.

About You

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Behavioural Capabilities

A strong, person-centred nurse philosophy

2. Strong organisational skills with a high degree of confidence, drive, and self-direction to provide the required duties

3. Adaptability, resourcefulness, and flexibility to accommodate change and provide responsive services to meet the needs of the expanding outpatient gynaecology service within a dynamic environment

4. Resourcefulness and adaptability to meet these changing needs

Position Requirements/Qualifications:

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

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

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

Eligibility for membership of the Australian College of Nursing

Extensive experience as a Registered Nurse in person-centred gynaecological care

Postgraduate qualifications in relevant field e.g., family planning and sexual health (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.

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.

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.

Contact Officer: Julianne Nissen 02 5124 7368 Julianne.nissen@act.gov.au

Rehabilitation, Aged and Community Services

Occupational Therapy

New Graduate Occupational Therapist

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 40152, several - 029HV)

Gazetted: 22 March 2023

Closing Date: 5 April 2023

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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

Occupational Therapists in Canberra Health services work collaboratively with individuals, families, carers and internal and external service providers to maximise the health, wellbeing and occupational engagement of Canberrans.

CHS Occupational Therapists provide exceptional care through the delivery of high-quality Occupational Therapy assessment and a range of therapeutic interventions including harm prevention and minimisation strategies, therapy to promote recovery, rehabilitation and reablement, supporting safe and sustainable discharge to the community, and long-term occupational engagement and the maintenance of wellbeing. Areas of work include The Canberra Hospital, University or Canberra Hospital, consumers' homes and a variety of community health services located at various sites within the ACT.

Our staff are committed to the delivery of health services that reflect CHS values.

An exciting opportunity exists for new graduate Occupational Therapist to join the Occupational Therapy service in the Rehabilitation, Aged and Community division of CHS. The successful applicant will be employed as a Health Professional Level 1 for 12 months to maximise clinical and professional skills growth and development. The new graduate will be afforded opportunities to rotate to enhance learning and experience, have access to professional development support, high levels of clinical supervision, and support from wider occupational therapy teams, clinical educators and the occupational therapy professional group.

About You

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Behavioural Capabilities

Strong organisational skills with high degree of initiative.

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

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

A willingness to actively engage in a team environment.

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA)

Hold a current driver's licence.

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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.

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

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

Contact Officer: Jane Lawrence 51240073 jane.lawrence@act.gov.au

Territory Wide Mental Health Services

HAART

HAART HP3

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 25240, several - 029JG)

Gazetted: 22 March 2023

Closing Date: 10 April 2023

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Position Overview

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website: www.canberrahealthservices.act.gov.au

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation.

The participation of people is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

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

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

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

About You

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Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:
good customer service skills to provide helpful and professional experiences to people who access the service.
administration skills to be able to provide quality work outputs.
organisational skills to be able to manage workload.

Position Requirements/Qualifications:

Mandatory Qualifications:

For Occupational Therapy:

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

For Psychology:

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

For Social Work:

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

Other qualifications:

- Current Passenger Vehicles Driver's licence without restrictions.

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.
- Have a strong understanding of working in an adult community mental health service.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Provide referee report from current or previous line manager (if previous within the last 18 months)
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

Contact Officer: Sarah Dunn (02) 520 49152 SarahR.Dunn@act.gov.au

Acute Allied Health Services

Nutrition

Nutrition Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level), Canberra (PN: C09338 - 029JS)

Gazetted: 22 March 2023

Closing Date: 10 April 2023

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

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Position Overview

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The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services.

Services include:

- Clinical Dietetic Services to:
 - Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit
 - Outpatients requiring specialist care from the ACT and regional NSW
 - Operation of centralised Special Diet Service
 - Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under supervision this role supports the Dietitians in provision of Nutrition Support to patients within the hospital. Duties include supporting the operation of the special diet service and infant feeding service, preparation and distribution of adult and infant formulas according to departmental guidelines, computer data entry, patient visits with documentation, reception and other administrative duties.

This role is required to participate in after-hour shifts, including potential for weekend and public holiday work.

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Behavioural Capabilities

- Strong organisational skills with a high degree of initiative.
- Flexible and adaptive approach to work.
- Strong interpersonal skills and confidence with communicating across a range of stakeholders

Position Requirements/Qualifications:

- Hold a relevant certificate three qualification or equivalent.
- 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.

Other

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

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)

Note: This position will be filled on a casual basis.

Contact Officer: Sarah Gordon (02) 5124 2567 Sarah.Gordon@act.gov.au

Finance Business Intelligence

Health Information Services

Scanning Officer

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 46124 - 029LT)

Gazetted: 22 March 2023

Closing Date: 5 April 2023

Details:

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Position Overview

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website: www.canberrahealthservices.act.gov.au

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

Health Information Services (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

Working under general direction, as part of a small team, the Scanning Officer is responsible for processing clinical documentation into the on-line scanned clinical record solution (Clinical Patient Folder or CPF). This entails performing a number of tasks including preparing documents for scanning, uploading or scanning the documents into the system, Verification to confirm that the documents are imported into the correct record and processing any incoming mail. The Scanning Officer is required to consistently achieve quality and productivity targets for record processing to ensure scanning deadlines are met and record integrity and patient safety are not compromised.

About You

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Behavioural Capabilities

Ability to work within a team environment as well as independently with minimal supervision.

Adaptability and flexibility to accommodate change.

Highly motivated with strong organisational skills and attention to detail.

Position Requirements/Qualifications:

Mandatory

Relevant experience working in a hospital clinical records department, medical practice or similar health environment is preferred.

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

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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)

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

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

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

Surgery

Division of Surgery

Registered Nurse Level 2 -Ward 6B

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22444, several - 029HQ)

Gazetted: 22 March 2023

Closing Date: 5 April 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

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

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

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

About You

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

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

Strong communication and interpersonal skills.

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

Position Requirements/Qualifications:

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

Minimum three year post graduate experience in Cardiothoracic, Urology and Vascular Nursing.

The successful applicant will need to be able to work a rotating roster.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Divya Seethilal 0251242364 Divya.Seethilal@act.gov.au

Cancer and Ambulatory Support

Cancer Supportive Care

Senior Social Worker

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 14822 - 029NP)

Gazetted: 21 March 2023

Closing Date: 4 April 2023

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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 Cancer Psychosocial Service aims to improve outcomes for people with cancer and their families, by providing a comprehensive psychosocial service within the inpatient, outpatients and community settings. The Cancer Psychosocial Service is located at the Canberra Region Cancer Centre.

The Senior Social Worker will have an understanding of issues relating to oncology and the impact of cancer on a person and their family / carer, including adjustment to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling. They will demonstrate a commitment to working within an Interprofessional environment. The overall function of the position is to promote positive client outcomes through the provision of high quality counselling, assessment and care planning interventions as part of a multidisciplinary team.

About You

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Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

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

Ability to provide consultation, supervision and training of other staff, as directed.

Position Requirements/Qualifications:

Mandatory

- Relevant tertiary qualifications and a minimum of 3 years' experience working professionally in social 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 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: Erin Wells 0466322676 Erin.Wells@act.gov.au

Nursing

Ward 7A

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 54478, several - 029GB)

Gazetted: 21 March 2023

Closing Date: 4 April 2023

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Ward 7A is a general medical ward covering the specialities of Neurology, Infectious Diseases and Acute Stroke Care. There are 28 ward beds plus a 4-bed acute stroke unit.

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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

- Minimum 3 years' experience as a Registered Nurse in acute care setting
- 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 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: Sajina Anna Thomas (02) 5124 2535 Sajina.AnnaThomas@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Visiting Medical Officer – Perinatal and Infant Mental Health

Specialist Band 1-5/Senior Specialist Seasonal, Canberra (PN: 000000 - 0292C)

Gazetted: 20 March 2023

Closing Date: 22 March 2023

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Position Overview

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

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.

The Perinatal and Infant Mental Health Consultation Service is a community-based specialist service providing care to women experiencing moderate to severe mental illness in the perinatal period (pregnancy to 12 months postpartum.) and their infants. The Perinatal and Infant Mental Health Service is governed by the Child and Adolescent Mental health Service.

MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

The successful applicant will have senior specialist experience in Perinatal and Infant Mental Health. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division and provide supervision to the multidisciplinary team.

Emphasis on recovery focus and person-centred care are essential.

Visiting Medical Officers are engaged as independent contractors.

Duties

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

Provide expert clinical services for the Mother-Infant Dialectical Behaviour Therapy (MI-DBT) program.

Teach and supervise psychiatry trainees and medical students.

Contribute to the clinical oversight of multi-disciplinary MI-DBT program team and in particular:

Provide expert opinion, consultation, and supervision on clinical work.

Participate in the development, implementation, and ongoing review of the MI-DBT program. Research experience in the field, and an ability to support the development of local research endeavours, will be viewed particularly favourably.

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

Participation in administration and clinical governance activities as required.

Undertake other duties as set out in your contract.

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Behavioural Capabilities

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

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

Effective communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties; and

Ability to work within multi-disciplinary and management teams and adapt quickly to a changing environment, including managing confidential and sensitive information.

Position Requirements/Qualifications:

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

Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is mandatory.

Relevant Perinatal and Infant Mental Health qualifications and/or experience, experience working in Mother-Infant Dialectical Behaviour Therapy and research experience.

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

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

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

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

Current driver licence is preferred.

Knowledge of the *Mental Health Act 2015* and other related legislation.

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

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

Undergo a pre-employment Police check.

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

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

Contact Officer: Ilona DiBella (02) 5124 0000 Ilona.DiBella@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Forensic Mental Health Services

Registered Nurse Level 3, Mental Health Court Assessment and Liaison Service

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 36227-0291A)

Gazetted: 22 March 2023

Closing Date: 12 April 2023

Details: Our Vision: creating exceptional health care together

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Position Overview

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

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

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

- FMHS Forensic Consultation and Intervention Service (FoCIS) including:
 - Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)
 - FMHS Mental Health Court Assessment and Liaison Service (MHCALS)
 - FMHS Custodial Mental Health (CMH) including:
 - CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)
 - CMH – Adult at the Alexander Maconochie Centre (CMH – A)

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

About You

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Behavioural Capabilities

- Adaptability and flexibility to accommodate change and respond to novel situations.
- Ability to communicate clinical concepts with influence and sensitivity.
- Strong organisational skills with a high degree of drive

Position Requirements/Qualifications:

Mandatory

- Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA.
- Minimum three-year (preferably five years) post-qualification experience
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Other

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

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 six months with the possibility of extension.

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

Contact Officer: Tegan Murray (02) 51241813 Tegan.Murray@act.gov.au

Medicine

ACT Covid Care@home Program

Administration Service Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 53756 - 029IE)

Gazetted: 22 March 2023

Closing Date: 5 April 2023

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The ACT COVID -19 Care@ Home Program is a program that cares for patients who have tested positive to the Delta variant and other variants of SARS-CoV-2 and are managed safely in the community. The ACT COVID – 19 Care@Home Program was developed to provide an outpatient monitoring service, with the aim to support patients at home and prevent hospital attendance and admission where feasible. It is staffed by Registered nurses.

The ACT COVID – 19 Care@Home program is a 7 day a week program, with hours of work ranging from 8:30am-5:00pm. The ACT COVID-19 Care@Home Program is managed by the Division of Medicine at Canberra Health Services (CHS).

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,

Position Requirements/Qualifications:

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

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: Liisa Teivonen (02) 5124 2923 Liisa.teivonen@act.gov.au

Medicine

Hospital in the Home (HITH)

Personal Assistant/ Team Leader

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 48429 - 029J0)

Gazetted: 21 March 2023

Closing Date: 4 April 2023

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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:

- 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

- Leadership/management qualification or working towards a certificate/diploma in office management/business.
- Two years' experience working in a management role.

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.

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

Contact Officer: Liisa Teivonen on Liisa.teivonen@act.gov.au or 51242923

Office of the Chief Operating Officer

Liaison and Navigation Service

Administration and Operational Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60589 - 029AD)

Gazetted: 21 March 2023

Closing Date: 4 April 2023

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Position Overview

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The Liaison and Navigation Service (LaNS) is a new service that is being established to improve the experience of people and their health outcomes through information sharing, integration of care across primary, secondary, and tertiary services and coordination across health and community services. It will focus on the provision of the right care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports.

The service comprises of a multidisciplinary team that assists patients and their supports to navigate the multiple services involved in their care. The service provides, and supports patient centred, integrated, and coordinated care. It works closely with acute and community services, and across health and human services, to reduce the challenges patients and their supports face when required to access multiple services, to ensure the highest quality of care.

There has been a staged implementation of this service with the initial focus on improving the coordination of care for children accessing care in the ACT as inpatients and outpatients as well as specialist paediatric care interstate. Expansion of the LaNS into the adult population will occur throughout 2023 and beyond.

The focus of the service is on improving the individual and family's experience, and their health outcomes through information sharing, integration of care across primary, secondary and tertiary services and coordination across health and community service.

Individuals and their families will be eligible for the service when there is a combination of health care needs across medical and psychosocial issues that require access and support from multiple providers across the health and community sectors. The service will provide, and support person and family centred, integrated, and coordinated care.

The LaNS is a multidisciplinary team with positions located within a range of CHS service areas. Under the direction of the Operational Manager for Liaison and Navigation, the Administration and Operational Coordinator will be responsible for the day-to-day administrative functions of LaNS. This is a great opportunity for those looking to utilise their administrative and office management skills and extend their experience as part of this multidisciplinary effort to support patients with chronic and complex health needs as they navigate the health system.

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, resilience, tenacity, and a willingness to problem-solve and advocate with and for individuals and their supports.
- Well-developed interpersonal skills and the ability to build and maintain effective relationships with service clients and a range of internal and external stakeholders.
- The ability to listen to, connect with, build rapport and understand the clinical and psychosocial needs of individuals and their supports with complex presentations.
- Confidence, flexibility and good judgement to contribute to the ongoing design of an evolving innovative service, as a member of a team.

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.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Denise Lamb on denise.lamb@act.gov.au or (02) 5124 1793.

Pathology

Anatomical Pathology

Clinical Director – Anatomical Pathology

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 28853 - 029BR)

Gazetted: 21 March 2023

Closing Date: 12 April 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: <https://www.health.act.gov.au/> CHS has recently implemented a territory wide Digital Health Record. This has already transformed our Anatomical Pathology service. We have only just begun to unlock DHR's capabilities.

We are building a new Critical Services Building to include a new emergency, surgical and critical health care building. The facility will include more operating rooms, treatment spaces, intensive care beds and new helipads. Construction is well under way and is due to open in 2024.

The ACT Government has committed to build a brand-new Pathology facility, as part of the Canberra Hospital campus modernisation project. This is an opportunity to help us create and deliver a new vision for Anatomical Pathology. We will build a state-of-the-art laboratory with a focus on the latest diagnostic technologies, including digital pathology and outstanding new accommodation for our people. We are building a vibrant and engaged workplace culture, with a focus on leadership and teamwork, that will make this exciting project fly.

Join us - build your diagnostic skills, develop as a leader and be part of an amazing team. This is a once-in-a-lifetime opportunity!

We provide a range of financial, health and education services to help our staff. We offer financial initiatives such as salary packaging, fixed pathology bonus, mobile phone allowance, annual leave loading, eligible superannuation payments, access to financial counselling and staff discounts.

Why Canberra?

With more restaurants and cafés per capita than anywhere else in Australia, there is always somewhere new to tempt your tastebuds.

If the outdoors is more your scene, there's mountains, snow, and surf all right at your doorstep. Canberra is so much more than politics, so if you're considering a change in scenery, the ACT has a lot to offer.

Visit Canberra has more information about Canberra and Canberra Live has information about living and working in Canberra.

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 smp@anu.edu.au

Note: This position is a permanent Staff Specialist/Senior Specialist position. The Clinical Director position is for a 3-year tenure.

Duties

As an Anatomical Pathologist you will have a key role in the day-to-day operations of the laboratory and providing diagnostic reporting, participation in research projects, teaching and training of registrars and medical students, quality assurance activities and promote a commitment to high quality customer service.

