



ACT Government Gazette

Gazetted Notices for the week beginning 30 March 2023

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Policy Partnerships and Programs

Funding Policy

Funding Policy

Policy Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 24112)

Gazetted: 05 April 2023

Closing Date: 19 April 2023

Details: The Policy Partnership and Programs Division is responsible for providing advice to the Minister for Health and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves. This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders.

This position will support the Funding Policy Section, which was established to develop and establish policy and reforms that improve funding outcomes for the ACT government. You will be working on a range of tasks and have the opportunity to collaborate with business areas across the Health Directorate as well as areas within other Directorates across ACT Government. We are looking for someone with an inquisitive and open mind, willingness to learn, personal drive, sound judgement and analytical skills.

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

Eligibility/ Other Requirements

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

Desirable

Understanding of national public hospital funding arrangements.

Ability to work with and interpret data to inform policy advice.

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.

Please note, this position will be in an activity-based working (ABW) workplace. Under ABW arrangements, officers will not have a designated workstation/desk. Officers must have the ability to work from home or remotely.

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

How to apply: Please provide:

- A two-page response providing examples demonstrating your suitability against the 'Professional / Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description
- Your curriculum vitae
- The names and contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Huang 5124 6972 Steven.Huang@act.gov.au

Digital Solutions Division

Application Support

Application Support Analyst

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60862, Several)

Gazetted: 05 April 2023

Closing Date: 19 April 2023

Details: An opportunity exists to lead a team in a busy dynamic system administration team. We are looking for enthusiastic person who is keen to get involved in providing the ACT Health Directorate with quality system support. This role is critical to enabling the ACT Health Directorate to provide quality health care to our community.

The role of an Assistant Director within the Application Support Hub will be a fast-paced and challenging, but you will be contributing to the quality support of the ACT Health systems and the transformational change currently being undertaken.

The Application Support Hub has carriage of supporting the Digital Health Record (DHR) and all ancillary systems to assist in the delivery of ACT public health services. This Branch will be responsible for ensuring the applications are maintained and meeting the needs of the health services.

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

Eligibility/Other Requirements:

It is a requirement that this position obtain a vendor accreditation with Epic. Costs for the vendor accreditation including training and testing to achieve such accreditation will be supported by ACT Health.

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

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

How to Apply: Please submit a written application of no more than three pages, responding to the required selection criteria in the position description, a curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Heland (02) 5124 9508 Rebecca.Heland@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.

Contact Officer: Rebecca Heland on Rebecca.Heland@act.gov.au or (02) 5124 9508

Health Systems, Policy and Research

Office of Professional Leadership and Education

Office of the Chief Medical Officer and Office of the Chief Psychiatrist

Executive Assistant to Chief Medical Officer and Chief Psychiatrist

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 44320)

Gazetted: 05 April 2023

Closing Date: 24 April 2023

Details: The Executive Assistant works alongside the Business Manager to ensure the smooth operation of the Office of Chief Medical Officer and Chief Psychiatrist (OCMO & CP). This position is part of a busy high-functioning team, and you will be required to use your knowledge, organisational skills, and flexible, positive approach to provide administrative support to the OCMO & CP in a high-pressure working environment. The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities. Commitment to excellent systems and practices, a collaborative approach, and the ability to be proactive while exercising sound judgement, flexibility, and discretion are the keys to success in this role.

Key responsibilities of the position are to support the OCMO & CP including proactive diary and email management, responding to correspondence, coordinating and preparing meeting papers, processing invoices, credit card reconciliation and organising travel arrangements. You will also be required to manage and maintain the OCMO & CP filing systems in TRIM and Objective and maintain efficient and effective office systems.

Under general direction, in accordance with the priorities and work practices of the CMO & CP, you will also provide high level administrative support to the internal business units of the CMO & CP, including Clinical Systems Governance and Workforce Planning. This support may include the preparation of papers and drafting minutes and responses to incoming correspondence and providing support and advice for recruitment processes.

What You Will Do

Undertake daily administrative activities of the OCMO & OCP such as:

Managing the diary of the CMO & CP including organising meetings and keeping the CMO & CP abreast of day-to-day activities including staff movement and upcoming events.

Monitoring, tracking and managing the flow of all incoming and outgoing correspondence using ACT Government records management systems, TRIM and Objective, and internal tracking systems.

Working with key staff in the OCMO & OCP to ensure deadlines are met.

Managing incoming telephone calls and managing multiple inboxes and directing queries to the appropriate people within the OCMO & OCP or within the ACTHD.

Preparing meeting papers and providing secretariat support.

Arranging travel.

Assisting with recruitment and payroll processes.

Organising stationary orders, staff IT equipment and correct IT accesses.

Liaising with Digital Solutions Division to provide troubleshooting support to staff as needed.

Reviewing documents on request to ensure spelling, grammar and punctuation is used.

As required, provide support for finance functions including:

Processing invoices and accounts payable.

Preparing reconciliations and reporting regularly on expenditure.

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

What You Require

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Proven organisational and office management skills including experience and confidence in using a variety of software programs including the Microsoft Suite and proficiency in/ability to learn government record keeping and finance systems.

Proven ability to exercise initiative, prioritise workloads and meet set deadlines.

Experience working with senior leaders, experts and colleagues in a collaborative approach to achieve organisational objectives.

Behavioural Capabilities

Proven liaison and communication skills with the ability to communicate on behalf of a senior leader under general direction and work independently in a collaborative team environment to effectively contribute to initiatives and outcomes.

Demonstrated ability to actively problem solve, use initiative and be flexible within the competing demands of a complex work environment.

Display behaviours that are consistent with the ACTPS values of Respect, Integrity, Collaboration, and Innovation.

Eligibility/Other Requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

How to Apply: Apply for this position by addressing the 'What You Require' section of the Position Description in no more than two pages. Please provide a resume/curriculum vitae with your written response.

Applications should be submitted via the Apply Now button below.

Contact Officer: Pieta McCarthy (02) 5124 9554 Pieta.McCarthy@act.gov.au

Digital Solutions Division

Application Support

Application Support Analyst

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60863, Several)

Gazetted: 05 April 2023

Closing Date: 19 April 2023

Details: An opportunity exists to lead a team in a busy dynamic system administration team. We are looking for an enthusiastic person who is keen to get involved in providing the ACT Health Directorate with quality system support. This role is critical to enabling the ACT Health Directorate to provide quality health care to our community.

The role of Director within the Application Support Hub will be a fast-paced and challenging, but you will be contributing to the quality support of the ACT Health systems and the transformational change currently being undertaken.

The Application Support Hub has carriage of supporting the Digital Health Record (DHR) and all ancillary systems to assist in the delivery of ACT public health services. This Branch will be responsible for ensuring the applications are maintained and meeting the needs of the health services.

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

Eligibility/Other Requirements:

It is a requirement that this position obtain a vendor accreditation with Epic. Costs for the vendor accreditation including training and testing to achieve such accreditation will be supported by ACT Health.

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

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

How to Apply: Please submit a written application of no more than three pages, responding to the required selection criteria in the position description, a curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

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: Rebecca Heland (02) 5124 9508 Rebecca.Heland@act.gov.au

Population Health

Population Health Policy

Alcohol, Tobacco and Other Drug Policy, and Preventive and Population Health Policy

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 51834, several)

Gazetted: 04 April 2023

Closing Date: 25 April 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

Exciting opportunities exist for experienced Policy Officers to join the Population Health Division's Population Health Policy Branch. Positions are available in the Alcohol, Tobacco and Other Drugs Policy team and the Preventive and Population Health Policy team.

There are multiple full-time, temporary positions available immediately until June 2023, September 2023 and January 2024 (with possibility of extension up to 12 months and/or permanency).

This position will work with a collaborative team to develop and implement policies for improving population health outcomes in the ACT community and respond to emerging public health issues. Both teams work on a wide range of projects, which include the ACT's fixed drug checking site, cancer screening policy, climate change impacts on health, and implementing upcoming changes to drug possession laws.

The ideal candidates for these positions will have well-developed communication skills, an understanding of current and emerging public health issues and be able to scope, develop, implement and evaluate policies and projects which target emerging health priorities.

Note: These are temporary positions available immediately until June 2023, September 2023 and January 2024 with possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page pitch, providing examples demonstrating your suitability against the 'Professional/Technical Skills and Knowledge' and 'Behavioural Capabilities' section of the Position Description. Please also provide a current curriculum vitae, including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Seriden Hall (02) 5124 9932 Seriden.Z.Hall@act.gov.au

Corporate Services

Corporate and Governance

Strategic Finance

Assistant Finance Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 01768)

Gazetted: 03 April 2023

Closing Date: 17 April 2023

Details: Are you ready to take the next step in your career as a finance professional? Do you want the opportunity to have a direct impact on the health of the community where you live? Then this opportunity is for you! The ACT Health Directorate's Strategic Finance team is looking for an Assistant Finance Manager.

In this role you will have the opportunity to provide strategic financial support to the Directorate. Ensure effective, efficient and accurate financial policy advice and financial reporting with a particular focus on ledger balances, analysis, asset management and reconciliations.

To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting resources, policies and technical financial support and the ability to manage deadlines and coordinate a variety of tasks.

Eligibility/Other Requirements:

Tertiary qualifications in Accounting, Commerce, Finance or a related field along with professional membership or progressing towards CPA/CAANZ are desirable.

Previous experience working with complex spreadsheets and financial management systems; in particular TM1, Oracle and CDM, would be an advantage.

Undergo a pre-employment National Police Check.

Note: A merit pool may be established to fill future similar vacancies over the next 12 months. Selection will be based on the application, referee reports and interview.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Dean Naude (02) 512 49705 Dean.Naude@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

Corruption Prevention and Engagement

Assistant Director, Corruption Prevention

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 47432)

Gazetted: 04 April 2023

Closing Date: 18 April 2023

Details: About the job

The ACT Integrity Commission has an exciting opportunity for someone to lead the delivery of corruption prevention and education advice, products, and services to the ACT public sector and the ACT community.

As the only dedicated corruption prevention specialist in the ACT public sector, you will deliver a broad range of innovative products and services which engage their target audiences to minimise the risk of corruption occurring or remaining undetected in the ACT public sector.

If you are confident, resilient and adaptable, comfortable with ambiguity and change, and love a challenge – this may be the position for you.

Our ideal candidate

This job would be ideal for someone who:

can deliver creative and innovative solutions to problems, backed up by sound advice and evidence.

is engaging, charismatic, and can work collaboratively with a wide variety of internal and external stakeholders to achieve results, and

ideally has extensive experience and/or qualifications in one or more of the following disciplines:

corruption prevention

fraud prevention
policy development
law enforcement
communications
criminology
public administration
behavioural economics.

Further information on what you will do can be found in the Position Description.

About the team

This position sits in the Commission's Corruption Prevention and Engagement (CPE) Team.

Corruption prevention and education are core functions of the Commission. Within the broad scope of the Commission's corruption prevention and education work, we focus on research and analysis, awareness and education, and outreach and engagement. Further information on our priorities can be found in the [Corruption Prevention and Education Strategy](#) on our website.

We work collaboratively with ACT Government directorates and our federal, state and territory counterparts in Australia's anti-corruption commissions. This enables us to understand the current and emerging corruption threats facing the ACT Government and the broader ACT Community. Understanding the environment allows us to develop best-fit anti-corruption products and services to strengthen the integrity of government.

The Commission's ability to deliver its corruption prevention and education functions effectively is contingent on establishing and maintaining strong relationships with key stakeholders across the ACT public sector and the ACT Community.

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

Eligibility/ Other Requirements

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 five 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.

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

The position may involve some domestic travel.

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

How to apply: Applications for the position should be submitted online via the jobs.act.gov.au website.

Applications must include:

A current curriculum vitae, and

A written response (a pitch) of no more than two A4 pages 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 want the job and why you believe you are the best person for the position.

If you are unable to submit your application online, please contact the Senior Director, Corruption Prevention and Engagement on (02) 6205 1937 or at prevention@integrity.act.gov.au.

Note: if you are shortlisted for further assessment, you may be asked to prepare a short presentation for the selection panel to further demonstrate your capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nick Kimpton (02) 6205 1937 Nick.Kimpton@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

Allied Health

Acute Allied Health Service

Dietitian

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 17227 - 029UV)

Gazetted: 04 April 2023

Closing Date: 21 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 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 of the Senior Dietitian, you will provide clinical dietetic services across the Canberra Health Service and contribute to service improvement and quality improvement/quality assurance activities of the department.

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

Flexible and adaptive approach to work

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

Position Requirements/Qualifications:

Mandatory

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.

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

Be registered under the Working for Vulnerable People Act.

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

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.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Sarah Gordon 51242567 Sarah.Gordon@act.gov.au

Rehabilitation, Aged and Community Services

Geriatric Medicine

Specialist / Senior Specialist – Geriatric Medicine

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 60054 - 029M3)

Gazetted: 31 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: [CHS website](#)

The Rehabilitation, Aged and Community Services (RACS) provides integrated and effective services for rehabilitation, aged care, and community care throughout the ACT. This includes healthcare and support for people with acute, post-acute and long-term illnesses.

The Department of Geriatric Medicine, at Canberra Health Services, promotes healthy aging through the care of older adults in both inpatient and outpatient settings based at the Canberra Hospital, a tertiary teaching hospital and at the University of Canberra Hospital, a stand-alone Sub-acute facility.

The department provides care in the following areas

Acute Care,

Subacute Care,

Ortho-geriatric Medicine and

Community Care and specialist input to specialist dementia care unit (SDCU)

In addition to providing health care to the elderly in Canberra and surrounding regions, the department is firmly committed to the education of both Advanced Trainees (ATs) and Basic Physician Trainees (BPTs).

This position will report to the Clinical Director of Geriatric Medicine and is expected to work across Canberra Hospital and UCH campuses.

Geriatricians will work across Acute Care of the Elderly ward, Sub-Acute ward (UCH) and Community Geriatrics, on a rotational basis.

Consultants will also contribute to education, training, quality improvement and research, within the department Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

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

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

Duties

Perform clinical duties as required and participate in a clinical on-call roster. Liaise and work in partnership with other health care professionals and provide high level medical advice/opinion on assessment and case management.

Provide training opportunities for registrars, junior medical officers and medical students, and mentor the professional development of all staff within the Department.

Conduct, supervise and encourage research, academic teaching and participation in quality and safety activities.

Represent the Department, Division and Canberra Health Services on relevant committees, workings parties and appropriate Territory and National forums.

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

About You

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

Position Requirements/Qualifications:

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

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

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

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

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

What You Require

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience:
Demonstrated ability to work in both inpatient and community Geriatric Medicine.

Demonstrated strong commitment to the importance and provision of teaching at all levels including medical, nursing, scientific, allied health professional staff, both postgraduate and undergraduate.

Demonstrated participation and commitment to research and quality assurance activities.

Demonstrated well developed communication skills and the ability to work as part of a multi-disciplinary team and provide leadership to staff.

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

To be considered for a Senior Specialist position, you will also be assessed against two or more of the following selection criteria:

Clinical: Show advanced clinical expertise in their speciality area, which may include the ability to work without supervision, as recognised by their peers.

Safety and Quality: Provide leadership through:

a demonstrated ability to be effective in leading safety and quality activities, including experience relevant to specialist college accreditation

providing senior medical input to the safety and quality activities of the medical unit and clinical division, and participating actively in specialist college accreditation, as overseen by the Australian Medical Council.

Teaching: Provide senior input using demonstrated experience in the development and provision of teaching and training at CHS and services in the surrounding region.

Research: Undertake speciality-specific research and/or have relevant publications of research in a respected health or medical journal.

Administrative functions: Support the medical unit director in the administration of the unit and provide senior medical input to the development of policies and practices of the unit.

Note: This is a part-time position at 24 hours per week. The full time noted above will be paid pro rata.

Contact Officer: Manoj Saraswat Dr. Manoj Saraswat 0450497821 manoj.saraswat@act.gov.au

Cancer Ambulatory Services

Clinical

Prevocational Medical Education Officer (PME)

Prevocational Medical Education Officer (PMEO)

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 45707 - 029V0)

Gazetted: 03 April 2023

Closing Date: 13 April 2023

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Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

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

MOSCETU has responsibility for:

The development, co-ordination, management, and facilitation of the Junior Medical Officer (JMO) Education and Training Program including welfare and support.

The Simulation Unit provides assistance for clinicians to practice skills and processes in a safe learning environment. Simulation allows practice of both technical and non-technical skills without the fear of causing harm. Simulation is able to enhance the confidence of learners, boost morale, and improves patient safety and outcomes. The Simulation Unit is responsible for assisting with and supporting the development, implementation, and evaluation of simulation.

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility

in the ACT. The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, Canberra Health Services Chief Executive Officer and ACT Health's Director-General.

The PMEO reports to the Director Prevocational Education and Training and has direct line management through the Director of MOSCETU. The position is responsible for supporting the training and clinical supervision of Junior Medical Officers (JMOs) in their first two years following graduation (Post Graduate Year (PGY) 1 and 2).

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

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

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

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

Duties

Provide professional leadership and mentorship, and support and advocacy to the JMOs, particularly those experiencing difficulties.

Liaise with and be a resource to term supervisors, consultant staff, the DPET and MOSCETU, including but not limited to assisting with term assessment processes, performance management, and liaison with the Medical Roster Team in the coordination of pod rosters.

Assist in the provision of the overarching prevocational education program, including ongoing development and evaluation.

Assist with the Canberra Region Medical Education Council (CRMEC) accreditation function for CHS, and regularly attend meetings on behalf of CHS including the Prevocational Education Training Committee (PETC).

Undertake 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

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

Position Requirements/Qualifications:

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

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

Fellowship of a Specialist Medical College 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.

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

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

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

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

For Senior Specialist we will also expect that you:

8. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.
9. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.
10. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.
11. Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.
12. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.
13. Be able to demonstrate that they are performing at a level consistent with this competency framework.

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

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

Undergo a pre-employment Police check.

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

Contact Officer: Luke Streitberg Luke Streitberg (02) 5124 3374 luke.streitberg@act.gov.au

Director of Allied Health

Adult Mental Health Rehabilitation Unit | Adult Mental Health Day Service

Psychologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 23690 - 029TN)

Gazetted: 03 April 2023

Closing Date: 20 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 provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. We partner with our health care consumers, their family, carers, government, and community organisations to ensure that they receive the best possible care during their treatment and recovery.

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

The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers, and other key stakeholders.

The psychologist is an integral member of the multidisciplinary team and, under limited supervision from the Allied Health Manager, is responsible for the provision of high-quality psychological services to achieve sound outcomes for people within a therapeutic environment. This includes: -

- Promoting positive outcomes through the provision of high-quality clinical services
- Networking and health promotion activities /education
- Education, individual or group service delivery
- Perform novel, complex, critical, or difficult tasks with professional supervision
- Participation in the supervision and training of other staff, as directed.

The Psychologist position is a senior role within the AMHRU, it is expected that the role will contribute its expertise to the multidisciplinary team, provide supervision to staff at Health Professional Level 1 & 2, to Allied Health Assistants, and to students.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Recovery Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

In this role you will also have the opportunity to work within the out-patient services, the Adult Mental Health Day Service, which is co-located with the AMHRU. The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions, including Dialectical Behaviour Therapy, and other specialist services that target people who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services.

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

ABOUT YOU

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Behavioural Capabilities

- Ability to manage confidential and sensitive information.
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.
- High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.

Position Requirements/Qualifications:

Mandatory

- Be registered or eligible for general registration with Psychology Board of Australia
- Have a minimum of 3 years (ideal 5 years) experience post qualification.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

Part-time hours will be considered.

Contact Officer: Bronwyn Thomson (02) 5142 0150 bronwyn.thomson@act.gov.au

Director of Allied Health

Adult Mental Health Day Service & Adult Mental Health Rehabilitation Unit

Clinical Lead

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 49114 - 0294R)

Gazetted: 03 April 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

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 provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes.

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

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

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

The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers, and other key stakeholders.

The Clinical Lead of the AMHDS and AMHRU plays a vital role in evaluating and improving the quality of the therapeutic interventions provided at the AMHDS and AMHRU, including the Dialectical Behavioural Therapy program. In collaboration with staff and the Allied Health Manager the Clinical Lead plays a central role in the development of the AMHDS and AMHRU rehabilitation programs as well as the delivery of the DBT program, including delivering individual and group aspects of DBT. The Clinical Lead also provides supervision, leadership and professional development to the AMHDS and AMHRU staff and supports the clinical and operational governance of the team.

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

About You

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Behavioural Capabilities

- Ability to guide team members in a collaborative and influential manner.
- Ability to synthesise and analyse complex clinical information and make decisions.
- Display critical thinking skills and form defensible conclusions based on evidence and sound judgment.

Position Requirements/Qualifications:

Relevant tertiary qualifications or equivalent in occupational therapy, psychology or social work and a minimum of three - five years post-qualification experience in a relevant clinical area and of supervising staff is preferred.

