



ACT Government Gazette

Gazetted Notices for the week beginning 14 September 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>

**Executive Branch Manager, People Strategy and Culture
Temporary Vacancy (4 December 2023 to 22 December 2023)**

ACT Health Directorate

Corporate and Governance

Position: E1098

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA, MPC Infrastructure Managers

Date circulated: 20 September 2023

The ACT Health Directorate (ACTHD) is seeking Expressions of Interest (EOI) for the role of the Executive Branch Manager, People Strategy and Culture (EBM, PSC). The ACTHD is responsible for strategic direction and leadership of the ACT health system. ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The EBM, PSC is a key leadership role with responsibility for providing strategic HR advice and enabling services to the Directorates staff, executive and senior and has a significant role in establishing a positive workforce culture.

The role is responsible for designing, developing, delivering, and evaluating a broad range of HR frameworks, policy and program initiatives to support and enable a high performing culture in the achievement of the Directorate's strategic objectives.

We are looking for a collaborative leader who can deliver positive outcomes, with the ability to work cooperatively with key government and non-government stakeholders, the ability to apply sound judgement and a high level of integrity. The successful applicant will model our values of respect, integrity, collaboration and innovation.

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

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

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Interested candidates are requested to submit an EOI of no more than one page addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Fiona Barbaro via email, Fiona.Barbaro@act.gov.au by COB Wednesday 27 September 2023.

Contact Officer: Fiona Barbaro (02) 5124 6146 Fiona.Barbaro@act.gov.au

Population Health**Preventative Health Policy****Senior Director**

Senior Officer Grade A \$162,291, Canberra (PN: 63004)

Gazetted: 19 September 2023

Closing Date: 3 October 2023

Details: Preventive and Population Health Policy develops policy approaches and initiatives related to current and emerging Preventive and Population Health issues to enable a healthy and active ACT community, including the coordination of the Healthy Canberra: ACT Preventive Health Plan 2020-2025.

The Senior Director will provide high quality leadership and undertake high level project and policy work, provide policy advice, and respond to emerging and novel health issues and priorities, whilst planning, directing, and coordinating the human and financial resources of the Section.

Eligibility/Other requirements: Tertiary qualifications in a field relevant to environmental health and/or public health is desirable. Experience in managing public health policy and legislation development functions.

How to apply: Please submit your application, addressing the criteria for the role along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Conway (02) 6207 1048 Sarah.Conway@act.gov.au

Policy, Partnerships and Programs

Data Analytics Branch

Health System and Services Data

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 61036)

Gazetted: 18 September 2023

Closing Date: 25 September 2023

Details: The Data Analytics Branch (DAB) within Policy, Partnerships and Programs Division is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance, and costing data. The DAB also manages the Directorate's relationships with the national data agencies. It also is responsible for developing and monitoring a health performance framework for the delivery of health services across the ACT.

The DAB is looking for Senior Director to lead the Health System and Services Data team. This critical position manages and direct a team, or teams, to provide strategic, policy and funding related advice to senior executives. This role is required to work collaboratively across the ACT Health directorate, Health services and with key external stakeholders, including Commonwealth agencies.

The successful candidate will have demonstrated experience in leading national submissions including National Hospital Cost Data Collection submissions. This role requires excellent oral and written communication skills, the ability to manage competing priorities with limited supervision, a demonstrated strong work ethic, and the willingness to exercise initiative in a complex and dynamic work environment.

This is a highly technical role where the Senior Director is responsible for leading the national submissions processes, engaging with stakeholders from health services to ensure that the submissions are prepared & submitted as per the guidelines from Commonwealth agencies.

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

Eligibility/Other Requirements: Prior experience in preparing ACT Health's national submissions is highly desirable.

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

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 current 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: Marcus Nicol 5124 6839 Marcus.Nicol@act.gov.au

Infrastructure Communication and Engagement

Communications and Engagement

Online and Design

Director, Online and Design

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 36668)

Gazetted: 15 September 2023

Closing Date: 22 September 2023

Details: We are looking for someone who can bring some mad skills and experience in online strategy and design and the world of web(sites). You should also have a great deal of personality, good humour and the ability to lead a horse to water and nicely encourage it to have a drink.

The successful applicant will fit in perfectly with the friendly, supportive and dynamic communication and engagement team. You will play a pivotal role in delivering on one of our most important projects – our website redevelopment project.

As a leader in this small team, you will oversee the management of online communication platforms including the new website, and other highly technical bits and bobs (where required). You'll also produce communication strategies and information, including Intranet articles to help directorate staff develop excellent web content. To provide you a little more information about who we are – we are responsible for the strategic direction of the ACT health system and we provide a strong policy and population health capability based on a foundation of world-leading health and medical research.

We are looking for an experienced and motivated professional, someone who is a strategic thinker and a good leader, who works well with subject matter experts and can pragmatic about achieving best results. You'll also be really good at juggling lots of things at once, like a regular laugh, can tell a joke well, and is keen to be part of a busy team who punch well above their weight delivering on multiple projects simultaneously.

You will be joining a skilled, supportive, creative and enthusiastic team, and will work both from home and in the office.

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

Eligibility/Other requirements: You'll be an avid user of a range of online interfaces and in particular, experience with Squiz and Drupal will be a great advantage.

Notes: 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. 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: To apply, please provide a maximum two-page pitch responding to the relevant selection criteria (attached) outline why you are perfect for this position, along with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angie Drake (02) 5124 8995 Angie.Drake@act.gov.au

Digital Solutions Division

Office of the Chief Information Officer

Senior Executive Assistant

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 56879)

Gazetted: 15 September 2023

Closing Date: 29 September 2023

Details: Are you a professional, well-organised person who enjoys a fast-paced environment with competing priorities? Do you want to be part of a dynamic team responsible for the operations of a large Division?

The Digital Solutions Division within the ACT Health Directorate is recruiting an Executive Assistant to provide timely, accurate, confidential and comprehensive high-level executive support to the Division's Executives. You will have strong organisational skills and attention to detail, adaptability and flexibility to accommodate change, and highly developed interpersonal and communication skills.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

- the implementation and support of the Digital Health Strategy,
- management of technology services and projects,
- management of the relationship and services delivery by technology vendors
- development, implementation and maintenance of technology policies and procedures, and
- information management and protective security.

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

Note: This role requires you to obtain and maintain an Australian Government Negative Vetting Level 1 (NV1) security clearance. To be eligible for an NV1 security clearance, you must be an Australian Citizen. If you were not successful in obtaining a security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than three pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanna Lewis (02) 5124 6983 Joanna.Lewis@act.gov.au

Population Health

Health Protection

Public Health Regulation

Policy Officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 29627)

Gazetted: 15 September 2023

Closing Date: 29 September 2023

Details: The Public Health and Regulation (PHR) section of the Health Protection Branch is seeking an experienced policy officer to contribute to the development, implementation and evaluation of health protection policy and regulation.

PHR is responsible for the development and implementation of a wide range of health protection policy, regulatory policy and legislative items relating to population health e.g. food safety, recreational water quality, insanitary conditions, medicines and poisons tobacco control and radiation safety.

The ideal candidate for this position will have well-developed communication skills, an understanding of risk-based regulation and public health issues and be able to apply this knowledge in a policy setting.

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 (or equivalent) in Science and/or Health related field.

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: Applicants should provide a written application of up to two-pages that addresses the Professional/Technical Skills and Knowledge and Behavioural Capabilities (see attached Position Description) as they relate to the advertised role.

Candidates should provide a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cassandra Gleadhill (02) 5124 9221 Cassandra.Gleadhill@act.gov.au

Policy, Partnerships and Programs

Office of the Executive Group Manager

Coordination Officer

Administrative Officer - Professional Services \$84,749 - \$89,705, Canberra (PN: 50471)

Gazetted: 15 September 2023

Closing Date: 29 September 2023

Details: Are you a go-getter who thrives on utilising your organisational and stakeholder management skills? Do you have initiative? Do you have outstanding attention to detail? Do you sometimes enjoy working through complex requests to achieve a beneficial outcome? Yes? Then we need you!

The Coordination Officer plays a pivotal role in the Policy, Partnerships and Programs Division. They are responsible for ensuring an easy flow of tasks through to our teams and then back again for Executive Group Manager clearance. The Coord Officer works independently but has a lot of engagement with the executive support team, the division, and other areas of the ACT Health Directorate.

The Office of the Executive Group Manager, Policy, Partnerships and Programs, comprises the Executive Assistant, Coordination Officer, Administrative Support Officer, and Executive Officer. Together, the team supports the Executive Group Manager, Executive Branch Managers, and division.

Notes: This is a temporary position available from October 2023 until 14 June 2024 with the possibility of 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: To apply for this role please submit your resume alongside a maximum three-page response addressing the skills, knowledge and behaviours listed in the selection criteria and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Marilynne Read (02) 5124 9748 Marilynne.Read@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

ACT Integrity Commission

Assessments

Assistant Director

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

Gazetted: 18 September 2023

Closing Date: 2 October 2023

Details: The ACT Integrity Commission ('Commission') is an independent body and law enforcement agency with powers under the Integrity Commission Act 2018 ('Act') to investigate, expose and prevent corruption and foster public confidence in the integrity of government.

Under the Public Interest Disclosure Act 2012, the Commission is also responsible for receiving, assessing, referring, and investigating reports of disclosable conduct and deciding which reports are to be treated as Public Interest Disclosures ('PIDs'), and performing an oversight role of ACT public sector agencies and their management of PIDs.

Our values

Independence

Our actions are lawful, ethical, evidence based, and free from political direction or influence and bias.

Professionalism

We demonstrate excellence, respect, courtesy, and dedication in all that we do.

Accountability

We accept responsibility for our actions and decisions; transparency and consistency are fundamental to our business.

Fairness

We will exercise the Commissioner's powers fairly, paying due respect to civil and human rights.

Our functions

The Commission's functions are to:

- investigate conduct that is alleged to be corrupt conduct;
- refer suspected instances of criminality or wrongdoing to the appropriate authorities;
- prevent corruption through research and mitigation efforts;
- publish information about investigations, including lessons learned;
- provide education programs;
- foster public confidence in the Legislative Assembly and ACT public sector;
- receive, assess, refer, and investigate reports of disclosable conduct; and
- oversee ACT public sector agency management of public interest disclosures.

Business unit overview

This position sits in the Commission's Assessments Team.

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

Position overview

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

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

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

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

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

What you will do

1. Conduct complex assessments into PIDs and corruption reports received by the Commission ensuring:
 - a. assessment standards are promoted, consistently applied, and operational practices will withstand internal and external scrutiny; and
 - b. records of assessments, activities and results are appropriately kept, maintained, and updated within the case management system so that information about the progress of assessments and outcomes are readily available to Commission staff.
2. Communicate within and external to the Commission in a professional, timely, clear, and relevant way ensuring:
 - c. assessment reports are of a consistent high quality, are accurate, clearly articulated, and records are meticulously maintained so that information and operational progress, decision making, and reasoning is readily available to team members and the Director, Assessments; and
 - d. communication with complainants/authors of corruption reports are clear, concise and include clearly explained rationale for Commission decisions.
3. Provide strategic and operational advice as needed to staff and the Director, Assessments in the pursuit of a professional and agile assessments capability ensuring:
 - e. development and implementation of operational policy and procedures;
 - f. mentoring of assessments staff to produce high quality, analytical and accurate reports for the assessment panel;
 - g. provide sound well-reasoned strategic and operational advice, which is timely, salient and aligned with Commission objectives, and
 - h. ensure annual reporting is aligned with Commission's and wider government objectives and timings.
4. Promote a culture of continuous personal and organisational improvement through positive personal behaviours and recognition of the role the Commission plays in ensuring human rights are upheld and supported.
5. Promote ethical practice, Work Health and safety (WHS), Equal Employment Opportunity (EEO), diversity and employee well-being.

Eligibility/other requirements:

- Excellent written and verbal communication skills
- A proven ability to achieve results
- Demonstrated analytical skills and sound judgement
- Demonstrated personal drive and integrity
- A proven track record developing productive working relationships

Other requirements of the position

- Section 50 of the Integrity Commission Act 2018 provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the 5 years immediately before the day of the proposed appointment, been an ACT public servant.
- The successful applicant will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV1) classification.
- It is a condition of employment with the Commission that staff be fully vaccinated against COVID-19.
- A full driver's licence is preferred but not essential.
- The position may involve some domestic travel.

Desirable

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

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

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

How to apply: A current curriculum vitae and a written response (a pitch) of no more than 750 words which demonstrates how your skills, knowledge and experience address the criteria outlined in the 'What you require' section of the position description, and outlines why you believe you are the best person for the position.

If you are unable to submit your application online, please contact the A/Director, Assessments on (02) 6205 1335 or at adelle.deakin@integrity.act.gov.au.

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

Contact Officer: Adelle Deakin (02) 6205 1335 Adelle.Deakin@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

Women, Youth and Children's Health

Women, Youth and Children Community Health Programs

Maternal Child and Family Health Registered Nurse and/or Midwife Level 2

Registered Nurse Level 2/Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 41708 - 02DDV)

Gazetted: 15 September 2023

Closing Date: 5 October 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

MACH nurses/midwives are supported by the National Framework for Universal Child & Family Health services.

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

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

All MACH nurses/midwives deliver services across the ACT from health centre locations to outreach clinic sites.

Supporting families, parents, and carers to build skills and confidence in their parenting role is a core element of the ACT Children and Young People Plan 2015-2025. The WYCCHP seeks to contribute to this objective by providing MACH support for families with a primary health care approach, recognising the importance of optimal

health and physical and mental wellbeing of parents and other primary carers. Universal child and family health services also contribute to the health of the general population through health promotion and preventive health initiatives such as breastfeeding promotion immunisation programs, child safety and parenting support.

Maternal Child and Family Health employs both registered nurses and /or registered midwives with a qualification in Child and Family Health to work across the full scope of practice in this specialty area. The ACT is leading the way in this expanded career pathway for Midwives.

See ACT Health, Registered Midwife in MACH [position statement](#).

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

Provide the names of two referees, including a current manager.