The Clinical Director – Anatomical Pathology, reports to the Executive Director or Pathology. The role participates actively in the Divisions leadership team. There is an expectation that the successful applicant will maintain accountability for their own practice standards and education.

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College.

The position will be accountable and responsible to the Executive Director of Pathology through an Individual Learning and Development Plan.

In addition, they will work in collaboration with other departments to ensure high quality outcomes for the people who use services across the Division.

The appointee will be expected to provide a high level of clinical leadership to ensure that allocated resources are managed to meet all service delivery targets. A key role will be to ensure medical engagement with the service, and to efficiently manage medical staff recruitment, placement and leave arrangements. The appointee will be expected to represent the Division both internally and externally in a range of strategic and planning forums. It is expected that approximately 50% of the Clinical Director's time will be focused on their substantive clinical service delivery role and approximately 50% will be allocated to the other duties.

Provide high quality and timely diagnostic reporting in Anatomical Pathology. This includes intra-operative assessments on frozen section examinations.

Participate in the teaching, training and supervision of Anatomical Pathology Registrars and Medical Students.

Participate in Quality Assurance activities within the Department consistent with all relevant accreditation standards, Canberra Health Services policies and procedures, and other relevant legislative requirements.

Support the Anatomical Pathology laboratory team in a positive and collaborative manner, contributing to a proactive and engaged workplace culture. You will model the Canberra Health Services (CHS) values at all times, contributing to a work environment where all team members have a voice and the opportunity for personal and career growth.

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

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

About You

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Position Requirements/Qualifications:

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

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

Fellowship of the Fellowship of the Royal College of Pathologists Australasia (FRCPA) or equivalent specialist qualifications or equivalent specialist qualifications

Knowledge of compliance obligations for Pathology under Medicare legislation and the NPAAC/NATA accreditation processes is highly 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 Safety 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.

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

Contact Officer: Dr Glenn Edwards 02 5124 2891 glenn.edwards@act.gov.au

Operational Support Services

Infrastructure and Health Support Services

Assistant Director Security Operations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 11723 - 029AQ)

Gazetted: 21 March 2023

Closing Date: 11 April 2023

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

Infrastructure and Health Support Services are responsible for:

- Facilities Management
- Project Delivery
- Infrastructure Safety and Risk
- Strategic Workspace Planning
- Operational Support Services

- Fire Safety and Emergency Response
- Mail Room Services
- Parking
- Residential Accommodation Services
- Security
- Switchboard
- Patient Enquires
- Vehicle Fleet Management
- Volunteer Services
- Logistic Support Services
- Food Services
- Sterilising Services
- Contract Management
- University Canberra Hospital
- Domestic, Environmental and Linen Services

The Infrastructure and Health Support Services (IHSS), Operational Support Services (OSS), is responsible for the provision of a range of client services to support the operations across various Canberra Health Services (CHS) locations. The branch is committed to the CHS values, role and vision.

ABOUT YOU

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Behavioural Capabilities

1. Strong organisational skills with a high degree of drive.
2. Adaptability and flexibility to accommodate change.
3. Ability to provide responsive services to meet clinical needs.
4. Well-developed interpersonal, liaison, negotiation and supervisory skills.
5. Strong written communication skills.

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.
- Territory qualifications (or equivalent) in Protective Security, Public Safety or similar are desirable.
- This position is a Designated Security Assessed Position under the ACT Protective Security Framework. It is a requirement of the position that the occupant holds a national security clearance of NEGATIVE VETTING 1. The successful applicant will be placed on a temporary contract until successfully obtaining this clearance.
- 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.
- A current Driver's License.

Prior to commencement successful candidates will be required to:

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

Contact Officer: John Ludvigson (02) 5124 9721 john.ludvigson@act.gov.au

Rehabilitation, Aged and Community Services

Occupational Therapy

Occupational Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 58145, several-029L4)

Gazetted: 21 March 2023

Closing Date: 11 April 2023

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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website: www.canberrahealthservices.act.gov.au

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

The RACS Occupational Therapy service is a dynamic team of occupational therapists and allied health assistants providing exceptional care through high quality assessment and therapeutic intervention. We treat and manage patients with a range of medical conditions including neurological, orthopaedic, complex medical and frail aged.

Occupational Therapists have direct clinical supervision from a Senior Occupational Therapist and are supported by an experienced team of clinicians.

This position will be based at the University of Canberra Hospital with the opportunity to rotate through inpatients and ambulatory services at the University of Canberra Hospital, Acute Care of the Elderly at the Canberra Hospital and Community based services.

ABOUT YOU

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Behavioural Capabilities

- Strong organisational skills with high degree of initiative.
- Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
- Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs.
- Effective communication, including active listening skills, and an ability to negotiate

Position Requirements/Qualifications:

Mandatory

- Tertiary qualifications in Occupational Therapy
- Be registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).
- 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.

Desirable

- Previous experience working in the rehabilitation and/or aged care is highly desirable.
- The successful applicant may 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:

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

For more information about this position and how to apply “click here”
Contact Officer: Jane Lawrence (02) 51240073 Jane.Lawrence@act.gov.au

Nursing and Midwifery Patient Support Services Infection Prevention and Control Unit

Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 15076 - 029B7)

Gazetted: 21 March 2023

Closing Date: 11 April 2023

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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website: www.canberrahealthservices.act.gov.au

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

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

About You

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change and be responsive to meet needs.

Position Requirements/Qualifications:

Mandatory:

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

Have a minimum of five years post graduate experience working professionally as a Registered Nurse.

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

Desirable:

Holds or is working towards tertiary qualifications in Infection Control.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Medical Services

Medical Imaging

Registered Nurse 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 38205, several - 02930)

Gazetted: 21 March 2023

Closing Date: 21 April 2023

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Position Overview

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website: www.canberrahealthservices.act.gov.au

The Medical Imaging Department at CHS operates 24 hours, seven days a week, as well as on call and offers a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the Southeast Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease. The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

About You

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Behavioural Capabilities

Ability to prioritize and work independently and as part of a multidisciplinary team.

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

High level patient assessment skills

High level communication skills and the ability to think critically.

Position Requirements/Qualifications:

Mandatory

- Relevant tertiary qualifications in the field of nursing and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and minimum of one years' experience working in clinical hospital setting
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available for a rotating roster including weekends, after hours and close call roster requirement
- 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.
- Post graduate qualifications (or working towards) in relevant field.
- Current driver's licence

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

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

Note: There is permanent and temporary positions available for six months with the possibility of extension and/or permanency.

Contact Officer: Donna Gaisford (02) 512 44333 Donna.Gaisford@act.gov.au

Allied Health

Acute Allied Health Services

Spiritual Support Services

Spiritual Support Services Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 15426-029KP)

Gazetted: 21 March 2023

Closing Date: 11 April 2023

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Position Overview

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website: www.canberrahealthservices.act.gov.au

The Canberra Health Services Division of Allied Health Services is seeking experienced Spiritual Care Practitioner to join our leadership team. This position offers an exciting opportunity to implement a new professional model of spiritual care which is fully integrated in the health service, with equitable access for consumers of all faiths and beliefs, their families and staff. This new model has been proposed following a review of the Spiritual Support Services commissioned by the Office of the Executive Director of Allied Health in 2022.

Spiritual Support Services sits within the Division of Allied Health and is primarily responsible for:

- Delivery of Spiritual/Pastoral Care to patients, their families and also staff at the Canberra Health Services
- Delivery and coordination of religious services including sacraments, rituals, prayers and multi-faith responses to patients and staff
- Maintenance and organisation of sacred spaces in CHS, such as the multi-faith room, for the purposes of reflection, prayer and rituals for people of all faiths.

The Manager of Spiritual Support Services CHS will be responsible for:

- Delivery of Spiritual Support Services throughout the Canberra Hospital and University of Canberra Hospital campuses in accordance with the Spiritual Care Australia professional standards (2014) and Spiritual Health Association's Guidelines for Quality Spiritual Care in Health 2020.
- Recruiting and maintaining spiritual carer staff and volunteers
- Promotion and education of the service to clinical staff and establishment of clear referral procedures
- Coordination with members of churches and faith groups to establish the delivery of religious practices and rituals to patients and staff within CHS
- Maintain the multi-faith room so that it can be used by the public for prayer and reflection.

About You

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Behavioural Capabilities

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

- Well developed and wide ranging skills in pastoral care, spiritual care, counselling or other related practice
- Strong organisational skills with a high degree of self-motivation who is able to work in an unsupervised environment.
- Ability to plan, prioritise and organise work to achieve performance objectives and ability to work well within a diverse team environment

Position Requirements/Qualifications:

Mandatory:

- Tertiary level studies in Spiritual/Pastoral Care or in a relevant field (such as Counselling, Pastoral Theology, Psychology, Social or Behavioural Sciences as specified by Spiritual Care Australia (see <https://www.spiritualcareaustralia.org.au/membership/become-an-sca-member/membership-certified-advanced-via-ezidox/>)
- Advanced Certified Member (or eligibility) of Spiritual Care Australia
- Capability to work at Level 3 or 4 of the Spiritual Health Association's Capability Framework for Spiritual Care Practitioners in Health Services (2020)
- 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:

- Demonstrated recent pastoral/spiritual care professional experience, preferably in a clinical health setting.
- Minimum requirement of 400 hours of clinical training in the field of pastoral care, spiritual care, counselling or equivalent
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Elissa Jacobs (02) 51242045 Elissa.Jacobs@act.gov.au

Medicine

Ward 7B

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 12098, several-029G8)

Gazetted: 22 March 2023

Closing Date: 5 April 2023

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

website: www.canberrahealthservices.act.gov.au

Ward 7B is a busy 32 bed ward offering inpatient care to patients with complex medical conditions, such as eating disorder, toxicology, and delirium. The core priorities of this position are to collaborate with the multidisciplinary team of the Medical Services and the Division of Medicine and provide mentorship to new graduates as well as less experienced nurses and promote a learning culture within the ward 7B.

Interested applicants to address the selection criteria - maximum two pages and submit application online and also provide two names of professional referees one should be the current supervisor.

ABOUT YOU

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

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

Behavioural Capabilities

- Experienced Medical nurse.
- Strong organisational skills and ability to work within a team environment.
- Adaptability and flexibility to accommodate change and respond appropriately to meet clients' needs.

Position Requirements/Qualifications:

- Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)
- Minimum three years post registration experience.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

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

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

Contact Officer: Vanessa Hoban (02) 51242275 Vanessa.Hoban@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

Education and Training Services

CIT Technology and Design

CIT Graphics, Entertainment, Media and Music

Administration Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 60849)

Gazetted: 21 March 2023

Closing Date: 28 March 2023

Details: The Canberra Institute of Technology (CIT) Graphics, Entertainment, Media, and Music (GEMM) department is seeking a highly motivated and professional individual to provide a wide range of administrative support to staff, students, and external stakeholders. Duties will include preparing reports, preparing briefs, correspondence, scheduling, compliance reporting, promoting programs, pastoral care, and special projects. The successful candidate will need to work as a team member and autonomously to support and promote the department/college priorities. The ability to exercise judgement and to interpret guidelines and procedures to resolve issues, inquiries and work tasks is essential.

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

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

Notes: This is a temporary position available from late April for 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Webber (02) 6207 4916 Mark.Webber@cit.edu.au

Education and Training Services

CIT Pathways College

Student Support

Head of Counselling

Senior Professional Officer Grade C \$114,928 - \$123,710, Canberra (PN: 54965)

Gazetted: 20 March 2023

Closing Date: 27 March 2023

Details: The Canberra Institute of Technology (CIT) is looking for a Psychologist to co-head the CIT Counselling team. The role requires work in both provision of counselling services and assistance in supporting the strategic goals of the CIT.

The required workdays are Mondays and Tuesdays until 22/12/2023.

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

Eligibility/Other Requirements:

A minimum of five years' experience as a counselling Psychologist and demonstrated experience supervising and leading a counselling team. Understanding of counselling within the Vocational Education and Training sector.

Notes: This is a temporary part-time position at 14:42 hours per week, and the full-time salary noted above will be pro-rata. This position is available from 02 April 2023 until 22 December 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 response to the Selection Criteria (maximum two pages)

a current curriculum vitae

copies of relevant qualifications

names and contact details of two referees.

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

For information about this position the contact officer is Maeve Castles (02) 6207 3289, maeve.castles@cit.edu.au

[Maeve Castles available Wednesday to Friday.](#)

[Applications should be submitted via the Apply Now button below.](#)

[Contact Officer: Maeve Castles \(02\) 6207 3289 \[Maeve.Castles@cit.edu.au\]\(mailto:Maeve.Castles@cit.edu.au\)](#)

Chief Minister, Treasury and Economic Development

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

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

Executive Branch Managers, Communications and Engagement

Temporary Vacancy (Immediately until 10 April 2023 and 24 April 2023 until 5 May 2023)

Chief Minister, Treasury and Economic Development Directorate

Communications and Engagement

Position: E728

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List and ACTPS SOGA

Date circulated: 20 March 2023

Expressions of Interest are sought for the position of Executive Branch Manager, Communications and Engagement. This temporary vacancy is available immediately until 10 April 2023 and again from 24 April 2023 until 5 May 2023.

This Executive position reports to the Executive Group Manager – Communications and Engagement and leads the Content, Governance and Protocol team. There's never been a more important time to ensure the Canberra community is well informed about government programs, policies and services, and has meaningful opportunities to inform decision making.

This is an excellent opportunity to advance your professional skills and experience. If you:

have an established track record in providing advice and implementing contemporary and emerging Communications and Engagement (CandE) services.

bring an audience-first lens to your work, informed by research, insights and evaluation.

have significant experience in leadership roles in CandE, leading high performing teams.

have a strong focus on maintaining effective working relationships with stakeholders.

It is essential applicants can work flexibly in a fast-paced and dynamic environment, with some out of hours work required.

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

Remuneration: The position attracts a remuneration package ranging from \$266,764 - \$277,429 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

To apply: please provide an Expression of Interest for the role of no more than one page' your curriculum vitae and details of two referees to Tamera Rogers via email to tamera.rogers@act.gov.au; by COB Friday 24 March 2023.

Contact Officer: Tamera Rogers 0457 766 383 tamera.rogers@act.gov.au

Executive Branch Manager VisitCanberra

Temporary Vacancy (Immediately until 28 April 2023)

Chief Minister, Treasury and Economic Development Directorate

Economic Development

Position: E674

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List and ACTPS SOGA

Date circulated: 21 March 2023

Expressions of interest (EOI) are sought for the position of Executive Branch Manager, VisitCanberra. This temporary vacancy is for an immediate start to 28 April 2023.

VisitCanberra leads the ACT and capital region tourism industry to create and implement a range of marketing and partnership programs that aim to grow the value of tourism to the ACT economy. Economic Development is looking for applicants who can demonstrate a history of building and maintaining high level collaborative relationships with a broad cross section of stakeholders, with a focus on the tourism sector.

Reporting to the Executive Group Manager, the VisitCanberra Executive Branch Manager is responsible for collaboratively developing and implementing high quality, evidence-based events policy and programs, to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy, to create a vibrant community for Canberrans and for people visiting Canberra.

For further information please see the Executive Capabilities attached.

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

Remuneration: The position attracts a remuneration package ranging from \$266,764 - \$277,429 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

To apply: Interested candidates should submit a short Expression of Interest, of no more than one page addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Jonathan Kobus via email to Jonathan.kobus@act.gov.au by COB Tuesday 28 March 2023.

Contact Officer: Jonathan Kobus (02) 6205 3185 Jonathan.Kobus@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Networks, Communications Services and ICT Facilities/ICT Facilities Infrastructure

ICT Facilities Infrastructure Team Leader

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14282)

Gazetted: 22 March 2023

Closing Date: 10 April 2023

Details: Digital Data and Technology Solutions are seeking an experienced, committed and enthusiastic leader to join the ICT Facilities Infrastructure and Operations Team. The ICT Facilities Infrastructure Team Leader provides technical and managerial leadership of a small team of facilities specialists to support and manage ACT Government data centres and communications rooms, cabinets and associated ICT infrastructure at several key primary locations and hundreds of secondary locations across the territory.