For Occupational Therapy:

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

For Psychology:

- Be registered or eligible for general registration with Psychology Board of Australia
- Have a minimum of 3 years (ideal 5 years) experience post qualification.
- Be approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 5+1 interns and/or Higher Degree Students

For Social Work:

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

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

Prior to commencement successful candidates will be required to:

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

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

Woman Youth and Children

Specialist/Staff Specialist - Paediatrician

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 61057 - 02A0Y)

Gazetted: 03 April 2023

Closing Date: 16 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: [CHS website](#)

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers.

Paediatrics at Canberra Hospital, co-located within the Centenary Hospital for Women, Youth and Children, can cater for up to 48 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department.

There is a tertiary accredited Level 6 Neonatal Intensive Care Unit. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Diabetes and Paediatric Surgery. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney.

The preferred applicant may be considered for a conjoint appointment with the Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the Canberra Health Services appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the University on academic matters and to (The Canberra Hospital/CHS) for (research/clinical) matters.

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

Duties

Under limited direction of the Unit Director (Paediatrics), you will perform the following:

Manage inpatients and outpatients referred to the General Paediatric Service and in doing so, promote a commitment to high quality, customer service principles, practices and attributes

Contribute to the on-call requirements in General Paediatrics and provide support for acute paediatric inpatients

Initiate and manage clinical governance systems within the Paediatric Department by practicing evidence-based medicine, participating in clinical audit and morbidity and mortality review and contributing to the review and maintenance of policies and guidelines

Contribute to the education and training of students attending ANU Medical School, junior medical staff, postgraduate trainees and other members of the clinical team during the provision of clinical care and contribute to research in areas of medical interest related to the clinical practice or science of Paediatrics

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

Promote a collaborative approach to care that enables all members of the clinical team to feel respected and valued and optimises patient care and treatment outcomes

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

About You

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Highly conscientious and professional in all aspects of work

Position Requirements / Qualifications

Mandatory

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

Hold a Fellowship of the Royal Australian and New Zealand College of Royal Australasian College of Physicians or an equivalent higher specialist qualification

Hold a current driver's license

Be registered or eligible for registration 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 Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Dr Blessy Charles 02 5124 7607 Blessy.Charles@act.gov.au

Division of Medicine

Executive

Business Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 27720 - 02952)

Gazetted: 03 April 2023

Closing Date: 13 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 Division of Medicine is seeking an enthusiastic and motivated person to fill the role of Business Manager. Reporting to the Director of Operations of Medicine, the Business Manager will provide support to the Unit Directors in the delivery of all operational functions within their relevant specialties. This will include (but not limited to) overseeing the administrative functions within the department, ensuring all key performance targets are met and standard Operating Procedures are adhered to. The Business Manager will be responsible for ensuring that the appropriate data is available, analysed and presented to support business decision making, forging the gap between financial and business management. The role will provide an increased focus on the delivery of streamlined, efficient services which are managed and benchmarked nationally. These roles will lead on the project management of new models of care and organisational change and on the development of services going forward.

About You

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Behavioural Capabilities

High level communications skills, with demonstrated capability to effectively communicate with senior executive staff across the organisation and external stakeholders.

A demonstrated record of achievement in implementing organisational strategies to enhance service delivery and business functions.

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

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

Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Liza Marando (02) 5124 8382 liza.marando@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Executive Group

Operational Director – Adult Inpatient Mental Health Services

Senior Officer Grade A \$157,201, Canberra (PN: 36826 - 029RA)

Gazetted: 03 April 2023

Closing Date: 20 April 2023

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Position Overview

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

www.canberrahealthservices.act.gov.au

Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) 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 peoples' home. These services include:

- Adult Inpatient Mental Health Services (AIMHS)
- Adult Community Mental Health Services (ACMHS)
- Alcohol & Drug Services (ADS)
- Child & Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

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

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

Position Requirements/Qualifications:

Mandatory:

- Tertiary qualifications (or equivalent) in health or a related discipline are essential.
- Be 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 Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable:

- Postgraduate qualifications in management field are highly desirable

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Mental Health, Justice Health and Alcohol & Drug Services

Business Support Services

Executive Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57128 - 029RD)

Gazetted: 03 April 2023

Closing Date: 20 April 2023

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Position Overview

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

www.canberrahealthservices.act.gov.au

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

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

The Executive Support Officer reports to the Executive Director through the Business Manager and works closely with other senior leadership teams, including the Clinical Executive Directors across CHS.

About You

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Behavioural Capabilities

High level interpersonal and communication skills, with the demonstrated ability in establishing and maintaining productive and collaborative internal and external working relationships.

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

A demonstrated understanding of confidentiality, as well as the ability to be flexible and responsive in a complex and fast paced working environment.

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

- Previous experience working within a health administration area at the Executive level.
- Experience using HPE Content Manager (TRIM).
- Experience and understanding of Ministerial and consumer feedback processes.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: This is a temporary position available for 11.5 months with the possibility of extension and/or permanency.

Contact Officer: Georgia Ward Georgia Ward (02) 5124 1099 georgia.ward@act.gov.au

Office of Deputy CEO

Campus Modernisation

CSB Systems Integration Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57218 - 0291D)

Gazetted: 03 April 2023

Closing Date: 17 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 Canberra Hospital Expansion Critical Services Building (CSB) is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. The CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS).

The CSB integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public throughfare, patient transportation and back-of-house logistics distribution.

The service profile of the CSB includes:

new reception and retail outlets,

new emergency department with 129 treatment spaces,

medical imaging department dedicated to emergency and inpatients,

operating theatre complex with 22 theatres, including hybrid theatres and interventional radiology theatres,

acute coronary care unit with interventional cardiac laboratories,

60 bed Intensive Care Unit with four dedicated paediatric beds

four inpatient units with 128 beds,

new sterilising services department that will replace the existing service at Mitchell ACT,

helipad with future provisioning for a second landing site,

ambulance bays,

logistics port with an underground tunnel connection to the main campus loading dock; and

significant landscape works to create a new north and south pedestrian link to the new reception and internal upgrades to ground floor of Building 2.

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

CHS is responsible for the planning and implementation of the program of Operational Commissioning activities associated with this major infrastructure project. The Operational Commissioning Program is managed by the Campus Modernisation team.

The CSB Systems Integration Manager will be integral to the process of CHS representation in the building commissioning process, facility and staff simulation exercises to test the readiness of staff in emergency response scenarios and preparation of a Building User Guide.

The role will report to the Executive Group Manager (EGM) Campus Modernisation and work closely with the Campus Modernisation and CHS 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

Excellent oral and written communication skills.

High-level leadership and management skills.

Highly developed problem-solving skills.

Position Requirements/Qualifications:

Mandatory

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

Desirable

Experience in infrastructure projects, clinical and security system commissioning and integration.

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.

- Undergo a pre-employment medical examination

Note: This is a temporary position available for 18 months with the possibility of extension.

Contact Officer: Vanessa Brady 0404 364 949 vanessa.brady@act.gov.au

Rehabilitation Aged and Community Services

Rehabilitation Aged and Community Services

Acute Care of the Elderly (ACE)

Clinical Development Nurse - Acute Care of the Elderly - 11B

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 43115-029YR)

Gazetted: 04 April 2023

Closing Date: 25 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

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

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:

- 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 five years full time equivalent post graduate experience including recent relevant experience within the specialty area (this will be assessed by hours worked which must be 8550 hours at a minimum). International experience may be considered in line with the Australian Qualifications Framework
- Relevant tertiary nursing qualifications and a minimum of one years' experience working professionally in an acute setting.
- Participated in quality improvement initiatives or other similar activity, such as auditing, standard champion
- 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 on a rotating roster.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Prior to commencement successful candidates will be required to:

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

Note: The successful candidates may be selected based on application and referee report only.

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

Contact Officer: Kate Gorell (02) 51242434 Kate.Gorell@act.gov.au

Cancer and Ambulatory Support (CAS)

Central Outpatient Department

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 10539 - 029SS)

Gazetted: 03 April 2023

Closing Date: 10 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 Central Outpatient Department (COPD) at Canberra Hospital sits within the Division of Cancer and Ambulatory Support (CAS), providing clinic-based care to a wide variety of medical and surgical specialties. Nursing staff work across medical and surgical services including neurology, neurosurgery, endocrinology, general medicine, rheumatology, dermatology, infectious diseases, orthopaedics, plastics, vascular, urology, ear nose & throat and oral and maxillofacial.

The COPD Clinical Development Nurse works collaboratively across the unit to provide education, training, clinical leadership and mentoring to new and existing staff. The CDN is responsible for facilitating ongoing learning and

developmental opportunities to uphold a high level of quality and evidence-based knowledge and skills, whilst also providing skill-based teachings and assessments across the differing specialties. Furthermore, the CDN is responsible for the continuation of quality improvement initiatives to support staff and ensure the delivery of patient centred and evidence informed high quality nursing care.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

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

Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Ella Luttrell 0468 595 585 Ella.Luttrell@act.gov.au

CHS Clinical Services

Rehabilitation Aged and Community Services

Acute Care of the Elderly (ACE)

Registered Nurse Level 2-11B

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 59183-029YG)

Gazetted: 04 April 2023

Closing Date: 7 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

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

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:

- 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 five years full time equivalent post graduate experience including recent relevant experience within the specialty area (this will be assessed by hours worked which must be 8550 hours at a minimum). International experience may be considered in line with the Australian Qualifications Framework
- Relevant tertiary nursing qualifications and a minimum of one years' experience working professionally in an acute setting.
- Participated in quality improvement initiatives or other similar activity, such as auditing, standard champion
- 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 on a rotating roster.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Certificate IV in Training and Assessment.
- 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.

Note: The successful candidates may be selected based on application and referee report only.

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

Contact Officer: Kate Gorell (02)51242434 Kate.e.mccallum@act.gov.au

Director of Allied Health

AMHDS | AMHRU

OT/SW/Psychologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 40170 - 029SE)

Gazetted: 31 March 2023

Closing Date: 19 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

Mental Health, Justice Health and Alcohol and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes.

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

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

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

The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers, and other key stakeholders.

As a senior health professional, you will use your expertise in the theoretical and practical application of a range of specialist therapeutic interventions to promote recovery in individuals with moderate to severe mental illness in both an outpatient and in-patient setting. You will deliver discipline-specific evidence-based individual and group interventions to promote wellbeing and meaningful occupation, as well as use your skills and knowledge in Dialectical Behaviour Therapy (DBT) to provide leadership and delivery of the DBT program, including individual therapy and DBT skills group.

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

About You

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

Behavioural Capabilities

Ability to manage confidential and sensitive information.

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

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

Position Requirements/Qualifications:

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

For Occupational Therapy:

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

For Social Work:

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

For Psychology:

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

Highly Desirable:

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

Prior to commencement successful candidates will be required to:

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

Note: This position will be filled as permanent or temporary for seven months with the possibility of extension and/or permanency. Part-time hours will be considered.

Contact Officer: Bronwyn Thomson (02) 5124 0150 BronwynE.Thomson@act.gov.au

CHIEF FINANCIAL OFFICER

FBI Operations

Director, Business improvements and systems & finance business partner

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60242 - 02902)

Gazetted: 04 April 2023

Closing Date: 11 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

CHS offers free parking and as a Public Benevolent Institution, it also offers staff tax benefits.

The Financial Management Unit within the Division of the Chief Financial Officer provides day-to-day, high quality and consistent financial and business management support functions and advice to the Divisions of Canberra Health Services. In liaison with key stakeholders the Financial Management Unit develops and manages the required budgets and contributes to the management and improvement of performance against agreed indicators and targets.

Directors, Business Improvements and Systems is responsible for developing and implementing business improvements and process solutions in relation to financial management in CHS. The role is also responsible for the management and on-going development of the financial management reporting systems, including TM1. Additionally, the role needs to be flexible in meeting changing priorities, adaptable in working with a variety of different stakeholder groups and is responsible driving the development, maintenance and implementation of financial processes and procedures relevant to the delivery of financial management in CHS.

Please note this is a 6-month position with the possibility of extension up to 12 months and/or permanency from this recruitment process.

About You

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Behavioural Capabilities

Integrity

Kind

Reliable

Position Requirements/Qualifications:

Relevant degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in Commerce, Accounting, Business, Economics qualifications is preferred.

5+ years of public accounting and/or private industry experience with knowledge of accounting and finance areas.

Minimum of 1 year experience working professionally in a hospital or health care setting is preferred.

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

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.

Reference check.

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

Contact Officer: Ash Shah 02 5124 9689 Ash.Shah@act.gov.au

Rehabilitation, Aged and Community Services

Transitional Therapy and Care Program

Manager Transitional Therapy and Care Program

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 30626 - 0290K)

Gazetted: 31 March 2023

Closing Date: 19 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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes The University of Canberra Hospital, Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the Mullangarrie Unit, Red Hill, and the homes of clients.

The Transitional Therapy and Care Program (TTCP) is a short-term program which aims to optimise the functioning and independence of older people post discharge from hospital. The program is managed in collaboration with a Non-Government Organisation and is provided either in a 15 bed residential care facility or in the client's home. This role would suit a person who is passionate about facilitating positive client outcomes through the leadership and governance of the multidisciplinary allied health team, which includes physiotherapist, occupational therapist, dietitian, social worker, speech pathologist and allied health assistants, and working collaboratively with other service delivery stakeholders.

ABOUT YOU

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Behavioural Capabilities

Strong organizational skills with the ability to work autonomously, flexibly and innovatively

Strong interpersonal skills

Be able to perform novel, complex and critical work at high level of expertise.

Position Requirements/Qualifications:

Mandatory

- undergraduate or postgraduate qualification in an Allied Health Profession.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
 - 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: Michelle Bennett 0403 085 893 Michelle.Bennett@act.gov.au

Medical Services

Medical Imaging

Radiographer

Medical Imaging Level 2 \$70,679 - \$97,028, Canberra (PN: 60837, several - 02911)

Gazetted: 04 April 2023

Closing Date: 18 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

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

The Radiographer position is a clinical role and is responsible for the provision of general radiography services during business hours, providing leadership for the whole department afterhours and on weekends. Daily operations include the management of patient scheduling, throughput and care as well as immediate staff and clinical contact, along with the management and operation of General Radiography.

The Radiographer position is required to support the Medical Imaging Department in the provision of a 24/7 service, this includes shift work, overtime and on-call duties outside normal working hours when required.

About You

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

Behavioural Capabilities

Strong organisational skills with a strong work ethic with an ability to work within a multi-disciplinary team. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs. Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders.

Position Requirements/Qualifications:

Mandatory

Tertiary qualifications in Medical Radiation Science (Radiography) or equivalent

Be registered or be eligible for registration as a Medical Radiation Practitioner in the division of Radiography with the Australian Health Practitioner Regulation Agency (AHPRA)

Be eligible for an ACT Radiation licence.

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

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

Desirable

- Experience in a trauma and teaching hospital
- 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.

Contact Officer: Michael Samuel (02) 5124 2111 Michael.Samuel@act.gov.au

CHS Chief Executive Officer

CHS Pathology

Microbiology

Senior Scientist Microbiology

Senior Scientist Microbiology

Senior Scientist Microbiology

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 28754 - 029NJ)

Gazetted: 04 April 2023

Closing Date: 5 May 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

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

The successful applicant will be required to supervise a laboratory team within the Microbiology Department located at The Canberra Hospital. They will participate in the routine work of the laboratory as well as performing investigations of a non-routine or more complex nature. Extensive in-depth knowledge and experience in clinical diagnostic microbiology is essential. The laboratory operates an extended hour service 7 days a week and the successful applicant will be required to participate in the out of hours roster.

About You

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

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Strong attention to detail, reliable and punctual.

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

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

Position Requirements/Qualifications:

Mandatory

A Medical Laboratory Science Degree or equivalent relevant degree (Major in Clinical Microbiology is highly desirable) and a minimum of 5 years' experience working professionally in a clinical diagnostic microbiology laboratory.

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).

The successful applicant will need to participate in shift, after-hours work and out-of-hours rosters, including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts. CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Susan Bradbury 5124 2510 Susan.Bradbury@act.gov.au

Chief Operating Officer

COO Executive

Business Manager

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 28470-029WY)

Gazetted: 04 April 2023

Closing Date: 18 April 2023

Our Vision: creating exceptional health care together

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

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Position Overview

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www.canberrahealthservices.act.gov.au

The Office of the Chief Operating Officer (COO) is responsible for leading the delivery of a comprehensive range of health services for the ACT and surrounding district. It balances the coordination of day to day operations while leading strategic development initiatives required for long term success.

Reporting to the COO, the Business Manager is responsible for co-ordinating, driving and delivering work to support the Office of the COO. The position will work closely with a range of stakeholders and provide high level support to the COO. 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

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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.
- Risk aware, pragmatic and process improvement driven.
- Strong organisational skills with a high degree of initiative and drive.
- Ability to be agile, flexible and respond to meet changing operational priorities

Position Requirements/Qualifications:

- Relevant public sector management qualifications or experience working in the health sector is desirable.
- 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 position for 12 months with the possibility of extension and/or permanency.

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

Contact Officer: Nicole Stevenson 0411154648 Nicole.stevenson@act.gov.au

Surgery

MET

MET Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 50324 - 028D5)

Gazetted: 05 April 2023

Closing Date: 26 April 2023

Our Vision: creating exceptional health care together

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Position Overview

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

About You

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

High level patient assessment skills

High level communication skills and the ability to critically think.

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

Position Requirements/Qualifications:

Mandatory

Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Agency (AHPRA).
The successful applicant will need to be for weekend and after-hours work.

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Joanne Lindbeck 0466 507 934 Jo.Lindbeck@act.gov.au

Clinical Services

Medicine

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 61019 - 029W8)

Gazetted: 05 April 2023

Closing Date: 19 April 2023

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Position Overview

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An opportunity is available for suitably qualified Registered Nurse to apply for a temporary position. The Clinical Nurse Consultant reports to the Assistant Director of Nursing. This position will work in a team of two Clinical Nurse Consultants to provide high level of support in coordinating and managing the clinical nursing staff in the Emergency Department. Applications should be self-motivated and be able to work under minimal direct supervision. There is an expectation that the successful applicant will maintain accountability for their own practice standards, education, and work collaboratively with the Emergency Department leadership team to support the professional development of the Emergency Department nursing workforce.

The successful applicant will fill a temporary vacant position.

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

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

High level patient assessment skills

High level communication skills and the ability to critically think

Position Requirements/Qualifications:

Holds or working towards relevant Post Graduate qualifications and a minimum of 5 years' experience working professionally in an Emergency Department.

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

Registered under the working with Vulnerable People Act 2011

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.

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

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

Contact Officer: Nicole Slater (02) 5124 8515 nicole.slater@act.gov.au

Infrastructure and Health Support Services

Food Services

Assistant Manager

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 42113 - 029ZY)

Gazetted: 05 April 2023

Closing Date: 19 April 2023

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Position Overview

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www.canberrahealthservices.act.gov.au

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food & Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services.

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

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

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients o Menu monitors.

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

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

External sites: Dhulwa & other Community Centres.

As an Assistant Manager of the Food Services Administration Cell, you will be required to assist in overseeing the Department's Human Resources and Rostering system (ProACT).

The occupant will be required to assist in the operation of all Food Services and provide and analyze reports such as Human Resource management and HACCP as well as Food Services Management software (MyMeal).

The occupant will also be required to assist the Operations Manager and Senior Manager with development of operational budgets and the day to day running of teams. The occupant will also be required to undertake other duties appropriate to this level of classification.

About You

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Behavioural Capabilities

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

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

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

High degree of self-drive and initiative.

Ability to adapt to a fast paced and changing environment.

Position Requirements/Qualifications:

Relevant experience in an administration/office management position is preferred, with skills and experience with relevant IT systems and Microsoft Office applications and Excel.

The successful applicant will need to be available weekdays, with access to flex time.

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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.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Mental Health, Justice Health, Alcohol and Drug Service

Psychiatrist – Adult Community Mental Health

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 61023, several - 02A0C)

Gazetted: 05 April 2023

Closing Date: 24 April 2023

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

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

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Position Overview

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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.

Adult Community Mental Health Services are specialist community based mental health assessment and treatment services for adults in the ACT experiencing moderate to severe functional impairment due to serious mental illness/disorder with associated complex needs and risk. Services include.

Adult Community Recovery Services
Older Person Mental Health Community Services
Mental Health-Intellectual Disability Services
Assertive Community Outreach Service

The successful applicant will have senior specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential.

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

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

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

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

Duties

Under limited direction of the Clinical Director, you will have specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and high-level skills relevant to both inpatient and community services, including the provision of ECT services. You will:

Provide direct psychiatric services in a variety of settings, including the provision of ECT services.

Teach and supervise psychiatry trainees and medical students.

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

- Provide expert opinion and consultation on clinical work.
- Participate in the develop, implementation and ongoing review of the recovery plans for persons using the service.

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

Participation in administration and clinical governance activities and the after-hours roster as required.