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

Contact Officer: Lesley Chapman (02) 5124 1175 lesley.chapman@act.gov.au

CHS Finance and Business Intelligence

FBI Operations

Procurement & Supplies

Senior Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 62793 - 02DJH)

Gazetted: 18 September 2023

Closing Date: 29 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Chief Financial Officer Division is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The CFO Division is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the CFO Division include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Health Information Unit and Procurement & Supply. Reporting to the Senior Director, Procurement and Supply, the Senior Support Officer is responsible for the coordination of all incoming and outgoing correspondence within the Office, coordinating communications and responses to matters concerning Procurement and Supply including Questions on Notice, Ministerial request, periodic reporting, and other urgent requests from the Chief Financial Officer leadership team. It also provides high level support and advice to the Senior Director Procurement and Supply as well as working closely with other senior leaders and their support teams across CHS.

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.

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

- Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for six months.

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

Contact Officer: Andrew Murphy 0466 941 147 Andrew.Murphy@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Mental Health Registered Nurse - Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 52998 - 02DON)

Gazetted: 18 September 2023

Closing Date: 6 October 2023

What can we offer you:

City living without the traffic – [click here](#) to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Mental Health, Justice Health, and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance, and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. This recruitment is for a Registered Nurse Level 2, for the entire Division of Mental Health, Justice Health and Alcohol and Drug Services.

The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. Permanent and Temporary positions available.

These services include:

Adult Community and Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

There are several permanent full time RN2 positions available across the Division of Mental Health, Justice Health and Alcohol and Drug Services.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and provide clinical supervision to RN level 1.

For more information regarding the position duties [click here](#) for the [Position Description](#).

Please note 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.

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

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

Paediatric Nursing

Paediatric Day Stay Unit - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 58812 - 02DIT)

Gazetted: 18 September 2023

Closing Date: 3 October 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Paediatrics at the Centenary Hospital for Women and Children provides holistic, evidence-based quality health care and advocacy for all children and adolescents up to their 16th birthday from the ACT and surrounding areas. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

The environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional, and comfortable, with a bed for a parent to sleep in each room.

For more information regarding the position duties click here for the [Position Description](#).

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.

Contact Officer: Kara Allen (02) 5124 7613 Kara.Allen@act.gov.au**Paediatric Nursing****Registered Nurse Level 1 - Paediatric Nurse****Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 25482, several - 02CFF)**

Gazetted: 15 September 2023

Closing Date: 30 June 2024

What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Paediatric Units in the Centenary Hospital for Women, Youth and Children is under Canberra Health Services. It provides family centred, holistic care and advocacy for children and adolescents in the ACT and surrounding regions. You will work in a growing tertiary hospital that cares for children with acute and chronic health needs. Our newly refurbished wards incorporate state of the art clinical features with improved indoor and outdoor facilities for patients and their families to enjoy.

The Paediatric unit includes:

- High Care Ward
- Medical and Surgical Wards
- Adolescent Ward
- Day Surgery and Outpatient Clinics

Successful candidates will be provided ongoing education and training opportunities facilitated through Workforce Capability and Clinical Development Nurses. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for Paediatric patients with a wide range of conditions.

Duties:

1. Provide direct patient care within an ethical and professional framework around a Paediatric environment.

2. Practice in accordance with the relevant legislation.
3. Practice in a way that acknowledges the dignity, culture, values, beliefs & rights of individuals & or groups.
4. Advocate for individuals and or groups & their rights for nursing care within the organisational & management structure.
5. Understand and practices within own scope of practice.
5. Integrate nursing and health care knowledge, skills & attitudes to provide safe & effective nursing care.
7. Integrate organisational policy & guidelines with professional standards.
8. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

About you:

Requirements/Qualifications:

1. Registered Nurse with a minimum of one years' experience working professionally in Paediatrics is preferred.
2. The successful applicant needs to be available for rotational shift work, as per a roster which includes weekends and night duty.
5. Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
6. 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.
7. Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Undergo a pre-employment National Police Check.
 - Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Contact Officer: The Nursing and Midwifery Workforce Unit 02 5124 0990 CHSNMWorkforce@act.gov.au

Infrastructure and Health Support Services

Infrastructure and Health Support Services Recurrent

Health Infrastructure

Senior Director Project Delivery (IMS 3) - HIP Project Delivery

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 39691-02CM4)

Gazetted: 15 September 2023

Closing Date: 29 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

Reporting to the Executive Group Manager, the Senior Director, Project Capital Delivery responsible for capital project delivery across the portfolio of CHS' properties.

The role will ensure that capital project delivery of major works, projects are aligned to Canberra Health Services strategic objectives and will lead and promote a positive team culture of collaboration and continuous improvement within the Infrastructure and Health Support Services.

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

- Undergo a pre-employment National Police Check.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Dave Gilbert (02) 51247791 Dave.Gilbert@act.gov.au

CHS Clinical Services

Chief Operating Officer

Allied Health Care Navigator

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 60998-02DJV)

Gazetted: 18 September 2023

Closing Date: 29 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

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- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Under a Commonwealth initiative to reduce pressure on ACT Emergency Departments (EDs) and public hospitals, an innovative model is being trialled. The Primary Care Pilot is aimed at strengthening partnerships between primary care, community-based care and the public health system to support access and care for patients who frequently attend the ED or are at risk of presentation to the ED or admission to hospital.

The pilot is a collaboration between the ACT Health Directorate, Capital Health Network, General Practitioners (GPs) and Canberra Health Services (CHS).

The CHS Liaison and Navigation Service (LaNS) will assist in the delivery of the pilot, providing liaison, navigation, care coordination and complex case management in partnership with participating GPs, selected non-GP specialist groups and community-based Allied Health teams.

The LaNS is a new service that has been established to improve a consumer's experience and their health outcomes through information sharing, integration of care across primary, secondary, and tertiary services and coordination across health and community services. It focuses on the provision of the right care, at the right time, at the right place by the most appropriate provider in partnership with the consumer and their care supports.

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

The Care Navigator role will take on a key role in the implementation of the Primary Care Pilot, working collaboratively with colleagues, GPs, consumers, and external agencies to maximise the success of the pilot.

The role will work with individual consumers and their care supports to provide support, advocacy, system navigation and connection with appropriate services. It will champion the role of this service and actively advocate and educate colleagues and other services about the needs of consumers for navigational support.

The Care Navigator will attend case conferences with participating general practice representative(s) and, where possible, the consumer and their care supports. The LaNS team will work with the practice to provide supplementary care planning, navigation, timely access and liaison support across ACT and regional services. The LaNS team will work with the individual and nominated GP to develop a comprehensive care plan to assist the person to stay well in the community and avoid ED presentation and/or hospital admission.

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

The role will be a point of coordination with GPs and other external health and human services, and work with CHS services and current specialty care coordinators to support consumers and improve the formal networks and pathways for information sharing, coordination, and ED avoidance.

The position will work to develop the clinical scope of the role with the intention to undertake practical clinical support and interventions to reduce the need for emergency department presentations, and to work directly with outpatient and community services to minimise the need for acute care presentation.

As a member of the LaNS you will remain committed to, and focused on:

Placing people with complex health needs, and their families, at the centre of their own care

Involving the person and their supports in care planning,

Anticipating and removing barriers to care,

Assisting consumers and their supports to make durable connections to the services and supports they need,

Helping to solve problems, coordinate clinical care, and improve the flow of information between the care team and the consumer and their supports,

Listening to consumers and their supports and acknowledging that they are experts in their own health.

As a key part of the Primary Care Pilot, you will remain committed to the above, with a particular focus on maintaining strong relationships with participating GPs in support of consumers. In addition, you will work to achieve the aims of the pilot, contribute to pilot progress reviews, make suggestions, implement adaptations, and participate in evaluation activities.

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 allied health professionals.
- Hold a current Driver's Licence.

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

Contact Officer: Phyto Courtis (02) 51245030 phyto.courtis@act.gov.au

Specialist Breast Care Nurse

Surgical Division

Breast Care Nurse – Registered Nurse level 3

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: LP7026 - 02DO2)

Gazetted: 15 September 2023

Closing Date: 29 September 2023

Details: Part-time

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The ACT Breast Care Nurse (BCN) Service provides high level specialist cancer nursing support to patients diagnosed with breast cancer across the continuum of care. The position provides comprehensive assessment, planning, implementation and evaluation of complex patient care in the oncology setting to achieve best practice. The BCN Team provide service to ACT and surrounding regions in both the public and private sector. The BCN works within the Five Domains of Clinical Practice to provide: Supportive Care, Co-ordinated Care, Collaborative Care, Information Provision and Education as well as Clinical Leadership and actively participates in Research.

What you require:

These are the key selection criteria for how you will be assessed in conjunction with your curriculum vitae and experience.

Background in breast cancer nursing with experience in the care, coordination, communication and support required to provide optimal treatment to patients in a busy patient-focused MDT.

Knowledge and understanding of current issues, developments, future directions and innovations in healthcare with reference to cancer care.

Demonstrated knowledge of, commitment to and participation in nursing practice review, clinical research and quality improvement; and an ability to use information management systems.

Demonstrated ability to establish and maintain relationships with internal and external service providers to facilitate change and achieve set goals for optimising the health and well-being of clients.

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

Position Requirements / Qualifications:

Mandatory:

Current registration with Australian Health Practitioner Regulation Agency (AHPRA) as a registered nurse.

Post-Graduate Breast Cancer Nurse Qualifications.

Current Australian unrestricted 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.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Karen McKinnon 0409 533 467 Karen.McKinnon@calvary-act.com.au

Staff Specialist / Senior Specialist - Clinical Medical Wellness Officer

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 62815 - 02DOQ)

Gazetted: 15 September 2023

Closing Date: 6 October 2023

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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](#)

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at [ENTERPRISE AGREEMENTS](#)

Clinical Medical Wellness Officer will be responsible for the development and implementation of contemporary healthcare wellbeing initiatives for medical officers at Canberra Health Services (CHS) - inclusive of all sites. The position will be 0.5 full time equivalent (FTE).

Duties:

Reporting to and under direction of the Executive Director, Medical Services, you will develop and implement wellbeing initiatives for medical officers at CHS. You will:

Lead a medical wellness and professional fulfilment program across the Canberra Health Services network of training hospitals and other training sites.

Lead, plan, develop, implement, and monitor strategies and programs directed at improving medical officer wellbeing. Collaborate with the CHS wellbeing program manager to ensure programs align with the CHS Wellbeing Strategy 2023-2026. This will include also working in partnership with CHS Wellbeing leads across nursing, allied health and in other disciplines to support local wellbeing initiatives, identify needs, and provide feedback to the program manager if requested on the medical cohort.

Address issues such as, joy in work, efficiency in practice, medical culture and systemic and individual resilience. Understand the causes and extent of medical officer burnout, implement strategies to reduce burnout and prepare an annual response outlining improvements.

Actively promote initiatives and contribute to the development of strategies to market all wellbeing campaigns. Collaborate with the CHS communications and media teams to develop a communications strategy, designed to increase education and awareness of wellness activities.

Collaborate with local, national and international groups active in promoting, addressing and researching medical officer wellbeing.

Undertake routine staff management duties including but not limited to, cost centre management, rostering requirements, leave applications and disciplinary procedures if required.

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.

Requirements/Qualifications:

Mandatory:

Specialist Medical qualifications and experience working as a senior medical officer in a clinical role for a large and complex health organisation.

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

Knowledge of the field of provider wellbeing and experience in delivering a program with successful outcomes in wellbeing.

Strong engagement with junior medical officers, a sound understanding of all levels of medical workforce and an ability to engage with different medical specialities to address their needs.

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 dealing with medical change management processes.

Courage integrity, and a can-do attitude.

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.

Note: This is a part-time temporary position available at 20 hours per week for a period of up to 36 months and/or permanency. The full-time salary noted above will be paid pro-rata.

Contact Officer: Suzanne.Smallbane@act.gov.au 5124 3596 suzanne.smallbane@act.gov.au

Registered Nurse/Registered Midwife (RN/RM2) - Early Family Support Service (EFSS)

Registered Nurse Level 2/Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 22739 - 02DGA)

Gazetted: 14 September 2023

Closing Date: 2 October 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

The Enhanced Health Services (EHS) includes 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).

Early Family Support Service:

The EFSS delivers targeted services across the ACT for families with complex psychosocial needs who require additional support beyond universal Maternal and Child Health (MACH) services. The EFSS Nursing/Midwifery Team works with parents and their newborn or young children within a sustained home visiting model and at outreach sites. The EFSS supports early identification and intervention for child development concerns, and information and support for parenting to build skills and confidence in the parenting role. EFSS Nurses/Midwives contribute to the health of families through preventive health initiatives such as breastfeeding promotion, immunisation programs and child safety support and through collaboration and strong multi-disciplinary work with the Early Family Support Counselling and Physiotherapy Team.

For more information regarding the position duties click here for the [*Position Description*](#).

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

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

Note: This is a permanent part time position with the hours to be negotiated with the successful candidate. The full time salary noted above will be paid pro rata.

Contact Officer: Vanessa Bakker (02) 5124 1538 vanessa.bakker@act.gov.au

Women, Youth and Children's Health

Women, Youth and Children Community Health Programs

Maternal Child and Family Health Nurse and/or Midwife

Registered Nurse Level 1/Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 28300 - 02DDS)

Gazetted: 15 September 2023

Closing Date: 5 October 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

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Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Women, Youth and Children Community Health Programs (WYCCHP) deliver a range of primary health care community-based services to children, families, and women. These services include support, education, and information; counselling, assessment, and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context, by the multi-disciplinary team.

Maternal, Child and Family Health (MACH) services deliver a range of universal and targeted services for newborns, young children, and their parents/carers. These services aim to support early identification and

intervention for child development concerns, information, and support for parenting. This is the only child and family health service across the ACT.

MACH nurses/midwives are guided by the National Standards of Practice for Maternal, Child and Family Health Nurses in Australia (2017) and support families by working in the model of Family Partnership to provide support, information, and health advice within a multidisciplinary context.

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

MACH services are delivered across ACT from health centre locations to outreach clinic sites and in client's homes. Maternal Child and Family Health employs both registered nurses and /or registered midwives with a qualification in Child and Family Health to work across the full scope of practice in this specialty area. The ACT is leading the way in this expanded career pathway for Midwives.

See ACT Health, Registered Midwife in MACH [position statement](#).

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Nicole Saunders (02) 5124 2264 nicole.saunders@act.gov.au

Office of Deputy CEO

Communications and Engagement

Assistant Director, Content and Engagement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45230 - 02D1R)

Gazetted: 18 September 2023

Closing Date: 2 October 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

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Competitive pay rates and excellent working conditions within a tertiary hospital.