The position requires a collaborative approach with a strong focus on implementing effective ICT infrastructure and supporting existing infrastructure to underpin the territories ICT services for delivering government and community outcomes.

The Technology Services Branch (TSB) delivers a diverse range of customer focussed and technically efficient products, support and core technology solutions that underpin service delivery across the ACT Government in line with the territory Digital Strategy. This includes identifying and delivering key strategic technology investment priorities including the adoption of location independence and cyber-resilience.

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:

Current Australian Government Security Vetting Agency (AGSVA) Negative Vetting level 1 (NV1) security clearance or ability to obtain and hold a NV1 security clearance is mandatory.

Driver's licence C class is essential.

This position does involve direct supervision of approximately 7 staff.

Notes: This is a permanent position, currently based in Woden at Callam Offices. The ACT government is transitioning to Activity Based Work (ABW). Under ABW arrangements, officers may not have a designated workstation/desk. Working from home part time may also form part of the flexible work arrangements for this position. A Merit Pool will be established from this selection process and may be used to fill similar vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If you are interested in applying for this position, please provide a written statement, maximum three pages total, responding separately to each of the seven capabilities in the 'What You Require' section of the Position Description. As well as a copy of your current curriculum vitae and contact details of at least two referees. Applications should be submitted via the Apply Now button below.

Contact Officer: Nathan Butcher 02 6207 6840 nathan.butcher@act.gov.au

Economic Development

VisitCanberra

Visitor Services Officer (Casual)

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: CASO2, several)

Gazetted: 21 March 2023

Closing Date: 30 September 2023

Details: VisitCanberra is seeking applications for on-call casual staff members to assist with Visitor Services.

Applications will be taken over the coming 6 months with roles being filled based on operational requirements.

The primary objective of this position is to provide a high level of customer service to Visitors and callers to the Canberra and Region Visitors Centre (CRVC) and Canberra Airport Information Booth.

The Visitor Services casual is required to:

Provide high level customer service to visitors and callers regarding local tourist information.

Coordinate and book sales of travel accommodation and tourism services for visitors using reservation system.

Assist in the sale of merchandise.

Provide support to volunteer staff on the service counter.

Proactively contribute to all areas of the organisation.

What You Require:

Demonstrated experience in providing a high standard of customer service, building rapport and communicating effectively with people from a variety of backgrounds and cultural sensitivities.

Competent computer skills and the ability to use a range of products, including Bookeasy or similar reservation system, Microsoft Word and Outlook applications.

Sound knowledge of tourist facilities in the ACT and surrounding region. Ability to understand, interpret and apply work practices, procedures, guidelines and instructions.

Ability to work independently and make decisions, as well as work in a team environment demonstrating behaviours reflecting the VisitCanberra values of integrity, innovation and inspiration.

Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace diversity, participative work practices and occupational health and safety principles and practices.

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

[Desirable Other Requirements:](#)

[Current Driver's license Class C.](#)

[Ability to speak a foreign language would be advantageous.](#)

[A current First Aid Certificate, or ability to obtain.](#)

[Flexibility to work evenings, weekends and public holidays.](#)

[Note: These are casual positions at a minimum eight hours per week. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.](#)

[Selection method: Selection may be based on application and referee reports only. A register of suitable applicants will be established from this process and will be used to fill casual vacancies within the next 6 months. This is a casual position with varying working hours, full-time salary noted above will be paid pro rata for hours worked.](#)

[How to Apply: Please submit a one page pitch style application that responds to the required skills, knowledge and behavioural capabilities outlined in the position description. Please provide a current Curriculum Vitae.](#)

[Applications should be submitted via the Apply Now button below.](#)

[Contact Officer: Jackie McKeown \(02\) 6205 0661 \[Jackie.McKeown@act.gov.au\]\(mailto:Jackie.McKeown@act.gov.au\)](#)

Finance and Budget

various

various

Analysts

Administrative Services Officer Class 5 - Senior Officer Grade C \$84,749 - \$123,710, Canberra (PN: 32513, several)

Gazetted: 21 March 2023

Closing Date: 28 March 2023

Details: Are you interested in learning more about policy development and the ACT Budget process? Do you want to be part of a high performing and supportive team, applying strategic thinking, communication, and critical analysis skills, to advise the Government on key budget initiatives?

ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is seeking expressions of interest from permanent officers, at level transfers, at the Senior Officer Grade C (SOGC) and Administrative Service Officer 5-6 (ASO5-6) or equivalent classifications to support the delivery of the 2023-24 Budget.

The positions are available for a period of up to three months and will provide a great opportunity to contribute to the development of key policy priorities impacting our community. Successful applicants would also receive valuable experience in delivering the Territory's Budget and a greater understanding of how policy is developed and implemented across government.

We are looking for people who are good communicators and team players and can work to tight deadlines across competing priorities. We need people who can use Microsoft Excel and Word to analyse and report on financial, economic, policy and administrative issues. Prior experience in drafting or analysing budget proposals would be an advantage but is not essential. Enthusiastic and friendly team members will support successful applicants to make a positive contribution from the start and to gain the most from the experience.

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

Notes: There are several temporary positions available from early April to June 2023.

This position is available to ACT Government officers and employees only.

Selection may be based on application and referee reports only.

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

How to apply: If you are interested, please submit a copy of your curriculum vitae, a short statement (no more than one page) addressing the Selection Criteria, outlining why you would be suited to the role and details of a contactable supervisor to Sarah Stonehouse at sarah.stonehouse@act.gov.au by 5:00pm on Tuesday 28 March 2023. We would expect successful applicants to commence duties by the beginning of April 2023, subject to negotiation with your supervisor.

Applicants are to identify the level you are currently at and the level you are applying for in your application.
Applications should be submitted directly to the Contact Officer.
Contact Officer: Scott Austin (02) 6205 2724 Scott.Austin@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Environment Protection

Environment Protection Officer

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 19371)

Gazetted: 22 March 2023

Closing Date: 29 March 2023

Details: The Environment Protection Authority (EPA) is the primary environmental regulator for the ACT. Our Mission is to protect and enhance the well-being of the environment and community as the ACT's primary environmental regulator. Our Vision is a sustainable environment for future generations.

The EPA is responsible for a range of environment protection issues including air and water quality, hazardous materials, waste, contaminated sites and environmental noise. We administer the *Environment Protection Act 1997*, *Water Resources Act 2004*, *Clinical Waste Act 1990* and the *Lakes Act 1970*.

The position will primarily administer environmental authorisations granted under the Environment Protection Act 1997. This will involve the preparation of new authorisations and undertaking reviews as required.

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

Current ACT or equivalent Driver's licence.

A tertiary qualification and/or experience in environmental management or other relevant qualifications are highly desirable.

Qualifications and/or experience in investigation practices are highly desirable.

Note: This is a temporary position available immediately until 28 June 2024. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide a two-page written response addressing the position description. A Resume/Curriculum Vitae should be provided along with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rodney Dix (02) 6207 2586 Rodney.Dix@act.gov.au

Economic Development

artsACT

Arts Infrastructure and Public Art

Project Officer, Arts Infrastructure

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 15524, several)

Gazetted: 20 March 2023

Closing Date: 3 April 2023

Details: artsACT is seeking experienced Project Officers (several positions) to work in a small team of dedicated people. The successful applicants will be responsible for supporting the coordination of building management at thirteen ACT Government owned arts facilities. Well-developed project management skills, and a desire to work innovatively to achieve results, will make you a strong candidate for a position in the Arts Infrastructure and Public Art 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:

Knowledge of building management services is desirable.

Notes: There is a permanent position and a temporary (12 month) position available immediately. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, these positions are in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Your application should demonstrate how you meet the requirements of the professional/technical skills and knowledge criteria as well as the behavioural capabilities described in the position description.

Submissions should be no more than three pages and include contact details for two referees. Please indicate if you are interested in permanent or temporary employment.

Applications should be submitted via the Apply Now button below.

Contact Officer: Libby Gordon (02) 6205 5468 Libby.Gordon@act.gov.au

Office of Industrial Relations and Workforce Strategy
Workplace Health and Safety and Injury Management
Injury Management
Rehabilitation Case Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39182)

Gazetted: 20 March 2023

Closing Date: 3 April 2023

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

Essential to the role is proactive communication and the coordination of day-to-day case management to drive optimum and sustained outcomes. This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is essential. The successful applicant will have superior problem solving and time management skills and demonstrate resilience and the ability to work in a highly complex environment.

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

Eligibility/Other Requirements:

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

Notes: This is a temporary position available immediately for up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Callum Vandelloo (02) 6205 1627 Callum.Vandelloo@act.gov.au

Office of Industrial Relations and Workforce Strategy
Executive Leadership and Talent
ACTPS Centre for Leadership and Innovation
Project Officer, Executive Leadership and Talent

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60832)

Gazetted: 20 March 2023

Closing Date: 27 March 2023

Details: Yuma*! Did you know that the ACT Government aims to be the most progressive jurisdiction in Australia for our workforce practices. We may be small, but we are already recognised for leading the flexible and hybrid work agenda, and we are putting dedicated attention towards driving inclusive workforce cultures across the ACTPS,

contemporary leadership practices which support trust and change, and working to encourage and embed innovation into the way we work.

We have an ambitious program of commitments and priorities but ultimately, we are here to help make the ACTPS a great place to work, and one where our people have the capabilities they need to deliver and thrive.

Due to our expanding program of work, we have a short-term vacancy to assist in a variety of Senior Executive events, programs, and other strategic business needs. If you're an organised, enthusiastic and reliable Project Officer with a can-do attitude, we'd love you to join the Executive Leadership and Talent team.

Under the guidance of the Assistant Director, you will enable the successful delivery of a range of initiatives including leadership programs and induction, mobility placements, developing resources and programs to support adult learning, events, program communications, nominations, evaluation and reporting – all designed to support contemporary leadership aligned with the ACTPS core values and signature behaviours. This role offers plenty of variety and no two days are likely to be the same.

To be successful in this role, you will be a proactive and organised contributor who enjoys regular stakeholder engagement. You'll work with a team of enthusiastic colleagues who come from a variety of professional backgrounds, and have access to a range of professional development opportunities – which can be online, peer-based, on the job, or formal learning.

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 Torres Strait Islander, people with disability, LGBTIQ+, Veterans, neurodiverse, and those from culturally and linguistically diverse backgrounds. Hear about CMTEDD from some of our staff.

Need ACTPS experience?

Nope, you don't have to be from the ACTPS or public sector to apply. We love new and different ways of thinking and we'll help you learn our context (and acronyms).

Where can you work?

We have access to ongoing hybrid work arrangements including home-based and activity-based working (ABW) when working from the office (located at 220 London Circuit, Canberra City) and our new Innovation Centre.

**'Yuma' is the Ngunnawal word for 'Hello'. Yuma [pronounced: yooma], a word for hello, and taken from the word for welcome Yumalundi [pronounced: yoomaloondi]*

Note: This is a temporary position available immediately for three months with the possibility of permanency.

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 one-page pitch which demonstrates the capability requirements listed in the Position Description, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Laura Martin (02) 6207 3287 Laura.Martin@act.gov.au

Access Canberra

Projects, Governance and Support

Customer Experience and Design.

Customer Service Integration Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 23990)

Gazetted: 20 March 2023

Closing Date: 27 March 2023

Details: Are you able to place the customer first in the design of digital services? Do you relish the prospect of problem solving and engaging with service challenges? At Access Canberra, we are focused on delivering innovative solutions that create positive change in our community. We are often the first point of contact for anyone wanting to interact with the ACT Government and we are working to make this process easier, simpler and faster for all.

The Customer Experience and Design team is currently looking for an enthusiastic, results-driven person to provide support for the ACT Government Customer Relationship Management (CRM) system using specialised software applications. At Access Canberra, we find innovative solutions that create positive change in our community. If you have experience in the development of digital service delivery, we want to hear from you.

Applications are sought from applicants with experience in CSS3 (Bootstrap), HTML5 and JavaScript (jQuery and Angular libraries), and expertise in implementing customer-focused services/initiatives and re-engineered business processes, particularly those involving internet-based services and databases.

Eligibility/Other Requirements:

An ACT Government CMTEDD Personnel Vetting Program (PVP) clearance is required for this position.

Notes: This is a temporary position available immediately until 2 June 2023 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. An order of merit may be established to fill identical vacancies within the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are asked to submit a two-page pitch outlining how your skills, knowledge and behavioural capabilities make you the best fit for the role, contact details of at least two referees and a current Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vladislav Munteanu (02) 6205 5460 Vladislav.Munteanu@act.gov.au

DDTS

Technology Services Branch

Cyber Security Centre

Assistant Director, Cyber Risk and Assurance

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 31212)

Gazetted: 17 March 2023

Closing Date: 5 April 2023

Details: POSITION OVERVIEW

The Cyber Security Risk and Assurance team sits within the ACT Cyber Security Centre and is a dynamic, business-oriented team that performs security risk assessments of ICT systems and infrastructure across the Whole of Government. The Cyber Risk and Assurance Assistant Director will work with business clients, internal teams, vendors, and external stakeholders to provide high quality cyber security risk management services to enhance cyber security outcomes.

The current government and Executive support hybrid working for positions of this nature, noting this may be subject to change in future.

Are you energetic, enjoy building strong relationships and interested in providing customers with solutions to improve their ICT security posture? The ACT Cyber Security Centre is looking for self-motivated, highly organised, and adaptable team member who has a passion for customer focussed cyber security solutions. Then this role is for you!

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

Qualifications/ Experience

Formal qualifications or professional certification and/or extensive experience in Cyber Security Risk Management and in developing security documentation such as System Security Plans.

Experience in performing Cloud Software as a Service (SaaS) and Platform as a Service (PaaS) risk management assessments or developing System Security Plans will be highly regarded.

CPermanent Residency or Australian Citizenship is required.

A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

Notes: A Merit Pool will be established from the selection process and may be used to fill potential future temporary or permanent vacancies over the next 12 months.

How to Apply: Applicants should submit a 'pitch' of no more than two (2) pages describing how your knowledge, experience and qualifications meet the 'What You Require' of the role from the position description. Please also provide your curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Maher (02) 6207 1055 Sally.Maher@act.gov.au

Access Canberra

Corporate Support and Capability

Projects and ICT / Rego.act Modernisation

Business Analyst/Service Designer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60764, several)

Gazetted: 16 March 2023

Closing Date: 30 March 2023

Details: Do you want to make a positive impact on the Canberra community, be part of team that makes life easier for Canberrans? This role presents a real opportunity to make a difference, a chance to take some pride in your work and see your work make a change that benefits the community.

Rego.act is classified as a Government Critical system that supports the delivery of essential Road Transport, High Risk Licensing and other services to the ACT community and enables collection of \$360 million per annum in revenue. The system is a key enabling platform for implementation of many government initiatives and legislation including aspects of the Digital Account, replacement of Compulsory Third-Party insurance with the Motor Accident Injury scheme, and Graduated Licensing.

The Rego.act Modernisation program, funded by capital funding for the *Digitising Government Services* initiative, primarily focuses to deliver outcomes in the following key areas:

Prioritise functions for modernisation.

Application Programming Interface (API) enablement for prioritised functions

Multi-disciplinary approach to solution development

Microservices deployment

Introducing contemporary system development practices

The Business Analyst/Service Designer will work closely with the Program Manager and Project Manager in delivering contemporary ICT solution to complex business problems across Access Canberra. The Business Analyst/Service Designer will be responsible for identifying and mapping different business capabilities that enable delivery of agency services (e.g., licensing capability, online bookings, case management, etc.) within Access Canberra. They will work closely with the Project Manager in identifying solution options and ensuring these technology solutions meet the organisational and business unit's needs.

Key duties include, but are not limited to:

Work with senior stakeholders in defining the outcome for an initiative. This includes development of Problem and Outcome statements, or similar artefacts.

Map end-to-end services, both current and future state, to identify areas for improvement through design.

Analyse client requirements and collaborate with technical specialists and business SMEs to develop fit-for-purpose solutions to business problems.

Examine and report on the likely impact of proposed changes to the relevant business stakeholders or project governance group.

Coordinate requirement walk-through and signoffs, verifying with stakeholders that process models and user artefacts accurately represent business needs.