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

About You

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Behavioural Capabilities

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

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:

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

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

Hold a Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or an equivalent higher specialist qualification, and evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is mandatory

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

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

Have an understanding of how the National 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.

Current driver licence is preferred.

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Jenae Smith 0403084089 CHS.MHJHADSMedicalRecruitment@act.gov.au

Acute Medical Unit

Nursing

Clinical Services

Ward 6A Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29949 - 02915)

Gazetted: 05 April 2023

Closing Date: 19 April 2023

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Position Overview

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Acute Medical Unit (AMU) is a busy 32-bed ward offering inpatient care to patients admitted with medical conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team of the Medical Services and Division of Medicine and coordinate education and promote a learning culture within Acute Medical Unit.

About You

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Behavioural Capabilities

Highly organised and motivated

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

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

Excellent interpersonal and communication skills

Position Requirements / Qualifications

Mandatory

- 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.
- Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Clare Gallagher (02) 5124 2731 clare.gallagher@act.gov.au

Clinical Services

Surgery

Patient Flow Coordinator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 14825 - 029LW)

Gazetted: 30 March 2023

Closing Date: 18 April 2023

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Position Overview

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The Division of Surgery is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas.

The Patient flow role facilitates the day-to-day patient flow throughout the Perioperative Unit in collaboration with the Perioperative Unit Management Team.

About You

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Behavioural Capabilities

Proven advanced management experience and clinical leadership in a similar nursing role

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

Position Requirements/Qualifications:

Mandatory

- Relevant tertiary nursing qualifications and a minimum of 3 years' experience working professionally in perioperative environment or similar nursing role.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be able to work evenings.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Christina Scheele (02) 5124 3437 christina.scheele@act.gov.au

Strategic Communication and Engagement

Office of the DCEO

Communication Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54715 - 029K4)

Gazetted: 30 March 2023

Closing Date: 25 April 2023

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Position Overview

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www.canberrahealthservices.act.gov.au

Strategic Communication and Engagement

Join our team to lead and direct strategic communications, public relations and engagement activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team delivering effective, timely and progressive internal and external communication activities that tell the Canberra Health Services story.

We ensure the Canberra community is well informed about government programs, policies and health services.

We value ongoing learning and will support you to grow your career.

In this position you will strategically deliver communication activities for the Chief Information Office and the eHealth and Informatics Division and contribute to other interesting communication campaigns and opportunities across Canberra Health Services. To find out more about this position please contact Karen Warner 0419 489 891.

Duties

Reporting to the Director, Change Communication you will be responsible for helping develop and implement a communication and change management strategy to support the DHR readiness and post go-live phase. You will: Contribute to the development and implementation of a targeted communication strategy which informs and engages with key stakeholders.

Work closely with the other members of the Strategic Communication and Engagement Branch to ensure its effective implementation, manage feedback and optimise messaging.

Write, edit, curate and publish engaging written and digital content for internal and external audiences.

Deliver change communication activities to assist CHS staff to be ready for DHR.

Interpret and implement advice on emerging communications and digital media opportunities.

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

About You

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Behavioural Capabilities

- Displays a collaborative working style.
- Adapts to accommodate change and provides responsive services to meet client and consumer needs.

Position Requirements/Qualifications:

- Relevant tertiary education qualifications and a minimum of 12 months' experience working professionally in communications is preferred.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Karen Warner 0419 489 891 karenl.warner@act.gov.au

Women Youth and Children

Enhanced Health Services

Enhanced Health Service

Clinical Lead, Child and Family Counselling Team, Enhanced Child Health Service

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 55817, several-029RO)

Gazetted: 30 March 2023

Closing Date: 13 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

Women, Youth and Children Community Health Programs delivers a range of health care community-based services to women, children, young people and families. These services include support, education and

information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team. The Enhanced Health Services (EHS) include the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS).

Child and Family Counselling Team

Health professionals in the Child and Family Counselling Team within the ECHS provide therapeutic psychosocial and counselling interventions to children, young people, and families relating to experiences of abuse and trauma. Interventions may include short- or medium-term counselling, group work and service linkage to support identified consumer goals. Health Professionals across EHS participate in the delivery of training and education programs to CHS staff and external stakeholders and consumers.

As Clinical Lead you will provide clinical leadership, clinical supervision, and guidance to a team of Health Professionals. You will provide expert clinical interventions for highly complex and sensitive presentations and work collaboratively with team members to achieve enhanced health outcomes with a focus on safety. You will work in collaboration with clinical leads, health professionals and managers to support and embed a model of holistic multidisciplinary care.

This is a rewarding and exciting position within a vibrant service that is suitable for a dynamic, flexible, and highly skilled Health Professional, with strong leadership, who is committed to the delivery of high quality, trauma informed, and holistic care, to women, children, young people, and families.

About You

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

Behavioural Capabilities

- Strong clinical, leadership, and interpersonal skills
- Adaptability and flexibility to accommodate change and provide responsive services to meet client's needs.
- The ability to work respectfully in partnership with staff and stakeholders

Position Requirements/Qualifications:

Mandatory

- Relevant Tertiary qualifications in Social Work or Psychology and greater than 5 years' experience working professionally, preferably in the delivery of health services to women, children, young people, and families.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
- 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: There are two positions available, one full time permanent and one full time temporary 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: Anna McLeod 51245223 Anna.McLeod@act.gov.au

Rehabilitation, Aged & Community Services

Oral Health Services

Site Leader

Dental Assistant Level 3 \$82,566, Canberra (PN: 14393, several - 029PU)

Gazetted: 30 March 2023

Closing Date: 18 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

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 & 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

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

Be flexible and adaptable to changing working environments

Possess strong communication skills and the ability to create strong working relationships

Position Requirements/Qualifications:

Mandatory

- Certificate IV in Dental assisting
- 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

- Certificate IV in Training and Assessment.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Emma Awizen 0481 475 343 Emma.K.Awizen@act.gov.au

Medical Services

ACT Pathology

Technical Officer - Quality

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

Gazetted: 30 March 2023

Closing Date: 13 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

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

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

About You

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, including a commitment to continual personal improvement e.g. acceptance of corrections.

Meticulous attention to detail, reliable and punctual.

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

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

Position Requirements/Qualifications:

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

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

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

Desirable

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Supply certified copy of qualifications.

Supply minimum of two referees willing to be contacted.

Note: This is a temporary position available for up to 12 months with the possibility of permanency.

Contact Officer: Matthew Auhl 51244004 Matthew.auhl@act.gov.au

Medicine

Medicine Operational

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 13141 - 029UI)

Gazetted: 04 April 2023

Closing Date: 18 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 Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

This position is responsible for managing the daily activities of the Executive Director by preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

About You

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

Behavioural Capabilities

Excellent interpersonal and communication skills and significant experience in establishing and maintaining productive and collaborative internal and external working relationships.

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Mandatory

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Kristi Vaughan 51249898 Kristi-Lee.Vaughan@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

Canberra Institute of Technology

Corporate Services

Executive Branch Manager, Campus Renewal

Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E1288)

Gazetted: 5 April 2023

Closing Date: 26 April 2023

Details: Are you an experienced Change Manager with a passion for future focused solutions?

Does playing a pivotal role in unlocking the future of VET Education in Canberra excite you?

Canberra Institute of Technology (CIT) are seeking a motivated Executive Brand Manager Campus Renewal to deliver our ambitious campus renewal agenda.

The Executive Branch Manager Campus Renewal is responsible for leading a dedicated project team deliver a significant change program across CIT. This team is responsible for the oversight of all aspects of CIT's relocation from the Reid to Woden campus, as well as the relocation of CIT Yurauna from Reid to Bruce campus.

Centring on Future Focussed Teaching and Learning practices, this position will be pivotal in supporting our teaching, support staff and students to move to a vertical, digitally enabled Cloud Campus, as part of the relocation and transition from traditional teaching spaces to the new teaching and learning facilities. As such strong consultation, communication and collaboration skills are a must as this role will work closely across all aspects of the CIT community, various ACT Government departments including Major Projects Canberra, the Aboriginal and Torres Strait Islander Community and other stakeholders. A key part of this position is the ability to develop and maintain relationships with the Aboriginal and Torres Strait Islander community and the Yurauna Director ensuring culturally safe and appropriate outcomes for all elements of the projects.

Working to the Executive Director, Corporate Services, the Executive Branch Manager will deliver a Strategic Asset Management Framework (SAMF) and a Strategic Asset Management Plan (SAMP) across all campus's as well as ensuing robust risk management practices are in place. This position is required to providing high-quality advice and reporting to the CIT Board, Executive team, Project Board/s and ACT Government Ministers, and others as required, including interpretation of legislative requirements, design standards and relevant guidelines.

We are looking for an ambitious, collaborative leader with a demonstrated background in large scale change and project management programs. The successful applicant requires a commitment to of the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety, the ACT Public Service Values and Signature Behaviours and CIT Cultural Traits. Applicants require relevant tertiary qualifications and should have experience in a senior change or project management leadership role. An understanding of the vocational education sector and public sector policy and governance would be highly advantageous.

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.

Contract: The successful applicant will be placed on a long-term contract for up to three years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly at the end of the contract section.

How to Apply: Applicants should familiarise themselves with the Executive Capabilities and submit an application of no more than two pages addressing the leadership capabilities and the requirements of the specific role.

Applications should include a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meghan Oldfield 02 62071270 meghank.oldfield@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

Corporate

Workforce and Information Services

Ministerial, Executive Support and Budget

Ministerial Liaison Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 42085)

Gazetted: 04 April 2023

Closing Date: 11 April 2023

Details: The Workforce and Information Services Branch sits within Corporate Services Group of the Chief Minister, Treasury and Economic Development Directorate. The functions include diversity and inclusion, culture, workforce planning, employee engagement, contractor management, recruitment strategy and advice, entry level programs, job analysis, capability frameworks, executive engagements, change management and business improvement, FOI and open access, records management and privacy, Ministerial and Executive support, TRIM and Budget Management.

We are seeking a motivated and experienced person to fill the position of Ministerial Liaison Officer.

The purpose of the Ministerial Liaison Officer is to provide a quality assurance service to all ministerial correspondence and processes.

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

Notes: This is a temporary position available immediately until 1 September 2023 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position 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 send your curriculum vitae, listing two referees including your current supervisor with a maximum two-page pitch outlining why your Skills, Knowledge and Behaviour make you the best person for this role. The duties and responsibilities for the role are outlined in the attached Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Henry (02) 6207 0372 Tracey.Henry@act.gov.au

CMTEDD Communications and Engagement

Content Designer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46585)

Gazetted: 31 March 2023

Closing Date: 14 April 2023

Details: We're improving ACT Government websites to create a simple, unified and customer-focussed digital experience for the community.

You'll be developing new content for some of our high value websites. This role also contributes to the day-to-day management of CMTEDD-owned websites.

This role requires a strong understanding of digital content and WCAG2.1 accessibility standards, plain language, SEO, analytics and writing/editing for the web, experience using HTML and content management systems (CMS). Websites, like all ACT Government communications and engagement activities, require strong collaboration within and across teams. This makes sure that the right information is provided to the right audience, at the right time, by:

bringing an audience-first lens to the work, informed by research, insights and evaluation

collaborating with stakeholders in partnership with a strong client service ethic

working in a fast-paced environment, while being flexible and open to change

being supported by whole of government guidelines, policies and procedures.

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

Notes: This is a temporary position available for 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.

Selection may be based on application and referee reports only.

This position operates in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Flexible work arrangements are available including the ability to work remotely outside of the ACT.

How to apply: We ask that applicants submit:

a curriculum vitae with the contact details of two referees

a 500-word pitch that tells us why you're the right fit for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ellen Harvey N/A Ellen.Harvey@act.gov.au

Office for Industrial Relations and workforce Strategy

ACTPS Centre for Leadership and Innovation

Flexible Work Arrangements

Assistant Director - Flexible Work Arrangements

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 35017)

Gazetted: 31 March 2023

Closing Date: 14 April 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 shaping the culture and workforce practices of the ACTPS.

As part of the Office of Industrial Relations and Workforce Strategy (the Office), the Centre for Leadership and Innovation aspires to make the ACT Public Service a great place to work. We have an opportunity within our Flexible Working Arrangements team to contribute to this vision, and to shape the way the service works in the future.

As an Assistant Director, you will deliver an array of initiatives to support workforce transformation and the adoption of flexible and hybrid work. Key programs include the creation of Flexi-Spaces within Canberra's regions – fully equipped offices accessible by all staff, as well as the refurbishment of Winyu House in Gungahlin to support flexible working.

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 (which is also in Canberra City). We also have access to offices in Gungahlin, Tuggeranong (from mid-April) and Belconnen (from mid-May).

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

Note: This is a temporary position available immediately until 1 April 2024. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a two-page pitch 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: Matthew Padovan (02) 6205 9024 Matthew.Padovan@act.gov.au

Corporate

Workforce and Information Services

Information Management / Freedom of Information

Senior Freedom of Information Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59419, several)

Gazetted: 31 March 2023

Closing Date: 21 April 2023

Details: We have two amazing senior positions available to help drive our Freedom of Information function at CMTEDD. These roles require dynamic and passionate people, committed to achieving results and always looking one-step ahead. You will excel in this team if you are resilient, flexible and able to adapt to changing circumstances while managing multiple priorities and demands.

You will have well-developed administration skills and the ability to liaise with stakeholders to achieve appropriate outcomes. Attention to detail is vital. You will have the ability to interpret legislation, ideally with previous experience in performing Freedom of Information processing and open access, however other relevant experience that is transferable will be well regarded. On the job training is provided.

CMTEDD offers a supportive, collaborative environment that enables you to work flexibly from home or in our modern activity-based offices. Our team is committed to being a valued business partner in information management and governance.

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.

We look forward to hearing from you.

Note: There are two positions available – one permanent full time, one temporary full time with the possibility of permanency.

Selection may be based on application and referee reports only.

A Merit Pool will be established from this selection process and will be used to fill similar vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please submit a two-page pitch, addressing the professional/technical skills 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: Katharine Stuart (02) 6207 4497 Katharine.Stuart@act.gov.au

Access Canberra

Service Delivery and Engagement

Resolution and Support Team

Case Manager

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 43467, several)

Gazetted: 03 April 2023

Closing Date: 17 April 2023

Details: Are you ready to undertake an exciting adventure? Do you enjoy the challenge of the unexpected? Do you have the ability to pull a rabbit out of a hat, or give the illusion that complex problems are simple? Can you create magic at a moment's notice? If so, pack up your magic wand and fly over to Access Canberra!

If you said yes to the above, then we want to hear from you. We are on the lookout for ASO4 Case Managers to join our team where you will play a vital role in being one of our master magicians within the Access Canberra Resolution and Support Team.

Currently we have multiple temporary positions at the ASO4 level available immediately with the possibility of permanency.

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

To be successful in this role, you will:

Be a customer focused problem solver who can listen and interact with a diverse range of people who have a broad range of needs and provide a positive customer experience.

Have an understanding of regulatory environments and complaints management processes and/or experience in customer service environments, managing complex and sensitive matters is desirable.

Demonstrate excellent verbal and written communication and negotiation skills.

Have demonstrated ability to interpret complex legislation, policy and procedures.

Show confidence and resilience in liaising and/or mediating interactions in relation to contentious matters with internal and external stakeholders.

Have excellent administrative and organisational skills, including the proven ability to organise workloads and set priorities in a high-pressure environment with competing priorities and tight deadlines.

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

Note: These are temporary positions available immediately for 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill temporary and permanent vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply:

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

An up-to-date curriculum vitae (CV).

A written response of one to two pages that demonstrates your suitability for these positions based on your skills, knowledge and behaviour as they relate to the duties/requirements detailed in the position description. Ensure your response addresses each of the points listed under the selection criteria.

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

In your video you should:

Tell us who you are.

What attracted you to this role in Access Canberra.

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

Describe a situation where you used your communication skills to win over a challenging customer or stakeholder.

What did you do and what was the outcome?

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Wynants (02) 6207 9236 Nicole.Wynants@act.gov.au

Treasury

Budget, Procurement and Infrastructure

Procurement ACT

Senior Director, Procurement Policy and Business Systems

Senior Officer Grade A \$157,201, Canberra (PN: 01455)

Gazetted: 03 April 2023

Closing Date: 24 April 2023

Details: Procurement ACT is looking for an experienced professional to join our team in leading innovative and meaningful whole of government procurement legislation and policy.

We operate in a fast paced and dynamic environment to deliver on key Government priorities through procurement policy with an array of policy topics ranging from diversity, circular economy, modern slavery and business development. You will work with a small and dedicated team to develop, implement and evaluate procurement related legislation and policy. Our team believes in solving problems through collaboration and innovation, while also injecting fun into what we do.

Our ideal candidate is someone who has exceptional policy and project managements skills with the ability to lead a team to work with competing priorities and tight deadlines. The role requires well-developed communication skills with experience preparing formal written documentation and representing the Government in internal and external forums. A key part of the role includes driving the implementation of the aspects of the Procurement Reform Program (for example amendments to legislation and streamlining and maintaining procurement templates) and supporting implementation across the ACT Public Service. Formal qualifications in procurement, government administration, policy development or law highly regarded.

In return, we will offer you a supportive and professional team environment that allows you the opportunity to participate in a key reform and policy other initiatives for the ACT Government, which makes a direct and positive impact on the ACT Public Service and the Canberra Region community.

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

If joining a policy team delivering on social, ethical and environmental policy has been on your to-do list, what are you waiting for?! Speak to the Contact Officer to find out more, or for tips and advice on how to apply visit the [How we Hire](#) page on Jobs ACT. If you're ready to go, then submit your application and get started on the next exciting chapter in your career!

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

Selection may be based on application and referee reports only. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please submit a curriculum vitae and with no more than four pages addressing the Selection Criteria.

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

Contact Officer: JoanneL Gardner (02) 6207 2076 JoanneL.Gardner@act.gov.au

Policy and Cabinet Division

Regional, Infrastructure, Planning and Transport Branch

Regional, Infrastructure, Planning and Transport Branch

Assistant Director, Regional, Infrastructure, Planning and Transport Branch

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 24276)

Gazetted: 31 March 2023

Closing Date: 14 April 2023

Details: The Regional, Infrastructure, Planning and Transport Branch supports the Government to develop its strategic objectives and provides advice to the Chief Minister, Head of Service and Cabinet on policy proposals and new initiatives. The Branch also undertakes strategic projects and monitors and reports on Directorates' progress towards implementing the Government's strategic objectives.

The Assistant Director would provide whole of Government policy advice and support in relation to transport, infrastructure, economic development, planning, housing, environment, land and Auditor-General matters. In addition, the Branch leads the ACT Government's regional and cross-border engagement and policy development, as well as coordinating ACT Government services in the Jervis Bay Territory. This position also supports the Branch's work to update the ACT Infrastructure Plan.

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

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline are desirable.

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Following recent COVID-19 restrictions staff are continuing to work from home on a temporary basis.

How to Apply: Please review the attached Position Description for details of the duties and responsibilities for this role.

Applicants should submit:

A no more than two-page pitch that tells the selection committee about your ability to perform the advertised role. The pitch should demonstrate that you possess the capabilities detailed in the "What you Require" section of the Position Description.

A current resume/curriculum vitae including contact details for two referees and details of any relevant qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Clapham (02) 6205 7261 David.Clapham@act.gov.au

Communications and Engagement

Administrative Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 48491)

Gazetted: 31 March 2023

Closing Date: 7 April 2023

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

The CMTEDD Communication and Engagement division is looking for an Administrative Support Officer to join our team for up to 12 months with the possibility of extension or permanency.

This position provides operational and administrative support to the Communications and Engagement division as well as the coordination of communication activities. It will contribute to the delivery of timely and accurate information to the leadership team, and wider division.

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

Eligibility/Other Requirements:

Relevant experience in a communications and engagement environment within the Australian or ACT Public Service is highly desirable.

The ability to work flexibly under limited supervision is required.

Notes: This is a temporary position for up to 12 months with the possibility of extension or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working.

How to Apply: If you are interested in joining our team, please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A maximum two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: show that you have the capabilities in the "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

tell the panel how your abilities, experience and behavioural capabilities make you the best person for this role.

Applicants must submit a current curriculum and two referees including their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Mahar (02) 6205 9530 Nicole.Mahar@act.gov.au

Access Canberra

Fair Trading and Compliance

Compliance

Inspector

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 38414)

Gazetted: 31 March 2023

Closing Date:

Details: Access Canberra's Compliance team is looking for an enthusiastic and dedicated Inspector to join the team in a regulatory inspector role. The team is responsible for regulating a large variety of legislation, including liquor, security, tobacco, agents, traders, gaming machines, casino, controlled sports and more. The team works collaboratively with investigation and licensing teams to ensure consistency in service delivery to both industry and the ACT public.

The successful applicant will be responsible for the conduct of compliance activities, including proactive targeted compliance programs, investigations, and complaint response. Applicants will need an eye for detail, strong

communication skills, ability to work under changing priorities and pressures, and be able to work effectively as part of a team.