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Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

STRATEGIC COMMUNICATION AND ENGAGEMENT

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

We work hard to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time:

Bring an audience-first lens to your work, informed by research, insight and evaluation.

Work with stakeholders in partnership with a strong client service ethic.

Enjoy working in a fast-paced environment, be flexible and open to change.

Be supported by whole of government guidelines, policies and procedures, and guided by an annual whole of government communications and engagement plan.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Tracey Pulli (02) 5124 9444 tracey.pulli@act.gov.au

CHS Clinical Services

Medicine

Respiratory & Sleep

Graduate Sleep Scientist (HP1) - Respiratory and Sleep

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 60147 - 02D9S)

Gazetted: 15 September 2023

Closing Date: 12 October 2023

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: The Department of Respiratory and Sleep Medicine (DRSM) provides both inpatient and outpatient services to the ACT and surrounding region. The department manages approximately 1,300 in-patient admissions annually. The department receives around 2,000 referrals per year for outpatient medical clinics. Our service includes the full range of care including respiratory and sleep diagnostic investigations and therapeutic interventions, interventional bronchoscopy (including EBUS) and specialised services for sleep disorders, TB, cystic fibrosis, severe asthma, interstitial lung disease and respiratory infections.

The Sleep Disorders Unit (SDU) provides 24-hour clinical services to adult patients for the assessment and management of sleep disorders. The SDU provides clinical services to adult (inpatients and outpatients) for the assessment and management of sleep disorders. The SDU provides a suite of services, including Level 1 and Level 2 polysomnography, vigilance testing, and positive airways pressure therapy initiation and management.

An exciting opportunity exists for a Graduate Sleep Scientist to become part of the allied health team. This position requires the ability to develop knowledge and competency to conduct tasks and activities within scope of practice according to procedures and published standards. The role includes supporting the operational and quality management requirements of sleep physiology measurement. The role requires participation in, and contribution to, continual professional development of the Sleep Scientist group. Within CHS, the sleep science profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence.

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

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

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

Contact Officer: Martin Urban (02) 5124 5699 Martin.Urban@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Clinical Services

Adult Acute Mental Health - Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 12732 - 02D6G)

Gazetted: 14 September 2023

Closing Date: 27 September 2023

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

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

website: <https://www.health.act.gov.au/>

Adult Acute Mental Health Services (AAMHS) is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. AAMHS incorporates the Adult Mental Health Unit (AMHU), Mental Health Short Stay Unit (MHSSU) and 12B Mental Health Unit (12B MHU)

AMHU is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. 12B MHU is a 10 bed Low Dependency Unit (LDU). MHSSU is a low dependency 6 bed inpatient unit next to the Emergency Department for people requiring crisis admission and treatment initiation for up to 48 hours.

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing skills and care to achieve sound recovery outcomes. It is also an expectation that you will contribute to the multidisciplinary team, and support the senior nurses, Clinical Nurse Consultant and Assistant Director of Nursing in change processes. You will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Please note 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 & vaccination processes against specified infectious diseases.

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

Contact Officer: Terrin Nada (02) 5124 3210 terrin.d.nadar@act.gov.au

Food and Sterilising Services

Operations Officer (HSO3) - Food Services Patient Services

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992), Canberra (PN: 24156, several - 02D7R)

Gazetted: 15 September 2023

Closing Date: 28 September 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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 Re-thermalisation

Meal deliveries to patients

Menu monitors.

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

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

External sites: Dhulwa and other Community Centres.

For more information regarding the position duties click here for the [*Position Description*](#).

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

Undergo a pre-employment National Police Check.

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

Note: This is a part-time permanent position available at 20 hours per week and the full-time salary noted above will be paid pro-rata.

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

Hospital in the Home**Advanced Trainee- Hospital in the Home / Infectious Diseases**

Registrar 1-4 \$112,917 - \$141,084, Canberra (PN: 600861 - 02DOW)

Gazetted: 15 September 2023

Closing Date: 6 October 2023

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

The NCH HITH and ID units have had a long and cohesive working relationship for many years. In recent years a HITH/ID AT position was created due to the close clinical relationship between the two units. The role provides an excellent continuity for patients with ID diagnoses requiring ongoing treatment at home as well as gen med exposure and acute management of patients in HITH.

The team is very much a multidisciplinary team with a holistic approach focussed on clinical and psychosocial welfare of our patients and the team is well known for its multidisciplinary approach and supportive team structure.

For an Advanced trainee in General Medicine, this position can be potentially accredited for up to 12 months of general medicine training, of which 6 months would count as Infectious Diseases subspecialty-training for General Medicine Advanced Training. For an Advanced trainee in Infectious Diseases, the position can also be accredited for at least 6 months of non-core training in Infectious Diseases. For advanced trainees in other specialties, please

discuss accreditation options with us. This position can also be applied for by advanced trainees in Emergency medicine as a special skills HITH term with Gen med accreditation.

The HITH/Infectious Diseases Advanced Trainee takes the leadership role in providing and supporting competent and efficient clinical management of North Canberra Hospital HITH and ID patients under the supervision and direction of HITH and ID Consultants. Clinical duties include assessment and management of acute presentations suitable for HITH, ward in-patient ID and HITH related care, diagnosis and management of patients in Infectious Diseases outpatient clinics, HITH consultations on in-patients, Infectious Disease consultations on in-patients, and leading involvement with Pharmacy and AMS review/rounding for the hospital. They will also provide clinical support, supervision and mentoring for JMOs in HITH.

They will maintain effective communication with patients and their relatives, hospital staff, medical colleagues, General Practitioners and other community care providers to ensure the best provision of care for patients.

Under direction of HITH and ID Consultants, you will take the leadership role in providing and supporting competent and efficient clinical management. You will:

- Clinical duties will include clinical assessment and management of acute presentations to the emergency departments that are referred to HITH, in-patient consultations related to Infectious Diseases and Hospital in the Home diagnosis and management of patients in ID outpatient clinics, ward consults, AMS team rounding and clinical handover.
- Participate in the supervision, training and professional development of junior medical staff.
- Assist with facilitating patient flow through the hospitals by working with access unit personnel and HITH team members including the HITH referral n
- Demonstrate progress in training within the requirements of the RACP or ACEM and involvement where appropriate in research.
- Participate in a 1 in 4 weekend HITH onsite roster and after-hours and on-call roster for Gen med.
- Contribute to clinical audit and participate in changes that improve quality and safety of patient care.
- Comply with the policies and requirements of the Australian Health Practitioner Regulation Agency (AHPRA) and the policies of ACT Health.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

What you require

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

- Clinical competence at a level commensurate with postgraduate years.
- Demonstrated commitment to continued professional development, including formal education and self-directed learning.
- A commitment to quality and safety procedures in healthcare.
- Ability to participate in the after-hours roster.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

Position Requirements / Qualifications

Mandatory

- Successful completion of the FRACP or FACEM part 1 examination and in the final years of advanced training for the fellow ship
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- High level interpersonal, written and verbal communication skills.
- Obtain or maintain certification of competency in an Advanced Life Support Course (attainment within three months of commencement).
- The successful applicant will need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

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

- Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kim McNeilly N/A Kim.McNeilly@calvary-act.com.au

Division of Surgery

RN 2 - Ward 10A General Surgery and Ophthalmology

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 58501 - 02CJ2)

Position Number

58501 - 02CJ2)

Gazetted: 14 September 2023

Closing Date: 5 October 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

Ward 10A – General Surgical and Ophthalmology, is a 32-bed inpatient unit delivering patient centred care and focus on the management of patients who have had general surgical procedures, major abdominal surgeries, and stoma care. Ward 10A is also responsible for the safe patient centred care to trauma patients. Ward 10A has a great team of nurses who strive to provide positive outcomes for patients through the utilisation of the Team Nursing model.

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

There are several permanent and temporary full-time and part-time positions available.

For more information regarding the position duties click here for the Position Description.

Please note 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 & vaccination processes against specified infectious diseases.

Contact Officer: Divya Seethilal 02 5124 2364 divya.seethilal@act.gov.au

Clinical Services

Cancer and Ambulatory Services

Medical Physics and Radiation Engineering

Radiology Medical Physics Specialist

Medical Physics Specialist \$112,579 - \$156,362, Canberra (PN: 62009 - 02CC0)

Gazetted: 14 September 2023

Closing Date: 2 October 2023

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the

Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Medical Physics and Radiation Engineering (MPRE) department at CHS is composed of medical physics specialists in radiology, nuclear medicine and radiation oncology giving our department a collegial diversity of medical physicists working together. The team is responsible for services, advice, education and research in the safe use and effective applications of medical radiation to service departments and more generally as required. These departments primarily include Medical Imaging, Radiation Oncology, Cardiology, BreastScreen and Oral Health Services.

The successful candidate will contribute to the delivery of state-of-the-art medical physics services and advice for our client departments in the use of ionising and non-ionising radiation. Canberra Health Services has a large range of registered ionising radiation source devices, from intra oral dental units, general x-ray through to angiographic and CT equipment that require medical physics services through their equipment lifecycles such as specialist procurement advice, shielding, commissioning and ongoing performance testing, etc.

The Critical Services Building is currently being constructed with three floors of the building housing clinical x-ray imaging equipment, as well as MRI and ultrasound equipment. Consistent with a focus on patient care and hospital and regulatory requirements, the diagnostic radiology medical physics specialist will assist with audit of patient irradiation procedures, engaging in a collaborative process of procedure optimisation.

A significant part of the role is educating within a Diagnostic Imaging Medical Physics (DIMP) clinical training program as well as commitments in radiologist education for the Applied Imaging Technology (AIT) examinations.

There is also a strong commitment to radiation safety training for all radiation users. Our team welcomes collaborative research with recent active collaborations with University of Sydney, Wollongong University, and the Australian National University, as well as hospital wide research work within allied health.

For more information regarding the position duties click here for the *Position Description*.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Benjamin Cooper (02) 5124 5300 Ben.cooper@act.gov.au

**Clinical Team Manager (HP4) - Child and Adolescent Mental Health Services
Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 29896 - 02D9I)**

Gazetted: 14 September 2023

Closing Date: 29 September 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

These services include:

Adult Community and Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first on set psychosis.

The CAMHS Community Teams are made up of multi-disciplinary mental health professionals who provide assessment, therapeutic treatment, and clinical management within a recovery framework.

The permanent full time clinical team manager's role will provide clinical leadership to a front-line mental health team - CAMHS North Community Team. This clinical managerial role will include the daily management of the Choice And Partnership Approach (CAPA) clinical service system, multidisciplinary service, the duty officer role, clinical case reviews, and provide clinical supervision to HP1, HP2, HP3 and allied health assistants.

The role will also require the team manager to undertake professional development, participate and lead quality initiatives and the management of human, financial and physical resources, including work, health, and safety. This position is a permanent, full time HPO4 position available at CAMHS services, 5 days per week (37.65 hours per week).

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

For more information regarding the position duties click here for the [Position Description](#).

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 ACT Health credentialing and scope of clinical practice requirements.

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

Infrastructure Management and Maintenance**Infrastructure and Health Support Services Recurrent****Food and Sterilising Services****Sterilising Technician (HSO 3/4/5) - Sterilising Services****Health Service Officer Level 3/4/5 \$55,350 - \$63,169, Canberra (PN: 29343 - 02DK0)**

Gazetted: 14 September 2023

Closing Date: 4 October 2023

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our

community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

Sterilising Services provides sterilising services to Canberra Hospital (CH), including the Gastroenterology and Hepatology Unit, Calvary Public Hospital Bruce (CPHB), and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising Reusable Medical Devices (RMD). Sterilising Services provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

Sterilising Services Unit at Mitchell, including management and administration.

Sterilising Services Unit at CH

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at the Gastroenterology and Hepatology Unit at CHS

Note: This position involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour/7 days per week roster, including on-call. This position also involves working across all Sterilising Services' sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and Calvary Public Hospital). Sterilising Certificate Allowance will be paid if/when certificate is obtained. This position comes with a shift penalty for working before 7.00am and after 7.00pm.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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 & vaccination processes against specified infectious diseases.

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

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

RACS - Oral Health Services

Scheduling and Booking Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 60829 - 02DMR)

Gazetted: 14 September 2023

Closing Date: 28 September 2023

Details: What can we offer you:

- City living without the traffic – click her to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

DESCRIPTION

Duties:

Participate and coordinate administrative duties such as scheduling, booking, and billing to achieve a high-quality customer focused service.

Maintain appropriate records, appointment bookings, and input information into Canberra Health Services databases and Digital Health Record (DHR) ensuring accuracy and confidentiality.

Support and liaise with relevant areas in CHS to resolve OHS appointment queries and respond to written correspondence from key stakeholders,
Collaborate with team members on continuous improvement of waitlist bookings and other processes within the OHS.

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

About you:

Requirements/Qualifications:

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

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

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

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

- Undergo a pre-employment National Police Check.

Contact Officer: Saba Younis (02) 5124 0826 saba.younis@act.gov.au

Clinical Services

Medicine

Clinical Services

Registered Nurse Level 2 (RN2) - Acute Medical Unit

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 52079-02DDR)

Gazetted: 18 September 2023

Closing Date: 2 October 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Medical Wards offer inpatient care to patients admitted with complex conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team.

Please note 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 & vaccination processes against specified infectious diseases.

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

Contact Officer: Angela Edwards (02) 51242265 angela.edwards@act.gov.au

North Canberra Hospital

People and Culture

Team Leader- Recruitment

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 601113-02DQX)

Gazetted: 20 September 2023

Closing Date: 26 September 2023

Details: City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

Reporting to the Director of People & Culture, this role will be responsible for providing talent management, support and administration to the organisation and assist with project work when required. A solid understanding of the employment framework and recruitment policies and procedures are utilised to provide advice to manager's pre and post recruitment. The Recruitment Team Leader will be responsible for guiding a team, dedicated to the management of the end-to-end recruitment activity. This will include the ownership and facilitation of all recruitment activity, within the aligned portfolio. This role will work closely with relevant stakeholders whilst contributing to the resourcing needs and long term goals of NCH.

Under limited direction of the Director you will play a key role in providing day to day recruitment, human resource and contract management support and advice to managers across NCH on all matters relating to recruitment and establishments.