Working in a multi-disciplinary team, you will assume responsibility for assigned tasks and outcomes and ensure they are completed in a timely fashion.

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

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable.

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

How to Apply: Please submit a two-page pitch detailing why you are the best person for the role, addressing the Selection Criteria in the attached Position Description, and A current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam MacLeod (02) 6205 4262 Adam.MacLeod@act.gov.au

Construction, Utilities and Environment Protection

Construction, Utilities and Environment Protection

Environmental Quality

Environment Protection Officer - Waste Officer

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 02638)

Gazetted: 16 March 2023

Closing Date: 30 March 2023

Details: The Environment Protection Authority, located within the Construction, Utilities and Environment Protection Branch is seeking a Technical Officer (Level 3) to work in the Environmental Quality Team.

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

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

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

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

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

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

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

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

Current ACT or equivalent Driver's licence

Bachelor of Environment or equivalent qualification is desirable.

Note: This is a temporary position available from 27 March 2023 until 14 July 2023 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 do not have a designated workstation/desk. A mix of working from home and office based work is expected for this position. A suitable office space at home is highly desirable, along with capacity to work in the Dickson Office Building as needed for meetings and other face-to-face work. Most staff are present in the office one-to-two days per week.

How to Apply: Your application will be assessed against the skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applicants should submit a supporting statement of no more than TWO pages addressing the skills, knowledge and behaviour headings in relation to the duties/responsibilities listed in the Position Description; an Application Coversheet; and a current Curriculum Vitae with details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Power (02) 6207 5311 David.Power@act.gov.au

Access Canberra

Corporate Support and Capability

Projects and ICT / Rego.act Modernisation

Project Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60762, several)

Gazetted: 16 March 2023

Closing Date: 30 March 2023

Details: Do you want to make a positive impact on the Canberra community, be part of team that makes life easier for Canberrans? This role presents a real opportunity to make a difference, a chance to take some pride in your work and see your work make a change that benefits the community.

Rego.act is classified as a Government Critical system that supports the delivery of essential Road Transport, High Risk Licensing and other services to the ACT community and enables collection of \$360 million per annum in revenue. The system is a key enabling platform for implementation of many government initiatives and legislation including aspects of the Digital Account, replacement of Compulsory Third-Party insurance with the Motor Accident Injury scheme, and Graduated Licensing.

The Rego.act Modernisation program, funded by capital funding for the *Digitising Government Services* initiative, primarily focuses to deliver outcomes in the following key areas:

Prioritise functions for modernisation.

Application Programming Interface (API) enablement for prioritised functions

Multi-disciplinary approach to solution development

Microservices deployment

Introducing contemporary system development practices

The duties of the position are to manage information technology projects and related activities on behalf of Access Canberra within the Rego.act Modernisation program and direct and manage the quality and progress of those projects, including associated resources.

The main responsibilities of the position include:

Deliver and manage a variety of information technology projects for Access Canberra, the Rego.act Modernisation program, either independently or as a member of a team, on time and within budget.

Analyse, document and develop ICT project proposals.

Develop, monitor and manage multiple project and activity plans, milestones and deliverables.

Effectively communicate with the program manager, project sponsors, users, technical staff, suppliers, software testers, management and customers to determine and resolve issues with systems implementation.

Provide advice to all areas of Access Canberra in relation to ICT projects and assist with project proposal/business case development.

Ensure requirements for IT projects are developed using sound business analytical processes and methodologies.

Eligibility/Other Requirements:

Relevant tertiary qualifications are highly desirable.

Competency in the use of relevant Project Management tools and techniques, like PRINCE2 are desirable.

Note: This is a temporary position available immediately for a period of 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: Your application requires a written response and a Resume/Curriculum Vitae with at least two referees. Please limit your written response to the following selection criteria to a total of **two pages**.

Your suitability for this position will be assessed in three key areas:

Skills - the skills you have, based on your qualifications and previous experience, to fulfil the duties/responsibilities of the role.

Demonstrated leadership and change management skills and high level of experience in successfully managing, developing and implementing multiple projects simultaneously.

Proven ability to develop project documentation including project plans, project schedules, customer proposals, project logs/registers, status reports, and variations.

Demonstrated high level written and verbal communication and negotiation skills and the ability to influence stakeholders and engage appropriate resources within Access Canberra and other ACT Government agencies.

Knowledge - the knowledge you have, based on your qualification and experience that will enable you to perform the duties/responsibilities of the role to a high standard.

Demonstrated knowledge and understanding of information technology infrastructure issues and systems to enable effective delivery of ICT projects for Access Canberra.

Demonstrated understanding of project management principles and the systems development life cycle (SDLC).

Behaviour - how well you will fit into the team, Division, Access Canberra, and ACT Government based on the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview Understanding of ACT Public Service values covering ethical standards, code of conduct and a demonstrated self-awareness, professionalism, and proven commitment to the ongoing integration of workplace respect, equity and diversity principles and workplace health and safety practices.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam MacLeod (02) 6205 4262 Adam.MacLeod@act.gov.au

City Renewal Authority

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

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

City Renewal Authority

Land Development

Manager Special Projects

Senior Officer Grade A \$157,201, Canberra (PN: 60706)

Gazetted: 22 March 2023

Closing Date: 10 April 2023

Details: The City Renewal Authority have an exciting vacancy for a suitably qualified senior leader to deliver Special Projects for the organisation.

You will have a record of delivering high value complex projects that require a sound knowledge of contract, procurement and stakeholder management.

This vacancy will require a high energy, results focused manager who can demonstrate that they are capable of managing the University of New South Wales project and the Grants project to repaint the Heritage listed Sydney and Melbourne Buildings.

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

Eligibility/Other Requirements:

Tertiary qualification/s associated with Legal Studies, Business Administration, Project Management, architecture, engineering, or town planning, are highly desirable.

Notes: This is a temporary position available immediately for up to 12 months with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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: In under two pages, and using examples of projects you have delivered, outline why you feel you are the most suitable candidate for this role.

The online application form requires a written response and a curriculum vitae to be provided as a minimum.

Applicants interested in the role are encouraged to contact the Contact Officer to find out more about the opportunity to join the City Renewal Authority.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ben Naughton 0412 975 835 Ben.Naughton@act.gov.au

Development

Executive Branch Manager, Development

Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E333)

Gazetted: 22 March 2023

Closing Date: 5 April 2023

Details: The City Renewal Authority is charged with shaping the growth of the central parts of Canberra to make it a great place to live, explore and enjoy. In partnership with the community, the City Renewal Authority aims to

create a vibrant city heart through the delivery of design-led urban renewal with a focus on social and environmental sustainability. The authority works within the City Renewal Precinct, which spans Dickson, Braddon, Civic, Northbourne Avenue, Haig Park and West Basin.

Reporting to the Deputy Chief Executive Officer, the Executive Branch Manager, Development provides strategic and technical advice on urban development projects and land sales for the Authority. This is an influential position, leading a number of significant urban development and placemaking projects which will change the look and feel of central Canberra for generations. The role manages a small, professional team and project consultants in the planning and delivery of land release, sale and development program including project feasibility, business case development, procurement, sales strategy planning and project management. The position plays a central role in how the Authority partners and collaborates with industry development partners, other ACT Government Directorates, and the broader community.

We are seeking solution focused, relationship builders who are adept at balancing projects of differing scale and complexity. Demonstrated commercial strategy development, procurement, contract management and financial and risk management are well regarded as is a strong appreciation of environment, social and governance principles and their application in the predevelopment environment. This experience may have been gained in either the public or private sectors.

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

Remuneration: The position attracts a remuneration package ranging from \$266,764 - \$277,429 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

How to Apply: Please send an application quoting Ref No 70094 to Watermark Search International. Email: search@watermarksearch.com.au by the closing date.

Contact Officer: Donna Hicks (02) 9233 1200. search@watermarksearch.com.au; Donna.Hicks@act.gov.au

Community Services

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

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

Children, Youth and Families

CYPS Operations

Legal Services

Court Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 11631)

Gazetted: 22 March 2023

Closing Date: 5 April 2023

Details: The functions of CYPS Legal Services include:

Representing the Director-General in:

- the ACT Children's Court on care and protection and youth justice matters
- Supreme Court Coroner's Court and Federal Circuit and Family Court of Australia (FCFCOA)
- Court ordered meetings and mediations
- Provides specialist advice, guidance or practical assistance on legal matters
- Manages and monitors court matters
- Processes Notices of Risk under the Family Law Act 1975
- Interstate liaison functions

The Court Officer is responsible for the provision of legal service delivery including court advocacy, providing information to the court on supports for young offenders and families, liaising with CYPS caseworkers on legal issues, drafting correspondence as directed and other legal tasks.

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 working in a community services environment.

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

Notes: This is a temporary position available immediately for 12 months.

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

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

Please note there are two advertisements running concurrently to fill this vacancy, P16553 and P11631. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

How to apply: Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Timothy Gough (02) 6207 1747 Timothy.Gough@act.gov.au

Children, Youth and Families

CYPS Operations

Legal Services

Court Officer

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728, Canberra (PN: 16553)

Gazetted: 22 March 2023

Closing Date: 5 April 2023

Details: The functions of CYPS Legal Services include:

- Representing the Director-General in:
- the ACT Children's Court on care and protection and youth justice matters
- Supreme Court Coroner's Court and Federal Circuit and Family Court of Australia (FCFCOA)
- Court ordered meetings and mediations
- Provides specialist advice, guidance or practical assistance on legal matters
- Manages and monitors court matters
- Processes Notices of Risk under the Family Law Act 1975
- Interstate liaison functions

The Court Officer is responsible for the provision of legal service delivery including court advocacy, providing information to the court on supports for young offenders and families, liaising with CYPS caseworkers on legal issues, drafting correspondence as directed and other legal tasks.

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 qualifications and experience:

- Relevant tertiary qualifications e.g., in Social Work, Psychology, Social Welfare, Social Science or related discipline. Please

note: Aboriginal and Torres Strait Islander people who do not have these qualifications but who have appropriate and relevant Aboriginal and Torres Strait Islander cultural heritage and experience are eligible to apply.

- Two (2) years' experience working with children, youth, and/or families in a social work/case management role. and/or experience working with Aboriginal and Torres Strait Islander families and communities.

- Current Driver's License

Desirable qualifications and experience:

- Experience and/or desire to work in a community services environment.
- Experience working in a legal office and/or currently studying Law.

Interest in working in a legal environment.

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

Notes: This is a temporary position available immediately for 12 months.

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

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

Please note there are two advertisements running concurrently to fill this vacancy, P16553 and P11631. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

How to apply: Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Timothy Gough on Timothy.Gough@act.gov.au or (02) 6207 1747

Housing Assistance

Client Services

Various

Assistant Director Client Services Branch

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 10588, several)

Gazetted: 21 March 2023

Closing Date: 7 April 2023

Details: Assistant Directors in Client Services Branch are responsible for providing leadership and direction to staff, clients, and stakeholders on a diverse and often complex range of issues involved in providing support to public housing tenants.

Assistant Directors are required to lead a team to deliver on operational requirements, develop and maintain networks and collaborative working relationships with community service organisations to assist clients to access appropriate housing and community support services.

Assistant Directors are expected to demonstrate strong management and leadership capability, stakeholder management skills, the ability to think strategically in a busy operational environment. There is a requirement to work across other business units when necessary.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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)

Notes: These are temporary positions available for six months with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a written response addressing the 'What you Require' section of the Position Description along with a curriculum vitae.

Applications should be submitted via the apply now button below.

Contact Officer: Alexandra Groves (02) 6207 1251 Alexandra.Groves@act.gov.au

Children, Youth and Families

Youth Justice

Bimberi Residential Services

Youth Worker - Bimberi Residential Services (Permanent, temporary and casual opportunities)

Youth Worker 1 \$68,685 - \$73,920, Canberra (PN: 09106, several)

Gazetted: 20 March 2023

Closing Date: 2 April 2023

Details: Bimberi Residential Services is recruiting energetic and committed youth workers to join the team.

Youth workers play an important role in supporting and supervising young people at the Bimberi Youth Justice Centre and Bimberi Community Residential Services.

Working in youth justice is about empowering young people to steer their lives in a more positive direction when they return to the community. If you are passionate about changing lives for the better, becoming a youth worker is the ideal place to start.

As youth workers, we empower children and young people to steer their lives in a more positive direction. We act as role models by:

Establishing healthy routines and working to a daily structure.

Redirecting anti-social and challenging behaviour to the positive standards expected by the community.

Engaging young people in education through ongoing encouragement and mentoring

Helping young people to develop positive family and peer relationships.

Facilitating support from other services such as health and mental health providers, educators, and disability organisations.

Creating safe and supportive environments.

While care, supervision, safety and support form the foundation of the role, you will also need strong interpersonal and communication skills. We look for people who are:

Passionate about working with young people – you strive to engage and empower them to change their lives for the better.

Dedicated and resilient – you are committed to following procedures, can deal with confronting situations and thrive on challenges.

Proactive – you are constantly thinking of new ways to solve problems and address issues.

If you are mature and open-minded, your life experiences will enable you to connect and communicate with young people from many different backgrounds. Working intensively with young people every day means there's no end to what you can learn and how you can grow in your career.

Youth Workers are required to work shift work and provide direct supervision and support to young people and management of their behaviours. Successful applicants will be provided with seven weeks paid induction training that covers topics including legislative obligations, Human Rights, trauma informed and therapeutic practice, responding to critical situations (including Use of Force) and behaviour management.

Eligibility/Other Requirements:

Current driver's licence

Current Senior First Aid Certificate

ACT Working with Vulnerable People Card. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note:

Permanent, temporary and casual roles may be filled based on operational requirements and the business needs of the organisation.

Selection will be based on application, psychometric assessment, interview, medical/fitness (beep test) assessment and National Police Check.

Prior to commencing Youth Worker induction, you are required to produce evidence of a current Senior First Aid Certificate and ACT Working with Vulnerable People Card.

Youth Worker information session

An information session will be held at Bimberi Youth Justice Centre from 6.00 to 7.00pm:

Tuesday 28 March 2023

You will need to RSVP to reserve your spot by calling the contact officer.

How to Apply: Applications sought from potential candidates should include:

Supporting statement addressing each of the criteria should be limited to 400 words per criteria outlining your knowledge, skills and experience, in carrying out the duties outlined in the Position Description.

Names and contact details of at least two referees, including your most recent/current supervisor or manager.

Current Curriculum Vitae must also be included.

You will be required to submit responses to the Selection Criteria questions below.

Why are you interested in being a Youth Worker?

What skills do you have?

What do you think teamwork means?

What is important to perform the role of Youth Worker?

CSD values are Respect, Integrity, Collaboration and Innovation. What values align with you the most?

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Lewthwaite (02) 6207 8801 Kim.Lewthwaite@act.gov.au

Children, Youth and Families

Youth Justice

Bimberi Residential Services

Training Officer - Bimberi Residential Services

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46586)

Gazetted: 20 March 2023

Closing Date: 27 March 2023

Details: Bimberi Residential Services is seeking a highly motivated individual with excellent leadership, advocacy and communication skills to temporarily join the team as Training Officer, Bimberi Residential Services.

The Training Officer is a key role that is responsible for the design, development and delivery of high-quality training and development programs for staff across Bimberi Residential Services. It is also responsible for providing support to the Deputy Centre Manager in the management and implementation of the Bimberi Residential Services Professional Development Framework; including the monitoring and reporting on training outcomes.

The Training Officer is responsible for developing and delivering training, resources, tools and processes that embed organisation policy into practice. The position will contribute to research, analysis and implementation of strategies and methodologies to improve the effectiveness of Bimberi Residential Services. The role is required to prioritise competing work demands, liaise and work collaboratively with internal and external stakeholders and to demonstrate flexibility and teamwork in ensuring the aims of the division are achieved.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant intervention to children, young people and their families. It is comprised of Bimberi Youth Justice Centre (BYJC) and Bimberi Community Residential Services (BCRS), including Narrabundah House Indigenous Supported Residential Facility (NHISRF).

BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

BCRS provides supported accommodation to young men, aged between 15 and 18 years old, on a youth justice order. All facilities operate 24 hours a day, 7 days a week.