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

Eligibility/Other Requirements:

A full driver's licence is essential.

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

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

How to Apply: To apply for this role please provide your curriculum vitae, including details of two referees and a two-page (maximum) document detailing why your Skills, Knowledge, Behaviour and qualifications make you the best person for this role.

Applications should be sent to the Contact Officer.

Contact Officer: Krista Brennan (02) 6205 5267 Krista.Brennan@act.gov.au

Policy and Cabinet

Various

Executive Assistant - Social Policy and Wellbeing

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 36647)

Gazetted: 03 April 2023

Closing Date: 20 April 2023

Details: Policy and Cabinet provides advice, support and direction across the ACT Public Service on complex policy matters, incorporating a central agency strategic and coordination role in strategic planning, social and economic policy, spatial planning, regional policy and engagement, government accountability and across-government regulatory reform.

As an Executive Assistant in the Policy and Cabinet division, under limited direction from members of the Division's Executive, you will provide high quality administrative, operational and executive support to several members of the Senior Executive and their associated business units.

Our ideal candidate will have a positive can-do approach as well as exceptional collaboration and communication skills. You will be highly skilled at prioritising and structuring your time and workload as well as being meticulously organised.

The ACT Public Service is an inclusive employer which will make physical or cultural adjustments to support staff achieve their best. As a service we are also focused on outcomes, and we want to continue to work flexibly in a way that drives both the business of the government of the day and our growing reputation as a flexible employer of choice.

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

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, this position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Interested applicants should submit a two-page pitch with your curriculum vitae and the contact details of at least two referees. The pitch should respond to the selection criteria and outline how your abilities, experience and qualifications make you the best person for the role described in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sabeen Saleem (02) 6205 4883 Sabeen.Saleem@act.gov.au

Access Canberra

Service Delivery and Engagement

Traffic Camera Compliance

Team Leader, Traffic Camera Compliance

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 17807, several)

Gazetted: 31 March 2023

Closing Date: 21 April 2023

Details: Do you have a keen interest in road and public safety? Can you lead, support, and develop a team to achieve common goals? If the answer is yes to these questions, you may be the person we are looking for. Access Canberra Traffic Camera Compliance is seeking a dynamic and dedicated person to fill the role of Team Leader. The successful applicant will have the ability to quickly gain an understanding of, or experience in, a range of traffic camera operations and systems, including a working knowledge of the regulatory and legislative requirements for the area. The successful applicant will work closely with another Team Leader to collectively: manage a team of 18 mobile speed camera van operators; oversee the operation of all fixed speed, red light and point-to-point camera operations in the ACT; conduct in-field duties; and, oversee the management of the team's assets.

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: You must be an Australian citizen or permanent Australian resident to be appointed as an Authorised Person under Road Transport Legislation. A current driver's licence is also required. You may be required to undergo a health assessment prior to employment.

Note: This is a permanent position available for immediate start. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Current and former ADF members are encouraged to apply.

How to apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge, and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages.

Outline your ability, ingenuity, experience, and qualifications and how they make you the best person for this role. Please include contact details of at least two referees and current Curriculum Vitae.

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

Contact Officer: Tony Taseski (02) 6207 5274 Tony.Taseski@act.gov.au

Office of Industrial Relations and Workforce Strategy

Shared Services Finance

Finance Operations

Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 07495)

Gazetted: 03 April 2023

Closing Date: 18 April 2023

Details: Shared Services Finance Operations has a vacancy for the position of Team Manager.

We are seeking applications from highly motivated and goal orientated people, with excellent leadership skills and the ability to work cooperatively in a team environment.

You will need to demonstrate quality customer service skills together with well-developed problem solving and analytical skills.

To be successful in this role you should have a solid knowledge of finance and accounting procedures, with a detailed understanding of work practices relevant to a finance operations environment.

This role is accountable for the efficient and effective execution of assigned financial tasks to meet operational service deliverables, which requires excellent time management skills and the ability to prioritise workloads to meet tight deadlines.

Attention to detail and accuracy, particularly with numerical and financial information is essential in this role.

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

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

Note: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be made on application and referees report only.

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the “What you will do” and “What you require” sections and submit a personal pitch of no more than two pages.

Your personal pitch should include information that provides evidence of your capabilities against the professional and technical skills and the behavioural capabilities highlighting your experience in a finance operations environment. A current resume/curriculum vitae must be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Platt (02) 6207 8070 Kim.Platt@act.gov.au

Property and Shared Services

ACT Property Group

Corporate Governance

Assistant Director, Workplace Health and Safety

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 10962)

Gazetted: 04 April 2023

Closing Date: 21 April 2023

Details: ACT Property Group are seeking someone with significant experience and expertise in Work Health and Safety in an operational Government setting. This person will be part of a team supporting the Corporate functions of the organisation working closely with the operational and service delivery teams across the organisation, and WHS teams in the Directorate. Ensuring that staff and contractors work in a safe manner and comply with work health and safety (WHS) requirements is a high priority for ACT Property Group. The person occupying this role will be ACTPG's subject matter expert in WHS; they will provide WHS advice, training and support for managers and staff.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Government's delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other Requirements:

Qualifications in Work Health and Safety (minimum Certificate IV)

a current driver's licence (car)

Experience in a construction or property management environment is desirable

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities .

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

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

A current Resume/Curriculum Vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebekka Bjarnadottir (02) 6207 5529 actpgcorporate@act.gov.au

Access Canberra

Construction Utilities and Environment Protection

Utilities Technical Regulation

Manager Regulation Energy Infrastructure

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 61010)

Gazetted: 04 April 2023

Closing Date: 21 April 2023

Details: The Utilities Technical Regulation (UTR) team supports the Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way.

Further information on UTR is available at <https://www.accesscanberra.act.gov.au/s/article/utilities-technical-regulation-tab-overview>

In a dynamic and rapidly changing environment, particularly within the energy sector, the transition away from gas and with the delivery of light rail, UTR is currently engaged in a range of exciting regulatory and policy initiatives.

Applications addressing responses to selection criteria and curriculum vitae's are sought from electrical engineers with suitable experience to deliver complex regulatory outcomes. In addition to relevant technical qualifications and experience, the successful candidate must have well developed communication skills and be able to work with a multi-disciplinary team to provide clear advice to the Technical Regulator, Ministers and a range of stakeholders. You will be responsible for managing regulatory relationships with licensed and unlicensed utilities regarding their infrastructure and services provided. This will include scoping and delivering regulatory projects including assessment of complex applications for new infrastructure projects, audits, providing clear recommendations to a range of stakeholders who do not have an engineering background. You will be required to support the delivery of policy programs and the establishment of regulatory framework that support the introduction of innovative technology in the renewable energy sector.

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

An electrical engineering degree, or demonstrably relevant engineering degree with electrical expertise.

Notes: Selection may be based on application and referee reports only. This position will be a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a response addressing the Selection Criteria, a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Heath Chester (02) 6207 5728 Heath.Chester@act.gov.au

Property and Shared Services

ACT Property Group

Strategic Estate Management, Procurement and Sustainability

Senior Director, Strategic Estate Management, Procurement and Sustainability

Senior Officer Grade A \$157,201, Canberra (PN: 45629)

Gazetted: 05 April 2023

Closing Date: 28 April 2023

Details: ACT Property Group is looking for someone with experience at a senior level in managing property estates, providing property management advice, leading the sustainability agenda for the property estate, and ensuring expert procurement and contract management. The role also includes managing aquatic facilities and associated management contracts.

The team is responsible for:

Property, asset and capital works management on properties that ACT Property Group is custodian of or manages on behalf of other Directorates, including providing technical advice, sustainability advice/project planning and decision making; and

overseeing procurements and contract planning and management for capital and maintenance works, and other procurements undertaken by the group, providing expert advice, centralised reporting and management.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

The ACT Property Group Senior Management Team leads the organisation and provides strategic direction for the effective delivery of customer solutions. The Executive Branch Manager and Senior Directors ensure the delivery of the business improvement agenda and the support, guidance and mentoring to the highly capable ACTPG workforce teams. This work is undertaken, in consultation with the Executive Group Manager.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other requirements:

Qualifications or extensive experience in Property, Asset Management, Building Management, Procurement, Project Management, Business Management or related areas are highly desirable

Hold or have the capacity to obtain White Card and Asbestos Awareness

A current driver's licence (car)

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

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

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Hedley (02) 6205 2250 actpgcorporate@act.gov.au

Office for Climate Action

Office for Climate Action

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 36443)

Gazetted: 05 April 2023

Closing Date: 12 April 2023

Details: As the Executive Assistant to the Coordinator General for Climate Action and the Head of the Better Regulation Taskforce, you will be a strong collaborator with great attention to detail and a demonstrated ability to ensure the delivery of high-quality administrative, strategic, and operational support to the Office for Climate Action and the Better Regulation Taskforce. The position also supports the Executive Branch Manager, Office for Climate Action, and the Corporate Services team.

Our ideal candidate will have a positive can-do approach as well as exceptional interpersonal and communication skills. You will be exceptional at prioritising your time and workload as well as being highly organised.

As an ASO5 Executive Assistant, under limited direction from a member of the Division's Executive, working across the Policy and Cabinet Division you will;

Provide a range of high level confidential administrative support functions to Executives including diary management, arranging and scheduling appointments and meetings, meeting paper management, managing telephone calls, and ensuring correspondence and enquiries are dealt with promptly and efficiently.

Executive email management; including prioritising and categorising emails, coordinating responses, managing due dates, delegating actions and filing. Undertake research and prepare written work such as emails, correspondence and other documents relating to the work of the Coordinator General.

Provide a liaison point between the Executive's office and other areas of the Agency and other ACT Government agencies across a range of matters, including fostering and supporting positive and productive relationships with all areas of ACT Government

Arranging travel and accommodation for the Executive and the team and prepare reconciliation of corporate credit card. Update, review and maintain QBT profiles attached to the Policy and Cabinet division.

Process a range of Human Resources actions for the Executive and team, including advertising and recruitment, temporary contracts and HDA arrangements, organisation of recruitment rounds, scheduling interviews, processing outcomes, onboarding/offboarding staff and arrangement of office equipment and maintaining the asset register.

Coordinating payments and ensuring quality assurance of office accounts, including staff reimbursements and studies assistance.

Ensure that highly sensitive matters and files are organised, handled, and stored appropriately in accordance with records management policies.

Develop and maintain a suite of standard operating procedures to imbed good governance across the Executive Assistant cohort.

Model a standard of excellence for Executive Assistants across the division.

This position is an activity-based office environment where staff do not have allocated desks.

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:

Demonstrated organisational skills of a high order, focusing on the ability to plan and prioritise an Executive's work activities. Being able and willing to manage competing priorities to meet timeframes in a fast-paced and busy environment.

Demonstrated experience in managing the administrative functions of a Senior Executive's office, including calendar, email and travel bookings, and basic financial processing including Credit Card reconciliation.

Excellent written communication skills including the ability to draft less-complex responses to correspondence and communications material.

Note: This is a temporary position available from 17 April to 25 August 2023 with the possibility of extension. This position is available to ACT Government officers and employees only.

A merit pool will be established from this process and future vacancies may be used from this process within the next 12 months. Selection may be based on application and referee reports only.

How to apply: Interested applicants should submit a two-page pitch with your curriculum vitae and the contact details of at least two referees.

The pitch should indicate your capacity to perform the duties and responsibilities outlined in the Position Description and outline how your abilities, experience and qualifications make you the best person for this role. Email your application to the Applications should be sent to the contact officer.
Contact Officer: Megan.Edwards@act.gov.au

Digital, Data & Technology Solutions
Strategic Business Branch
Portfolio Delivery Office
Assistant Director – Project Governance & Capability
Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 13231)

Gazetted: 30 March 2023

Closing Date: 27 April 2023

Details: Assist the Portfolio Delivery Office in the creation, coordination and improvements of regular program and project status reports and dashboards. Ensure that the underlying data and presentations are of quality to present to DDTS executives and Directorate CIOs.

Provide high-level leadership, mentoring, support and strategic guidance to ensure best practice and fit for purpose for our project management framework and tools.

Ensure that we are demonstrating our successes and easily identifying any issues that need to be addressed, to assist with influencing and fostering strong strategic relationships with our stakeholders and colleagues.

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

Eligibility/other requirements: Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is mandatory.

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

How to apply: Please submit a written response of no more than two pages. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do).

Your pitch should detail your greatest achievements and how they relate to this position and its requirements.

Your pitch should also address your ability and experience and what you can bring to the role.

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

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

Contact Officer: Andrew Burnet (02) 6207 4869 Andrew.Burnet@act.gov.au

Access Canberra
Service Delivery and Engagement
Parking Operations
Parking Compliance Officer
Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 04791, several)

Gazetted: 30 March 2023

Closing Date: 27 April 2023

Details: Are you passionate about the safety of your local community? Are you looking for a role that allows you to make a real difference in the community which you live in? Do you want to get your 10,000 steps in while you're on the clock? Then come join us as a Parking Compliance Officer at Access Canberra!

From enabling kids to walk safely in school zones to ensuring accessible parking is available for those who need it, our parking inspectors play a crucial role in supporting Access Canberra vision of 'A Safe and Liveable City'.

It's not just about yellow envelopes and issuing infringements! At Access Canberra, we're committed to engaging and educating our community about the importance of safe and legal parking, as well as making a lasting impact on the safety of our community. Need more convincing? Meet Ben from our Parking Operations Team and find out more about '[A Day in the life of an Access Canberra Parking Inspector](#)'

If you think you are up to the challenge and enjoy supporting the community where you live everyday, then we want to hear from you!

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

Eligibility/other requirements:

You must be an Australian citizen or permanent Australian resident to be appointed as an Authorised Person under Road Transport Legislation.

A current and valid driver's licence is also required.

You may be required to undergo a health and criminal assessment prior to employment.

Note: These are permanent positions available for immediate start. A Merit Pool will be established from this selection process and will be used to fill similar vacancies over the next 12 months.

This position does not involve supervision of staff, you will be working from office and in field activities.

How to apply: If this sounds like you, send your curriculum vitae along with a pitch of no more than two pages, describing the Skills, Knowledge, and Behavioural Capabilities you have which make you the most suitable person for the position. Please review the Position Description and job advertisement for details about the role and associated responsibilities. Contact details of at least two referees are also required.

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

Contact Officer: Benjamin Hobbs (02) 6205 2574 Benjamin.Hobbs@act.gov.au

Office of Industrial Relations and Workforce Strategy

Shared Services Finance

Business Projects

Director – Finance Business Initiatives

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61001)

Gazetted: 30 March 2023

Closing Date: 13 April 2023

What will you do: The successful candidate will join the Business Project Management unit to manage and deliver a program of business initiatives and projects undertaken by Shared Services Finance. You will also manage strategic relationships between internal program areas and other external stakeholders as well as deliver the sections program of work, ensuring relevance of content, continuous progress, tangible outcomes, and developing strategic plans that consider work in the context of future priorities. This position may supervise up to three (3) staff and will report directly to the Senior Director, Business Project Management.

What we require: The position requires demonstrated experience, knowledge and skills in procurement, project management, business analysis and change and communication management to support the delivery of strategic initiatives across Government. Stakeholder management is also a critical skill for the role, as Shared Services Finance delivers a number of Whole of ACT Government projects.

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

Eligibility/Other Requirements: Qualifications and experience in Project Management or Accounting/Finance is highly desirable.

Note: This is a temporary position available immediately for 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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: Suitability for this position will be assessed based on the skills, knowledge and behaviour required to successfully deliver against the duties and responsibilities of the role as set out in the Position Description. If you believe you have the required skills, sense of humour and 'what it takes' to be a success in this leadership role, please take the time to send us a copy of your curriculum vitae including the contact details of two referees, along with a 'pitch' of no more than two pages structured as a response to the following question: 'What are your greatest achievements over the last five years and how do these achievements demonstrate application of the skills, knowledge and behaviours required for this position as documented in the duty statement?'

Applications should be submitted via the Apply Now button below.

Contact Officer: Tran Nguyen (02) 6205 4620 Tran.Nguyen@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Office of the Environment Protection Authority

Environment Protection Officer

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 26736)

Gazetted: 03 April 2023

Closing Date: 10 April 2023

Details: The Office of the Environment Protection Authority (EPA) is seeking an Environment Protection Officer to work within the Water Regulation Unit and conduct regulatory activities related to water resources and lakes. The EPA 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.

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.

This position will report to the manager of the Water Regulation Team within the EPA. This position is part-time and weekly hours may change at short notice.

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 relevant tertiary qualification and/or other environmental qualifications related to natural resource management are highly desirable.

Relevant qualifications and/or experience in licencing, inspections, and compliance are highly desirable.

Demonstrated ability in the use of information technology and database systems.

Note: This is a part time temporary position at 22.30 hours per week for 12 months, the salary noted 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.

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 to address the Selection Criteria located in the Position Description, outlining why you would be the best person for this position in no more than two pages and provide a current curriculum vitae and the names and contact of two referees.

For more information, please contact Patrick Bacon on (02) 6207 2142 or patrick.bacon@act.gov.au

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

Contact Officer: Patrick Bacon (02) 6207 2142 Patrick.Bacon@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

CYF Change and Reform

Senior Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59034)

Gazetted: 05 April 2023

Closing Date: 19 April 2023

Details: The Children, Youth and Families (CYF) division provides early intervention and prevention services to ACT children, young people and their families and provides services to children with developmental delays. CYF works to support vulnerable children and young people to be safe, strong and connected.

The newly created CYF Change and Reform Team is responsible for driving a refreshed and unified approach in CYF. As a new team, you will contribute to define our roles and priorities, develop our work program, and establish our ways of working. You will be part of a team who will coordinate the implementation and lead the change management of CYF's program of work. Come join a collaborative team charged with supporting CYF to deliver on its purpose.

This position will be the project manager for the Change and Reform team, providing expert project management advice and making sure we're on track and on time.

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.

Note: This is a temporary position available until 30 June 2024, with the possibility of extension and/or permanency.

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

How to apply: Please submit a written application addressing the Selection Criteria limiting responses to 200 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.

Contact Officer: Steven Portelli (02) 6207 8702 Steven.Portelli@act.gov.au

Children, Youth and Families

Change and Reform Team

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59035)

Gazetted: 05 April 2023

Closing Date: 19 April 2023

Details: The Children, Youth and Families (CYF) division provides early intervention and prevention services to ACT children, young people and their families and provides services to children with developmental delays. CYF works to support vulnerable children and young people to be safe, strong and connected.

The newly created CYF Change and Reform Team is responsible for driving a refreshed and unified approach in CYF. As a new team, you will contribute to define our roles and priorities, develop our work program, and establish our ways of working. You will be part of a team who will coordinate the implementation and lead the change management of CYF's program of work.

This role will support the development, implementation and ongoing engagement in a change management methodology to keep us on task and on track.

Note: This is a temporary full-time position available until 30 June 2024, with the possibility of extension and/or permanency.

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

How to apply: Please submit a written application addressing the Selection Criteria limiting responses to 200 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.
Contact Officer: Steven Portelli (02) 6207 8702 Steven.Portelli@act.gov.au

Office of the Director General

Regulation, Assurance and Quality (RAQ)

Office of the Senior Practitioner (OSP)

Restrictive Intervention Data System (RIDS) Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37693)

Gazetted: 05 April 2023

Closing Date: 12 April 2023

Details: The Office of the Senior Practitioner (OSP) supports the powers and functions of the Senior Practitioner in providing leadership and independent oversight to improve the lives of all people who are vulnerable and potentially subject to restrictive practices. For more information,

see <https://www.communityservices.act.gov.au/quality-complaints-and-regulation/office-of-the-senior-practitioner> The RIDS Project Officer will report to the Assistant Director.

Under broad direction of the Senior Director, the RIDS Administrator will work alongside the ACT community to:

Develop and maintain strong collegiate relationships with colleagues across government and the non-government sector, to complete various activities and milestones related to implementation of RIDS.

Lead the implementation of RIDS, administer RIDS, onboard providers, provide advice, and apply knowledge of ACT Senior Practitioner legislation and guidelines.

Analyse, interpret and present data and trends relating to restrictive practice reporting.

Prepare complex reports, briefings and detailed correspondence on restrictive practices and other related issues.

Demonstrate an ability to manage workloads within tight time frames.

Demonstrate initiative and personal responsibility for achieving agreed outcomes.

Apply the elements of a regulatory framework including the regulatory approach: assessment methodologies; criteria; and compliance measures and tools.

Model behaviours consistent with the ACT Government's Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with the Directorate's Work Health and Safety system.

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

Eligibility/ Other Requirements

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

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

How to apply: Your suitability for this position will be assessed in three key areas:

Skills

Demonstrated highly developed communication skills (oral and written), liaison, consultation, analytical and negotiation skills, including a demonstrated ability to foster positive working relationships.