- Responsible for guiding a team through the day to day workload, ensuring you develop and mentor each individual across the recruitment lifecycle in line with operational excellence
- Maintain an up to date working knowledge of our industry in order to provide advice and guidance to relevant stakeholders, including Hiring Managers and HR Business Partners
- Contribute to the development, review and implementation of policies and procedures to meet legislative, organisational and operational efficiency needs, whilst identifying opportunities for continuous improvement in line with operational recruitment excellence and quality assurance

What you require

Behavioural Capabilities

- Strong organisational skills with a high degree of drive.
- Strong interpersonal and negotiating skills.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

Position Requirements / Qualifications

- An understanding of standard recruitment practices in a public service environment.
- 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.
- NCH 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.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Kerry CarMichael 0407 953 899 Kerry.CarMichael@calvary-act.com.au

Nara Centre

Transition Infrastructure Lead

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 61681 - 02DNO)

Gazetted: 20 September 2023

Closing Date: 20 September 2023

Details: What can we offer you:

City living without the traffic – [click here](#) to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

The Transition Operations team is being established to assist the ACT Government achieve a transformational project for health services in the ACT.

The purpose of the project lead role is to keep safe and maintain all facilities associated with Calvary Public Hospital Bruce (CPHB) Services.

For more information regarding the position duties [click here](#) for the *Position Description*.

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

Undergo a pre-employment National Police Check.

Contact Officer: Cathie O'Neill (02) 5124 2147 cathie.o'neill@act.gov.au

Pathology

Operations Manager - Pre-Analytical HP5

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 62853 - 02DMY)

Gazetted: 20 September 2023

Closing Date: 12 October 2023

Details: What can we offer you:

City living without the traffic – [click here](#) to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

This is a rare opportunity to build and lead ACT Pathology's Preanalytical Services into the future. Canberra Health Services is investing in people, innovation, and infrastructure, with a major campus modernisation project for the Canberra Hospital, including a new Pathology building.

As an experienced values-based leader, you will have sound knowledge of service delivery operations, and strong stakeholder engagement skills to help us design and realise a new vision for Pathology in the ACT. You will also have the leadership capability and experience to build an energised and engaged team.

Reporting to the Director, Pathology Services and Strategy, you will play a key role in providing a high-quality customer focused service, collaborating with internal and external stakeholders, while developing a vibrant workplace culture, to position ACT Pathology as one of the leading Pathology services in the country.

Collaboration is a key component of this role. You will work with other senior leaders across Pathology leading innovation and improvement – and helping to build an engaged and excited team of people who will shape our future together. This role will be a transformative step in your own leadership journey. Your personal leadership development is integral to the position and will help define the future of ACT Pathology. Help us become a public Pathology service like no other.

Eligibility is open to applicants with transferable skills and experience from beyond the healthcare industry.

For more information regarding the position duties click here for the *Position Description*.

Please note 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 & vaccination processes against specified infectious diseases.

Contact Officer: Suzie Lueck (02) 5124 2891 suzie.lueck@act.gov.au

Ward Services

Training Coordinator

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 61699 - 02DMK)

Gazetted: 20 September 2023

Closing Date: 26 September 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

This full-time, temporary position is based in the Canberra Health Services, Division of Nursing & Midwifery, Patient Support Services Unit and provides support for educational, professional, and operational issues affecting the Wards Persons workforce. The role has strong partnerships with a range of internal stakeholders, including education providers, the ward services workforce, and the wards services management team.

The Patient Support Services Training Coordinator will commence as a project-based role initially which will take a lead role in developing the revised work level standards in collaboration with the Wards Persons workforce and People & Culture. The role will also lead the development of a competency framework in collaboration with the workforce capability unit. This includes the provision of the development coordination, monitoring and evaluation of the education and training within the competency framework developed. This role will also lead the establishment of an onboarding process for new Wards Persons to ensure consistent orientation and training of new Wards Persons.

For more information regarding the position duties click here for the *Position Description*.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Joanne Keni (02) 5124 2980 Joanne.Keni@act.gov.au

North Canberra Hospital

Allied Health & Palliative Care

Occupational Therapist

Occupational Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 600656 - 02DL9)

Gazetted: 20 September 2023

Closing Date: 3 October 2023

Details: City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here

[Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

To work as a member of the Occupational Therapy Department at North Canberra Hospital (NCH) within a broader multi-disciplinary team to provide patient care and implement continuous quality improvement initiatives based on evidence-based practice.

Under limited direction of the Director of Occupational Therapy you will perform Occupational Therapy assessment and treatments. You will:

Provide customer-focussed care to patients and their carers through competent clinical skills.

Participate in multidisciplinary and occupational therapy teams.

Communicate effectively with patients and carers, other staff and doctors, maintaining confidentiality at all times.

Undertake responsibility for appropriate professional education and evaluation and participate in continuous quality improvement of occupational therapy services.

Maintain patient activity statistics and supply statistical data to Departmental Manager as required. Communicate effectively with patients and carers, other staff and doctors, maintaining confidentiality at all times. Undertake responsibility for appropriate professional education and evaluation and participate in continuous quality improvement of occupational therapy services.

Take responsibility for promoting the application of risk management and clinical and corporate governance principles as they relate to Occupational Therapy work practices.

Perform any other reasonable direction provided by the departmental manager.

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

This position may be required for weekend and after-hours work, overtime, on call and/or rotation rosters.

What you require

Position Requirements / Qualifications

Mandatory

Current registration with the Occupational Therapy Board of Australia via AHPRA.

Full unconditional Australian Driver's licence, or recognised international equivalent.

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.

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

Demonstrated ability to manage a patient caseload within an acute hospital setting that is consistent with contemporary Occupational Therapy best practice.

Demonstrated ability to work effectively with minimal supervision in a clinical setting.

Demonstrated ability to evaluate own clinical care and patient management.

Previous experience with and effective participation in quality improvement activities

Commitment to utilising professional development activity to improve clinical outcomes for patients in your care.

A sound understanding of and commitment to Canberra Health Service's organisational values, and an ability to apply this practically in a clinical setting.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Michael Malcomess (02) 6201 6087 Michael.Malcomess@calvary-act.com.au

Infrastructure and Health Support Services Recurrent

Facilities Management

Administration Support Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 11871 - 02DQS)

Gazetted: 19 September 2023

Closing Date: 6 October 2023

Details: **Canberra Hospital Expansion Project** – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

Capital Project Delivery.

Facilities Management.

Minor Works Team and Off-Site Maintenance.

Safety and Risk.

Domestic and Environmental Services.

Food Services.

Sterilising Services.

Security Services.

Fleet Management.

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

The Facilities Management (FM) Administrative Support Officer will report to the Assistant Director of Contracts, predominately supporting the Contracts and Leasing team in a variety of tasks. This includes providing administration support for contracts and leasing requirements, providing secretariat support as well as contractor and leasing audits. The role will also provide general administration support as required to the broader FM Team.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

Contact Officer: Sanjeev Sharma 0466 609 977 Sanjeev.Sharma@act.gov.au

CHS Clinical Services**Mental Health, Justice Health and Alcohol and Drug Services****Child and Adolescent Mental health Services****CAMHS North - Clinical Team Manager (RN3.2) - Child & Adolescent Mental Health Services****Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 58401 - 02DHC)**

Gazetted: 19 September 2023

Closing Date: 2 October 2023

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

These services include:

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

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first on set psychosis.

The CAMHS Community Teams are made up of multi-disciplinary mental health professionals who provide assessment, therapeutic treatment, and clinical management within a recovery framework.

The permanent full time clinical team manager's role will provide clinical leadership to a front-line mental health team - CAMHS North Community Team. This clinical managerial role will include the daily management of the Choice And Partnership Approach (CAPA) clinical service system, multidisciplinary service, the duty officer role, clinical case reviews, and provide clinical leadership to multidisciplinary staff, including allied health assistants.

The role will also require the team manager to undertake professional development, participate and lead quality initiatives and the management of human, financial and physical resources, including work, health, and safety.

This position is a permanent RN3.2 position available at CAMHS services.

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

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. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

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

Contact Officer: Sarah Toohey (02) 5124 6543 Sarah.Toohey@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Director of Allied Health

Psychology Intern

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 15601, several - 02DJ2)

Gazetted: 19 September 2023

Closing Date: 5 October 2023

Details: **Canberra Hospital Expansion Project** – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and

Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

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Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

An exciting opportunity exists for entry into the psychology internship program for the Division of Mental Health, Justice Health, and Alcohol and Drug Services (MHJHADS).

Interested persons will have completed (or be nearing completion of) a five-year sequence of accredited study in psychology, deeming them eligible to apply for entry into a one-year internship pathway to general registration as a psychologist (the "5+1 internship pathway to general registration")

The successful applicants will be employed as a Health Professional Level 1 - Intern Psychologist, to be a member of multidisciplinary mental health teams, with exposure to other services within the Division as part of the overall internship program.

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and other community settings including people's homes. These services include (and are not limited to):

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Community Mental Health Services

Justice Health Services

Mental Health Inpatient Services

Intern Psychologists will, under close professional supervision, provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns. Intern Psychologists will also be provided with supervision to meet Psychology Board of Australia standards for working towards general registration as a psychologist.

The role is an internship comprising a 1-year graduate program. Transition to a permanent HP2 position is dependent on successful completion of the internship year and general registration with the Psychology Board of Australia. The employee, following an internal merit process, will then be transferred into a Division where a permanent position is available.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kristie Thorneywork (02) 5124 7295 Kristie.Thorneywork@act.gov.au

North Canberra Hospital

Women & Children

North Canberra Hospital - Obstetrics and Gynaecology Registrar (Unaccredited)

Registrar 1-4 \$112,917 - \$141,084, Canberra (PN: LP6896 - 02DPF)

Gazetted: 19 September 2023

Closing Date: 9 October 2023

Details: City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! [Click here Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside. The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the Role:

Obstetrics and Gynaecology at the North Canberra Hospital offers a wide range of experience in O&G with exposure to the subspecialties of Maternal-Fetal Medicine and Urogynaecology. The North Canberra Hospital is the tertiary referral hospital for the ACT and surrounding region with over 1900 births per year.

The Centenary Hospital for Women and Children is the level 6 tertiary referral centre for the ACT and surrounding region with over 3700 births. It has a busy Neonatal Intensive Care Unit with a regional role extending throughout southern NSW and over 200 level 3 admissions each year.

The Department of Obstetrics and Gynaecology recognises the importance of work life balance and choice related to family planning. We are supportive of part time applicants and Maternity Leave.

This is an accredited RANZCOG Training site, but also provides a number of unaccredited registrar positions to assist with upskilling and support in future career steps including applying for RANZCOG training, or obtaining a Diploma.

The accredited positions are highly structured in line with the RANZCOG curriculum, with inbuilt rostered time for research, administrative tasks and study. There is a structured teaching program with 4 hours of protected time per week. There is ample exposure to a variety of clinical opportunities and access to rural and metropolitan rotations in keeping with RANZCOG basic training requirements.

The unaccredited positions are service roles that would suit a junior registrar seeking additional experience, or overseas-trained doctors. The majority of duties will be in the area of acute obstetrics, outpatient clinics and emergency gynaecology, exposure to gynaecological operating will be limited. Training and supervision opportunities will be catered for.

Under limited direction of the Medical Unit Director you will perform you will:

Provide competent and efficient clinical management of patients of Canberra Health Services under the supervision and direction of Consultant Medical Practitioners. This includes acute admissions, inpatient care, outpatient clinics, inter-disciplinary consults and clinical handover.

Participate in the supervision, training and professional development of junior medical staff, nursing and midwifery staff.

Communicate and collaborate within the multidisciplinary clinical team.

Demonstrate progress in training in the specialty including participation in the relevant teaching program and activities, and involvement in research.

Participate in the after-hours and on-call roster.

Contribute to clinical audit and participate in changes that improve quality and safety of patient care.

Maintain adequate and legible medical record and ensure that the clinical team completes discharge summaries in a timely manner.

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

What you require

These are the key selection criteria for how you will be assessed in conjunction with your CV and experience MBBS degree registrable with the Australian Health Practitioner Regulation Agency (AHPRA)

Ability to balance training and education requirements with service provision, within the limitations of a busy public health service, with sufficient experience and availability to participate in the after-hours on-call O&G roster Demonstrable interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment, including sufficient experience to supervise junior medical staff independently.

Experience with clinical research and writing of scientific papers.

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

Position Requirements / Qualifications

Mandatory

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

Currency in an Advanced Life Support Course to be attained within three months of commencement with annual refreshers.

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

Desirable

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Michelle Thinius 0419 559 878 Michelle.Thinius@calvary-act.com.au

CHS Medical Services

Imaging

Operations Manager

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 20601 - 02DNF)

Gazetted: 19 September 2023

Closing Date: 3 October 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

The CHS Medical Imaging department is a multi-site radiology service within the division of Medical Services. Operations are located at the Canberra Hospital, the University of Canberra Hospital, the Weston Creek

Community Health Centre and will be operating from a fourth site mid-2024. The service operates 24 hours, seven days a week all year round, and provides radiology services across all modality types.

Reporting to the Director of Business Operations, the Operations Manager will perform a key role in the provision of enabling services for the entire department which includes the planning and measuring of operational performance.

The Operations Manager will have demonstrated capability, skills and experience to manage a range of program, project, and analytical functions within a multi-site, health-related environment and should be familiar with an electronic medical information system.

This position will work closely with the department's leadership and administration team and will liaise regularly with modality managers and external stakeholders including the Digital Solutions Division, PACS administrators and Health Infrastructure teams. This is a dynamic and exciting environment providing a critical service to CHS patients.

For more information regarding the position duties click here for the [*Position Description*](#).

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

Undergo a pre-employment National Police Check.

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

Health Information Services

HIS Office Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 44252 - 02DJ0)

Gazetted: 18 September 2023

Closing Date: 26 September 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

The primary responsibility of HIS is the management and storage of the centralised CHS health record with the main HIS team being based at Canberra Hospital. The community-based Clinical Records Unit (CRU) located at 1 Moore Street in the City is a subunit of HIS.

For more information regarding the position duties click here for the [*Position Description*](#).

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

Undergo a pre-employment National Police Check.

Provide name and contact details for a referee report to be completed.