Eligibility/Other Requirements:

Experience in preparation and delivery of online and face to face training modules.

Expertise in the use of ICT business systems and applications used to develop training modules.

Possession of a current driver's licence and Senior First Aid Certificate.

Working with Vulnerable People (Background Checking) ACT 2011 will be required.

For further information on Working with Vulnerable People registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Highly desirable qualifications and experience:

Relevant tertiary qualifications and experience in adult training and development and/or eligibility for continued enrolment in relevant tertiary qualifications e.g., Certificate IV in Training and Assessment or similar.

Note: This is a temporary position available from 17 April 2023 for six months with the 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: Expressions of interest are sought from potential candidates and should include a statement of no more than two pages outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Lewthwaite (02) 6207 8801 Kim.Lewthwaite@act.gov.au

Family Safety

Domestic, Family and Sexual Violence Office

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 51492, several)

Gazetted: 20 March 2023

Closing Date: 6 April 2023

Details: The Domestic, Family and Sexual Violence Office has one vacancy and one expected vacancy. To fill these roles the Office is seeking passionate and experienced leaders who will oversee the delivery of policy and practical

initiatives to support the prevention of domestic family and sexual violence, and integrated, timely and coordinated responses to victim-survivors.

The successful candidates will have strong leadership and mentoring skills, a proven ability to deliver, and demonstrated knowledge of domestic, family and sexual violence issues, including the systemic challenges facing victim survivors and the sector.

We are looking for people who can work collaboratively, manage a small team, support the executive in briefings to Ministers and sector leaders and also be responsive to the changing domestic, family and sexual violence landscape. Selection may be based on application only and a merit pool may be established.

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: One vacancy is available immediately and the second is an expected vacancy. Both vacancies will be filled for a period of up to 12 months with possibility of permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

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

Please include a current curriculum vitae with details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vasiliki Bogiatzis (02) 6205 5175 Vasiliki.Bogiatzis@act.gov.au

Family Safety

Strategy, Governance and Legal

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38078)

Gazetted: 16 March 2023

Closing Date: 23 March 2023

Details: The Domestic, Family and Sexual Violence Office has a short term vacancy available for an experienced officer with great social or legal policy skills to hit the ground running and support our work to prevent and respond to domestic, family and sexual violence.

We need someone with a strong sense of social justice, a passion for improving the lives of victim-survivors of domestic, family and sexual violence and an ability to deliver quality work in tight time frames.

To be successful you will be a great team player; self-motivated; and able to turn your hand to many different tasks including writing policy, managing stakeholders, delivering project elements and preparing briefs to the Coordinator-General and the Minister.

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

Note: This is a temporary position available from 1 April 2023 until 30 June 2023 with possibility of extension up to 12 months

Selection may be based on application and referees only and a merit pool may be created for temporary opportunities over the next 12 months.

Part time applications are welcome.

How to apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Skills, Knowledge, and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

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

Contact Officer: Juliette Ford (02) 6205 7169 Juliette.Ford@act.gov.au

Education

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

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

Office for Schools

Tuggeranong Network

Namadgi School

Executive Teacher- English and Humanities

School Leader C \$132,293, Canberra (PN: 45415)

Gazetted: 21 March 2023

Closing Date: 28 March 2023

Details: Namadgi School is seeking a motivated, relationship driven executive teacher to join our Secondary sector. This position is for a qualified English Teacher. Potential applicants should have a sound knowledge of the Australian Curriculum and be able to demonstrate their capacity to build relationships with students and their families and have a commitment to meeting the academic and social needs of a diverse range of learners. Applications should include such relevant skills as leading coaching, data driven differentiation, an in-depth knowledge of the English and Humanities curriculum and engaging leadership skills to work with a group of educators and be part of a broader executive team.

Note: This is a temporary position available immediately until 31 May 2023 with the 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: 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: Gareth Richards (02) 6142 0906 Gareth.Richards@ed.act.edu.au

School Improvement

Belconnen Network

Mount Rogers Primary School

Information Technology Officer

Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 60856)

Gazetted: 20 March 2023

Closing Date: 3 April 2023

Details: Mount Rogers Primary School is seeking an appropriately skilled and motivated professional to provide high level IT support to staff and students.

The successful applicant will be responsible for the monitoring and maintenance of data backup and retrieval systems. The position includes troubleshooting and analysis of Windows and Google operating systems, Office applications and third-party applications. They will provide technical support to staff and students to resolve issues in a timely manner. The individual must have a sound technical understanding of a wide range of Microsoft and Google products, networks and print management. They will also identify and implement improvements to ICT infrastructure and processes within the school.

The successful applicant will be required to work independently or with minimal supervision and must have strong organisational and time-management skills. Effective communication is essential, including developing and completing IT records, comprehensive asset management, maintaining appropriate documentation, and liaising with staff across the school and Directorate teams.

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

Eligibility/Other Requirements:

This position requires a Working with Vulnerable People (WWVP) Registration prior to commencing in this role. Completion, or enrolment in an associate diploma or higher qualification in Computing/Information Science; or significant relevant work experience (generally two or more years) is highly desirable.

Note: This is a temporary part-time position at (22:48 hours/3days) per week available immediately until 22 December 2023 with possibility of permanency. The above full-time salary will be pro-rata. 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 complete a written statement of no more than two pages which addresses the relevant skills and knowledge (selection criteria). Please include a current Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Mongan (02) 6142 2750 Melissa.Mongan@ed.act.edu.au

Business Services

Governance

Information Access

Information Access Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 08102)

Gazetted: 20 March 2023

Closing Date: 3 April 2023

Details: The Education Directorate's Information Access team has a team mantra that goes like this...

We're going on a records hunt

We like a challenge

What a beautiful day!

We do our best

At times we face what feels like long wavy grass, deep cold rivers, thick oozy mud and big dark forests. But we don't let them get in our way.

If this ignites a spark of curiosity for you, please read on.

An interesting and challenging opportunity exists in the Information Access team for a skilled and capable Administrative Services Officer Class 5 to support the important task of the Directorate responding to requests for information, including Freedom Of Information requests, requests for information under the National Redress Scheme, subpoenas and requests for personal information. The ideal candidate will have experience dealing with confidential personal and sensitive information, strong administrative and organisational skills, a keen eye for detail, and sound communication and interpersonal skills. The work involves delivering services to a high standard, under tight timeframes and concurrently handling multiple requests that are at different stages. At times the occupant will encounter information that may be confronting as it relates to neglect, abuse or violence, particularly towards children. The position description provides additional information.

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). Driver license is required.

How to Apply: To be considered for the role, please provide the following:

Your curriculum vitae.

Your pitch of no-more than two pages addressing your suitability for the position and what you have to offer.

The names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paula Murray (02) 6205 9691 Paula.Murray@act.gov.au

School Performance and Improvement

Belconnen Network

UC HIGH SCHOOL KALEEN

Enrolments Coordinator

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 58270)

Gazetted: 20 March 2023

Closing Date: 27 March 2023

Details: University of Canberra High School Kaleen is a traditional year 7 – 10 High School in North Belconnen. This vibrant school community delivers quality and purposeful educational experiences which ensure all students achieve success.

Position requires the applicant to work both independently and as a member of a diverse, highly skilled school administrative team.

The successful candidate will require a sound knowledge of Sentral, Student Admission System and SSP for Enrolment procedures and associated administration duties. The ability to manage, coordinate, and process the schools incoming and departing enrolments and duties associated with student file management, both at school and transferring files to other schools, as well as assist in the planning of school events relating to enrolments and transition programs.

The successful candidate will work as part of a larger team and will need to work across other administrative roles as required. These roles include assisting with events, excursions, student services, front office administration and first aid.

The position hours are 8.30am to 4pm daily.

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)

Desirable:

Sound knowledge of school specific software including Enrolment related software as mentioned above.

Experience in a school setting.

Sound knowledge of Microsoft Outlook, Word and Excel.

Note: This is a temporary part-time position at 33.75 hours per week available immediately for three months with the possibility of permanency, the salary noted will be pro rata.

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 one-page pitch which demonstrates the capability requirements listed in the Position Description, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Merrielle Reed (02) 61420482 merrielle.reed@ed.act.edu.au

School Performance and Improvement

Tuggeranong School Network

Lanyon High School

Student Services Administrator

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 60817)

Gazetted: 16 March 2023

Closing Date: 30 March 2023

Details: Lanyon High School caters to students from years 7 – 10 in the southern suburbs of Tuggeranong with around 475 students in 2023. We are a growing school with a diverse range of students, we have strong relationships with the community and our feeder primary schools. Lanyon High School is seeking applications for a Student Services Administrator who will be a vital part of the Student Services team. The successful applicant will be working in a team environment with both teaching staff and administrative staff and will be the first point of contact for students and executives relating to student timetables, Positive Behaviour Learning, student data and associated records.

The Student Services Administrator will provide a high level of customer service to staff, students, parents and the wider community whilst maintaining confidentiality with the ability to resolve enquiries and provide appropriate information and sound advice. Experience in customer service is essential, this includes excellent communication and organisational skills, and sound knowledge of School Administration System (SAS) is desirable.

Eligibility/Other Requirements:

MANDATORY

Must have current ACT Working With Vulnerable People (WWVP) Registration

HIGHLY DESIRABLE

Knowledge and experience with School Administrator System (SAS)

DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

Note: This is a permanent position with an immediate start. Selection may be based on application and referee reports only.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date. Please provide evidence of your suitability for the role including examples that clearly demonstrate your relevant Professional/Technical Skills, Knowledge and Behavioural Capabilities.

Applicants are strongly encouraged to contact the contact officer for further information regarding this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashley Howes (02) 6142 1800 Ashley.Howes@ed.act.edu.au

School Performance and Improvement

Tuggeranong School Network

Lanyon High School

Communications/Roles Officer

School Assistant 2 \$51,548 - \$56,919, Canberra (PN: 32192)

Gazetted: 16 March 2023

Closing Date: 30 March 2023

Details: Lanyon High School caters to students from years 7 – 10 in the southern suburbs of Tuggeranong with around 475 students in 2023. We are a growing school with a diverse range of students, we have strong relationships with the community and our feeder primary schools. Lanyon High School is seeking applications for a Communications/Roles Officer who will be a vital part of the front office team. The successful applicant will be working in a team environment with both teaching and administrative staff and will be the first point of contact for students at reception.

The Communications/Roles Officer will provide a high level of customer service to staff, students, parents and the wider community whilst maintaining confidentiality with the ability to resolve enquiries and provide appropriate information and sound advice. Demonstrable experience in customer service is essential. This includes good communication and organisational skills along with administrative experience and sound knowledge of School Administration System (SAS) is desirable.

The position requires flexibility to be able to work across a variety of areas within the office, including record management, communications and student absences.

Eligibility/Other Requirements:

MANDATORY

Must have current ACT Working with Vulnerable People (WWVP) Registration

HIGHLY DESIRABLE

First Aid Certificate or a willingness to undertake appropriate training.

DESIRABLE

Certificate III or equivalent e.g., Business Administration (Education), Government (School Support Services), School Support Services and/or Information and Cultural Service.

Note: This is a temporary position available immediately for ten 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 your response of no more than two pages addressing the Selection Criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date. Please provide evidence of your suitability for the role including examples that clearly demonstrate your relevant Professional/Technical Skills, Knowledge and Behavioural Capabilities.

Applicants are strongly encouraged to contact the contact officer for further information regarding this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashley Howes (02) 6142 1800 Ashley.Howes@ed.act.edu.au

Business Services

People and Performance

Recruitment

Senior HR Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 52403)

Gazetted: 16 March 2023

Closing Date: 23 March 2023

Details: The Senior HR Officer will support the Directorate in providing a range of operational recruitment activities in support of the ACT Public Schools and the Education Support Office.

The Recruitment Section sits within People and Performance Branch and is responsible for education employment support, improving the quality of student learning through attracting, developing, and retaining a skilled and high performing workforce. The Section provides advice and operational support about staff recruitment and deployment, establishment management, resource allocations, recruitment and movement of staff and conditions of service and staff entitlements.

Eligibility/Other Requirements:

This position requires a solid understanding of the HR context or relevant qualifications/experience in a similar role. Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.

Experience and knowledge of Chris21, SAP, SSEMS, UKG Kronos or similar rostering/HR Systems is desirable.

Note: This is a temporary position available immediately until 29 September 2023 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.

A combination of home-based working remotely and or Hedley Beare Centre for Teaching and Learning, Stirling ACT.

How to Apply: Please provide a written response to the Professional and Technical Skills and Knowledge located in the Position Description and a current Curriculum Vitae of no more than two pages. Please also include two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bec Nicholls (02) 6207 2616 Bec.Nicholls@act.gov.au

School Improvement

North Canberra Gungahlin

Gold Creek School

Business Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 56752)

Gazetted: 16 March 2023

Closing Date: 30 March 2023

Details: Gold Creek School is a Preschool to Year 10 School in the Gungahlin Region in Canberra. The school has an enrolment of approximately 1300 students. Our school supports individualised learning through the implementation of the International Baccalaureate programme, as a framework for teaching the Australian Curriculum. We are committed to developing student agency and have a focus on the importance of connection to community.

The position requires the successful applicant to be 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.

At Gold Creek School, the Business Manager leads a large team across two campuses and plays an active role in driving the school improvement agenda. The role provides support to the Principal while working in collaboration with the wider school leadership team and 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)

Desirable

Business qualifications or experience in a business-related role

Financial qualifications or relevant experience

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: Daniel Breen (02) 6142 1300 Daniel.Breen@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Environment

ACT Parks and Conservation Service

National Parks and Catchments / Tidbinbilla Nature Reserve

Environment Protection Officer

Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 20013, several)

Gazetted: 22 March 2023

Closing Date: 10 April 2023

Details: The ACT Parks and Conservation Service (PCS) is seeking a dynamic and experienced team player to contribute to wildlife conservation initiatives at Tidbinbilla Nature Reserve (TNR).

TNR's Threatened Species Program focuses on the recovery of threatened species through breeding programs, conservation research, and education. Managed by a team of skilled and experienced staff the program manages various innovative conservation projects including recovery programs for the Southern Brush-Tailed Rock-wallaby, Northern Corroboree Frog and Grassland Earless Dragon. Staff work in a fast-paced environment and collaborate with a broad range of stakeholders, research institutions and organisations operating at the forefront of conservation biology.

The selected candidate will be appointed to manage one of the Threatened Species Teams active recovery programs and will need to have strong observational skills, an aptitude for small animal handling and a working knowledge of biosecurity protocols. There is a strong emphasis on teamwork and flexibility.

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

Eligibility/Other Requirements:

Tertiary qualifications in the field of environmental management, wildlife biology or ecology is required.

Current driver's licence and ability or willingness to learn how to drive manual vehicles.

Preparedness to wear a uniform.

Preparedness to work a shift roster which includes weekends and public holidays.

Ability and willingness to undertake after hours and incident management duties, including after-hour reserve lock up functions, participation in fire standby roster and search and rescue operations.

Working with Vulnerable People Registration (WWVP)

Notes: This is a temporary position until 22 March 2024 with the possibility of extension up to 12 months and/or permanency. Suitable candidates will be placed in a TO2 Merit Pool which will be used to fill other possible TO2 vacancies. The Merit Pool list is valid for a twelve-month period. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application addressing the selection criteria limiting responses to 350 words 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: Nicole Hill (02) 6207 3695 Nicole.Hill@act.gov.au

Climate Change and Energy

Emissions Reduction Policy, Integrated Energy Plan Team

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40997, several)

Gazetted: 17 March 2023

Closing Date: 5 April 2023

Details: Want to help save the world? We're looking for proactive and talented Policy Officers to join us in developing policies that are helping Canberra reach zero emissions.

As a Policy Officer, you will have the opportunity to make an impact and support ongoing policy design, development and delivery to enable the ACT to reduce its emissions, adapt to a changing climate, and to electrify our city in the transition away from the use of fossil-fuels.

Our teams are taking world leading climate action. If you enjoy working in a dynamic and fast-paced government team, where you can make a positive impact on the community, then come and join us!