2. Demonstrated high level of professionalism and organisational skills, including the ability to work under pressure, make transparent judgements on confidential issues, and to manage competing priorities and meet deadlines.

Knowledge

3. Demonstrated knowledge of data systems, and ability to troubleshoot, test, and provide advice on system issues and challenges.

4. Demonstrated knowledge of risk-responsive regulation, the Senior Practitioner Act 2018, and related guidelines, and how these apply to RIDS practices, restrictive practice trends and data collection.

Behaviours

5. Demonstrated achievement in modelling ethical behaviour and driving team commitment to deliver outcomes aligned to the ACTPS Values and Signature Behaviours and Government priorities, and to achieving consistently high service standards.

Please provide a response to the Selection Criteria (noted above). Maximum of two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amenah El Chami (02) 6207 4528 Amenah.ElChami@act.gov.au

Children, Youth and Families

Practice and Performance

Cultural Services Team

Principal Practitioner, Cultural Services Team

Child and Youth Protection Professional Level 5 \$142,095 - \$159,543, Canberra (PN: 33997)

Gazetted: 05 April 2023

Closing Date: 21 April 2023

Details: The Principal Practitioner, Cultural Services role is responsible for providing strong leadership and supporting the strategic vision and work plan for the Cultural Services Team and contribute towards ensuring CYPs has the capability to deliver its statutory obligations through a culturally intelligent and responsive workforce. Working closely with local Aboriginal and Torres Strait Islander community-controlled organisations, funded partner organisations, and the wider Aboriginal and Torres Strait Islander community, this position will support provision of practice, coaching and mentoring within the team. The role will also have a focus on leading project work that is centred in practice, within the Cultural Services Team.

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

Eligibility/Other requirements:

Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

This is an Aboriginal and/or Torres Strait Islander Identified position.

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science, or related discipline. 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.

Notes: This is a temporary position available immediately for six months with the possibility of permanency. A Merit List may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months. Selection may be based on application and referee reports only.

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: Narelle Rivers (02) 6207 5593 Narelle.Rivers@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

CYPs Operations

Case Manager

Child and Youth Protection Professional Level 3 \$107,887 - \$118,728, Canberra (PN: 00231)

Gazetted: 04 April 2023

Closing Date: 21 April 2023

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a Child and Youth and Protection (CYPs) Case Manager, you will:

Make a difference in the lives of children and young people at risk of abuse and neglect.

Provide positive influence on young people and help make your community safer.

Benefit from ongoing learning and development.

Be challenged and rewarded.

CYPs Case Manager Role is focused on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people.

You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. The Community Services Directorate acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people. We strongly encourage applications from Aboriginal and Torres Strait Islander people who have the appropriate background, experience and capability, but may not hold the essential tertiary qualification to consider applying for these 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 LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

WWVP: Please note, Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

Relevant tertiary qualifications 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 of 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 (c class) driver's license is essential.

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 response to the Selection Criteria located in the Position Description (what you will require) along with a curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Armour (02) 6207 1633 cypsrecruitment@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

CYPS - Operations

Case Manager

Child and Youth Protection Professional Level 2 \$78,014 - \$105,024, Canberra (PN: 07429)

Gazetted: 05 April 2023

Closing Date: 24 April 2023

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do.

As a Child and Youth Protection (CYPS) Case Manager, you will:

Make a difference in the lives of children and young people at risk of abuse and neglect.

Provide positive influence on young people and help make your community safer.

Benefit from ongoing learning and development.

Be challenged and rewarded.

CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people.

You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders.

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. The Community Services Directorate acknowledges the significant contribution that individuals with Aboriginal and Torres Strait Islander cultural heritage and experience bring to improving outcomes for children and young people. We strongly encourage applications from Aboriginal and Torres Strait Islander

people who have the appropriate background, experience and capability, but may not hold the essential tertiary qualification to consider applying for these 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 LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Please note, Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

Relevant tertiary qualifications 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.

One (1) year of experience working with children, youth and/or families in a social work/case management role.

Current (c class) driver's license is essential.

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 response to the Selection Criteria located in the Position Description (what you will require) along with a curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Armour (02) 6207 1633 cypsrecruitment@act.gov.au

Communities

Support Services for Children

Executive Team

Business Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60940)

Gazetted: 31 March 2023

Closing Date: 14 April 2023

Details: Are you our new Business Manager? Support Services for Children Branch, within Communities Division, is seeking a highly motivated and well organised candidate to join our team.

Working under limited direction, our new Business Manager will ensure all incoming and outgoing work across the Branch is managed in a timely manner. The role provides government, administrative and management support to the Executive Branch Manager. This includes the secretariat function for a range of meetings, writing of reports, briefs, financial oversight and assistance with government business. The role will also include recruitment functions, co-ordination of branch planning and reporting, as well as activities and branch requirements under divisional and branch strategic plans. The Business Manager is responsible for providing high-level support and services to the Executive Branch Manager and the leadership team. This

includes diary management, co-ordinating of work which involves the whole branch and ensuring smooth operation of functions for the leadership team and Executive Branch Manager.

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: Please note, Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website. Working with vulnerable people (WWVP) registration (act.gov.au).

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

How to Apply: Applicants are to address the Professional / Technical Skills and Knowledge, and the Behavioural Capabilities 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: Jessica Summerrell (02) 6207 5718 Jessica.Summerrell@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

System & Policy Reform

Board of Senior Secondary Studies

Office of the Board of Senior Secondary Studies

Administration and Operations Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 52673)

Gazetted: 05 April 2023

Closing Date: 19 April 2023

Details: The ACT Board of Senior Secondary Studies (ACT BSSS) is a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the Australian Capital Territory.

The successful applicant will be motivated and dynamic, seeking to join the Office of the Board of Senior Secondary Studies team and work within a culture of high performance, collaboration, and innovation.

The Administrative and Operations Coordinator will be outcomes focussed working with others to deliver high levels of accountability and excellence, as well as contribute to the development, alignment, and delivery of high-quality service design in the context of the goals and expectations of the agency.

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 demonstrated willingness and capacity to acquire knowledge and skills.

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

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

How to Apply: All applications, including the Application Coversheet, your written response to the Selection Criteria including experience and/or ability as outlined in the position information, and a Curriculum Vitae should be submitted via the Apply Now button.

Applicants should be aware of and able to apply the ACTPS Values and Signature Behaviours.

To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx, .doc) or Rich Text Format (.rtf). Other formats may not be readable on ACTPS computers, requiring documents to be converted and resubmitted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole-L McDonald (02) 6205 7178 Nicole-L.McDonald@act.gov.au

Service Design & Delivery

Student Engagement

Clinical Practice

Allied Health Operations Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 42949)

Gazetted: 31 March 2023

Closing Date: 23 April 2023

Details: Student Engagement is seeking high performing allied health professionals to provide operational team leadership to an interprofessional team who work with schools, students and families to support all students access and participate in education.

The successful applicant will lead and manage an interprofessional team of allied health professionals including occupational therapists, physiotherapists, social workers, speech language pathologists and allied health assistants who support all Canberra public schools

Eligibility/Other Requirements:

Tertiary qualifications in an Allied Health Profession in particular Social Work, Occupational Therapy, Physiotherapy, Speech Language Pathology or Psychology

2. Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) for registered professions or eligibility for professional membership with relevant professional organisation.

3. Current Working with Vulnerable People registration (WWVP).

4. ACT driver's license and use of own vehicle for work purposes.

5. Minimum of five years' experience as allied health professional desirable.

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

How to Apply: In four pages or less your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. Please also provide a current cv/resume and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Abby James 0434829722 Abby.James@ed.act.edu.au

School Performance and Improvement

Belconnen Network

UC SSC Lake Ginninderra

Student Services Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 37407)

Gazetted: 31 March 2023

Closing Date: 7 April 2023

Details: The University of Canberra Senior Secondary College, Lake Ginninderra is a Year 11 and 12 College situated centrally in Belconnen. The school has approximately 700 students and 80 staff. The College site includes a Registered Training Organisation (RTO) for the Belconnen Network, the North side Hub of the Academy of Futures Skills and is a UC Affiliated School. The College has strong links with multiple stakeholders including feeder schools and community groups and is future focussed. The Values are to Connect, Innovate and Impact.

UCSSC Lake Ginninderra seeks a motivated and innovative officer to provide high level day to day activities for student services and provide administrative support to the college staff, students and community. The successful applicant will take a leadership role in the management of electronic systems, including Sentral and BSSS database to support the work of student services.

Eligibility/Other Requirements:

Must have current ACT Working With Vulnerable People (WWVP) Registration.

Highly Desirable

Knowledge and experience with School Administrator System (SAS).

Desirable

Certificate IV in Administration (School support services) or equivalent

Knowledge of office practices and procedures

Knowledge of Microsoft office package

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

How to Apply: Please submit 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 referee report with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sumana Sen (02) 6142 0222 Sumana.Sen@ed.act.edu.au

Service Design & Delivery

Student Engagement

Black Mountain School

Occupational Therapist

Health Professional Level 1/2/3 \$66,285 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 46733)

Gazetted: 31 March 2023

Closing Date: 14 April 2023

Details: Black Mountain School are seeking an Occupational Therapist to be part of an exciting new initiative whereby Allied Health Professionals will be an integral part of teaching and learning teams. Successful applicants will work directly with teachers and students to provide an integrated allied health lens to help inform individual student and whole class programs. These roles will be a part of an interprofessional in school team that directly supports the needs of students in order to increase access to the curriculum.

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 Occupational Therapy

Current professional registration: Occupational Therapist registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with the relevant Workplace Health and Safety standards

Current drivers licence essential, including access to a private vehicle for work purposes

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

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

How to apply: In [three pages or less](#) your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position.

Please also include a current curriculum vitae and contact details for 2 referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Lara Coman (02) 6142 1400 Lara.Coman@ed.act.edu.au

Service Design & Delivery

Student Engagement

Black Mountain School

Speech Language Pathologist

Health Professional Level 1/2/3 \$66,285 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 54142)

Gazetted: 31 March 2023

Closing Date: 14 April 2023

Details: Black Mountain School are seeking a Speech Language Pathologist to be part of an exciting new initiative whereby Allied Health Professionals will be an integral part of teaching and learning teams. Successful applicants will work directly with teachers and students to provide an integrated allied health lens to help inform individual student and whole class programs. These roles will be a part of an interprofessional in school team that directly supports the speech, language and communication needs of students in order to increase access to curriculum.

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

Speech Pathology candidates it is essential that they have professional membership or eligibility for professional membership to their respective professional body (Australian Association of Social Workers or Speech Pathology Australia).

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

Possession of a current driver's licence and access to a private vehicle.

Notes: This is a temporary position available immediately for 12 months with the possibility of permanency
Selection may be based on application and referee reports only.

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

How to apply: In three pages or less your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position.

Please also include a current curriculum vitae and contact details for 2 referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Lara Coman (02) 6142 1400 Lara.Coman@ed.act.edu.au

Office Of Schools

Tuggeranong School Network

Theodore Primary School

School Administration Officer

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 57772)

Gazetted: 31 March 2023

Closing Date: 7 April 2023

Details: Theodore Primary School provides education to students from preschool to year six.

Theodore Primary School is seeking an energetic, organised, and self-motivated staff member to undertake the duties of School Administrative Assistant, student enrolments and receipting.

Under the direction of the Business Manager, the successful applicant will be required to work both independently and collaboratively to manage student enrolments, student file management, end of year rollover of student data, student excursions, including receipting of public monies, managing student medical procedures as well as related ongoing administrative processes.

The position also includes supporting communication avenues to the school community, in particular coordinating the preparation and delivery of the school newsletter, updating the school website and correspondence of all permission notes. The successful applicant will demonstrate a high level of understanding of school administrative processes and follow the Directorate's policy and procedures in the area of administration. Proficiency in the use of a variety of computer applications, data bases and spreadsheets, including the Sentral administrative system, Student admission system Xero financial system, Microsoft office and Google Suite is highly desirable.

The position is fulltime, Monday to Friday 8.30am to 4.00pm. The officer will also be required to attend six days per year during stand-down periods as per the enterprise agreement.

Eligibility/other requirements:

Mandatory

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

For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Highly Desirable

Knowledge and experience with School Administrator System (SAS)

Experience in a school setting

Certificate IV or equivalent e.g., Business Administration, Education Support, Government (School Support Services)

Desirable

First Aid Certificate or a willingness to undertake appropriate training.

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

How to apply: Please submit your response of no more than four 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 skills and knowledge.

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: Rose Rodriguez (02) 6142 3101 Rose.Rodriguez@ed.act.edu.au

Service Design & Delivery

Student Engagement

Flexible Education

Student & Family Engagement Officer

ASO6/HP3 \$91,315 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 46963)

Gazetted: 03 April 2023

Closing Date: 20 April 2023

Details: The position is responsible for providing effective trauma informed interventions for students and families, across Flexible Education. As part of a multidisciplinary team, the SFEO will also identify, develop and implement community development and wellbeing initiatives that work to strengthen the educational outcomes for students. This position will work directly with students and families, which could involve completing outreach in settings such as homes, schools and community.

Essential qualifications and experience for the Health Professional Level 3:

Tertiary qualifications in Social Work.

Social worker membership with the Australian Association of Social Workers or eligibility for membership.

At least three years post qualification experience in a relevant field of case management working with children and families.

Demonstrated knowledge and understanding of Trauma Informed Practice.

Demonstrated experience in case management and working with young people.

Currents drivers' licence is essential.

Access to personal vehicle is desirable.

A sound knowledge and understanding of the social and economic issues affecting children, young people and their families within the ACT Government.

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

For further information on Working with Vulnerable people 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 experience for the ASO6 Level:

Demonstrated knowledge and understanding of Trauma Informed Practice.

Demonstrated experience in case management and working with young people.

Access to personal vehicle is desirable.

A sound knowledge and understanding of the social and economic issues affecting children, young people and their families within the ACT Government.

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

For further information on Working with Vulnerable people 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

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

Selection may be based on application and referee reports only.

How to Apply: Please submit response to the selection criteria (maximum four pages), resume/curriculum vitae and details for two referees, including your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ryan Bissell (04) 7840 6235 Ryan.Bissell@ed.act.edu.au

Business Services Division

Strategic Finance and Procurement

Strategic Procurement

Director, Strategic Procurement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 40894)

Gazetted: 31 March 2023

Closing Date: 14 April 2023

Details: The Education Directorate is looking for a dynamic individual to fill the role of Director in the Strategic Procurement Team.

The team provides a dedicated and central function for goods and services procurement for the ACT public schools and the Education Support Office. It is responsible for ensuring compliance with legislation and consistency in best practice.

The successful applicant will be highly motivated, possess excellent communication skills and work collaboratively to direct the operations of the Directorate's procurement and contract management activities.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage, such as Diploma of Procurement and Contracting, Certificate IV in Government (Procurement and Contracting) or Graduate Certificate in Government (Strategic Procurement).

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: Candidates should provide a maximum two-page response to the Selection Criteria; a current curriculum vitae (resume) and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leanne MacLaughlan (02) 6207 1505 Leanne.MacLaughlan@act.gov.au

Service Design & Delivery

Digital Strategy, Services & Transformation

Records Management

Senior Records Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 12216)

Gazetted: 04 April 2023

Closing Date: 18 April 2023

Details: As a member of the Education Records Management Team (RMT), you will provide support to schools and Education Support Office (ESO) Staff with both physical and electronic record keeping, through the creation, searching and retrieval of records within the Whole of Government (WHoG) Electronic Document Records Management System (EDRMS).

We are looking for a Records Management officer to play an integral role in the Education Directorate in relation to managing access requests for physical records, assisting with administration of record creation and movement (both physical records and electronic records) and working in the HP Content Manager (HPCM) Electronic Document Records Management System (EDRMS) including creation, archiving, retrieval, sentencing and disposal in accordance with relevant policies and procedures as required.

This position is responsible for both the retrieval of files for schools and ESO and undertakes importation of multiple data into the EDRMS for the creation of physical records for schools. You will be required to provide specialist advice and support in relation to recordkeeping systems (Content Manager) and processes.

Eligibility/other requirements:

Experience in the use of Content Manager with experience importing of multiply records is highly desirable.

Hold a current class C Driver's Licence.

Permanent resident of Australia.

Ability to manage lifting and movement of boxes containing paper records.

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

Selection may be based on application and referee reports only.

How to apply: Please submit a response to the Selection Criteria (maximum three pages), current curriculum vitae and contact details for two referees.

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

Contact Officer: Judith Pender (02) 6205 1901 Judith.Pender@act.gov.au

Service Design & Delivery

Student Engagement

Various

Youth Worker - Temporary Register

School Assistant 4/Administrative Services Officer Class 4 \$70,028 - \$82,566, Canberra (PN: 61002,61003, several)

Gazetted: 30 March 2023

Closing Date: 31 May 2023

Details: People who are interested in temporary employment as Youth Workers in schools within the ACT Education Directorate are invited to submit their pitch and curriculum vitae for placement on a Temporary Employment Register.

The register will be used to select staff for temporary, short-term engagements on either a full, part time or casual basis. Roles may be filled based on operational requirements and the business needs of the organisation.

Applicants will only be contacted if a vacancy arises suiting their skills and experience. ACT Public Service terms and conditions will apply to any employment.

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

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

Eligibility/ Other Requirements

To be eligible for temporary employment you must be in Australia on a visa with working rights or be an Australian citizen or permanent resident.

All new employees to the ACT Government are required to undergo an Australian Federal Police 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/working-with-vulnerable-people)

Highly Desirable

Certificate IV in Youth Work

Notes: This is a temporary employment register that will be used to fill full-time, part-time and casual Administrative Service Officer Class 4 or School Assistant 4 for up to three months.

For part-time and casual positions the full-time salary noted above will be paid pro-rata.

The register is valid until 31 December 2023.

To remain on the Register, you will need to re-apply at the beginning of each year.

If you are no longer available for employment, please advise us via the email address below.

How to apply: If you are interested in being placed on our Temporary Employment Register, please send a completed pitch no longer than two pages and curriculum vitae including the contact details of two referees, one being a current or previous manager/supervisor. Please reference the classification you are applying for in your application.

In your pitch address

Your approach to quickly establishing a professional relationship with disengaged young people.

How you incorporate trauma informed support into your practice.

Your ability to prioritise competing demands from young people and other stakeholders.

They could also include:

An overview of your understanding of education and/or community support available to young people

Your experience working in education settings.

Applications should be submitted directly to WinSProject@act.gov.au

Contact Officer: Kristy Ward WinSProject@act.gov.au WinSProject@act.gov.au

Office for improvement and performance

South western

The Woden School

Year 7/8 - School Assistant 4

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 48192)

Gazetted: 05 April 2023

Closing Date: 19 April 2023

Details: The Woden School caters for students with a disability in years 7-12 from the Southside of Canberra. Our school values of Respect, Independence, Safety and Education (RISE) are embedded in the language and practice of our community. The caring and supportive staff at The Woden School guide students through personalised learning pathways throughout their schooling and towards post school life. Our School comprises of three sub-schools: Junior School (years 7-8), Middle School (Years 9-10) and Senior School (years 11-12).

All staff at The Woden School are passionate about educating the whole child, and personalised learning programs are developed to meet the needs of all learners in each for a school assistant 4 to work across multiple settings assisting students with their learning. The successful candidate will be working in the 7/8 team and will possess excellent communication and collaborative skills and able to work well in a team, independently and under pressure, demonstrating the ability to contribute in an everchanging environment.

We welcome applicants who are experienced, creative, inquisitive, and enthusiastic and have a genuine commitment to the holistic education of students. The position is a full-time, ongoing position for an immediate start. The successful candidate will work closely with the executive and classroom teachers and lead learning support staff in a professional and proactive manner.

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 JOB REQUIREMENTS

Must have current ACT Working with Vulnerable People (WWVP) Registration

Highly Desirable

Certificate IV or a related field.

First Aid and CPR certificate.

Current Full Driver's License.

Tertiary qualifications in community recreation and/or disability work or related field.

Note: A full-time school assistant 4's ordinary hours of work are 135 hours over a four-week period (i.e., An average of 67 hours 30 minutes per fortnight or 33 hours 45 minutes per week). School assistant 4s usually work 6 hours 45 minutes per day with an additional 45 minutes for a lunch break. Standard hours are from 8.30am until 4pm. A full-time school assistant is required to participate in a minimum of four days (or 27 hours) of appropriate approved professional learning and/or planning per calendar year, during the stand down period or outside of ordinary working hours. School Assistant 4s are required to work six days during stand down periods (school holidays) between school terms. This is in addition to the four days professional learning requirements. 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:

Minimum two-page written response addressing the selection criteria.

Provide two written referee reports.

Selection Criteria

Working in a collaborative educational team to develop, implement, and manage programs aimed at engaging young people in learning both within school and the wider community.

Working with a whole class, in small groups or with an individual inside or outside of the classroom for either extension or support.

Ability to work with and relate to students.

Willingness to complete first aid and act as First Aid Officer

A high level of interpersonal, oral and written communication, liaison and negotiation skills.