Contact Officer: Kerri McGufficke (02) 5124 3326 Kerri.McGufficke@act.gov.au

City Community Health Centre

Senior Manager (HPO 5) – Forensic Mental Health Services

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 36318 - 02DKS)

Gazetted: 20 September 2023

Closing Date: 3 October 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

This position is based at the Forensic Mental Health Services office at 1 Moore St, Canberra City, but incorporates multiple sites including the Alexander Maconochie Centre, Bimberi Youth Justice Centre, and ACT Law Courts.

Please refer to the ACT Health Professionals Enterprise Agreement for a full account of employment conditions.

For more information regarding the position duties click here for the [Position Description](#).

Please note 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: Tegan Murray (02) 5124 1813 Tegan.Murray@act.gov.au

North Canberra Hospital

Allied Health & Palliative Care

Pharmacist Level 4 - Antimicrobial Stewardship (AMS)

Pharmacist Level 4 \$121,747 - \$131,067, Canberra (PN: LP9064 - 02DP6)

Gazetted: 18 September 2023

Closing Date: 29 September 2023

Details:

City Living without the hustle and bustle, Canberra is one of Australia's best kept secrets. Imagine yourself in a city where things are just easier. Where there's always plenty to do and the time to enjoy it! Click here [Lifestyle | Canberra](#) to find out more about why you should live and work in Canberra.

About the Hospital

North Canberra Hospital (NCH - formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS). This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside. The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

Currently, NCH is a 265-bed acute care public hospital on the north side of Canberra, including the hospice 'Clare Holland House' located in Barton, ACT. We are a teaching hospital of the Australian National University, The University of Canberra, and the Australian Catholic University.

About the Role:

This is a temporary position, covering for maternity leave, for up to 12 months with a possibility of extension. If a full-time position is preferred, there are other vacancies within the department that could be considered in conjunction to this AMS role, so please make contact to discuss. NCH Pharmacy has approximately 38 FTE positions, of which 28 are pharmacist positions. Our hours of operation are from 0800 to 1730 Monday to Friday,

and a 0800 to 1700 service on Saturdays, Sundays and Public Holidays. An on-call pharmacist service is maintained outside of core hours, and a rotational roster arrangement is used to manage the weekend service requirements. Currently, the department provides clinical pharmacy services using a complete digital health record to various specialty areas including critical care, emergency care, coronary care, stroke/neurology, general medical, general surgical, palliative care, maternity, women's health, pre-admission clinic, hospital in the home and mental health, as well as dispensary and non-sterile manufacturing services. We also offer a pharmacy residency program, and a wide range of teaching opportunities. Over the next 5 years we plan to develop our services to include team based pharmacy services, Partnered Pharmacist Medication Charting (PPMC), enhanced use of technologies, extended scope pharmacy technician roles and further development of the clinical pharmacy workforce. We are committed to providing a safe environment for our staff and our patients.

Our Pharmacy Vision – Leaders in pharmacy. The workplace of choice to deliver excellence in medicine management

Our Pharmacy Mission – A strong, innovative and inclusive team who collaborate to provide optimal medication management

Our Pharmacy Values – Integrity, Excellence and innovation, Caring and Inclusive, Stewardship and sustainability, Collaborative

The AMS Pharmacist will work closely with relevant stakeholders to:

Provide expert pharmaceutical review and intervention to promote the safe, efficacious and economical use of antimicrobials and the reduction of antimicrobial resistance.

Provide high level advice on AMS and Infectious Diseases (ID) management of patients to pharmacy and other healthcare staff.

In conjunction with the CPHB ID Physician and Senior Medical Registrar, participate and contribute to regular, multidisciplinary AMS ward rounds.

Monitor key performance indicators through data collection, analysis and preparation of reports to drive improvements and to meet the accountability requirements of the AMS program and the Pharmacy Department.

Attend and provide secretarial support for AMS Committee meetings

Support the management of antimicrobial shortages

Lead the development, implementation and evaluation of policies, procedures and quality improvement initiatives to support AMS throughout the hospital

Provide supervision, education and training of health professionals, students and other relevant staff in AMS principles and best practice.

Assist with documentation requirements of the relevant Accreditation Standards and participate in department strategic planning activities.

Collaborate with key stakeholders such as the CPHB AMS Committee members as well as staff within the AMS team and ID/Microbiology Units within Canberra Health Services (CHS)

Develop and contribute to practice based research through liaison and networking both within the hospital, and with external agencies/groups and professional bodies.

Develop and maintain ongoing professional education and current clinical knowledge to serve the functions of the role, keeping abreast of the environment and emerging trends in AMS and ID pharmacy.

Provide a range of pharmacy services including on weekends and after hours as rostered.

What you require

Mandatory:

Registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA)

Extensive hospital pharmacy clinical experience in a variety of specialties [(minimum 5 years' full time equivalent experience as a registered pharmacist in an Australian public hospital environment (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method)]

Highly Desirable:

Relevant postgraduate qualifications of at least Graduate Diploma level.

Advancing Practice credentialed (or working towards).

Membership with a relevant professional organisation and/or relevant special interest groups e.g. Society of Hospital Pharmacists of Australia.

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

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

Demonstrated advanced clinical knowledge, skill and expertise in AMS and Infectious Diseases (ID) services.

Demonstrated ability to apply professional judgement and advanced problem solving skills to problems of significant scope within a complex and critical service.

Highly developed interpersonal, verbal and written communication skills as well as the demonstrated ability to liaise and negotiate with colleagues, peers and patients within the multidisciplinary setting.

Commitment to and demonstrated high level of competence in education, training and the ability to impart knowledge and skills to pharmacy staff, students, hospital clinicians and other stakeholders.

Demonstrated ability and experience in developing, implementing and evaluating policies, procedures and quality improvement activities to promote the quality use of medicines and improve medication management practices.

Demonstrated experience with project management and/or change management.

Demonstrated commitment to working in a team, building and maintaining effective working relationships, and the maintenance of a supportive work environment

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

Undergo a pre-employment National Police Check.

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

Note: This position is part-time at 18.37 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Emily Diprose (02) 6201 6269 Emily.Diprose@calvary-act.com.au

Surgical Division

Perioperative Unit

Scrub/Scout Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: LP8186 - 02DK2)

Gazetted: 19 September 2023

Closing Date: 3 October 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post Anaesthetic Care Unit, Day Surgery Unit, Admissions, Day Procedure Unit, Endoscopy, and specialist surgical ward areas.

The Peri-Operative Department at North Canberra Hospital consists of a Day Surgery Unit, Surgical Admission Lounge (SAL), a Post Anaesthetic Care Unit (PACU), 7 Operating Theatres, and a procedure room, covering a wide range of surgical specialities. 2 Instrument/Circulating nursing is a diverse and challenging specialty within the Perioperative Unit. Our specialties include Orthopaedics, Obstetrics, Gynaecological, Ear Nose and Throat (ENT), Head and Neck, Plastics, Minor Vascular, General Surgery, Urology, Ophthalmic and Maxillofacial Surgery. The North Canberra Hospital, Operating Suite services surgical procedures within the local area, in addition to accepting referrals from surrounding regions.

Our Instrument/Circulating Nurses are dynamic skilled professionals who are responsible for the provision of patient centred evidence-based nursing care for every patient. Our nursing team works within an interdisciplinary healthcare team supported by Perioperative Education Team, and the Clinical Nurse Consultant. For Registered Nurses starting out in the Instrument/Circulating role, the environment and workflows may represent a very different way of Nursing. We have foundational education program designed to provide consistent approach in the support of new Instrument/Circulating nurses as you develop new knowledge and skills. The role of the Instrument/Circulating nurse is critical to positive patient outcomes. We work closely with the surgeons and all members of the multidisciplinary team. We advocate for the patient to always ensure their safety and are responsible for the nursing handover to PACU staff.

What you require - 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 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.

Previous clinical scrub/scout experience.

A proactive and enthusiastic willingness to learn.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Julie Lee 6201 6984 julie.lee@calvary-act.com.au

Mental Health, Justice Health and Alcohol and Drug Services

Justice health Services

Senior Clinician

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 25508 - 02DKQ)

Gazetted: 19 September 2023

Closing Date: 3 October 2023

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Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

This is an exciting opportunity to join the collegial Forensic Mental Health Service (FMHS), whose core business is to deliver high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth, and adult custodial facilities, off campus community liaison, and court settings.

The care provided is underpinned by the National Principles for Forensic Mental Health Services, and is guided by Principles of Recovery, with the aim to provide collaborative care with the consumer, their careers, and other key services.

Senior clinicians working within FMHS are provided with specialist training and specialist clinical supervision and are consistently encouraged to be involved in a collaborative and multidisciplinary team environment. Senior clinicians are supported to maintain any continuing professional development requirements, appropriate to area of service provision, such as attendance to group supervision, research groups, and/or in- services.

FMHS is a unit of Justice Health Services, and is one united service with three distinguishable yet integrated service components as follows:

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH – CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

Under minimal direction of the Clinical Lead, Community Forensic Mental Health, as a senior allied health clinician in the community-based Forensic Mental Health teams - FoCIS or MHCALS - you will provide high-level mental health assessments for external stakeholders including community and inpatient mental health services (FoCIS) or the ACAT and ACT Law Courts (MHCALS). You will be required to prepare professional clinical reports and undertake forensic risk consultations with mental health clients including structured risk assessments for offending behaviours, and/or provide brief professional reports on general mental health issues to the ACAT and the ACT Law Courts. As part of a collaborative team of psychologists, social workers, nurses, and psychiatrists, you will also provide consultation and liaison to community and inpatient mental health services regarding the treatment and management of high-risk individuals and people at various stages in the legal process. You will have the opportunity to provide targeted therapeutic interventions for problem behaviours appropriate to your training and skills and will facilitate referral and follow-up where appropriate.

There is an opportunity for two people to join our team, one in a permanent capacity and one in a temporary capacity with the possibility of extension.

Note: Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement:

<https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

For more information regarding the position duties click here for the [*Position Description*](#).

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

Undergo a pre-employment National Police Check.

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: Tegan Murray (02) 5124 1813 Tegan.Murray@act.gov.au

Office of Deputy CEO

Communications and Engagement

Senior Web Developer

Senior Officer Grade C \$119,595 - \$128,465, Canberra (PN: 61763 - 02D2F)

Gazetted: 19 September 2023

Closing Date: 26 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at

the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

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What can we offer you:

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Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

This position is responsible for managing the day-to-day delivery of the Directorate's digital channels.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Claire Foote (02) 5124 9518 Claire.foote@act.gov.au

Infrastructure and Health Support Services Recurrent

Operational Support Services

Security Supervisor

Health Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 10949, several - 02DK3)

Gazetted: 19 September 2023

Closing Date: 30 October 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

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What can we offer you:

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Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Protective Services section is embedded within the Infrastructure and Health Support Services Division. Protective Services' mission is to provide the necessary climate and mechanisms that will enable staff, patients, and visitors at Canberra Health Services' facilities to go about their daily activities without fear or intimidation by preventing crime and protecting persons and property.

As a Security Supervisor you will ensure a safe and secure environment is maintained for staff and consumers at Canberra Hospital, the Dhulwa Mental Health Unit, and non-acute sites by providing incident response, proactive security functions and enforcement of Canberra Health Services policy and directives.

For more information regarding the position duties click here for the [*Position Description*](#).

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.

Contact Officer: Mark Enriquez (02) 5124 5145 mark.enriquez@act.gov.au

Pathology

Operations Manager, Anatomical Pathology and Genomics

Health Professional Level 5/Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 62849 – 02DM6)

Gazetted: 19 September 2023

Closing Date: 12 October 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

This is a rare opportunity to build and lead the ACT's Anatomical Pathology and Genomics into the future.

Canberra Health Services is investing in people, innovation, and infrastructure, with a major campus modernisation project for the Canberra Hospital, including a new Pathology building.

As an experienced values-based leader, you will have sound pathology operations knowledge, and strong stakeholder engagement skills to help us design and realise a new vision for Pathology in the ACT. You will also have the leadership capability and experience to build an energised and engaged team.

Reporting to the Director, Laboratory Operations, you will play a key role in harnessing diagnostic technology innovation, automation, digital systems and informatics, and a vibrant workplace culture, to position ACT Pathology as one of the leading Pathology services in the country.

Collaboration is a key component of this role. You will work with other senior leaders across Pathology leading innovation and improvement – and helping to build an engaged and excited team of people who will shape our future together. This role will be a transformative step in your own leadership journey. Your personal leadership development is integral to the position and will help define the future of ACT Pathology. Help us become a public Pathology service like no other.

Eligibility is open to applicants with transferable skills and experience from beyond the healthcare industry.

For more information regarding the position duties click here for the [*Position Description*](#).

Please note 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 & vaccination processes against specified infectious diseases.

Contact Officer: Suzie Lueck (02) 5124 2891 suzie.lueck@act.gov.au

Women, Youth and Children's Health**Neonatal Nursing****Neonatal Discharge Planner****Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 41652 - 02DH6)**

Gazetted: 19 September 2023

Closing Date: 13 October 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

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What can we offer you:

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Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

The Neonatal Discharge is responsible for leading and facilitating the safe coordination of complex neonatal discharges from the hospital to home, or other appropriate care settings. In the role you will be pivotal in supporting families through their hospital journey and transition home, while supporting staff to achieve excellence in clinical practice, standards of care and improved outcomes.

For more information regarding the position duties click here for the [Position Description](#).

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.

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

Contact Officer: Sarah Neale . sarah.neale@act.gov.au**Rehabilitation, Aged and Community Services****Ambulatory Post Covid and Older Persons Rehabilitation Coordinator****Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 62013 - 02DLS)**

Gazetted: 18 September 2023

Closing Date: 25 September 2023

Details: **Canberra Hospital Expansion Project** – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

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Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

Brindabella Day and Ambulatory Rehabilitation Services (BDARS) provides Allied Health led interprofessional rehabilitation and health promotion through several ambulatory and community-based services including Brindabella Day and Ambulatory Rehabilitation service, Motor Neuron Disease service, Vestibular Rehabilitation, Rehabilitation at Home, the Falls and Falls injury prevention service, Post Covid Recovery Clinic and SPICE Dementia Rehabilitation.

The BDARS Coordinator Post Covid and Older Persons Rehabilitation position forms part of the leadership team in the Brindabella Day and Ambulatory Rehabilitation Service. The BDARS Coordinator Post Covid and Older Persons Rehabilitation will lead the delivery of high quality, patient centred rehabilitation for consumers accessing Post Covid Recovery Clinic, SPICE Dementia Rehabilitation and the Falls and Falls Injury Prevention Service, including operational coordination of the CHS Post Covid Recovery Clinic.