Eligibility/Other Requirements:

Occasional weekend work may be required.

Desirable:

Tertiary qualifications in a relevant field. Successful candidates may come from a range of backgrounds.

Notes: This is a temporary position available immediately until 28 February 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application of no more than two pages, addressing the selection criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Shorter (02) 6207 8805 Mark.Shorter@act.gov.au

Statutory Planning

Executive Assistant, Statutory Planning

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 35301)

Gazetted: 17 March 2023

Closing Date: 27 March 2023

Details: The Statutory Planning Division is responsible for assessing and determining development applications, environmental impact assessment, administering the ACT leasehold system, assisting the ACT Civil and Administrative Appeals Tribunal in its review of decisions, and providing advice to the community and industry on development matters.

The Division also includes the Office of the Surveyor-General and Land Information (OSGandLI), which is the regulator of surveying in the ACT and provides essential services and advice within the land development workflow.

We are seeking someone with initiative and drive to provide executive and administrative support for the division. The position will provide a range of high level confidential administrative support functions to the Executive team including diary management, arranging and scheduling appointments and meetings, taking meeting minutes, liaising with a range of stakeholders, and ensuring correspondence, emails and enquiries are dealt with promptly and efficiently.

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

How to Apply: Please provide a two page statement addressing the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Weller (02) 6205 3846 Craig.Weller@act.gov.au

Justice and Community Safety

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

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

Public Trustee and Guardian

Various

Administration Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 37243, several)

Gazetted: 22 March 2023

Closing Date: 5 April 2023

Details: Are you interested in protection of Human Rights? At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by

providing legal and financial services, by acting as a Guardian, a financial manager, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 70 people, and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion all members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life.

PTG are seeking applications from motivated individuals interested in employment opportunities across several PTG business units - Wills, Estates and Trusts, Financial Management Services, Guardianship and Finance. For further information regarding the services PTG provide, please see our website - Home - Public Trustee and Guardian (act.gov.au)

Suitability for these positions will be assessed based on your experience, skills and knowledge relevant to the business units listed above. If there is a specific team you are interested in, please include this on your application. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Similar experience in a related/relevant organisation/service is highly regarded however not essential. WWVP will be required.

Notes: This advertisement will be used to fill temporary vacancies as they arise for varying duration with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit a statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the *What You Require* capabilities listed on the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alicia Beauchamp (02) 6207 9800 alicia.beauchamp@act.gov.au

Emergency Services Agency

Assistant Commissioner Corporate

ESA Training

Senior Director ESA Training

Senior Officer Grade A \$157,201, Canberra (PN: 60477)

Gazetted: 22 March 2023

Closing Date: 5 April 2023

Details: Do you have experience leading exceptional learning and development initiatives and strategy, ensuring compliance in a Registered training Organisation (RTO); and building robust stakeholder relationships in a complex operational environment? We are looking for an energetic achiever with a robust background in identification, development, provision and maintenance of learning and development initiatives, preferably within an emergency management environment.

This role is directly responsible for ensuring currency with accredited training reporting and auditing requirements to maintain the ESA Registered Training Organisation (RTO) accreditation.

Of primary importance will be your ability to contribute to the development of training capability, strategic advice, and coordination of internal audits to ensure services are delivered in accordance with ASQA requirements, contractual obligations and ACT ESA risk management and quality frameworks.

You will be able to liaise successfully with a range of stakeholders across both the ACT and Commonwealth Governments, Territory industry and external providers to identify and develop opportunities which create new modes and multi-modes of education delivery for non-accredited and accredited training courses.

This position will also be required to provide high quality reporting and timely briefs to senior management as well as implementing training initiatives that align with the strategic direction of the Agency.

If you think this exciting opportunity fits how you would like to contribute to your community, then we would welcome an application from you.

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

Eligibility/Other Requirements:

A 'C' Class Driver's licence is essential.

This position does not require a pre-employment medical.

This position requires a Working with Vulnerable People Check.

Qualification (or ability to obtain) an Australasian Inter-service Incident Management System (AIIMS) Level 2 or 3 Incident Controller.

Ability to achieve registration through the Emergency Management Professionalisation Scheme (EMPS).

Tertiary qualifications in Management, Education, or a related discipline are highly desirable.

Certificate IV in Training and Assessment (TAE40116) or equivalent would be an advantage.

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your Curriculum Vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Wayne Phillips 0428 653 332 Wayne.Phillips@act.gov.au

ACT Corrective Services

Offender Reintegration

Offender Reintegration

Director, Alcohol and Other Drug (AOD) Treatment

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 36319)

Gazetted: 20 March 2023

Closing Date: 3 April 2023

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Director, Alcohol and Other Drug (AOD) Treatment (SOGB), within Offender Reintegration.

This role presents enormous opportunity to shape AOD service provision for people with high and complex needs, working collaboratively with government, the community services sector, and people with lived experience, to make a tangible difference in the Canberra community.

The successful applicant will oversee AOD program referrals, assessment, and delivery, including observation and expert program facilitation as necessary. You will also undertake research and contribute to service design, development, implementation, and program selection based on evidence-based best practice objectives.

Further to this, you will contribute to strategic and operational policy direction and implementation, with a focus on AOD screening and treatment. You will also collate AOD service data, evaluation, reporting, and contribution to funding submissions.

To be successful, you will demonstrate strong leadership and management qualities, exceptional communication and interpersonal skills and an ability to develop and compose complex workplace documents.

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

Compliance Requirements/Qualifications:

Relevant industry qualifications are highly desirable.

Experience in AOD programs system/service design and/or facilitation is highly desirable.

Demonstrated experience and/or willingness to work with offenders in custody and the community is essential.

The successful candidate will be required to undergo criminal record and background checks.

Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

Note: This is a temporary position available immediately for a period of 12 months with the possibility of permanency.

How to Apply: Applicants are required to submit two items:

- 1) A one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and
- 2) A current resume/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: Jack Powsey (02) 6207 5058 Jack.Powsey@act.gov.au

ACT Courts and Tribunal

Corporate and Strategic Services

Corporate Information Systems

Financial Business Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60516)

Gazetted: 20 March 2023

Closing Date: 6 April 2023

Details: Join a supportive team with ample opportunities to perform, grow, and succeed, along with the benefits of flexible working arrangements.

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 Corporate Services and Strategy Branch within the ACT Courts and Tribunal (ACTCT) is responsible for delivering a range of corporate and strategic services that support the operations of the ACT Supreme Court, the ACT Magistrates Court, and ACT Civil and Administrative Tribunal (ACAT), including services relevant to data, reporting, analytics, and insights.

The Financial Business Analyst will identify, document, and understand ACTCT's business requirements and areas for improvement through gathering and analysing both technical and non-technical data and information of the organisation's fines management processes and data. The Financial Business Analyst will also manage the Fines Management Project and ensure that fines and financial issues are quantified, recommendations of resolutions are sought, and practical solution options are developed.

The Financial Business Analyst will have the following capabilities:

Professional / Technical Skills and Knowledge

Demonstrated skills, knowledge and experience in conducting financial business analysis, business process analysis, and related project management.

Demonstrated experience in formulating solutions that are innovative, viable, effective, economical and user-friendly.

Proven strong conceptual, analytical, organisational and problem-solving skills.

Behavioural Capabilities

Demonstrated ability to achieve results in a complex and dynamic environment under limited supervision, including the ability to work under pressure, within tight timeframes and with a high attention to details.

Demonstrated excellent interpersonal, written and verbal communication and consultation skills, including the proven ability to develop and maintain effective working relationships with a wide range of internal and external stakeholders and the ability to engage, negotiate and communicate at all levels to influence outcomes.

Demonstrated ability to consistently display commitment to high quality customer service principles and practices, as well as an understanding and commitment to ACTPS values and behaviours.

Eligibility/Other Requirements:

Relevant tertiary qualifications or relevant experience in Finance, Auditing, Accounting, or a related field is highly desirable.

Police checks may be conducted.

Notes: This is a temporary position available until 30 June 2023 with the 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: Please submit

Your up-to-date curriculum vitae (max three pages)

A two-page pitch which outlines your ability and experience to perform the role, this includes the Professional/Technical Skills and Knowledge and Behavioural Capabilities which can be found in the Position Description.

The contact details of two referees.

Applications must be submitted via the Apply Now button below.

Contact Officer: Neeti Chauhan (02) 6207 7498 Neeti.Chauhan@Courts.act.gov.au

**ACT COURTS and TRIBUNAL
CORP and STRATEGIC SVC
GOVERNANCE**

Communications Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 44052)

Gazetted: 20 March 2023

Closing Date: 6 April 2023

Details: POSITION OVERVIEW:

The Communications Officer will lead the development and delivery of high quality communication across ACT Courts and Tribunal (ACTCT), with a focus on strengthening internal and external communication. The Communications Officer will work collaboratively with the Directorate Communications and Engagement team to provide a central mechanism for communications management within ACTCT and support the delivery of operational and strategic objectives.

BRANCH OVERVIEW:

The Governance team provides strategic business support across ACTCT in the areas of governance, human resources, risk and work health and safety, communications, complaints, and annual reporting. The team provides coordination and management of matters relating to Government and Assembly business and contributes to the development of strategic policy initiatives.

BUSINESS UNIT OVERVIEW:

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 ACAT with registry, court support, forensic, corporate and strategic services.

ACTCT is led by the Chief Executive Officer and Principal Registrar, appointed under the *Court Procedures Act 2004* and has the following business areas:

Executive

Registrar's Office (Supreme Court) includes Registry Operations and the Sheriff's Office

Registrar's Office (Magistrates Court)

Registrar's Office (ACAT) includes ACAT Administration

Corporate Services and Strategy.

NOTE: The nature of the organisation is such that staff may be exposed to sensitive material or information that may be confronting and culturally sensitive. ACTCT provides support services and training to assist staff in being culturally aware, resilient and safe in the workplace.

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 in (or working towards) communications or equivalent professional experience is highly desirable.

Understand the best practices of main social media channels and web content.

Must possess exceptional writing skills and be able to compose engaging and accurate content.

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

How to Apply: Applicants are asked to provide a written response no more than two pages addressing the Professional Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description.

Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Everest (02) 6205 9225 Rebecca.Everest@Courts.act.gov.au

**ACT Human Rights Commission
Victims of Crime Commissioner
Client Services Team**

Senior Case Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60770, several)

Gazetted: 20 March 2023

Closing Date: 14 April 2023

Details: Victim Support ACT at the ACT Human Rights Commission is seeking a highly motivated Senior Case Coordinator with strong skills and experience. Victim Support is a dynamic workplace that provides information, support and advocacy to people to help them recover from the impacts of crime and ensure their rights are upheld when they engage with the justice system.

Senior Case Coordinators work in a fast-paced environment with multidisciplinary team members to deliver high quality, responsive services to clients.

These roles have been created to support greater access to VSACT services for family members of victims who have died as a result of a motor vehicle offence, which will include some outreach, advocacy, intensive short-term case coordination, and stakeholder liaison to raise awareness of this new area of service.

Duties of a Senior Case Coordinator include:

Provide timely, accessible, individualised case coordination, support and advocacy to victims of crime. This includes provision of information, support and advocacy in relation to:

assisting victims to recover from the impacts of the crime.

advocating for the rights and interests of victims of crime in the criminal justice system in accordance with the *Charter of Rights for Victims of Crime*; and

organising counselling and other therapeutic support for clients from scheme providers.

Determine client eligibility for different levels of service and coordinate the provision of professional services in accordance with the Regulation.

Develop and maintain positive and collaborative working relationships with justice agencies, government agencies and non-government agencies including attending interagency meetings and other meetings as required.

Contribute to community engagement activities that promote awareness of the *Charter of Rights for Victims of Crime* and access to Victim Support (VS) ACT services.

Provide support to the Client Services Team Leader as required including supervision and support of less experienced team members and aiding continuous improvement of client service delivery.

Provide intensive support to and advocacy for family members of victims who have died as a result of a motor vehicle offence, including outreach and stakeholder liaison.

Maintain records in accordance with the *Victims of Crime Regulation 2000*, the *Territory Records Act 2002* and the *Health Records (Privacy and Access) Act 1997*

If you want to do intensive case coordination and advocacy with select clients combined with less intensive support for others, where there is opportunity for initiative and innovation, this role is for you.

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

Eligibility/ Other Requirements

Tertiary qualification in social work, counselling, psychology, human services delivery, criminal justice, law, or related disciplines is highly desirable.

Experience working with Aboriginal and Torres Strait Islander community members, people from a Culturally and Linguistically Diverse background and people with a disability is highly desirable.

Skills and/or experiencing establishing stakeholder relationships and raising community awareness of new programs is highly desirable.

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)

A clear National Police Check is required for this position.

Notes: Permanent positions available immediately.

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 carefully review the Position Description and provide a written pitch of no more than two pages.

In the written pitch, it is encouraged that you use specific examples that demonstrate how your skills and experience meet the Professional/Technical Skills and Knowledge, the Behavioural Capabilities, and the Compliance Requirements /Qualifications as outlined in the Position Description. You may choose to use these headings to structure your response. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Woodward (02) 6205 5197 Kylie.Woodward@act.gov.au

**ACT Human Rights Commission
Victims of Crime Commissioner
Victim Support ACT**

Victim Support Team Leader

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59106)

Gazetted: 17 March 2023

Closing Date: 5 April 2023

Details: Victim Support ACT at the Human Rights Commission has a leadership opportunity available for an enthusiastic and highly motivated team leader with strong skills and experience managing small teams of skilled professionals to provide crucial services to victims of crime in the ACT.

Victim Support is a dynamic workplace that provides information, support, referrals and advocacy to children, young people and adults affected by crime, to help them recover and ensure their rights are upheld in the justice system. Victim Support Team Leaders undertake a range of duties including:

Providing professional leadership, management and supervision to frontline staff.

Building a participative, supportive workplace culture.

Ensuring appropriate case coordination, support, advocacy and therapeutic services are provided to people affected by crime.

Working collaboratively with the broader service and external stakeholders to design and implement innovative service delivery improvements for the benefit of victims.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with a disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position Contact Officer.

Eligibility/ Other Requirements

Qualifications in social work, psychology, human services delivery or related disciplines is highly desirable.

Experience providing tailored, effective services to Aboriginal and Torres Strait Islander people, culturally and linguistically diverse communities, people with disabilities and children and young people is highly desirable.

Notes: This is a temporary position available for 12 months.

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

How to apply: See the attached role description for further information regarding duties and responsibilities.

Interested applicants should prepare a 2-page pitch addressing the selection criteria and illustrating how your abilities, experience and qualifications make you the best person for this role. Please upload your pitch, along with your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margie Rowe (02) 6207 9296 Margie.Rowe@act.gov.au

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

Project Development and Support

Finance

Chief Finance Office

Senior Officer Grade A \$157,201, Canberra (PN: 39435)

Gazetted: 22 March 2023

Closing Date: 29 March 2023

Details: Are you MPC's Chief Finance Officer for the next three months? Do you like a challenge and want to step into a role as part of the high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

As CFO you will be part of the senior management group, leading a team of financial and management accountants providing high level specialist advice on a diverse range of financial issues, project finance forecasting, reporting and budget preparation.

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

Eligibility/Other Requirements:

Mandatory

Relevant tertiary qualifications in a 'business' related discipline.

Highly Desirable

CIMA, CPA or ICA membership is highly desirable.

Note: This position is available immediately for up to three months with possibility of extension up to 6 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. This position is available to ACT Government officers and employees 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 a one-page pitch addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural Capabilities. Please submit a current curriculum vitae and contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Erica Wark (02) 6207 8222 Erica.Wark@act.gov.au

Office of the Legislative Assembly

Business Support Branch

Security and Building Services

Manager, Security and Building Services

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 370)

Gazetted: 21 March 2023

Closing Date: 2 April 2023

Details: This is an exciting opportunity working with a high degree of autonomy and leading a small team responsible for security and facilities related activities for the ACT Legislative Assembly. In addition to the day-to-day operations, you will oversee interesting capital works projects.