The ability to communicate sensitively and effectively with a range of stakeholders.

Organisational skills with the ability to work effectively in busy situations, plan, set priorities and meet deadlines with minimal supervision.

Ability to work in a team environment and use initiative to work independently when necessary.

Ability to apply equity and diversity, workplace health and safety, and participative management principles and practices in the workplace.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenna Blake (02) 6142 0200 Jenna.Blake@ed.act.edu.au

School Performance and Improvement

South / Weston

Evelyn Scott School

Youth Support Worker

School Assistant 4 \$70,028 - \$75,827, Canberra (PN: 60752)

Gazetted: 30 March 2023

Closing Date: 6 April 2023

Details: Evelyn Scott School is a new P-10 school in Denman Prospect. The Junior Campus (P-6) has been open since 2021. The Senior Campus (7-10) has commenced operations from the beginning of 2023. Evelyn Scott School is a contemporary and connected school who works closely with their community. Enrolments are increasing steadily as the brand new community develops and currently the school has a population of 550 students with capacity for 1400 students in the future. We have established a Future Focused Learning Continuum which begins with play based learning in the preschool, inquiry based learning in the primary school and project based learning in the high school.

We are seeking an experienced and motivated Youth Worker to join our vibrant team. The successful applicant will develop, implement, and manage a range of programs within the school and wider community with minimal direction. The applicant will demonstrate effective communication and will have the ability to build relationships with stakeholders and external agencies. We are seeking a person who supports students to develop their social and emotional learning skills by providing a range of small group programs and one to one support.

This position requires someone with high levels of initiative and a proven ability to work as part of a team, with minimal supervision. The successful applicant will work with the Wellbeing Coach and the Senior Campus Team. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory

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

Highly Desirable

Certificate IV or Tertiary qualification in Youth Work or a related field.

Desirable

First Aid Certificate or a willingness to undertake appropriate training.

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

How to Apply: Please submit a current curriculum vitae and response to the Selection Criteria (maximum two pages) with two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Hilton (02) 6142 2300 Michael.Hilton@ed.act.edu.au

Service Design & Delivery

DSST

Information Technology Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 00620)

Gazetted: 30 March 2023

Closing Date: 18 April 2023

Details: Our ideal candidate has experience in providing administrative and ICT support in a busy corporate environment. The ability to deliver excellent customer service and provide day-to-day support across the team is critical to this role. You will have excellent organisational skills and enjoy helping others. You will be familiar with

providing first point of contact support to customers, as well as responding professionally and efficiently to general enquiries.

You will be flexible, motivated and capable of prioritising your work. Having the ability to form productive working relationships with colleagues and stakeholders should be a core professional strength. Our ideal candidate will take ownership of their work and will have demonstrated the ability to work productively as part of a team.

Eligibility/Other Requirements:

MANDATORY REQUIREMENTS

Permanent resident of Australia

Working With Vulnerable People check

Driver's licence and access to a private vehicle

HIGHLY DESIRABLE

Experience with Atlassian Jira platform and or other service ticketing software

Experience maintaining ICT laptop devices.

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

How to Apply: Please provide a response to the selection criteria (max 3 pages), current curriculum vitae/resume and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael de Raadt (02) 6207 5790 Michael.DeRaadt@act.gov.au

Strategic Policy and Reform

Analytics and Evaluation

NAPLAN and NAPLAN Online

Performance Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 38182)

Gazetted: 30 March 2023

Closing Date: 20 April 2023

Details: The Analytics and Evaluation Branch is seeking applicants for the position of Project Manager to work in a small, motivated team that manages participation of ACT schools in local, national and international assessment including the coordination, management and support of NAPLAN in ACT schools.

The successful applicant will also have a role in managing data quality, reporting at the system, jurisdiction and national level. To achieve this effectively the successful applicant must be skilled in communication, familiar with statistical software and have a keen eye for detail.

The successful applicant will demonstrate well developed liaison, organisational and administrative skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

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

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

How to Apply: Please submit a current curriculum vitae and a written response of up to two pages. The response should outline your knowledge, skills and capabilities against the selection criteria listed in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ken Gordon (02) 6205 9498 Ken.Gordon@act.gov.au

Service Design & Delivery

Student Engagement

Clinical Practice

School Psychologist

School Psychologist \$87,447 - \$125,498, Canberra (PN: 02822)

Gazetted: 30 March 2023

Closing Date: 1 May 2023

Details: Are you a psychologist who enjoys working with children or young people? Are you looking for a job with a broad range of opportunities, including working in the area of prevention and early intervention?

ACT Education is seeking applicants for several permanent School Psychologist positions. We have positions available now for the 2023 school year, either working full time or part time. School Psychologists enjoy the benefits of teacher-based conditions and strong professional support. Provisional Psychologists who anticipate gaining general registration early in 2023 are encouraged to apply.

Our School Psychologists work with students, their families and teachers to identify and address barriers to learning and mental wellbeing. In this role you will:

conduct assessments in learning, social, emotional and behavioural domains and communicate assessment results and recommendations to parents or carers, teachers and relevant professionals

consult with parents or carers, teachers, school executive, external agencies and other members of the school community about interventions, services and support for students

identify and assess mental health issues and provide follow up support or refer to other mental health services

provide psychological intervention for a range of issues affecting children and young people and where appropriate their parents or carers

assist in the design and evaluation of effective prevention, early intervention and support programs for individuals, groups and school populations

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

Eligibility/Other Requirements:

Prior to commencing in this role applicants require:

Current general registration as a psychologist with the Psychology Board of Australia. Applications will be considered for provisional psychologists who anticipate gaining general registration by March 2023.

A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

It is highly desirable applicants hold a current Australian drivers' licence.

Notes: A merit pool will be established from this selection process and may be used to fill identical vacancies on a temporary or permanent basis over the next 12 months. These positions are under the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022* and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees. For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022*.

How to Apply: In your application, please provide statements addressing the Selection Criteria (*listed in the Position Description*) in no more than five pages. Also include a current curriculum vitae and copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People Check.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Hill 0403 210 859 belinda.hill@ed.act.edu.au

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

Business Services

Strategic Finance and Procurement

Internal Budgets and Reporting Team

Director, Finance Business Partner

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 43035)

Gazetted: 30 March 2023

Closing Date: 6 April 2023

Details: The Strategic Finance and Procurement Branch is looking for a Director, Finance Business Partner for a 12-month maternity leave cover.

The successful applicant will have excellent communication, technical accounting skills, be able to liaise with a wide range of stakeholders on a broad range of topics, work in a very busy environment and manage part of the budget and financial reporting process.

The successful applicant will be able to find solutions to complex issues and identify ways to improve existing processes.

Eligibility/Other Requirements: An accounting or similar degree and membership of a relevant professional body is preferred. Working knowledge of TM1 and Oracle is also highly desirable.

Note: This is a temporary position available immediately for 12 months. Selection may be based on application and referee reports only. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a current curriculum vitae, a two-page statement addressing the Selection Criteria as per the position description and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Turnbull (02) 6207 9395 Ian.Turnbull@act.gov.au

Service Design & Delivery

Universal School Support

Careers & VET

Director, VET in Schools

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 35969)

Gazetted: 31 March 2023

Closing Date: 14 April 2023

Details: The Director, VET in Schools is responsible for overseeing vocational learning (including workplace learning) and vocational education and training (VET) in ACT public schools, including Australian School-based Apprenticeships. The role is also responsible for supporting school-based registered training organisations (RTOs). You will also be responsible for the delivery of the following dedicated programs and projects:

Head Start Pilot Program

ASbAs in Government Initiative

Vocational learning and VET programs for ACT public schools

VET in schools annual funding allocation.

You will work collaboratively with the Director, Careers and Transitions who will be leading project work to review the status of VET for secondary schools, Career Education in schools, and student transitions.

Our ideal candidate is a strong leader that takes ownership of issues and will demonstrate the ability to implement and manage policies and programs in line with industry best practice. This will include working collaboratively across business units, directorates, local service providers and industry stakeholders.

Ideally you will have proven ability to establish and manage programs and projects within tight timeframes, build relationships, communicate effectively and influence stakeholders.

You have the ability to 'wear multiple hats' and juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference.

Eligibility/other requirements:

Mandatory

Possession of a current driver's licence and access to a private vehicle.

Permanent resident of Australia.

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

Highly desirable

Significant experience in leading teams managing programs and projects and meeting key performance indicators.

Experience and understanding of the VET sector and local industry.

Experience and understanding of career education and transitions policies and practices in ACT public schools.

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

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

How to apply: Applicants are to address the Selection Criteria located in the Position Description, a maximum of two pages.

Please provide a current curriculum vitae and the names and contact of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Alice-E Clements (02) 6207 9873 Alice-E.Clements@act.gov.au

School Performance and Improvement

Tuggeranong

Erindale College

Social Worker

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 49111)

Gazetted: 03 April 2023

Closing Date: 17 April 2023

Details: Erindale is seeking a dynamic and motivated Social worker. The successful applicant will build strong, respectful, and productive relationships with all members of the school community and provide:

A range of social work interventions to deliver quality services to families and caregivers of students who are experiencing difficulty in engaging in education.

Culturally appropriate casework, assessments, interventions and referral services from an ecological perspective using a range of techniques including crisis intervention, family support, consultation, counselling, conflict resolution, liaison, advocacy and negotiation.

Significant contribution in a multidisciplinary team and be involved in cross agency and family consultation and collaboration within the framework of directorate policies and statutory requirements.

Priorities to conflicting priorities and meet deadlines to ensure timely response to families.

Leadership, regular supervision and staff development to maintain professional knowledge and ensure that service delivery is consistent with best practice.

Case records consistent with the health records act 1997 and professional standards. Prepare high quality and timely reports, briefs, appraisals and assessments and advice on developing processes, frameworks and relevant policies as required.

Collaboration with staff across the school and community services in case meetings, professional learning, and team meetings to formulate and implement care plans that meet the identified needs of students.

Perform other duties relevant to the role as requested.

Eligibility/Other Requirements:

Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline, with a minimum of 3 years post qualifying experience.

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

Note: This is a temporary part-time position at (33.03) hours per week available from 22 May 2023 until 15 December 2023 with possibility of extension up to 12 months. The above full-time salary will be pro-rata.

How to Apply: Please submit a supporting statement addressing the selection criteria listed below and be written with a focus on the job description specified for the position. Please also provide a current curriculum vitae and name and contact details for two referees.

Selection Criteria

Experience in the provision of case management services for families of students who are experiencing difficulties engaging with education and/or requiring family support.

Well developed analytical skills with the ability to complete family assessments, develop family support plans and therapeutic interventions, ensuring access to services and improved outcomes for students.

Ability to provide professional supervision within a clinical/allied health supervision framework.

Highly developed oral and written communication skills with sound interpersonal, negotiation, mediation and liaison skills.

Ability to provide advice to management on approaches on a range of therapeutic approaches to strengths based family interventions based on sound conceptual, research and analytical skills.

Work collaboratively within a multidisciplinary team and demonstrate an ability to develop processes, policies and procedures within the framework of directorate policies.

Ability to implement group work programs and work with staff, students and families in a manner consistent with the department's equity and diversity, and occupational health and safety principles and practices.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gary Lawson (02) 6142 2973 Gary.Lawson@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

Executive Branch Manager, Development Assessment Services and Support

Temporary Vacancy (17 April 2023 – 19 May 2023)

Environment, Planning and Sustainable Development Directorate

Statutory Planning

Position: E1072

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 3 April 2023

The Executive Branch Manager is responsible for the delivery of the development assessment and lease administration functions of the Territory. The position also provides partial oversight to the Office of the Surveyor General and Land Information. The position reports to, and works closely with, the Executive Group Manager, Statutory Planning.

Essential qualities include exceptional judgement, risk engagement, ability to quickly grasp complex concepts and a determined focus on finding great solutions for the Canberra community. An understanding of territory planning, development decision-making processes, and land management will be beneficial.

As the Executive Branch Manager, Statutory Planning, you will take an executive leadership role within the Directorate and illustrate executive management skills, backed with the ability to support the culture and direction of the Directorate.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. The applicant must be available to work for the full period with no planned leave.

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

To apply: Applicants should submit a pitch (maximum one page), identifying how you can fulfil the role requirements and your successful achievements against the core requirements and executive capabilities. Send your pitch, a current curriculum vitae, and the name and contact details for two referees to Anika McDonald, Executive Assistant, Statutory Planning at Anika.Mcdonald@act.gov.au by COB Tuesday 11 April 2023.

Contact Officer: George Cilliers (02) 6207 6804 George.Cilliers@act.gov.au

Office of the Director-General

Communications, Engagement & Media

Engagement & Major Projects

Senior Campaign Marketing Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 15470)

Gazetted: 05 April 2023

Closing Date: 19 April 2023

Details: Come and join a team of passionate and creative communications professionals who work in close partnership and collaboration with our Environment, Planning and Sustainable Development Directorate. We are looking for a dynamic and enthusiastic Senior Campaign Marketing Officer who can develop, deliver and evaluate campaigns which will contribute to the delivery of timely and accurate information ensuring high community awareness, positive community engagement and reputation management.

You will work on a range of interesting and challenging projects that *shape the ACT's future while acknowledging and respecting our natural environment*. Your work will make an immediate and impactful contribution to the Canberra community.

We are seeking a highly organised and committed individual to join our dynamic team of communication professionals. If you are wanting a positive team culture and are keen to develop your communication skills, we want to hear from you!

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

Notes: This is a temporary position available from 15 May 2023 to 19 January 2024 with the possibility of extension.

Selection may be based on application and referee reports only.

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

How to apply: Please submit a 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: Amy Faulks (02) 6207 2096 Amy.Faulks@act.gov.au

Suburban Land Agency

Finance, Systems and Valuations

Digital Solutions

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 33891)

Gazetted: 05 April 2023

Closing Date: 19 April 2023

Details: The Assistant Director will be responsible for working with the Senior Director and Director to drive the strategic priorities for the team and help keep the Digital Transformation Program on track. This role will contribute to stakeholder engagement internally and externally to promote the experience and expertise of the team, as well as driving individual digital projects and tasks as required.

The Digital Solutions team aims to be a centre of excellence and enthusiasm for digital transformation. We create technological efficiencies through:

Digital transformation and innovative solutions.

Modern projects, systems, policies and procedures.

Effective and efficient management of ICT assets.

Actively improving the SLA's cyber security capability and maturity.

We deliver:

Our digital transformation program.

Digital related advice, guidance, assistance and key business system support.

Under the broad direction of the Senior Director, the Assistant Director, Digital Solutions requires analytical and technical skills to develop effective solutions, and will be responsible for:

Managing and driving SLA's Digital Transformation Program projects, through the full lifecycle and in accordance with recognised project management methodologies to achieve a quality outcome.

Managing the strategic direction and continued evolution of core business systems such as Salesforce.

Working collaboratively with other ACT Government directorates to complement existing programs of work and policies to implement Digital Transformation.

Development of business requirements and functional specifications for transformation projects, requiring close collaboration with business users and implementation vendors to deliver quality outcomes.

Contribute to the team's ICT related advice including policy, administrative, technical (including ICT Security), or professional advice to business areas within the SLA.

Developing data driven metrics for reporting and performance monitoring.

Working with the Senior Director to engage with, brief and provide strategic advice to SLA Executive, DDTS and directorates on Digital Transformation and cyber security related matters.

Other Digital Solutions and branch-related tasks as required.

Eligibility/Other Requirements:

HIGHLY DESIRABLE

Cyber security experience and/or cyber security risk management experience will be highly regarded.

Formal qualifications in project management and/or Information Technology would be highly regarded.

A baseline or NV1 security clearance would also be highly regarded.

Please refer to the attached Position Descriptions for further information regarding the professional and technical skills sought for these roles.

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

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Kreukniet 0411 266 552 Tim.Kreukniet@act.gov.au

Environment

ACT Parks and Conservation Service

Fire Management Unit

Senior Fire Management Officer

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 60237, several)

Gazetted: 05 April 2023

Closing Date: 24 April 2023

Details: The position sits within the Fire Management Unit (FMU) and will have responsibility for assisting in a range of bushfire and infrastructure management and mitigation activities across the EPSDD and TCCS estate.

The position will plan and implement new and updated bushfire asset protection zones to the applicable Bushfire Management Standards. This will include; planning the works, seeking relevant approvals, overseeing the develop of the zone in the field, and reporting on progress. This is an initiative program which is expected to run for over three years to June 2026.

Other potential vacancies will assist in fire trail upgrades and maintenance programs or other duties in the Fire Management Unit.

The occupant of the position will work regular Monday to Friday hours with access to flextime arrangements, however regular rostered after hours, weekend and public holidays work will be required, especially during the declared bushfire season.

The occupant of the position will either have experience in or have the skills to be able to achieve competencies in an AIIMS (Australasian Inter-Service Incident Management System) role.

Eligibility/Other Requirements:

Mandatory:

Recognised tertiary qualifications in land management, engineering, science , or demonstrated experience in the delivery of natural resource management, road maintenance and/or bushfire management programs.

Registration, or ability to obtain a registration under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Be currently able and prepared to undertake and maintain the Moderate level of the national fire fighting task based assessment (fire fitness)

Be prepared to wear a uniform and work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an 'as needs' basis

Possess a current manual driver's licence

Highly Desirable:

Experience and qualifications in an AIIMS (Australasian Inter-Service Incident Management System) role.

Notes: There are several full-time temporary position available until 30 June 2026. An order of merit will be established from this selection process and may be used to fill future similar vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than 350 words 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: Adam Mclachlan (02) 6205 8932 Adam.Mclachlan@act.gov.au

Environment, Water and Emissions Reduction

Environment, Heritage and Water

ACT Heritage

Manager (Approvals and Advice)

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 16005)

Gazetted: 04 April 2023

Closing Date: 14 April 2023

Details: ACT Heritage, within the Environment, Planning and Sustainable Development Directorate, is looking for a suitably qualified heritage specialist to support the ACT Heritage Council in providing advice and approvals relating to proposed development and conservation works.

The role works closely with the Director to identify advice priorities and project schedules, and also manages a number of Conservation Officers to ensure delivery of advice within agreed timeframes.

The position would suit a professional with strong experience in and knowledge of heritage conservation and management principles, and their application in a statutory context. Strong project management, teamwork and representation skills are required, as are excellent time management and communication skills.

Eligibility/Other Requirements:

Skills, experience and qualifications in a heritage related field are highly desirable. Heritage related fields include cultural heritage management, archaeology, architecture, history, landscape architecture, cultural geography and conservation management.

Notes: This is a temporary position available from 4 May 2023 until 31 August 2023 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications are to include a curriculum vitae, and a response to the Selection Criteria with no more than 300 words per criterion.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meaghan Russell (02) 6205 5497 Meaghan.Russell@act.gov.au

**Office of the Director General
Communications, Engagement and Media
N/A**

Assistant Director - Communications & Engagement – Planning and Development

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 29256)

Gazetted: 03 April 2023

Closing Date: 17 April 2023

Details: Come and join a team of passionate and creative communications professionals who work in close partnership and collaboration with our Planning and Sustainable Development portfolio of the ACT Government's Environment, Planning and Sustainable Development Directorate. We are looking for a dynamic and enthusiastic communications and engagement manager who can develop, deliver and evaluate strategic communications and engagements for government priorities and new and emerging issues.

The Assistant Director, Communications and Engagement will work collaboratively within a multidisciplinary team to deliver communication and engagement priorities across the Planning and Urban Policy, Statutory Planning, and Development and Implementation teams. You will work on a range of interesting and challenging projects that *shape the ACT's future while acknowledging and respecting our natural environment*. Your work will make an immediate and impactful contribution to the Canberra community.

We are seeking a highly organised and committed individual to join our dynamic team of communication professionals. If you are wanting a positive team culture and are keen to develop your communication skills, we want to hear from you!

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

How to Apply: Please submit a written application of no more than two pages, clearly 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.

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: Amy Faulks (02) 6207 2096 Amy.Faulks@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

Legislation, Policy and Programs

Criminal Law

Senior Director

Legal Officer Grade 2 \$154,663 - \$161,019, Canberra (PN: 39862, 60104)

Gazetted: 30 March 2023

Closing Date: 20 April 2023

Details: The Criminal Law Branch develops and implements policy, law reform, legislation and programs relating to the criminal justice system. This includes family violence and sexual assault reform, bail, evidence, sentencing, corrections, policing, firearms, unexplained wealth, minimum age of criminal responsibility, the construction and framing of offences in ACT legislation and counterterrorism.

The Senior Director is one of the three Senior Directors who lead the Criminal Law Branch. The Senior Director will be an experienced legal policy officer, with a strong background in criminal law and excellent leadership skills, including the ability to lead the development of significant criminal law reforms. The Senior Director will be responsible the leadership of a small team, working with key justice sector and community stakeholders, to deliver the legislative reform priorities of the Attorney-General and Minister for Police and Emergency Services and other legislative priorities of the ACT Government.