The position will also provide leadership in clinical rehabilitation service delivery, research and evaluation and ensure the services provide evidence- based best practice services to ACT residents with post covid sequelae, dementia and older people at risk of falls in line with CHS values and strategic priorities. The position will also have a large role in establishing and maintaining links with the University of Canberra to continue involvement in research activities. Through these links and through keeping up with contemporary evidence, the position will lead the provision of a flexible model of care to meet the changing demand and evolving evidence.

This position(s) may be required to participate in overtime, on call and/or rotation roster.

A merit list will be created to fill any vacancies that may arise within the next 12 months.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Megan Sullivan (02) 5124 0232 Megan.sullivan@act.gov.au

Office of Deputy CEO**Strategy and Governance****Directorate Liaison Officer****Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 48754 - 02DKT)**

Gazetted: 18 September 2023

Closing Date: 25 September 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy, Planning and Government Relations, Risk, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community. The Directorate Liaison Officer (DLO) is the key conduit between CHS and the Offices of the Minister for Health, Minister for Mental Health, and Minister for Justice Health. As DLO you are required to facilitate and support direct communications and policy advice between the Directorate and Ministers’ Offices where CHS is the portfolio Directorate, and as necessary other Directorates and Ministers’ Offices. You will provide specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings, and functions. You will also provide advice and support in relation to the coordination of Whole of Government matters.

This position works under limited supervision of the Director, Government Relations. To be successful, you will be a consummate professional, be confident operating in 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.

This position is based at the ACT Legislative Assembly; however, the successful candidate will be supported to also work at times from Canberra Health Services locations to foster relationships with the broader team.

This is a temporary position available from October 2023 for a period of approximately 16 months, with the possibility of extension and/or permanency.

Subject to approval, the Directorate Liaison Officer role includes a DLO Allowance, which is 7% of the fortnightly rate of pay for the employee's classification calculated on ordinary hours worked in that fortnight, paid fortnightly in arrears. It is not paid during leave and does not count as salary, except for super.

A merit pool will be established from this selection process and will be used to fill both short-term and long-term vacancies over the next 12 months. Selection may be based on application and referee reports only.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

Contact Officer: Sally Smith (02) 5124 3016 Sally.j.smith@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services**Justice health Services****Registered Nurse Level 2****Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 46481 - 02DKW)**

Gazetted: 20 September 2023

Closing Date: 3 October 2023

Details: Canberra Hospital Expansion Project – CHS is constructing a new critical services building called ‘Building 5’ which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

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Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

CMH – Child and Adolescent at Bimberi Youth Justice Centre (CMH- CA)

CMH – Adult at the Alexander Maconochie Centre (CMH – A)

This position is based at the AMC and may be in either the Assertive Response Team (ART) or the Clinical Management team depending on interest and experience. ART is a 7-day acute mental health service that operates between 08:30 and 19:00 hrs daily. Shifts include 08:30 to 17:00 or 10:30 to 19:00 hours. 4-7 weeks annual leave depending on roster. Weekends and public holidays attract penalty rates. Custodial and laundry allowance applies. Eligible applicants may also apply for post-graduate qualification allowance. (Please refer to the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019 for a full account of employment conditions).

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

Contact Officer: Lauren Hendry (02) 5124 4677 lauren.j.hendry@act.gov.au

Clinical Services

Women, Youth and Children's Health**Women, Youth and Children Community Health Programs****Assistant Director of Nursing (R.N 5) - Women, Youth & Children****Registered Nurse Level 5.3 \$149,388, Canberra (PN: 20627 - 02D9B)**

Gazetted: 20 September 2023

Closing Date: 2 October 2023

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 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. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities.

What can we offer you:

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Competitive pay rates and excellent working conditions within a tertiary hospital.

Salary Packaging with many options that provide full fringe benefits tax concessions.

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women including early pregnancy, child and family health, school health, child protection and women's health services. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The Assistant Director of Nursing (ADON), Women Youth and Children Community Health Programs (WYCCHP) will provide overarching leadership for the delivery of nursing and midwifery services across the diverse range of women, youth and children's community-based health services.

The ADON is responsible for the operational management of some nursing and midwifery services within WYCCHP and professional leadership for nurses and midwives working within multidisciplinary teams. The ADON ensures the effective and efficient delivery of nursing and midwifery care.

About you:

Requirements/Qualifications:

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

Strong leadership experience and capability, including capacity to build and inspire cohesive high performing teams.

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

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

Resilience and adaptability in a dynamic health environment.

Holds a current Driver's license.

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

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

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.

Desirable Attributes:

Post graduate qualifications in Midwifery, Child and Family Health Nursing,
Paediatrics or studies relevant to primary health care.

Holding or working towards a higher degree in Health Services Management or equivalent.

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Donna Cleary 0466 015 661 donna.cleary@act.gov.au

Canberra Institute of Technology

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

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

Education Futures and Students

Education Services

Manager, Governance Systems

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 16478)

Gazetted: 19 September 2023

Closing Date: 3 October 2023

Details:

Do you have exceptional writing, coordination and administration skills?

Are you an experienced policy or communications officer, or someone who is currently working in the tertiary education sector?

Are you curious and ready for a new challenge?

The Canberra Institute of Technology (CIT) is currently seeking a permanent Manager – Governance systems to join our Education Services team.

WHAT DO WE WANT?

CIT is seeking someone with a passion for governance, high-level skills in writing and coordination, and experience within the tertiary education sector to fill the position of Manager – Governance Systems which is part of the CIT Education Services team. The position's key focus is to provide secretariat support to the CIT's Academic Council and ensure a smooth flow of information between line areas and the Academic Council.

WHATS THE POSITION?

Reporting to the Senior Education Leader, the primary focus of the Manager Governance Systems to aid in the development of academic processes and systems, aimed at improving the quality of CIT's academic offerings, and to provide secretariat support to the CIT's Academic Council. This position will be key in drafting and collating briefing materials from various sources across the institute, preparing institute-wide communication plans related to Academic Governance, analysing and assessing policies, and providing policy advice to decision-makers.

The position will work collaboratively with academic and administrative teams across the Institute and will develop, implement and drive the support of these systems.

WHAT DO I NEED?

To be successful in this position you will need strong writing skills as you will be preparing high level written correspondence, which will be presented to CIT's Academic Council, and the CIT Executive and Board. A background in policy, communications or brief writing would be highly regarded as would an understanding of or previous experience within the VET or tertiary education space.

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: 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 include your curriculum vitae and a pitch of no more than two pages addressing the Selection Criteria and Behavioural Capabilities, as well as details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andre Diez de Auz 0479 182 701 andrec.diezdeaux@cit.edu.au

Corporate Services

People and Culture

Senior Director People Services and Workforce Solutions

Senior Officer Grade A \$157,201, Canberra (PN: 63044)

Gazetted: 18 September 2023

Closing Date: 30 September 2023

Details:

Who are we looking for:

CIT People and Culture are looking for a high performing Senior Director who is keen to make change to the Vocational Education and Training sector leading an HR Team.

Reporting directly to the Executive Branch Manager People and Culture, the Senior Director People Services and Workforce Solutions will be responsible for partnering with the CIT Leadership Team to assist in creating and sustaining workforce delivery services across CIT.

You will also be responsible for leading a team, promoting collaboration across the broader Institute to support the CIT workforce to achieve our organisational goals described in the Strategic Compass.

What will you do:

The role is responsible for the management of a team of HR professionals, providing excellent and efficient service delivery across the areas of strategic workforce planning, HR reporting, employment relations, case management, recruitment services and workforce solutions. Provision of expert advice to the CIT Executive, CIT Board, Colleges Directors as required.

The Senior Director will provide advice on complex people matters, employment relations, enterprise bargaining, ensuring policies/procedures are aligned with legislative requirements. The Senior Director will develop and implement innovative and robust strategic HR solutions utilising workforce data to design key workforce strategies to achieve pragmatic outcomes.

This role will lead a team that will contribute to the VET Workforce Blueprint to support and grow a quality workforce for the long-term sustainability of the VET sector. The Senior Director role is responsible for leading the development and implementation of the CIT People Strategy.

To be successful:

To be the successful in the role you will need:

A strong understanding of governance and Public Service employment frameworks including HR policies and procedures and associated legislative requirements in responding to complex people matters and workforce issues.

Extensive stakeholder engagement and communication skills

Conceptual and innovative thinking to lead and transform change harnessing workforce data to develop appropriate workforce solutions.

If you enjoy leading a team, are flexible, decisive, and would like an opportunity to influence the VET Sector, then we would love to hear from you.

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

Eligibility/Other requirements:

Experience in ACT Public Service or Australian Public Service is highly desirable.

Experience in leading and transforming small HR service delivery teams (in the areas of recruitment, employment relations, case management, payroll services, workforce planning, HR data and workforce transformation)

Qualifications or experience in Human Resources management or a similar field will be highly regarded.

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. Current and former ADF members are encouraged to apply.

How to Apply: Please submit a one-page pitch (maximum 750 words) and curriculum vitae of maximum three pages.

Contact officer is Johnelle Teague to arrange a time to speak with Sarah Chandra EBM People and Culture.

Applications should be submitted via the Apply Now button below.

Contact Officer: Johnelle Teague (02) 6207 3623 Johnelle.Teague@cit.edu.au

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

Strategic Finance and Transformation

Finance

Procurement and Contracts

Assistant Directors, Procurement and Contracts

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61968, several)

Gazetted: 15 September 2023

Closing Date: 15 October 2023

Details: The Canberra Institute of Technology (CIT) is currently seeking experienced Procurement Officers to join our team in the positions of Assistant Director, Procurement and Contracts for an initial period of 12 months with the possibility of permanency.

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.

What is the role?

CIT is currently seeking experienced Procurement Officers to join our Procurement and Contracts team to fill newly created positions.

The Procurement Officers will be active members of the Procurement and Contracts team and hold critical roles in administering compliant and efficient procurement processes on behalf of CIT.

Reporting to the Director, Procurement and Contracts, the primary focus for the positions is to facilitate procurement processes, ensuring compliance with the ACT government Procurement Framework and CIT policy and process.

What will you do?

Working in close partnership with business areas across CIT, the Procurement Officers will seek to understand the needs of the business areas, and apply this knowledge to procurement processes, facilitating value for money outcomes for CIT.

You will apply your solid procurement and contract knowledge by managing procurement timeframes, development of procurement documentation and management of procurement risk to enable recommendations and solutions to support the priorities of CIT and meet compliance requirements.

What do I need?

The successful applicants will ideally have demonstrated experience in government procurement and strong interpersonal skills. They will be solution focused individuals with a positive outlook and an eye for detail. They will have exceptional communication skills which are demonstrated in their written and oral work and ability to alter their style to reach a wide range of stakeholders.

They will model behaviours in accordance with the ACTPS Values, and the CIT Cultural Traits.

CIT 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: 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 further vacancies over the next 12 months.

How to apply: Please provide a two-page pitch, outlining your suitability for the roles and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Borghouts 0412 386 723 peter.borghouts@contractprofessionals.com.au

Education & Training Services

CIT Technology and Design

Technology & Design Management

Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61320)

Gazetted: 14 September 2023

Closing Date: 28 September 2023

Details: Project Officer -Technology and Design College

Do you currently work with in an office environment and are seeking a change of pace?

Do you have a passion for vocational education and training?

Read on!

CIT is seeking an experienced Project Officer to join the CIT Technology and Design College and assist in the coordination of educational projects, business operations and governance functions within the College.

WHAT DO WE WANT?

CIT is seeking a collaborative, customer-centric administration professional to fill the position of Project Officer within the CIT Technology and Design College. The key focus of this position is to provide high level administrative and project coordination to the leadership team.

WHATS THE POSITION?

As a member of the Technology and Design Management team, this position is responsible for providing exceptional customer service, coordinating a range of education projects and business planning activities, and supporting the governance functions within the College.

Reporting to the College Director, Technology and Design, the Project Officer will liaise and work collaboratively with the leadership team across the College, teams across CIT, and with our students and industry partners.

Teamwork is essential.

High level communication, administration and time management skills are essential in this role. This role will be required to prepare briefs, analyse and evaluate large amounts of information and have the ability work independently.

The role requires you to coordinate and support a range of educational projects or activities in the College, which align with the CIT's Strategic Plan: *CIT Futures 2025*.

The role requires you to be across CIT's policies and procedures and understand the context of vocational education and training. The role will require you to use your knowledge to help ensure the College's operations are consistent with relevant governance and legislative frameworks.

You will be a highly experienced administrator who thrives on learning new information, working with others, and enjoys transferring your knowledge to new situations. You will enjoy taking ownership of your role and will be able to work independently.

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

Eligibility/Other requirements:

QUALIFICATIONS AND EXPERIENCE

Highly desirable

Education-based project management experience and/or related qualifications

Experience in procurement, contract management, and/or recruitment in government environments

Demonstrated understanding of the VET quality framework

Experience in using business systems for customer relationship management, student information management, record keeping and briefing, and learning management.

How to apply: Please provide a two page pitch, outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shaun Haidon (02) 6207 3623 Shaun.Haidon@cit.edu.au

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

Corporate Services

Data and Digitalisation

ICT Security Professional

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62696)

Gazetted: 14 September 2023

Closing Date: 28 September 2023

Details: We're seeking a skilled individual to drive technology-enabled fraud control strategies and cultivate a profound understanding of ICT fraud and corruption.

As a pivotal member of our institute, you'll be entrusted with designing and executing comprehensive security frameworks, ensuring the confidentiality and integrity of critical information. Your expertise in technology-enabled fraud prevention will be instrumental in safeguarding our digital ecosystem and bolstering customer trust.

Your deep insights into ICT fraud and corruption will play a pivotal role in identifying emerging threats, anticipating vulnerabilities, and mitigating risks. Collaborating across departments, you'll be at the forefront of developing strategies that not only protect our systems but also reinforce our commitment to ethical practices.

The ICT Security Professional is a crucial role responsible for managing technology-enabled fraud and ensuring a robust information security management system (ISMS) within CIT. Reporting to the Senior Manager Data Governance and Privacy, the professional will have a focus on cybersecurity and software security, and will be central to maintaining the security and integrity of CIT's systems and data, ensuring compliance with regulations, and fostering a culture of information security within the organisation.