The Office of the Legislative Assembly (OLA) is an impartial statutory agency which provides procedural and administrative advice and support to the Assembly and its committees. It is headed by the Clerk of the Assembly and is governed by the *Legislative Assembly (Office of the Legislative Assembly) Act 2012*.

The Manager, Security and Building Services is responsible for managing a team to provide all security and facilities related activities for the ACT Legislative Assembly including:

- building maintenance, landscape and gardening services, delivery of building related capital works projects, strategic accommodation and office fit out as well as strategic asset management.
- the provision of security services, including daily operational security, policy management, building security, parking services, visitor access, security risk management, emergency management, logistics, and the provision of Attendant services on parliamentary sitting days.

To be successful in this role you will be a dynamic, energetic, and efficient manager, who thrives working in a team environment where you can apply your discretion and excellent organisational skills to manage multiple priorities, projects and stakeholders.

How to Apply: If this role sounds like a challenge you are interested in, we want to hear from you. Please submit a written application of no more than two pages, responding to the requirements in the 'What we are looking for' section in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Turner 02 6205 0181 rachel.turner@parliament.act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra and Business Services

Yarralumla Nursery

N/A

Site Maintenance Supervisor

General Service Officer Level 9 \$79,105 - \$89,398, Canberra (PN: 15787)

Gazetted: 22 March 2023

Closing Date: 29 March 2023

Details: The Site Maintenance Supervisor at the ACT Government's wholesale production nursery is responsible for planned and reactive maintenance of the nursery's heritage and contemporary buildings, greenhouse structures, vehicles, plant and equipment, irrigation systems and pumps to ensure they remain in safe working order; as well as maintaining heritage trees and providing technical advice to senior management. The role also manages small projects within the context of the nursery, for example, construction of a pump shed, and has Workplace Health and Safety responsibilities.

This role requires a person who is experienced in maintaining heritage assets in accordance with the Burra Charter, can work collaboratively in a team environment and supervise a small team and contractors, has a good understanding of ACT Workplace Health and Safety legislation, policies and procedures, is experienced in less complex ACT Government procurement and contract management; and has a good understanding of a production nursery environment.

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

Eligibility/Other Requirements:

The position is physically located at Yarralumla Nursery in Yarralumla, Canberra. Additional requirements are indicated below.

Current C Class Driver's licence is essential.

Preparedness to wear a uniform.

A pre-employment medical check.

Be willing to work outside standard hours or weekends when required.

Chainsaw certificate or willingness to obtain.

Workplace Health and Safety Induction (White Card) or willingness to obtain.

Asbestos Awareness Card or willingness to obtain.

Ability to undertake the physical requirements of the tasks listed above and ability to lift weight up to 16-20kg.

Project management experience or the ability to gain this knowledge.

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

How to Apply: Please submit a written application addressing the individual selection criteria (max. 1/2 page per criterion) and a current Curriculum Vitae.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Matt Parker (02) 6205 3334 Matt.Parker@act.gov.au

Territory and Business Services

Capital Linen Services

Business Management

Director Business Management

Capital Linen Service Band 9 \$135,355 - \$152,378, Canberra (PN: 18920)

Gazetted: 20 March 2023

Closing Date: 27 March 2023

Details: Capital Linen Service operates as a commercial business unit within the ACT Government's Transport Canberra and City Services Directorate.

We have extensive experience and knowledge of the linen hire and laundry services industry and have been delivering linen services and operating an industrial factory across the Canberra region since 1978 servicing more than 120 clients in Canberra and its surrounds.

Our people are our biggest asset and are what make us a great place to work! We take pride in our commitment to deliver the highest standards of quality and reliability and enjoy a healthy team culture.

We are looking to grow our leadership team and are seeking a highly motivated and experienced officer for the position of Director Business Management. Financial management accounting and developing financial strategy specifically relating to a production environment is essential to this role.

The successful applicant should be adept at optimising financial data processes, analysis, interpretation, and presentation to inform strategic and operational business decisions leading to improved practice, increased efficiency, and organisational performance.

Further duties include undertaking gap assessments, identifying system solution gaps, analysing requirements and determining benefit impacts, as well as cost-benefit analysis.

Eligibility/Other Requirements:

Tertiary qualifications in Accounting, Commerce, Finance or a related field along with professional membership of CPA/ICA.

Well-developed experience working with complex spreadsheets and financial management systems, in particular TM1 and Oracle, would be an advantage.

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: Applications should include:

A statement of no more than 750 words addressing the selection criteria outlined in the Position Description demonstrating with examples, your suitability to the role.

A current Curriculum Vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Mundy (02) 6207 5211 Angela.Mundy@act.gov.au

Territory and Business Services

Yarralumla Nursery

Customer Relations Officer

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 13783)

Gazetted: 21 March 2023

Closing Date: 14 April 2023

Details: Are you a people person with a flair for creating a fantastic experience for customers, possess great communication skills, love plants and likes to think outside the box? Then you might just be our new Customer Relations Officer at Yarralumla Nursery.

Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high quality, competitively priced plants to landscape, wholesale, and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows over 300,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

We are looking for a creative, energetic, organised and highly motivated person to effectively engage with internal and external stakeholders to promote the Yarralumla Nursery brand. The suitable applicant will also be leading, providing support, and motivating a small operational team to drive sales and provide high quality customer service.

This is an excellent opportunity to join a dynamic and supportive workplace that is making a difference to the landscape we live in. As part of the team, you will support the production and sale of high-quality plants to the Canberra community and the surrounding regions.

This position is Permanent full time and is based on site at the Yarralumla Nursery in Canberra.

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

Eligibility/Other Requirements:

Certificate III in Horticulture or have equivalent demonstrated competence.

Driver's license *Class C* is essential.

This position *does* require a pre-employment medical.

Five plus years sales experience in a wholesale/retail nursery environment.

Five plus years horticultural experience.

Knowledge and experience in Microsoft Office and IT applications.

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

How to Apply: Please submit a written application addressing the criteria under the 'What you require' section of the Position Description (maximum two pages), along with your current curriculum vitae listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Farley Hayward (02) 6207 2447 Farley.Hayward@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.

Chief Operating Office

Legal and Contracts

Procurement and Contract Management

Senior Director, Procurement and Contract Management

Senior Officer Grade A \$157,201, Canberra (PN: 34312)

Gazetted: 21 March 2023

Closing Date: 28 March 2023

Details: Transport Canberra and City Services undertakes a wide range of procurement activities to achieve Directorate goals. The Senior Director, Procurement and Contract Management provides strategic assistance to staff across TCCS to plan, develop and facilitate procurement and contract management outcomes.

The Senior Director, Procurement and Contract Management delivers the ongoing development, review, and implementation of procurement governance, promoting compliance with Directorate and ACT Government policies and guidelines, including procurement processes, use of systems, and contract risk management.

The Procurement and Contract Management team monitor compliance through the TCCS Assurance Framework, and the Assistance Director, Procurement and Contract Management works with Business Units to develop and implement process improvement and compliance.

Eligibility/other requirements: Qualifications in procurement and/or contract management is highly desirable.

Note: This is a temporary position available immediately for six months with the possibility of extension up to 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. The opportunity to work from home exist as operational needs allow.

How to apply: Please provide a pitch, no more than two pages responding to the capabilities from the Selection Criteria along with a current curriculum vitae and contact details of two referees.

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

Contact Officer: Kristine Scheul (02) 6205 5427 Kristine.Scheul@act.gov.au

City Services

Roads ACT

Road and Path Network

Assistant Director, Path Maintenance

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 29018)

Gazetted: 17 March 2023

Closing Date: 19 April 2023

Details: This position will primarily be looking after the maintenance of paths, kerb and gutters, driveways, linemarking, signs and other road related assets. As a senior leader within TCCS, this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee

engagement skills are a key enabler in the performance of this role as is a values-based leadership style. This position involves direct supervision of up to ten staff and requires managing/overseeing the allocation of work, team performance and day-to-day operations.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development, and develop, engage and the right people to the right roles.

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 LGBTIQIA+ are encouraged to apply.

Eligibility/Other Requirements:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project and contract management experience.

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

How to Apply:

A supporting statement of no more than three pages outlining experience and/or ability and addressing the requirements under the "What you Require" section of the attached Position Description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Shium Reza (02) 6207 5825 Shium.Reza@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.

COO Group

Legal and Contracts

Freedom of Information and Subpoenas

Administrative Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 47109)

Gazetted: 16 March 2023

Closing Date: 23 March 2023

Details: Transport Canberra and City Services have an exciting opportunity for an Administration Support Officer to join our Freedom of Information and Subpoenas team.

The ideal candidate is committed to delivering exceptional customer service experiences, maintain positive working relationships, and always ensuring compliance with legislative and ACT Government requirements. They'll have strong communication, engagement and negotiation skills, and be able to adapt to changing priorities in addition to having a flexible and practical working style.

If this sounds like you then please apply, and the team look forward to hearing from you.

A role with purpose: you will see how you are making a difference in our community daily.

Benefits and perks: full-time permanent position with a competitive annual salary PLUS superannuation. We also offer various employee health and wellbeing programs. Further information is available in the [Administrative and Related Classifications Enterprise Agreement](#).

Opportunity to grow we provide up-skilling opportunities, training and networking to ensure you are constantly able to grow within your career.

Balance: you will have a fantastic work life balance and an opportunity to adopt a hybrid working style with a blended Office/Home work profile.

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

Note: 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.

How to Apply: Applicants should address the numbered selection criteria under "What you Require" in a two page 'pitch style' response and submit along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Samantha Irons (02) 6207 9242 Samantha.Irons@act.gov.au

Worksafe ACT

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

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

WorkSafe ACT

Major Investigations

Investigator

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 57211)

Gazetted: 22 March 2023

Closing Date: 5 April 2023

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the Work Health and Safety Act 2011 (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

The WorkSafe ACT Major Investigations Team is growing, and we have a permanent Investigator position available. This position would suit an individual with a background or focus on regulatory compliance and investigations as well as work health and safety from within various industry sectors. You will have practical knowledge and experience of investigations and desirably an understanding of psychosocial matters.

No two days are the same in the Major Investigations team. Do you have the ability to deal with sensitive situations? Are you passionate about making a difference in the community? Looking to make a career change? If you answered yes to any of these questions, you might be the next WorkSafe ACT Investigator we are looking for! Job responsibilities include, but are not limited to:

- working within a team and independently

- working cooperatively with other inspectors undertaking workplace visits and issuing regulatory notices

- conducting and managing workplace investigations in accordance with best practice which will involve managing exhibits, preparing briefs of evidence for court and the giving of evidence in court.

- gaining cooperation from people in challenging and confronting situations

- conducting investigations and providing advice in accordance with legislation administered by WorkSafe ACT

- drafting reports, investigation plans, briefing notes, correspondence and other written material relating to investigations

- conducting records of interviews and statements

- participating in team meetings, planning and training activities, and

- maintaining records in accordance with the Territory Records Act 2002

Essential requirements include:

- must be flexible regarding shifts, and able to respond after hours (e.g., for emergencies), and
- current unrestricted driver's licence.

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

We are looking for individuals from various backgrounds who are passionate about making a positive difference to the health and safety of ACT workers. If you believe you have the investigative experience and skills necessary to succeed in this role, we encourage you to apply.

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 referee reports and written application only. This position will be in a

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

How to Apply: Applications are sought from potential candidates and should include a supporting pitch (written statement) of no more than two (2) pages addressing the skills under the 'Ideal Candidate' section in the Position Description. Please also ensure you demonstrate your ability to meet the 'Essential Requirements'. Applicants should also provide a current Curriculum Vitae and contact details of two referees. Referee reports may be sought at a later stage.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Alford (02) 6205 4261 Robert.Alford@worksafe.act.gov.au

WorkSafe ACT

Strategy, Compensation and Licensing

Inspector

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 05559, several)

Gazetted: 21 March 2023

Closing Date: 4 April 2023

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the Work Health and Safety Act 2011 (WHS Act) and associated legislation for Workers' Compensation, Labour Hire Licensing and Long Service Leave.

The WorkSafe ACT Licensing and Compensation Team is growing, and we have multiple permanent Inspector positions available that would suit an individual with a background or focus on regulatory compliance and investigations as well as work health and safety or workers' compensation from within various industry sectors. No two days are the same in the Licensing and Compensation team. Do you have the ability to deal with sensitive situations? Are you passionate about making a difference in the community? Looking to make a career change? If you answered yes to any of these questions, you might be the next WorkSafe ACT Inspector we are looking for! Are you based outside of the ACT? You may be eligible for reimbursement of relocation expenses. Please get in touch with us via the contact officer to obtain more information.

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

We are looking for individuals from various backgrounds who are passionate about making a positive difference to the health and safety of ACT workers. If you believe you have the investigative experience and skills necessary to succeed in this role, we encourage you to apply.

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 referee reports and written application only. This position will be in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting pitch (written statement) of no more than two (2) pages addressing the skills under the 'Ideal Candidate' section in the Position Description. Please also ensure you demonstrate your ability to meet the 'Essential Requirements'. Applicants should also provide a current Curriculum Vitae and contact details of two referees. Referee reports may be sought at a later stage.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gemma Godwin (02) 6207 0416 Gemma.Godwin@worksafe.act.gov.au

WorkSafe ACT

Psychosocial

Inspector

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 60771, several)

Gazetted: 21 March 2023

Closing Date: 4 April 2023

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and

investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

Do you have a passion for helping others and an interest in human behaviour? Are you people oriented and have strong interpersonal skills? Would you like to work in a team environment and in an organisation that values work/life balance? If you answered yes to these questions, you could be the candidate we are looking for. WorkSafe ACT's Psychosocial team is growing, and we have a number of permanent positions available for a candidate with a background and passion for health and safety to fill the role of Inspector (WCO6).

Psychological safety is a rapidly expanding area of work health and safety that is already having significant positive change across a broad range of workplaces. Our psychosocial inspectors have the opportunity to undertake highly rewarding work to enable workplaces to create environments where their workers feel that they can go to work and perform their roles feeling safe. Psychosocial inspectors will work as a member of a specialist team, making enquiries and regulating workplaces to ensure psychological safety and compliance is maintained across ACT workplaces. Using intelligence-led approaches, inspectors will plan and lead proactive compliance inspections with a preventative focus, undertake reactive complaint inspections to determine compliance, and assist in enforcement actions in relation to legislative requirements. In conjunction with experience or practical knowledge of work health and safety, applicants who are able to draw on their understanding of human behaviour will be of importance when applying the practical aspects of the role. We are looking for applicants that are enthusiastic and people focused, with experience in or across various industries that include injury management, human rights, industrial relations, community/social services, allied health, health services, social science services and psychology.

If you believe you have the experience and skills necessary to succeed in one of these roles, we encourage you to apply.

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

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 referee reports and written application only. This position will be in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing how you are our ideal candidate as described in the position description. Please also ensure you demonstrate your ability to meet the essential requirements of the position. Applicants should also provide a curriculum vitae and the contact details of two referees.

Contact Officer: Ben Palmer (02) 6205 3710 Ben.Palmer@worksafe.act.gov.au

WorkSafe ACT

WorkSafe ACT

Construction

Inspector

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509, Canberra (PN: 05543)

Gazetted: 17 March 2023

Closing Date: 31 March 2023

Details: Are you ready to join a team that is passionate about making a difference?

Want to work with clever, innovative, and highly motivated people in a dynamic environment?

We have a temporary vacancy for a suitably skilled individual to work as Inspector within our Construction Inspectorate team. We are looking for a passionate, committed individual who is ready to play a key role in making sure that all workers, in all workplaces are healthy and safe.

The day-to-day activities of a Construction Inspector includes participating in proactive safety programs and campaigns, liaising with industry stakeholders, workers and the general public, and undertaking inspections, investigations and audits across a range of ACT workplaces. The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work.

If you want to be part of something bigger and are committed to improving health and safety outcomes, please consider submitting an application.