Eligibility/Other requirements:

Extensive experience in policy and legislation development, and a strong background in criminal or general/public law and policy is highly desirable.

For a Legal 2: Admission as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

Notes:

There is one 12-month vacancy available from early June 2023, and one six-month vacancy with the possibility of extension available from August 2023.

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

Selection may be based on application and referee reports only.

How to Apply: Interested applicants are requested to submit an expression of interest of no more than one page addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description, and a current curriculum vitae including the details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robyn Hakelis (02) 6205 1192 Robyn.Hakelis@act.gov.au

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

ICT Project Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 54900)

Gazetted: 30 March 2023

Closing Date: 25 April 2023

Details: Would you like to make a positive difference to the experience of victims of crime, through the delivery of ICT enhancements and reforms? Are you a motivated and enthusiastic person with project management skills and a mind for IT?

Victim Support ACT at the Human Rights Commission is seeking a highly motivated Project Manager 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.

The Project Manager will manage high-priority ICT development and reform projects with Victim Support, with an aim to deliver efficiencies and support for new Victim Support programs in the existing case management system.

The Project Manager will also be involved in coordinating an HRC website and making minor enhancements to the case management system.

To be successful in the role you must be self-drive, with the ability to drive project success through effective collaboration and stakeholder engagement, and a genuine commitment to understanding the user needs and getting the best outcome.

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:

This position requires a Working with Vulnerable People Check and a National Police Check.

Notes: this is a temporary position available immediately for 18 months.

How to Apply: See the attached Position 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: Kylie Woodward (02) 6205 5197 Kylie.Woodward@act.gov.au

Public Trustee and Guardian

Wills, Estates and Trusts Unit

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43728)

Gazetted: 31 March 2023

Closing Date: 11 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 financial services, by acting as a Guardian, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 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.

The Wills, Estates and Trusts Unit (WETU) are seeking applications from suitable candidates to fulfil the role of Assistant Director. The Assistant Director will provide support to the Senior Director WETU to deliver high level practice and procedural advice, opinion, statutory interpretation and recommendations to ensure the objectives of the Unit are achieved. WETU is a busy unit delivering a range of functions including deceased estate administration, preparation of Wills and Enduring Powers of Attorney, trust administration and the administration of confiscated criminal assets. WETU also help to raise awareness in the community about the importance of having a Will and to encourage more people to put arrangements in place.

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

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

Note: This is a temporary position available from April 2023 for a period of six months with possibility of extension up to 12 months 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.

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: AaronA Hughes (02) 6207 9800 AaronA.Hughes@act.gov.au

**ACT Human Rights Commission
Victims of Crime Commissioner
Victim Support ACT**

Director - Service Improvement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 35325)

Gazetted: 30 March 2023

Closing Date: 13 April 2023

Details: Victim Support ACT at the Human Rights Commission is seeking a highly motivated Director for Service Improvement. Victim Support ACT 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.

The Director, Service Improvement will play a vital role in overseeing and delivering service improvement at VSACT. This role has been created to oversee the implementation of recommendations from the 2021 *Projects Assisting Victims' Experience and Recovery (PAVER) Review – Final Report*. The Director will work closely with VSACT leadership and stakeholders to ensure the delivery of PAVAR recommendations, including:

overseeing a suite of ICT improvements with support from an ICT project manager;

coordinating and contributing to change management and a service restructure (with support from a change manager);

developing service standards, a code of practice and a service evaluation framework;

overseeing the production of guidelines for decision-making for the Financial Assistance Scheme.

In the context of the above recommendations, the Director will also undertake a review of day-to-day service operations, recognising that a significant increase in client demand since the PAVAR recommendations were made has impacted VSACT engagement with clients.

To be successful in the role you must be self-driven, with the ability to drive service improvement through effective collaboration and stakeholder engagement.

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: This position requires a Working with Vulnerable People Check and a National Police Check.

Note: This is a temporary position available from 9 May 2023 for 12 months with the possibility of extension and/or permanency.

How to Apply: See the attached role description for further information regarding duties and responsibilities. Interested applicants should prepare a two-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

**Public Trustee and Guardian
Wills, Estates and Trusts Unit
Senior Director**

Senior Officer Grade A \$157,201, Canberra (PN: 39759)

Gazetted: 31 March 2023

Closing Date: 11 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 financial services, by acting as a Guardian, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 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.

The Senior Director of the Wills, Estates and Trusts Unit is responsible for providing high level advice, statutory interpretation and recommendations on questions of practice to PTG staff and assisting PTG clients on complex

matters. The Senior Director will manage the unit, undertake research, and prepare reports, recommendations and associated policies and activities.

The successful applicant will be an inspirational leader and communicator who promotes and embeds innovation and communicates and builds a common vision. The Senior Director will take responsibility for the administration and legal aspects of more complex Estates and Trusts with the ability to negotiate and interpret complex legislation.

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

Eligibility/ Other Requirements: Experience in the application of contemporary management practices, knowledge of the trustee industry and experience in the administration of estates and trusts would be an advantage however not mandatory.

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

Note: This is a temporary position available from April 2023 for a period of six months with possibility of extension up to 12 months 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.

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: AaronA Hughes (02) 6207 9800 AaronA.Hughes@act.gov.au

Human Right Commission

Victims of Crime Commissioner

Perpetrator Response Adviser

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58848)

Gazetted: 05 April 2023

Closing Date: 19 April 2023

Details: Do you currently work with perpetrators of family violence? Would you like to work in a passionate team, applying emerging research to address family violence risk?

The Family Violence Safety Action Program (FVSAP) based at Victim Support ACT (VSACT) is seeking a highly motivated individual with excellent advocacy and communication skills to join our team at the ACT Human Rights Commission.

The FVSAP team provide a collaborative, wrap around responses to matters where there is serious risk of family violence harm or lethality. Working under the direction of the FVSAP Director, and alongside victim survivor case coordinators, the Perpetrator Response Advisor (PRA) will provide domestic and family violence informed case coordination in relation to high-risk perpetrators.

The PRA focuses on the causal factors of DFV perpetration and mapping perpetrator patterns of violence. The role utilises frameworks including Safe and Together and MARAC to support the wider ACT system (agencies that engage with perpetrators including ACTCS, AFP, CYPS, AoD agencies and MH agencies) to increase perpetrator visibility and accountability to reduce serious risk of harm or lethality.

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:

Understanding of the legal and service systems that interact with persons affected by, or using DFV is highly desirable

This position requires a 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 immediately for up to six 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: Please submit a two-page pitch which demonstrates the capability requirements listed in the Position Description and why you would like to undertake this role, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be sent to the Contact Officer.

Contact Officer: Eve Ball (02) 6207 7035 Eve.Ball@act.gov.au

ACT Corrective Services

Offender Reintegration

Transitional Release Centre

Employment Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 38297)

Gazetted: 05 April 2023

Closing Date: 19 April 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from motivated professionals with recruitment or employment related experience, to fill the position of Employment Officer (ASO6) within the Offender Reintegration unit.

The successful applicant will be required to work with offenders both pre and post release, to assist them in achieving sustainable employment or training outcomes. This will involve working closely with offenders to provide coaching and mentoring related to all aspects of the process of sourcing, securing and maintaining employment or training – including resume writing and interview preparation.

You will use your knowledge of the employment landscape in Canberra to build relationships with employers, advocate on behalf of disadvantaged job seekers, and assist clients to obtain sustainable employment.

In addition, you will liaise closely with staff within the Alexander Maconochie Centre, Community Corrections, and with the Reintegration unit in the provision of appropriate support to clients and build and maintain effective relationships with organisations within the training and employment sector within the ACT and immediate surrounding areas, in order to maximise opportunities available to the offender cohort.

To be successful, you will be able to demonstrate your experience in providing professional advice, support and mentoring to clients with complex needs, related to all aspects of job sourcing. Ideally you will also have worked with clients in the criminal justice system or be able to demonstrate an understanding of the needs of this cohort. You will also possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

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

Eligibility/Other Requirements:

A Diploma of Community Service or Training and Assessment qualification is desirable.

Experience working in Job active-employment service providers or Centrelink is desirable.

Background police checks will be conducted.

A current driver's licence is essential.

This position requires Working with Vulnerable People registration.

Note: This is a part-time permanent position at 18.23 hours per week, the salary noted above will be pro rata.

How to Apply: To apply, applicants are required to submit three items:

A one to three-page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements.

A current resume/curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

A copy of your current driver's licence.

Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Feeney (02) 6205 9753 Alexandra.Feeney@act.gov.au

Corporate

People and Workplace Strategy

n/a

Assistant Director, Business Partnerships and Employee Relations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 04809)

Gazetted: 04 April 2023

Closing Date: 11 April 2023

Details: People and Workplace Strategy are seeking applications from candidates interested in undertaking the role of Assistant Director, Business Partnerships and Employee Relations, People and Workplace Strategy.

The successful applicant will be required to undertake a range of complex Human Resource and Employee/Industrial Relations activities including researching and preparing complex correspondence relating to a range of employment issues including (but not limited to) misconduct, probation, underperformance, recruitment and leave provisions. There may also be the opportunity to be involved in policy development and change management processes for the directorate.

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

Eligibility/ Other Requirements

Tertiary qualifications in a relevant field are desirable however not essential.

Experience in a related field is highly desirable.

Notes: This is a temporary position available immediately until 1 September 2023.

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

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 in applying for this exciting vacancy, 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: Donna Burns (02) 6205 3831 Donna.Burns@act.gov.au

ACT Corrective Services

Corporate Services

Finance Team

Director, Financial Management

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59692)

Gazetted: 04 April 2023

Closing Date: 18 April 2023

Details: ACT Corrective Services (ACTCS) is looking for highly motivated, experienced and suitable individuals to fill the position of Director, Financial Management (SOGB), within the Finance team.

The successful applicant will lead a team to manage, analyse and report on all financial matters, including procurement and contract management, for ACTCS. You will also be responsible for the financial management of assets, capital works programs and infrastructure.

In addition, you will develop the business area through the establishment, and continuous improvement, of working practices related to asset management, including contributing to policy and procedure development; collection and management of information; and budget management.

Further to this you will be responsible for the delivery of accurate monthly financial reporting to internal and external stakeholders.

To be successful, will have demonstrated skills in developing and delivering organisational financial management services, including assets, capital works, infrastructure, contracts and procurement. In addition, you will have demonstrated experience in people management, sound administrative and organisational skills and a demonstrated ability to plan, prioritise, co-ordinate and provide innovative workflow solutions associated with a complex and busy business 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

Compliance Requirements/Qualifications

A Bachelor's degree in Commerce or Business Management and/or 5+ years of progressively responsible experience for a major organisation are highly desirable.

CA/CPA qualifications or progress towards 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 \(act.gov.au\)](#)

How to apply: Applicants are required to submit two items: 1) a written response of no more than 1000 words addressing the Professional/Technical skills and Knowledge, Behavioural capabilities, having regard for the job requirements; and 2) a current resume 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: Gregory Freeman 62053190 gregory.freeman@act.gov.au

Corporate

Office of the Chief Operating Officer

Executive Officer/Director, Office of the Chief Operating Officer

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 05397)

Gazetted: 04 April 2023

Closing Date: 11 April 2023

Details: The Chief Operating Officer is seeking applications from candidates interested in undertaking the role of Executive Officer/Director, Office of the Chief Operating Officer. The position requires leadership, relationship management, strategic analysis and communications skills.

The role involves providing high-level executive support to the Chief Operating Officer including:

Support the continued implementation of the One JACS One Corporate (OJOC) model, including identification of business improvement opportunities and assisting with change management activities.

Provide advice and support to the other JACS Corporate Executives and other priority matters.

Provide timely strategic and procedural advice on directorate and whole-of-government priorities.

Undertake projects, conduct research and analysis, and provide high-quality briefing.

Prepare and/or coordinate briefs and talking points for meetings, events and corporate staff communication.

Undertake duties on behalf of the COO, including oversight of the Office of the COO, liaison with the Ministers' Offices, Senior Executives and Business Unit heads.

The successful applicant should have a good knowledge, or capacity to quickly gain good knowledge, of the business unit functions of the Directorate and a sound understanding of corporate functions and processes. The successful applicant should also possess a strong understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes. Strong communication skills, flexibility and willingness to provide support as priorities emerge, and the ability to work as part of a small team are also important attributes for undertaking the role. The position also requires the highest degree of integrity and trust due to exposure to sensitive materials and classified documents.

The successful applicant will value diversity, uphold and model the values and principles of the ACT Public Service and contribute to workplace safety.

Eligibility/Other Requirements:

Formal qualifications or experience in a relevant field is highly desirable.

Background/security clearance checks may be conducted.

Note: This is a temporary position available immediately for three months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Demonstrate your experience, professional/technical skills and behaviours outlined in the position description by providing:

A one to two-page written response addressing the professional/technical skills and knowledge, and behavioural capabilities.

A current curriculum vitae.

Name and contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Danielle Krajina (02) 6207 4813 Danielle.Krajina@act.gov.au

Emergency Services Agency
Assistant Commissioner Operations
Senior Director, Planning and Preparedness
Senior Officer Grade A \$157,201, Canberra (PN: 07947)

Gazetted: 03 April 2023

Closing Date: 17 April 2023

Details: The Emergency Services Agency is seeking applications from highly motivated, experienced, and suitable individuals to Provide strategic oversight of emergency planning and preparedness and disaster risk reduction activities at an ACT Emergency Services Agency.

As the Senior Director Planning and Preparedness, you will use your extensive management experience to lead a multi-disciplinary team to develop, implement and review plans, policies and strategies to ensure the preparedness of the ESA's incident response, which includes Incident Management Team (IMT) exercises to test joint planning and preparedness arrangements between the ESA and external stakeholders supported by Australasian Inter-agency Incident Management System (AIIMS).

This role provides leadership to the Planning, Preparedness and Risk Reduction Team fostering collaborative work practices and promoting a workplace environment focused on staff empowerment, efficient work practices and encouragement of initiative and innovation. You will have exceptional skills to develop and maintain positive relationships and represent the ESA to industry, community, and government groups.

Note: In the event of an emergency the successful applicant may be required to work outside of normal hours to attend meetings and/or support operations. Additional hours worked will be remunerated in accordance with the relevant enterprise agreement.

Eligibility/Other Requirements:

Background and Security clearance checks will be conducted including National Police Records Check.

This position does require a Working with Vulnerable People Check.

This position does require a pre-employment medical.

Tertiary qualifications in emergency management or related discipline is highly desirable.

Qualification (or ability to obtain) an AIIMS Level 3 Incident Controller.

A current 'C' class drivers license with no restrictions.

Merit Pool: 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.

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

How to Apply: Applicants should submit a 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: Rohan Scott (02) 6205 0544 Rohan.ScottRFS@act.gov.au

Emergency Services Agency
Capability, Coordination & Support
Procurement Sourcing & Purchasing
Assistant Director Procurement
Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46505)

Gazetted: 31 March 2023

Closing Date: 14 April 2023

Details: The ACT Emergency Services Agency (ESA) is seeking an experienced and skilled procurement guru for the role of Assistant Director, Procurement within the ESA Capability, Coordination & Support Branch.

This role ensures the ESA acts with probity and legislative compliance in all activities related to the procurement of goods and services, so you will need demonstrated experience in these key areas.

The key objective of this role is to ensure the timely and cost-efficient procurement and supply of consumables, goods, vehicles and equipment associated with delivery of the ESA's core functions and services to the ACT community, while developing and maintaining robust partnerships with stakeholders across the ESA, broader ACT Government and industry.

Additionally, responsibilities may include assisting the Director, Procurement, Sourcing and Purchasing with various activities such as research and analysis, procurement strategy and execution, sourcing and purchasing activities, and assistance with implementation and ongoing performance management of contracts; therefore, we are searching for a candidate with outstanding interpersonal, negotiation and writing skills.

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

Eligibility/Other Requirements:

Certificate IV or Diploma Procurement and Contract Management is highly desirable.

A 'C' Class Driver's licence is essential.

This position may require a Working with Vulnerable People Check.

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

How to Apply: 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: Karen Jordan (02) 6207 8161 Karen.Jordan@act.gov.au

ACT Human Rights Commission

Public Advocate and Children and Young People Commissioner

Senior Director, Public Advocacy

Senior Officer Grade A \$157,201, Canberra (PN: 56952)

Gazetted: 03 April 2023

Closing Date: 20 April 2023

Details: Are you looking for a challenging role in a dynamic multi-faceted work environment? If so, look no further!

The ACT Public Advocate (who is also the ACT Children and Young People Commissioner) is seeking a passionate, highly motivated, and well organised person with demonstrated leadership and management skills to head up her public advocacy team.

The Public Advocate has legislative responsibility for protecting and promoting the rights and interests of people in the ACT who are experiencing vulnerability. Some of these functions are specific to children and young people, and others encompass people with complex disability needs, including older persons and those with mental health conditions and/or forensic patients.

The Senior Director, Public Advocacy works alongside the Public Advocate to lead and manage the activities of a team of staff who operationalise the Public Advocate's functions by seeking to ensure that the services and systems that support persons experiencing vulnerability do so in a way that assures their safety and wellbeing, while being appropriately cognisant of their rights.

The Senior Director, Public Advocacy has significant decision-making autonomy within agreed parameters and has strategic responsibility for providing high-level legal policy advice and representation (as required) on behalf of and to the Public Advocate, the public advocacy team, and within the broader Human Rights Commission.

The Senior Director, Public Advocacy also has primary responsibility for management of the team's human resources and supports the Public Advocate in managing financial resources.

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 relevant disciplines (e.g., law, social work, psychology, mental health, youthwork, etc) are highly desirable but not a requirement.

Driver's licence C Class is desirable.

This position does require a Working with Vulnerable People Check.

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: Applications are sought from potential candidates and should include a supporting statement of no more than a three-page pitch addressing the Professional/Technical Skills and Knowledge, and the Behavioural Capabilities as detailed in the Position Description and a current curriculum vitae/resume, including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Griffiths-Cook (02) 6207 2222 Jodie.Griffiths-Cook@act.gov.au

**Corporate
Governance**

Senior Freedom of Information Coordinator

Administrative Services Officer Class 5/6 \$84,749 - \$104,509, Canberra (PN: 39801)

Gazetted: 31 March 2023

Closing Date: 14 April 2023

Details: The Governance and Business Improvement Branch is seeking applications from motivated professionals to undertake the role of the Senior Freedom of Information Coordinator.

This role requires a passionate person who is committed to achieving results and building strong relationships with stakeholders. The successful applicant must be able to maintain confidentiality and deal sensitively with issues as they arise. You will excel in this team if you can adapt to changing circumstances while managing multiple priorities and maintaining strong attention to detail.

With guidance from the Assistant Director, the successful applicant will assist in preparing responses to access applications made under the Freedom of Information Act 2016 including interpreting and applying the provisions of this Act and other relevant legislation. Other duties include supporting the team with research and administrative assistance to ensure required statutory timelines are met.

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

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

How to apply: Please review the Position Description and submit a pitch, no longer than two pages, providing examples of your demonstrated experience relating to the Professional/Technical Skills and Knowledge and Behavioural Capabilities.

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

Contact Officer: Angelique Delahaye (02) 6205 1688 Angelique.Delahaye@act.gov.au

Suburban Land Agency

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

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

Suburban Land Agency

Finance, Systems & Valuations

Digital Solutions

Cyber Capability Project Manager, Digital Solutions

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60712)

Gazetted: 05 April 2023

Closing Date: 19 April 2023

Details: Under the broad direction of the Senior Director, the Project Manager, Digital Solutions requires analytical and technical skills to develop effective solutions, and will be responsible for:

Managing and driving Suburban Land Agency's Digital Transformation Program projects (including the new Cyber Security Capability Uplift Project), through the full lifecycle and in accordance with recognised project management methodologies to achieve a quality outcome.

Working collaboratively with other ACT Government directorates to complement existing programs of work and policies to implement Digital Transformation and cyber security initiatives tailored to SLA.

Development of business requirements and functional specifications for transformation projects, requiring close collaboration with business users and implementation vendors to deliver quality outcomes.

Contribute to the team's ICT related advice including policy, administrative, technical (including ICT Security), or professional advice to business areas within the SLA.

In collaboration with stakeholders and subject matter experts, drive the implementation of an SLA Data Governance Framework and data asset stocktake to complement the broader ACT Government Data Strategy. Developing data driven metrics for reporting and performance monitoring. Working with the Senior Director to engage with, brief and provide strategic advice to SLA Executive, DDTS and directorates on Digital Transformation and cyber security related matters. Other Digital Solutions and branch-related tasks as required.

Eligibility/other requirements:

Highly Desirable:

Cyber security experience and/or cyber security risk management experience will be highly regarded. Formal qualifications in project management and / or Information Technology would be highly regarded. A baseline or NV1 security clearance would also be highly regarded.