Eligibility/Other requirements: Highly desirable:

Relevant experience in ICT security, with a focus on cybersecurity and software security including experience with security frameworks.

Experience in the development of strategic documentation i.e. briefs and minutes.

Relevant tertiary education qualifications, or demonstrated experience in Cybersecurity, Computer Science, Information Systems, or a related field.

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. Our workforce is currently working in a hybrid of home and office-based work. The successful candidate will be provided information on how to work from home safely and effectively. On-site work can be supported at any CIT campus, with a primary focus on Reid and Bruce.

How to Apply: Please provide a two-page pitch, outlining your suitability for role and claims against the Selection Criteria, along with a current curriculum vitae (up to three pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Deepansh Kwatra (02) 6205 2813 Deepansh.Kwatra@act.gov.au

Chief Minister, Treasury and Economic Development

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

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

Chief Minister, Treasury and Economic Development

Economic Development

Skills Canberra

Senior Director, Skills Policy, Insights and Projects

Senior Officer Grade A \$157,201, Canberra (PN: 63041)

Details: Skills Canberra is looking for a motivated, driven leader to fill the role of Senior Director, Skills Policy, Insights and Projects.

In this role, you will lead and manage the Skills Policy, Insights and Projects section to: analyse, forecast and report on skills demands to inform ACT and national priorities; design and review skills development programs and initiatives; drive improvements to skills development in the ACT; and develop and maintain systems to monitor skills development system performance and compliance.

This is a critical leadership position which will manage and direct a team, or teams, to provide strategic, policy and budget related advice to Economic Development executives and Ministers around the delivery of key economic development programs. This role is required to work collaboratively across the Economic Development Division, the directorate, the broader ACT Public Service and with key external stakeholders.

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

Note: Selection may be based on application and referee reports only. A merit pool will be established from this recruitment.

This position will operate in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk and hybrid working arrangements, including working from home or other ACT Government office spaces, are available.

How to apply: Please submit a current curriculum vitae, a two-page pitch addressing the Selection Criteria and the contact details for two referees to Mark.Harriott@act.gov.au

Applications should be sent to the contact officer.

Contact Officer: Mark Harriott 0468554053 Mark.Harriott@act.gov.au

Closing Date: 02 October 2023

Executive Branch Manager, Social Policy and Office for LGBTIQ+ Affairs.

Temporary Vacancy (16 October 2023 to 12 November 2023)

Chief Minister, Treasury and Economic Development Directorate

Policy and Cabinet Division

Position: E1064

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA, MPC Infrastructure Managers

Date circulated: 19 September 2023

Policy and Cabinet Division in Chief Minister, Treasury and Economic Development Directorate are seeking a highly skilled individual to temporarily fill the role of Executive Branch Manager, Social Policy and Office for LGBTIQ+ Affairs from 16 October 2023 until 12 November 2023.

The Branch Manager leads a team in developing, implementing, and advising on key government initiatives and strategic policy issues in the areas of health, education, justice, social inclusion and community services.

The Branch Manager is also responsible for identifying, coordinating and collaborating with stakeholders on legislation and projects including the reportable conduct scheme, involvement in Royal Commissions and managing the Office of LGBTIQ+ Affairs.

The position supports the Head of Service and Chief Minister with analysis and advice on matters being considered by Cabinet and its subcommittees.

The Branch Manager reports to the Executive Group Manager, Policy and Cabinet Division.

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 \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply Please provide a curriculum vitae, contact details for two referees, and a pitch of no more than one page via email to Andrew.Mehrton@act.gov.au by: COB Tuesday 3 October 2023.

Contact Officer: Andrew Mehrton 02 6205 8507 Andrew.Mehrton@act.gov.au

Economic Development

Skills Canberra

Senior Director, Skills Policy, Insights and Projects

Senior Officer Grade A \$157,201, Canberra (PN: 63041)

Gazetted: 18 September 2023

Closing Date: 2 October 2023

Details: Skills Canberra is looking for a motivated, driven leader to fill the role of Senior Director, Skills Policy, Insights and Projects.

In this role, you will lead and manage the Skills Policy, Insights and Projects section to: analyse, forecast and report on skills demands to inform ACT and national priorities; design and review skills development programs and initiatives; drive improvements to skills development in the ACT; and develop and maintain systems to monitor skills development system performance and compliance.

This is a critical leadership position which will manage and direct a team, or teams, to provide strategic, policy and budget related advice to Economic Development executives and Ministers around the delivery of key economic development programs. This role is required to work collaboratively across the Economic Development Division, the directorate, the broader ACT Public Service and with key external stakeholders.

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

Note: Selection may be based on application and referee reports only. A merit pool will be established from this recruitment.

This position will operate in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk and hybrid working arrangements, including working from home or other ACT Government office spaces, are available.

How to apply: Please submit a current curriculum vitae, a two-page pitch addressing the Selection Criteria and the contact details for two referees to Mark.Harriott@act.gov.au

Applications should be sent to the contact officer.

Contact Officer: Mark Harriott 0468554053 Mark.Harriott@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services

CMTEDD & JACS ICT

ICT Services Officer

Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 14508)

Gazetted: 14 September 2023

Closing Date: 5 October 2023

Details: Digital, Data and Technology Solutions is looking for an enthusiastic person who possess the right mix of ICT knowledge and experience to join CMTEDD and JACS ICT.

As an ICT Services Officer within the CMTEDD and JACS ICT, you will navigate and promote the ICT services that the Digital, Data and Technology Solutions Group provides. We are looking for someone who can support ICT critical systems, solve problems, engage with a range of stakeholders, including technical teams, business systems users and external vendors in an embedded ICT team setting. We are after someone who can provide excellent customer service and can own problems to resolution.

A typical day may include:

Provide technical support in coordinating, actioning, authorising, and monitoring of ICT service requests, incidents and changes.

Creating and coordinating ICT change requests with technical teams and business users.

Coordinating with business teams to understand current business applications issues and provide/facilitate resolution.

Raising business systems incidents and change requests with external vendors and coordinating resolution.

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 current ACT Government CMTEDD baseline security clearance or ability to obtain one is mandatory.

Note: This is a temporary position available immediately for 12 months with the possibility of permanency. A Merit Pool will be established from the selection process and will be used to fill any further vacancies over the next 12 months. This position will be in workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Travel between sites may be required.

How to Apply: To apply for this role please provide your curriculum vitae including details of two referees and two-page pitch setting out why you would like to undertake the role, the skillset you would bring and how you would make a positive impact in the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Edwin Yang (02) 6205 1696 Edwin.Yang@act.gov.au

Office of Industrial Relations and Workforce Strategy

Public Sector Employment

HR Service Desk

Customer Service Agent

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 38200)

Gazetted: 14 September 2023

Closing Date: 28 September 2023

Details: If you like helping people, this job is for you!

If you want to work in a collaborative team environment, this job is for you!

If you're looking for a rewarding customer service job that can lead to excellent future career opportunities, this is the job for you!

Here at HR Service Desk, we are essential cogs in the ACT Government wheel, the enablers, providing corporate support to Directorates and Agencies so they can focus on service delivery to our community.

Our customer Service Agents are at the coal face, providing 1st level support for ACT Government staff on human resource related matters. We are a call centre environment interacting with customers via phone, live chat, and email, transferring matters to the experts where required.

We work hard, support each other, and have fun. We place a big emphasis on personal development, encouraging training opportunities and involving you in the delivery of our team's strategic objectives.

This is an opportunity to work for the ACT Government, one of the biggest employers in Canberra. The Government employs an inclusive and diverse workforce, with a fun and supportive environment and flexible work options.

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:

Successful candidates are required to hold, or be eligible to hold, an ACT Government Baseline Security Clearance. Candidates found suitable for interview will be required to undergo a comprehensive interview process involving questions, an activity and role play scenario.

Notes: This is a temporary position available for six months with the possibility of extension up to 12 months and/or permanency. An order of merit 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.

If you are successful, you will be placed on a six week paid training program where you will get a taste for Service Desk life and learn from our experienced customer service agents. On successful completion of training, you will be offered a longer term temporary position with the ACT Public Service which may have the possibility of permanency and an opportunity for working with a great group of professionals.

How to Apply: Please complete your response addressing the 'What you Require' section in no more than one page length and provide it along with your curriculum vitae and contact details of at least two referees. Candidates are encouraged to discuss the position with the contact officer (via email preferably) before submitting an application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Edmestone (02) 6205 2367 Jennifer.Edmestone@act.gov.au

Statutory Planning

Leasing Services

Leasing Assessment Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 30609, several)

Gazetted: 14 September 2023

Closing Date: 28 September 2023

Details: The Statutory Planning Division are looking for enthusiastic and motivated people to join the Leasing Services Team. We're after team members who will contribute to the seamless delivery of managing services across the ACT leasehold system.

The successful applicants must be team oriented with the ability to work independently, identify solutions to problems and deliver consistently high levels of customer service to the community and development industry on a wide range of development matters.

Duties include granting licences for the use of unleased Territory land, lease interpretations, the assessment and determination of simple development applications relating to leasing, the preparation of Crown leases, administration of lease variation charges, overseeing the lease registration process and providing assistance in the delivery of several other lease and land management services.

Applicants with good attention to detail, who can work with staff at various levels, and who are flexible when managing busy workloads are highly sought after.

Eligibility/other requirements:

Experience or qualifications in Lease Administration, Urban Planning, Customer Services, Law or Government Administration would be an advantage.

Note: This selection process will be used to fill one permanent position and other temporary vacancies for six months or longer with the possibility of permanency.

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

Selection may be based on application and referee reports only. This position involves 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 written application of no more than two pages, outlining relevant experience and examples, demonstrating you have the Skills, Knowledge and Behaviours to successfully perform the duties and responsibilities of this role, along with your current curriculum vitae, listing two referees and their contact details. Applicants are encouraged to contact the Contact Officer to learn more about the current vacancies.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anna Gianakis (02) 6205 8757 Anna.Gianakis@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Service Assurance

Asset, Audit and Compliance Team Leader

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 14350)

Gazetted: 15 September 2023

Closing Date: 22 September 2023

Details: The Asset, Audit and Compliance Team are seeking expressions of interest for an expected vacancy in the ASO5 Team Leader role - commencing early October with the possibility of permanency.

Who are we looking for?

A Team Leader who will provide supervision, advice and guidance to team members.

Undertake audits of assets to obtain information and prepare reports and recommendations relating to the audits undertaken.

Someone who has a strong customer focus and ability to establish a good rapport with all stakeholders.

Excellent communication skills to be able to provide support when required and a willingness to learn.

What qualities do you need to have?

Knowledge of, or the proven ability to quickly acquire knowledge in the use of the ITSM tool (Service Now) or equivalent and asset management tools.

Ability to adhere to and follow strict schedules, procedures and policies.

Commitment to high quality customer service principles and practices.

Ability to establish and maintain effective relationships with customers, team members and stakeholders through collaboration, engagement and responsiveness.

A typical day may include:

Ability to apply ethical and robust techniques in the transformation of data from one format/medium to another, in line with organisational policies and procedures and being sensitive to risks around the use of information.

Undertake analytical activities and deliver analysis outputs, in accordance with customer needs and conforming to agreed standards.

Ability to apply tools, techniques and processes to create and maintain an accurate asset register. Produces reports and analysis to support asset management activities and aid decision making.

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

Notes: This is a temporary position available immediately for a period of 6 months with the possibility of extension up to less than 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 with the possibility of permanency. Selection may be based on application and referee reports only.

How to apply: If you want to know more about the role before applying please contact Sumathi Mouli at Sumathi.Mouli@act.gov.au or on 0449787068 or via Microsoft Teams.

If this sounds like you, please send your application, including a one-page pitch, curriculum vitae and contact details of at least two referees by the closing date outlining why you're the best person for the job and what you will bring to the team.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sumathi Mouli 0449 787 068 Sumathi.Mouli@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

ICT Team - ESA

Business Operations Support

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 12007)

Gazetted: 15 September 2023

Closing Date: 22 September 2023

Details: The role is responsible for the overall management of administrative functions in support of the Emergency Services Agency ICT Embedded Team. You will be required to ensure compliance with DDTS policies and standards and ACT Government financial regulations.

You will:

Provide administrative, project and financial support services in an ICT environment for ESA ICT embedded team, liaising with suppliers, vendors, and customers, including maintenance of the contracts register.

Undertake financial activities including quoting, accruals, journals, invoice coding and preparation for account payment authorisation, goods receipting, resolve billing and service discrepancies, end of month activities and financial and budgetary forecasting, reporting and analysis.

Maintain financial records, HR records and operational records according to the ACT Records Management Act.

Prioritise and action ICT related requests by following correct procedure and ensuring appropriate approval is sought. Including assessing requirements, gathering quotes and coordinating financial purchasing of ICT equipment.

Assist with the development and maintenance of the ESA service application documentation and processes, including coordinate security plans and risk plans, review business system support, determine future needs, develop agreed service performance indicators and support application and infrastructure lifecycle management.

Audit assets, telecommunications and ICT items against services paid for, coordinate corrective actions to amend records, coordinate the upgrade items nearing end of support, maintain registers of contracted services and accountable items, undertake limited contract compliance activities, and ensure service level agreements are being met for terms and conditions.

Resolve customer requests within the Service Level Agreement and escalate requests where required.

This position does not involve direct supervision of staff.

This role has a hybrid working arrangement, individuals can work with their managers to balance office-based work with a remote working solution in circumstances where this enhances productivity.

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

Eligibility/Other requirements: To be successful, you will possess good interpersonal and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders. You will have a flexible mindset and enjoy the challenge of being presented with different problems every day. You will be able to effectively self-manage, prioritise tasks, and escalate problems when needed.

Travel between sites may be required and a driver's licence (C class) is essential.

Note: 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: Your application should include the following:

1. A two page response which addresses the following:

How you meet the requirements of the role as described in the Position Description.

Describe a time when you have made a process more efficient.

2. Current curriculum vitae including previous relevant experience, training and qualifications and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Lee Smith (02) 6207 4533 TraceyLee.Smith@act.gov.au

CMTEDD AND JACS ICT

Customer Engagement Services Branch

Digital, Data and Technology Solutions /CMTEDD

ICT Services Officer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 01249)

Gazetted: 15 September 2023

Closing Date: 6 October 2023

Details: Digital, Data and Technology Solutions is looking for an enthusiastic person who possess the right mix of ICT knowledge and experience to join CMTEDD and JACS ICT.