Note: This is a temporary position available immediately for 6 months with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on referee reports and written application only. This position operates within an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two pages demonstrating your skills and experience relevant to the selection criteria listed under 'Ideal Candidate' in the Position Description. Please attempt to address all the points under 'Ideal Candidate' and provide examples. Please ensure you meet the 'Essential Requirements' of the role as detailed in the Position Description. Applicants should also provide a current Curriculum Vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Dillon (02) 6207 1348 Craig.Dillon@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Senior Information Technology Officer Grade C \$114,928 - \$123,710

Benedicto Baquirin, Section 68(1), 6 March 2023

Senior Information Technology Officer Grade B \$135,355 - \$152,377

Rebecca Bartlett, Section 68(1), 23 March 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Carol Chambers, Section 68(1), 21 March 2023

Senior Information Technology Officer Grade B \$135,355 - \$152,377

Vasile-Daniel Coliba, Section 68(1), 23 March 2023

Information Technology Officer Class 2 \$91,315 - \$104,509

Navneet Dhillon, Section 68(1), 20 March 2023

Senior Information Technology Officer Grade C \$114,928 - \$123,710

Christopher Finlayson, Section 68(1), 23 March 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Angel Johnson, Section 68(1), 20 March 2023

Pharmacist Level 5 \$135,355 - \$152,377

Mohammed Kabaha, Section 68(1), 23 March 2023

Health Professional Level 4 \$114,928 - \$123,710

Galip Kartop, Section 68(1), 21 March 2023

Senior Information Technology Officer Grade C \$114,928 - \$123,710

Jasleen Kaur, Section 68(1), 23 March 2023

Senior Information Technology Officer Grade C \$114,928 - \$123,710

Ukhron Mansur, Section 68(1), 22 February 2023

Pharmacist Level 4 \$121,747 - \$131,067

Karen Panozzo, Section 68(1), 24 March 2023

Senior Information Technology Officer Grade A \$157,201

Katherine Rawlins, Section 68(1), 24 March 2023

Senior Information Technology Officer Grade C \$114,928 - \$123,710

Kerra Thomson, Section 68(1), 23 March 2023

Senior Information Technology Officer Grade C \$114,928 - \$123,710

Michael Tran, Section 68(1), 23 March 2023

ACT Integrity Commission

Paralegal Grade 3 \$78,591 - \$82,566

Rebecca Brownell, Section 68(1), 23 March 2023

Canberra Health Services

Specialist / Senior Specialist, \$188,151 - \$254,198

Marianne Turner: 87579149, Section 68(1), 14 March 2023

Health Professional Level 2 \$70,679 - \$97,028

Courtney Beecham, Section 68(1), 23 March 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Jade Cataldo, Section 68(1), 16 March 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Seulgi Choi, Section 68(1), 16 March 2023

Senior Officer Grade C \$114,928 - \$123,710

Oleksandr Demianenko, Section 68(1), 20 March 2023

Registered Nurse Level 1 \$72,698 - \$97,112

TAMARA DUDDY, Section 68(1), 16 March 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Jose Gutierrez, Section 68(1), 22 March 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Lucy Johnson, Section 68(1), 15 March 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Tulasha Karki, Section 68(1), 23 March 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sunaina Khadgi, Section 68(1), 23 March 2023

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

Brodie Mackay, Section 68(1), 21 March 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Matthew Pellow, Section 68(1), 16 March 2023

Health Professional Level 2 \$70,679 - \$97,028

Adarsh Singh, Section 68(1), 8 March 2023

Medical Imaging Level 2 \$70,679 - \$97,028

Charlotte Thomas, Section 68(1), 20 March 2023

Health Professional Level 2 \$70,679 - \$97,028

Scott Wood, Section 68(1), 17 March 2023

Canberra Institute of Technology

Teacher Level 1 \$80,673 - \$107,642

Guy Harris, Section 68(1), 20 March 2023

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$91,315 - \$104,509

Hiba Attar, Section 68(1), 11 April 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Vinutha Channarasaiah, Section 68(1), 16 March 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Scarlett Harbin-Owens, Section 68(1), 20 March 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Nathan Harradine-Hale, Section 68(1), 20 March 2023

Administrative Services Officer Class 2 \$60,620 - \$66,939

Rajiya Kalirajan, Section 68(1), 16 March 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Robert Knight, Section 68(1), 16 March 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Leilani McGurgan, Section 68(1), 21 March 2023

Senior Officer Grade C \$114,928 - \$123,710

Amanda McQualter-Clarke, Section 68(1), 22 March 2023

Senior Officer Grade C \$114,928 - \$123,710

Rebecca Roberts, Section 68(1), 22 March 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Suman Sharma, Section 68(1), 20 March 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Ayesha Ward, Section 68(1), 20 March 2023

Community Services

Administrative Services Officer Class 4 \$76,255 - \$82,566

Gaea Cornelius, Section 68(1), 27 March 2023

Cultural Facilities Corporation

Senior Officer Grade B \$135,355 - \$152,377

Alexandria Tibbets, Section 68(1), 16 March 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Rochelle Whyte, Section 68(1), 20 March 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Joanne Blacker, Section 68(1), 24 April 2023

Education

Administrative Services Officer Class 3 \$68,685 - \$73,920

Madison Geeves, Section 68(1), 16 March 2023

School Assistant 2/3 \$51,548 - \$62,857

Jackson Nichols, Section 68(1), 22 February 2023

School Assistant 2/3 \$51,548 - \$62,857

Rebecca Van Aalst: 86564076, Section 68(1), 13 March 2023

School Assistant 3 \$58,404 - \$62,857

Kirsty Terracini: 84909181, Section 68(1), 16 March 2023

Classroom Teacher \$76,575 - \$114,624

Alister McDonald, 88313588, Section 68(1), 24 April 2023

Classroom Teacher \$76,575 - \$114,624

Nicola Powell, 88313596, Section 68(1), 24 April 2023

Environment, Planning and Sustainable Development

General Service Officer Level 5/6 \$59,713 - \$65,718

Steven Borkowskis, Section 68(1), 21 March 2023

Senior Officer Grade C \$114,928 - \$123,710

Megan Wyllie, Section 68(1), 20 March 2023

Justice and Community Safety

Senior Officer Grade C \$114,928 - \$123,710

Daniel Bird, Section 68(1), 22 March 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Sinead Dockery, Section 68(1), 21 March 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Erin Eddy, Section 68(1), 23 February 2023

Correctional Officer Class 1 \$69,433 - \$82,797

Linda Salter, Section 68(1), 16 March 2023

Senior Officer Grade C \$114,928 - \$123,710

Muhammad Sarwar, Section 68(1), 20 March 2023

Transport Canberra and City Services

Bus Operator - Training \$74,582

Daniel Ferrett, Section 68(1), 18 March 2023

Senior Officer Grade B \$135,355 - \$152,377

Matthew Seaman, Section 68(1), 20 March 2023

Worksafe ACT

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Jaeger Swanepoel, Section 68(1), 20 March 2023

Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Daniel Te Riini, Section 68(1), 20 March 2023

TRANSFERS

ACT Health

Monica Brady

From: \$157,201

Canberra Health Services

To: Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 59885) (Gazetted 15 November 2022)

Joanne Wilson

From: Pharmacist Level 4 \$121,747

Canberra Health Services

To: Pharmacist Level 4 \$121,747 - \$131,067

ACT Health, Canberra (PN. 60748) (Gazetted 15 November 2022)

Canberra Health Services

Monica Brady

From: Health Professional Level 6 \$157,201

Canberra Health Services

To: Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN:59885) (Gazetted 15 November 2022)

Stephanie Casas

From: Health Professional Level 2 86,842

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 31483) (Gazetted 23 January 2023)

Hibo Ibrahim

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 19395) (Gazetted 12 December 2022)

Canberra Institute of Technology

Grant Matthew

From: Professional Officer Class 1 \$64,473 - \$89,398

Transport Canberra and City Services

To: Professional Officer Class 1 \$64,473 - \$89,398

Canberra Institute of Technology, Canberra (PN. 54245) (Gazetted 13 February 2023)

Chief Minister, Treasury and Economic Development

Ellen Collins

From: Senior Officer Grade C 123,710

Transport Canberra and City Services

To: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 40367) (Gazetted 9 January 2023)

Chelsea Girvan

From: Administrative Services Officer Class 5 \$84,749

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 33413) (Gazetted 12 December 2022)

Environment, Planning and Sustainable Development

Ella Nelson-Lee

From: Administrative Services Officer Class 5 87,315

Transport Canberra and City Services

To: Administrative Services Officer Class 4/5 \$76,255 - \$89,705

Environment, Planning and Sustainable Development, Canberra (PN. 49770) (Gazetted 10 November 2022)

Justice and Community Safety

Edward Gregor

From: Administrative Services Officer Class 6 \$104,509

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 11227) (Gazetted 19 January 2023)

Transport Canberra and City Services

Erica Teding van Berkhout

From: \$76,575 - \$114,624

Education

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services, Canberra (PN. 22016) (Gazetted 3 November 2022)

PROMOTIONS

ACT Health

Digital Solutions Division

Applications Support

Deepu Mathew Thomas

From: Information Technology Officer Class 2 \$91,315 - \$104,509

Canberra Health Services

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 57553) (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

Applications Support

Sarah McGinnes

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

To: †Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 60774) (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

Critical Systems and Infrastructure Hub

Aymen Qashaa

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

ACT Health

To: Information Technology Officer Class 1 \$73,920 - \$84,144

ACT Health, Canberra (PN. 60861) (Gazetted 24 January 2022)

Canberra Health Services

Clinical Services

Rehab, Aged and Community Service

Rebecca Cowan

From: Dental Assistant Level 1 \$50,872

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 8132) (Gazetted)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

CHS People and Culture

Workforce Capability

Helen Cutler

From: Registered Nurse Level 3.2 \$130,846

Canberra Health Services

To: †Registered Nurse Level 4.2 \$140,121

Canberra Health Services, Canberra (PN. 42265) (Gazetted)

Esther Fernandez De Canetenieto

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. 22456) (Gazetted 21 December 2022)

Clinical Services

Surgery

Rochelle Lawrie

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. 24040) (Gazetted 3 January 2023)

Deborah Moore

From: Registered Nurse Level 4.2 \$140,121

Canberra Health Services

To: †Registered Nurse Level 5.4 \$159,986

Canberra Health Services, Canberra (PN. 28480) (Gazetted 12 October 2022)

Shilpa Nayyar

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 28544) (Gazetted 8 December 2022)

Karen O'Brien

From: Registered Nurse Level 5.4 \$159,986

Canberra Health Services

To: †Registered Nurse Level 5.5 \$178,535

Canberra Health Services, Canberra (PN. 12127) (Gazetted 20 January 2023)

Usha Sanu

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. 57460) (Gazetted 3 January 2023)

CHS Clinical Services

Heidi Young

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 25673) (Gazetted)

Canberra Institute of Technology

Corporate Services

Finance

Financial Services

Jasmeet Singh

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Institute of Technology, Canberra (PN. 55032) (Gazetted 15 February 2023)

Corporate Services

Finance

Financial Services

Bree Young

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Institute of Technology, Canberra (PN. 33019) (Gazetted 15 February 2023)

Chief Minister, Treasury and Economic Development

Access Canberra

Construction, Utilities and Environmental Protection Branch

Construction Licensing and Governance

Courtney Adams

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. 45643) (Gazetted 12 January 2023)

Access Canberra

Service Delivery and Engagement

Customer Coordination - Land, Planning and Building Services

Kerryn Dobb

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 13942) (Gazetted 30 January 2023)

Access Canberra

Service Delivery and Engagement

Customer Coordination - Land, Planning and Building Services

Bethany Dunbar

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 43417) (Gazetted 30 January 2023)

Access Canberra

Service Delivery and Engagement

Customer Coordination - Land, Planning and Building Services

Ebony Evatt

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. 14631) (Gazetted 31 January 2023)

Access Canberra

Service Delivery and Engagement

Customer Coordination - Land, Planning and Building Services

Ryan Germaney

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 27721) (Gazetted 30 January 2023)

Access Canberra

Government Operations, Data and Strategy/Government Business and Coordination

Ashleigh McInnes

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. 55179) (Gazetted 24 January 2023)

Access Canberra

Construction, Utilities and Environmental Protection Branch

Construction Licensing and Governance

Benjamin McMahon

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 38139) (Gazetted 12 January 2023)

Shared Services and Property

ACT Property Group

Finance and Systems

77524021

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 53861) (Gazetted 16 March 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Revenue Management

Business Systems

Tereza Zilic

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. 03659) (Gazetted 29 July 2022)

Community Services

Housing ACT

Client Services

Gateway Services

Tameka Irving

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Community Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services, Canberra (PN. 58726) (Gazetted 21 June 2022)

Housing ACT

Client Services Branch

Rachel Savage

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services, Canberra (PN. 52609) (Gazetted 22 October 2021)

Children, Youth and Families

Practice and Performance

Performance

Tanya Saxvik

From: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 38086) (Gazetted 9 January 2023)

Director of Public Prosecutions

ACT Director of Public Prosecutions

Legal

Verity Griffin

From: Prosecutor Grade 1 - 2 \$82,812 - \$129,452

Justice and Community Safety

To: †Prosecutor Grade 3 \$135,088 - \$149,380

Director of Public Prosecutions, Canberra (PN. 16855) (Gazetted 31 January 2023)

Education

Business Services

Communications, Engagement and Government Support

Ministerial and Corporate Reporting

Rochelle Bessey

From: Senior Officer Grade C \$114,928 - \$123,710

Education

To: †Senior Officer Grade B \$135,355 - \$152,377

Education, Canberra (PN. 35232) (Gazetted 19 May 2022)

Service Design and Delivery

Student Engagement

Jennifer McKinlay

From: School Assistant 2/3 \$51,548 - \$62,857

Education

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education, Canberra (PN. 60398) (Gazetted 10 February 2023)

School Performance and Improvement

South Weston Network

Charles Weston School Coombs

Steven Niovanni

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 46524) (Gazetted 21 February 2023)

South Weston

Telopea Park School

Jodie Stewart

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 03785) (Gazetted 15 September 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Climate Change and Energy

Program Delivery

Business and Economic Development Team

Elise Lee

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 48347) (Gazetted 29 July 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Michael Lewis

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 40115) (Gazetted 16 August 2022)

Environment, Heritage and Water

ACT Parks and Conservation Service

Parks and Partnerships

Wade Young

From: Technical Officer Level 4 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 15691) (Gazetted 4 April 2022)

Justice and Community Safety

ACTCS

Community Corrections

Melissa Butler

From: Senior Professional Officer Grade C \$114,928 - \$123,710

Justice and Community Safety

To: †Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety, Canberra (PN. 11208) (Gazetted 23 November 2022)

Emergency Services

ACT Ambulance Services

Ambulance Operations

Aidan Chappell

From: Ambulance Support Officer 1 \$62,860 - \$66,802

Justice and Community Safety

To: Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties

Justice and Community Safety, Canberra (PN. 28251) (Gazetted 20 March 2023)

Emergency Services Agency

ACT Ambulance Service

ACTAS Education

Erin Gilliland

From: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety

To: †Ambulance Manager Level 2 \$141,918 - \$149,471

Justice and Community Safety, Canberra (PN. 24900) (Gazetted 23 January 2023)

Major Projects Canberra

Light Rail

Project Governance and Executive Support

Antonia Ligeros

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Major Projects Canberra

To: †Senior Officer Grade C \$114,928 - \$123,710

Major Projects Canberra, Canberra (PN. 46363) (Gazetted 15 February 2023)

Light Rail

Technical Development

John Sinclair

From: Senior Officer Grade A \$157,201

Major Projects Canberra

To: †Infrastructure Manager/Specialist 1 \$175,124

Major Projects Canberra, Canberra (PN. 59324) (Gazetted 19 January 2023)

Transport Canberra and City Services

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Keda Southwell

From: School Assistant 2/3 \$51,548 - \$62,857

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services, Canberra (PN. 43911) (Gazetted 16 February 2023)

Worksafe ACT

WorkSafe ACT

Construction and General Compliance and Enforcement

General Inspectorate

Danielle Grant

From: Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT

To: †Senior Officer Grade C \$114,928 - \$123,710

Worksafe ACT, Canberra (PN. 51515) (Gazetted 23 January 2023)

Executive

Alice Pocock

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Worksafe ACT

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Worksafe ACT, Canberra (PN. 53398) (Gazetted 10 February 2023)