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

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

How to apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and the Behavioural Capabilities of not more than two pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

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

Contact Officer: Tim Kreukniet 0411 266 552 Tim.Kreukniet@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

Executive Branch Manager Infrastructure Delivery

Temporary Vacancy – ASAP to 1 September 2023

Transport Canberra and City Services

Infrastructure Delivery and Waste

Position: E840

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 30 March 2023

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager Infrastructure Delivery commencing immediately until 1 September 2023. This process will create a merit list that may be used to fill short term vacancies for the following 12 months.

The Executive Branch Manager Infrastructure Delivery reports to the Executive Group Manager Infrastructure Delivery and Waste and is responsible for the management of the Directorate's program of capital works and infrastructure delivery.

The Executive Branch Manager also represents the Directorate at Government, industry, community and national forums on matters that relate to roads infrastructure.

The Executive Branch Manager will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders.

The role will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes. Consistent with the 'One Service' approach of the ACT Public Service, the Executive Branch Manager will also contribute to broader whole of service initiatives relating to workforce management and planning.

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: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to bruce.fitzgerald@act.gov.au by COB Thursday 6 April 2023.

Contact Officer: Bruce Fitzgerald (02) 6205 8294 Bruce.fitzgerald@act.gov.au

Chief Operating Officer
Temporary Vacancy (19 June 2023 to 17 July 2023)
Transport Canberra and City Services
Chief Operating Officer Group
Position: E820

(Remuneration equivalent to Executive Level 2.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 5 April 2023

Transport Canberra and City Services (TCCS) are seeking an experienced leader to fill the position of Chief Operating Officer (COO) for the period 19 June 2023 to 17 July 2023. This process will create a merit list that may be used to fill short term vacancies for the following 12 months.

Reporting to the Director-General and working collaboratively with the Executive, the Chief Operating Officer has primary responsibility for ensuring the efficient operations of TCCS through appropriate good governance, financial management, modern technology and workforce capability. The COO is responsible for sustained performance of the directorate by establishing and maintaining business and professional services supporting the strategic and operational needs of the Directorate.

The role requires building and maintaining strategic relationships. Working collaboratively with, and advising, the highest levels of ACT Government, including Cabinet, individual Ministers, Directors-General, as well as peak industry bodies, leading ACT businesses and organisations, Commonwealth representatives, senior ACTPS executives, advisors and others.

The COO shall represent TCCS and the ACT Government at significant negotiations, Legislative Assembly hearings, industry briefings, the media, and other public forums. He/she will provide strategic and business leadership within a dynamic, high profile and high-pressure working environment.

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

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

To apply: Please provide one page pitch against the Executive Capabilities and Duties/Responsibilities, a current curriculum vitae and contact details for two referees to Cherie Hughes via email, cherie.hughes@act.gov.au by COB Wednesday 19 April 2023.

Contact Officer: Cherie Hughes (02) 6205 8316 cherie.hughes@act.gov.au

Capital Linen Service

Linen Assistant

Capital Linen Service Band 1 \$51,001 - \$53,047, Canberra (PN: 26495, several)

Gazetted: 31 March 2023

Closing Date: 18 April 2023

Details: A Linen Assistant is required to perform the following duties:

Ensure all finished product adheres to relevant quality standards which assists in maintaining customer satisfaction.

Work safely and in accordance with CLS processes and procedures.

Undertake and satisfy extensive on the job training requirements across multiple areas of the laundry production process.

Be able to stand for long periods of time and undertake physical work including lifting, carrying and transporting soiled and clean linen over the course of the day.

Identify and report hazards and incidents immediately to the relevant Supervisor or Leading Hand.

Work within a small team in line with a set weekly roster

Work with clean and soiled linen.

Work with a range of industrial machines like washing machines, ironers and folders.

Work in a range of locations.

Fill out production data sheets and other production information where required.

Participate in customer stocktakes.

Internally and externally promote high quality, responsive customer service principles, practices and attributes.

Contribute to the improvement of the laundry production process through the sharing of ideas.

Be a positive influence on the team to maintain and assist in the improvement of workplace culture and employee satisfaction.

Work overtime, public holidays and weekends as required.

Rotate throughout the plant or The Canberra Hospital Linen Room or University of Canberra Hospital where required.

Other duties as required.

As a member of the production team, you will be allocated a set position in a set team. There may be occasions when you will be required to rotated through a variety of areas and teams within the organisation. Training will be provided. Production team functions include:

Soiled Sorting

Washroom

Finishing – Feeding folding and ironing

Packing

Offsite Hospital work – The Canberra Hospital and University of Canberra Hospital

This position does not involve direct supervision of staff.

Eligibility/Other Requirements:

Compliance Requirements / Qualifications

Permanent Resident of Australia or Special Category Visa (mandatory)

Must be able to work 9.5 hour shifts (four working days per week)

Driver's licence C Class (desirable)

This position requires a pre-employment medical

How to Apply: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Provide a one page pitch on why you would like to work at Capital Linen Service along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Chamberlain (02) 6207 6954 peter.chamberlain@act.gov.au

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

Transport Canberra and Business Services

Bus Operations

Fleet

Operational Fleet Technical Officer

TTO 4.1 - TTO 4.5 - Workshop Staff \$98,728 - \$101,351, Canberra (PN: A03900)

Gazetted: 04 April 2023

Closing Date: 18 April 2023

Details: Transport Canberra is seeking an experienced Operational Fleet Technical Officer who is motivated with high level attention to detail and ability to work independently. Industry experience and relevant qualifications are mandatory.

Reporting to the Director Fleet Services, the Operational Fleet Technical Officer will provide a range of technical support and training to Transport Canberra maintenance staff and reports to Government on a range of subjects relating to the bus industry and Transport Canberra vehicle maintenance.

The Operational Fleet Technical Officer carries out reviews and audits of maintenance systems, along with technical projects and management of technical programs to support the integration of new buses into the fleet.

In addition, the Operational Fleet Technical Officer supports business objectives to ensure timely and efficient fleet support is met whilst working closely with key shareholders of Transport Canberra.

To be successful in this position you will have:

Demonstrated technical knowledge and the ability to interpret complex technical matters pertaining to fleet maintenance standards.

High-level communication and interpersonal skills.

Highly developed organisation skills and be able to effectively plan around multiple and competing priorities.

Eligibility/Other Requirements:

Permanent Resident of Australia.

Drivers Licence (C-class) is mandatory.

Security clearance checks will be conducted.

This position does require a pre-employment medical.

Must hold or can obtain a Compressed Natural Gas (CNG) gasfitter qualification.

Must hold or can obtain a Compressed Natural Gas (CNG) Type IV cylinder inspection certificate.

Relevant trade qualifications and or certificates are mandatory.

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

How to Apply:

A two-page statement outlining your experience and abilities to perform the advertised role. The statement should demonstrate that you have the capabilities in the "What You Require" section of the Position Description document including details of Professional Skills and Knowledge and Behavioural Capabilities.

A current curriculum vitae including details of work history and professional qualifications.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Paul Mascord (02) 6205 8278 Paul.Mascord@act.gov.au

Transport Canberra and City Services

Territory and Business Services

Domestic Animal Services

Ranger - Domestic Animal Services

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 17770)

Gazetted: 04 April 2023

Closing Date: 5 May 2023

Details: If you are passionate about animal welfare and making a difference to your community, this could well be the role for you.

Based at the Domestic Animal Services facility in Symonston, Rangers are responsible for investigating alleged breaches of the *Domestic Animals Act 2000* and *Animal Welfare Act 1992*, and the enforcement of regulatory actions. The position involves responding to complaints in field including attacks, roaming dogs, dogs within prohibited areas, and animal nuisance complaints.

As a member of Domestic Animal Services, you will be required to manage multiple issues, and effectively and efficiently prioritising work. You will work collaboratively in a team environment and support senior leaders with the overall management of the facility, including activities relating to the welfare of animals in the care of the service, and the safety of visitors whilst visiting the facility.

You will contribute to the development, achievement and continuous improvement of team objectives and plans to ensure DAS meets community standards and expectations.

Notes: This is a temporary position available for six months with the possibility of extension up to 12 months and/or permanency A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. On commencement of the role, you will be appointed as an Authorised Officer under the *Domestic Animal Act 2000* and Inspector under the *Animal Welfare Act 1992*.

How to Apply: Applicants are required to submit a response to each Selection Criteria of no more than 350 words, as well as a current curriculum vitae and contact details of two referees.

Applications must be submitted via the Apply Now button below.

Contact Officer: Rohan Samara (02) 6207 2959 Rohan.Samara@act.gov.au

City Services

Road and Path Network

Traffic Safety

Minor New Works (MNW) Procurement Officer

Infrastructure Officer 1 \$75,792 - \$89,551, Canberra (PN: 49284)

Gazetted: 31 March 2023

Closing Date: 14 April 2023

Details: This role is responsible for planning and organising the Minor New Works (MNW) program to ensure timeliness of service delivery and optimising efficiency and resource allocation.

This position manages, administers, and delivers a range of contracts that enable the delivery of quality and timely services and resources. As such, the role ensures the contracts meet the needs and objectives in relation to the delivery of the MNW program; monitors the level, quality and timeliness of services/products provided; negotiates variations; reviews performance standards and takes action to address performance issues; reports on contract

performance; prepares tender documentation; assesses tenders and develops contract documentation. This role works closely with the Contract and Procurement Manager for Roads ACT.

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:

Permanent resident of Australia.

Temporary Traffic Management Card desirable.

Relevant Industry Induction Certificate desirable.

Driver's licence (C-Class) is essential.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

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

How to Apply:

Please provide the following:

A supporting statement of no more than five pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached Position Description.

A current curriculum vitae.

Contact details of at least two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Pawel Potapowicz (02) 6205 0946 Pawel.Potapowicz@act.gov.au

APPOINTMENTS

ACT Health

Health Professional Level 4 \$114,928 - \$123,710

Benjamin Frogley, Section 68(1), 31 March 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Jasper Geelen, Section 68(1), 4 April 2023

Information Technology Officer Class 2 \$91,315 - \$104,509

Xiaonan Song, Section 68(1), 5 April 2023

Canberra Health Services

Registered Nurse Level 1 \$72,698 - \$97,112

Arshdeep Kaur Aulakh, Section 68(1), 6 April 2023

Pharmacist Level 4 \$121,747 - \$131,067

Rachel Berry, Section 68(1), 3 April 2023

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

Chaylee Brikcius, Section 68(1), 28 March 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Lady Christine Cadungog, Section 68(1), 3 April 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Maddison Coles, Section 68(1), 30 March 2023

Administrative Services Officer Class 2 \$60,620 - \$66,939

Lhachey Dema, Section 68(1), 31 March 2023

Health Professional Level 2 \$70,679 - \$97,028

Jaclyn Hooper, Section 68(1), 23 March 2023

Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications)

Cristian-Jude Indolos, Section 68(1), 4 April 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Shibin Kurian, Section 68(1), 30 March 2023

Health Professional Level 2 \$70,679 - \$97,028

Xinhe Li, Section 68(1), 30 March 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Shannyn Lorkin, Section 68(1), 3 April 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Kalpana Neupane, Section 68(1), 6 April 2023

Research Officer Grade 1 \$62,216 - \$73,920

Jesse Newman, Section 68(1), 3 April 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Leah Nicholls, Section 68(1), 31 March 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Natalie O'Connell, Section 68(1), 3 April 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Hafiza Tayyab, Section 68(1), 21 March 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Chloe Vincent, Section 68(1), 1 April 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Emily Jehne: 88259438, Section 68(1), 31 March 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Michelle McRae: 88259817, Section 68(1), 31 March 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Cameron Suley: 87578672, Section 68(1), 31 March 2023

Canberra Institute of Technology

Administrative Services Officer Class 3 \$68,685 - \$73,920

Duong Ta, Section 68(1), 4 April 2023

Chief Minister, Treasury and Economic Development

Senior Officer Grade B \$135,355 - \$152,377

Louise Brooks, Section 68(1), 3 April 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Imelda Chandra, Section 68(1), 11 April 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Lina Ma, Section 68(1), 3 April 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Rebekah McKay, Section 68(1), 3 April 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Raynie McNee, Section 68(1), 29 March 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Hettiarachchige Kalpi Inoshika Perera, Section 68(1), 6 March 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Sarah Sheather, Section 68(1), 3 April 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Dorothy Yau, Section 68(1), 5 April 2023

Community Services

Administrative Services Officer Class 5 \$84,749 - \$89,705

Monique Eather, Section 68(1), 30 March 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Nimesh Gunasekera, Section 68(1), 30 March 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Jason Leita, Section 68(1), 30 March 2023

Child and Youth Protection Professional Level 4 \$123,373 - \$132,376

Andrea McKenzie, Section 68(1), 3 April 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Odile Muleka, Section 68(1), 31 March 2023

Child and Youth Protection Professional Level 2 \$78,014 - \$105,024

Julia Nunes, Section 68(1), 31 March 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Courtney O'Mahony, Section 68(1), 3 April 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Arya Patel, Section 68(1), 31 March 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Mittali Vaidya, Section 68(1), 31 March 2023

Education

Senior Professional Officer Grade A \$157,201

Karina Christensen, Section 68(1), 30 March 2023

Cleaning Services Officer 2 \$53,867 - \$55,873

Po Dan Lu Ka, Section 68(1), 6 April 2023

School Assistant 4 \$70,028 - \$75,827

Claire Momcilovic, Section 68(1), 30 March 2023

Building Service Officer 2 \$62,860 - \$65,718

Hong Quang Nguyen, Section 68(1), 24 March 2023

Cleaning Services Officer 2 \$53,867 - \$55,873

Thadway Pay, Section 68(1), 6 April 2023

School Assistant 2/3 \$51,548 - \$62,857

Eve Smith, Section 68(1), 30 March 2023

Classroom Teacher \$76,575 - \$114,624

Lauren Neilsen: 88315153, Section 68(1), 24 April 2023

Classroom Teacher \$76,575 - \$114,624

Emma White: 86279566, Section 68(1), 3 April 2023

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$91,315 - \$104,509

Canada Gavin, Section 68(1), 3 April 2023

Senior Officer Grade C \$114,928 - \$123,710
Donna Theron, Section 68(1), 20 March 2023

Justice and Community Safety

Administrative Services Officer Class 6 \$91,315 - \$104,509
Pasu Anivan, Section 68(1), 27 March 2023

Government Solicitor 1 \$80,822 - \$121,026
Federica Celli, Section 68(1), 4 April 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705
David Darnell, Section 68(1), 30 March 2023

Government Solicitor 1 \$80,822 - \$121,026
Dohei Jang, Section 68(1), 3 April 2023

Government Solicitor 1 \$80,822 - \$121,026
Catherine Pilley, Section 68(1), 3 April 2023

Major Projects Canberra

Infrastructure Officer 2 \$91,428 - \$105,186
Devakrishna Parappurathputhenpurayil, Section 68(1), 3 April 2023

Transport Canberra and City Services

Bus Operator - Training \$74,582
Kim Ashley, Section 68(1), 1 April 2023

Bus Operator - Training \$74,582
Jeffery Bailey, Section 68(1), 1 April 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705
Indigo Butler-Moss, Section 68(1), 4 April 2023

Bus Operator - Training \$74,582
Jennifer Huntington, Section 68(1), 1 April 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566
Laura Nuttall, Section 68(1), 31 March 2023

Bus Operator - Training \$74,582
Monique Pabian, Section 68(1), 1 April 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705
Yuan Yuan Zhao, Section 68(1), 3 April 2023

TRANSFERS

ACT Health

Kylie Sakul-Thongbai

From: Senior Officer Grade C 123,710

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 39690) (Gazetted 14 April 2022)

Canberra Health Services

Amelia Laing

From: Health Professional Level 3 105,180

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. 17591) (Gazetted 28 October 2022)

Justice and Community Safety

Laina Wright

From: Administrative Services Officer Class 6 \$91,315

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 11209) (Gazetted 19 January 2023)

PROMOTIONS

Canberra Health Services

Divya Bagga

From: Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 33270) (Gazetted 7 April 2022)

Hannah Clifton

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 60162) (Gazetted 19 December 2022)

Kaiden Connor

From: Radiation Therapist Level 2 \$73,662 - \$101,811

Canberra Health Services

To: Radiation Therapist Level 3.1 \$109,307 - \$112,880

Canberra Health Services, Canberra (PN. 28821) (Gazetted 27 February 2023)

Cancer Ambulatory Support

Janine Davidson

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 44557) (Gazetted 28 September 2022)

Patrick Hogan

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. 25312) (Gazetted 1 March 2023)

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental health Services

Christine Kinraid

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. 60546) (Gazetted 22 July 2022)

Clinical Services

Medicine

Aline Mulumba

From: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 19848) (Gazetted)

Rehabilitation, Aged and Community Services

Oral Health Services

Monisha Murthy

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

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 28351) (Gazetted 25 May 2022)

Medicine

Emergency

Sarah Retford

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. 22538) (Gazetted 5 July 2022)

Rena Sofwan

From: Administrative Services Officer Class 2 \$60,620 - \$66,939

Canberra Health Services

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services, Canberra (PN. 40524) (Gazetted 20 February 2023)

Chief Minister, Treasury and Economic Development

Economic Development

Skills Canberra

System Analysis and Design Team

Wechelle Balbarosa

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. 34461) (Gazetted 8 February 2023)

Property and Shared Services

ACT Property Group

Integrated Facilities Mangement

Paul Christmas

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Chief Minister, Treasury and Economic Development

To: †General Service Officer Level 7 \$67,760 - \$71,554

Chief Minister, Treasury and Economic Development, Canberra (PN. 36767) (Gazetted 25 January 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Access Canberra

Customer Coordination

Service Centres

Anthony Lees

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 18857, several) (Gazetted 24 February 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Digital, Data and Technology Solutions

DDTS Executive Office

Sarah Macaulay

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 58887) (Gazetted 31 January 2023)

Revenue Management

Support

Hameeda Qaseem

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 40566) (Gazetted 22 February 2023)

Revenue Management

Policy and Objections

Amanda Thorpe

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. 42939) (Gazetted 1 September 2022)

Access Canberra

Corporate Support and Capability

Skills, Safety & Support/Workforce Capability Team

Abbey Walker

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. 00497) (Gazetted 6 February 2023)

EFG

Macroeconomics, Modelling and Federal Financial Relations

Macroeconomics

Tianying Wang

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Major Projects Canberra

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 55277) (Gazetted 17 October 2022)

Community Services

Housing ACT

Client Services

Executive Support

Jayde Geary

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 59800) (Gazetted 9 February 2023)

Office of the Director General

Regulation, Assurance and Quality

Udith Waleboda

From: Auditor \$68,685 - \$89,705

ACT Audit Office

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 44782) (Gazetted 2 February 2023)

Children, Youth and Families

Child and Youth Protection Services

CYPS Operations

Alice Walker

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024
Community Services

To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728
Community Services, Canberra (PN. 07375) (Gazetted 24 May 2022)

Education

School Performance

Tuggeranong Network

Lanyon High School

Ashley Howes

From: Administrative Services Officer Class 4 \$76,255 - \$82,566
Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Education, Canberra (PN. 45535) (Gazetted 4 November 2022)

School Performance and Improvement

North and Gungahlin

Dickson College

Chelsea Williamson

From: Administrative Services Officer Class 4 \$76,255 - \$82,566
Education

To: †Senior Officer Grade C \$114,928 - \$123,710
Education, Canberra (PN. 61127) (Gazetted 28 February 2023)

Justice and Community Safety

ACT Corrective Services

Corporate Services

Nicholas Rand

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710
Justice and Community Safety, Canberra (PN. 46042) (Gazetted 27 February 2023)

ACT Government Solicitor

Legal Practice

Barbara Tan

From: Administrative Services Officer Class 5 \$84,749 - \$89,705
Chief Minister, Treasury and Economic Development

To: †Government Solicitor 1 \$80,822 - \$121,026
Justice and Community Safety, Canberra (PN. 31103) (Gazetted 9 November 2022)

Major Projects Canberra

Light Rail

Technical

NA

Graham Hampton

From: Infrastructure Officer 4 \$136,524 - \$155,109
Major Projects Canberra

To: †Infrastructure Officer 5 \$163,315
Major Projects Canberra, Canberra (PN. 60459) (Gazetted 21 February 2023)

Light Rail

Technical

NA

Timothy Heffernan

From: Infrastructure Officer 4 \$136,524 - \$155,109

Major Projects Canberra

To: †Infrastructure Officer 5 \$163,315

Major Projects Canberra, Canberra (PN. 60457) (Gazetted 21 February 2023)

Transport Canberra and City Services

Transport Canberra and Business Services

Territory and Business Services

Canberra Cemeteries

Michelle Dariol

From: Technical Officer Level 1 \$62,599 - \$65,631

Transport Canberra and City Services

To: †Technical Officer Level 4 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 48078) (Gazetted 2 February 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

ACT NoWaste

Strategic Coordination and Planning

Zefan Yu

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

Transport Canberra and City Services, Canberra (PN. 50042) (Gazetted 8 February 2023)