As a senior officer within the CMTEDD and JACS ICT, you will navigate and promote the ICT services that the Digital, Data and Technology Solutions Group provides. We are looking for someone who can support ICT critical

systems, solve problems, engage with a range of stakeholders, including technical teams, business systems users and external vendors in an embedded ICT team setting. We are after someone who can provide excellent customer service and can own problems to resolution.

A typical day may include:

Problem solving, diagnosis and root cause analysis.

Provide technical support in managing ICT change requests with external vendors and coordinating resolutions for business applications.

Engaging with business teams to understand current business applications issues and provide/facilitate resolution.

Raising business systems incidents and coordinating resolution with technical teams and business users.

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

Eligibility/Other requirements: To be successful, you will possess good interpersonal and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders. You will understand functional components of ICT business systems running on enterprise servers. You will have the ability to understand and perform basic problem solving or root cause analysis. You will be able to effectively self-manage, prioritise tasks, and escalate problems when needed.

A current ACT Government CMTEDD baseline security clearance or ability to obtain one is mandatory.

Note: This is a temporary position available immediately until 30 January 2024 with possibility of extension and/or permanency. A Merit Pool will be established from the selection process and will be used to fill any further vacancies over the next 12 months. This position will be in workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Travel between sites may be required.

How to Apply: To apply for this role please provide your curriculum vitae including details of two referees and two-page pitch setting out why you would like to undertake the role, the skillset you would bring and how you would make a positive impact in the role.), professional memberships and qualifications and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanjeet Singh (02) 6205 0160 Amanjeet.Singh@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Project Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 17997)

Gazetted: 15 September 2023

Closing Date: 9 December 2023

Details: EDU Program Delivery office is seeking a highly motivated Project Manager. The Project Manager role is part of a multi-disciplinary team within Strategic Business Branch under Digital, Data and Technology Solutions and reports to the Program Manager. As part of the role, you will drive the delivery of ICT (application or infrastructure) projects for our clients across Education Directorate and build strong relationships with stakeholders at all levels across ACT Government. You will be required to coordinate and support a suite of project delivery activities, including project outcomes, quality assurance, budgets, resource management and governance. To be successful in this position, you will have a proven record in successful project delivery, exercising both initiative and judgement in the interpretation of Project Management practices and procedures and provide detailed technical, professional and governance advice for complex problems.

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: This is a temporary position available for up to 6 months with the possibility of extension and/or permanency. A Merit Pool will be established from the selection process and will be used to fill any further 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 referee.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sam Akula (02) 6205 0337 Sam.Akula@act.gov.au

Digital, Data and Technology Solutions

Digital Records Support

Senior Advisor, Projects

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46923)

Gazetted: 18 September 2023

Closing Date: 9 October 2023

Details: The Digital Records Support team are looking for an enthusiastic team member to assist in the delivery of projects related to the Whole of Government Electronic Document Records Management Systems (EDRMS), Objective ECM and Content Manager (TRIM).

In this role, you will provide advice and assistance to business units during the rollout of digital recordkeeping across ACT Government. This dynamic position will work with a wide range of stakeholders to coordinate upgrades, integrations and other project work related to ACT Government's EDRMS.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and an ability to identify opportunities for business improvement. The ability to plan, prioritise and organise self and others is essential for this role.

If this sounds like you, we encourage you to apply.

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

Eligibility/Other requirements:

Experience with an EDRMS, particularly Objective ECM, is highly desirable.

Qualification/s in records and information management are highly desirable but not essential.

The successful candidate will need to have or obtain a Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Personnel Vetting Program (PVP) Certificate.

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 provide a written response up to two pages directly addressing the Technical Skills and Behavioural Capabilities outlined in the Position Description, along with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emily Warwick (02) 6205 2248 Emily.Warwick@act.gov.au

Economic, Revenue and Insurance

Revenue Management

ACT Valuation Office

Managing Valuer

Senior Officer Grade A \$157,201, Canberra (PN: 62910)

Gazetted: 18 September 2023

Closing Date: 2 October 2023

Details: The ACT Valuation Office operates as an in-house provider of valuation and advisory services to the Revenue Management Group.

Our primary function is to deliver annual statutory valuation advice for use in the calculation of rates and taxes.

A new senior position has been created in the ACTVO. For your application to be successful, you will have significant experience in managing valuation teams in a rapidly changing environment.

You will be able to demonstrate specialisation in high end commercial valuations, including experience with dispute resolution. Your skillsets may also include the provision of statutory valuations.

An understanding of working within government would be highly regarded.

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

Eligibility/Other requirements:

Relevant tertiary qualifications and current Certified Practising Valuer (CPV) status with a recognised professional valuation institute or equivalent will be highly regarded.

Current driver's licence.

Notes: Selection will be based on the quality of the application, interview and referee reports.

How to apply: If you are interested in this position, please submit a maximum two-page pitch outlining your knowledge, skills and capabilities against the selection criteria along with a copy of your current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carlo King (02) 6205 4863 Carlo.King@act.gov.au

Economic and Financial

Macroeconomics, Modelling and Federal Financial Relations

Federal Financial Relations

Senior Policy Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 39910)

Gazetted: 14 September 2023

Closing Date: 28 September 2023

Details: Do you enjoy challenging yourself, working in a high impact environment, consulting with stakeholders across government and contributing to complex policy matters?

Federal Financial Relations team in the Economic and Financial Group is looking for an enthusiastic candidate to join the team and contribute to the team's pivotal role in the ACT Government's intergovernmental relationships with the Commonwealth and other state and territory governments.

As a key member of the team, you will be able to prepare briefings on intergovernmental matters in tight timeframes, organise meetings and communicate effectively with stakeholders. An important aspect of the role will involve establishing and maintaining collaborative working relationships with stakeholders across the ACT government and externally.

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 Economics, Statistics or similar are highly desirable.

Data analysis skills are also highly desirable.

Notes: This is a temporary position available immediately until 13 March 2024 with the possibility of permanency.

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

A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply: Applications are sought from potential candidates and should include a:

Maximum 750 words pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Wong (02) 6207 0275 Nicole.Wong@act.gov.au

DDTS

CESB

Service Assurance

Hardware Refresh Officer

Information Technology Officer Class 1 \$73,920 - \$84,144, Canberra (PN: 14574)

Gazetted: 18 September 2023

Closing Date: 25 September 2023

Details: Service Assurance Refresh Team is seeking a highly motivated candidate who will, under limited direction, co-ordinate and assist in the lifecycle management across all ACT Government Directorates. The successful candidate will liaise with users/clients and provide advice on a range of application information and assist in the maintenance of ACT Government assets.

Who are we looking for?

A positive team member who will be responsible for the co-ordination and assistance in the life-cycle management of ICT assets within the ACT Government's Directorates

Someone who has a strong customer focus and ability to establish a good rapport with all stakeholders

Excellent communication skills to be able to provide support when required and a willingness to learn

Enthusiastic team member who can provide expertise and deliver the complete process of ICT asset replacement for ACT Government

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

Eligibility/Other requirements: Experience in liaising with stakeholders and ICT asset lifecycle management would be advantageous.

Notes: This is a temporary position available immediately for a period of three months with the possibility of extension up to less than 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please submit a one page written response that provides evidence of your capabilities which includes examples that clearly demonstrate relevant past experience, skills knowledge and behavioural capabilities. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Peters (02) 6205 9063 Chris.Peters@act.gov.au

Budget, Procurement, Investment and Finance

Finance Operations

Accounts Payable

Project Officer

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 60479)

Gazetted: 20 September 2023

Closing Date: 27 September 2023

Details: Accounts Payable currently has a temporary Project Officer role available. This role's primary focus will be the *Vendor Clean Up* project.

In this role, you are required to have a strong understanding of Oracle eBS and the vendor creation process. This position will work closely with the Accounts Payable Manager, Directorates and Suppliers. We are looking for an enthusiastic and motivated individual, a person who is a 'team player' with a 'can-do' attitude, excellent communication skills and a strong commitment to improving customer experiences.

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 competency in financial processing systems e.g. Oracle R12, Convergex P2P, WBC Corporate Online, or similar, and Microsoft Office applications.

Demonstrated experience of the vendor creation process within Oracle eBS.

Demonstrated capability in a high volume finance operations environment with knowledge of processing functions specifically relating to Accounts Payable.

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

How to Apply: Please submit a one page personal pitch, explaining why you are the best candidate for this role. Your pitch should include information which supports your capabilities and experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sharon Miller (02) 6205 0748 Sharon.Miller@act.gov.au

Economic Development

VisitCanberra

Campaign Marketing Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 16887)

Gazetted: 18 September 2023

Closing Date: 2 October 2023

Details: Are you smitten with Canberra and eager to put your marketing wizardry to work, spreading the love for our vibrant city?

As a Marketing Officer at VisitCanberra, your marketing prowess gets a chance to stretch its wings. We're all about nurturing your marketing and communication talents, while you help deliver partnerships, dazzling ad campaigns, and painting the town with our brand to make Canberra the ultimate hotspot for a short break.

Unleash your creative flare and show off your media planning skills as you team up with the Senior Campaign Marketing Officer and Manager and work alongside the dynamite squad of PR and social gurus, clever content creators, and digital aficionados. Together, we'll weave magic into multi-channel campaigns that'll woo audiences nationally and internationally, on time and of course within budget.

Our team is a cosy, close-knit bunch, where your organisational skills and attention to detail will shine bright like a diamond. You won't just hit the ground running, you'll orchestrate a symphony of tasks with finesse.

And just so you know, sharing successes is our jam! You'll be the master behind evaluating campaigns, marketing-based partnership activity, and marketing projects. These insights will help us to celebrate our wins and chart the course for future marketing activities.

At VisitCanberra, we're all about giving credit where it's due. We know our amazing team is the secret sauce to our success. And guess what? We're all about your growth. It's a fast-paced gig, but we're your ultimate wing-people, propelling you to learn new skills and unleash your potential.

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 tertiary qualification in marketing, public relations or a related discipline is highly desirable.

Knowledge of the Tourism Sector is desirable.

Notes: This is a temporary position available immediately until 4 March 2024 with the possibility of permanency. Expressions of Interest are open to applicants within and external to the ACTPS. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position works in a hybrid arrangement, including activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide your curriculum vitae and contact details of two referees. Review the Position Description and address your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashleigh Barnes (02) 6205 0077 Ashleigh.Barnes@act.gov.au

Office of Industrial Relations and Workforce Strategy

Shared Services Payroll

Salary Packaging Team

Assistant Director Salary Packaging Accountant

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 09360)

Gazetted: 18 September 2023

Closing Date: 25 September 2023

Details: An exciting opportunity has become available within the Shared Services Salary Packaging Team for an experienced accountant. The successful applicant will be responsible to ensure the delivery of accurate and timely trust fund management and accounting including general ledger reconciliations, Fringe Benefits Tax compliance and data preparation as well as the Good and Services Tax management.

You should have a demonstrable commitment to high quality customer service, data research and analysis, auditing capability, sound attention to detail, excellent written and oral communication skills. In addition to this you will need a knowledge of the benefits of salary packaging, financial management systems and ability to learn the software solution which supports such services.

The successful applicant must be able to demonstrate they can provide leadership and manage vying priorities to ensure tight deadlines are met.

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

Eligibility/Other Requirements:

Relevant Tertiary qualifications in Accounting or progress towards an Accounting Degree or demonstrated comprehensive experience are highly desirable.

An ACT Government CMTEDD Baseline clearance is required for this position.

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

How to Apply: Applicants are asked to submit a written pitch of no more than two pages addressing the duties, requirements and capabilities of the role in the attached Position Description and a copy of your current Curriculum Vitae with contact details for two referees which is required to be submitted with your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Desley Croker (02) 6205 7634 Desley.Croker@act.gov.au

Budget, Procurement, Investment and Finance

Shared Services Finance

Financial Applications Support

Finance Functional Lead

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 07468, several)

Gazetted: 19 September 2023

Closing Date: 26 September 2023

Details: Chief Minister, Treasury and Economic Development Directorate – Shared Services Finance is seeking expressions of interest from suitable candidates to undertake the role of the Finance Functional Lead. The role will be within the Financial Application Support Team (FAST), a section comprising up to fifteen team members and will support the Directors and Senior Director by undertaking finance-based tasks including the support, development, integration and governance of the Territory Financial systems. The position works closely with stakeholders within and external to Shared Services Finance to ensure the services delivered are relevant, meet current requirements and prepare for future and emerging needs.

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 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to apply: Applicants should provide a no more than two-page pitch addressing the requirements set out in the "What You Will Do" and the "What You Require" sections of the Position Description, their curriculum vitae and two written referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tony Petkovski (02) 6205 0744 Tony.Petkovski@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services

CMTEDD ICT

ICT Operations Support Specialist

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46638)

Gazetted: 19 September 2023

Closing Date: 3 October 2023

Details: We are looking for:

A positive person with a can-do attitude. The ICT Operations Support Specialist must be able to manage relationships with their team, DDTS, CMTEDD and PATOCs, to ensure business continuity.

A mentor to assist the team with the progression of support and incident requests within Digital, Data and Technology Solutions (DDTS) ITSM tool (ServiceNow).

Someone who can develop effective relationships with CMTEDD and PATOCs business areas and DDTS that contribute to providing a value added and effective service.

Excellent written and verbal skills to be able to provide support and have discussions with CMTEDD and PATOCs about their support needs and requirements.

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

Eligibility/Other requirements: This role requires you to obtain and maintain a current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

Formal ITIL qualifications would be highly regarded.

Notes: This is a temporary position available immediately until mid-February 2024 with the possibility of extension up to 12 months 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 of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of two referees, one of whom is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mick Sharp (02) 6207 1522 Mick.Sharp@act.gov.au

Digital, Data and Technology

Customer Engagement Services Branch

ICT Business Partner - Education ICT

Senior Officer Grade A \$162,291, Canberra (PN: 09744)

Gazetted: 19 September 2023

Closing Date: 3 October 2023

Details: Customer Engagement Services Branch (CESB) plays a key role in servicing and supporting the Government Directorates. CESB provides frontline services including the Service Desk and the presence of client facing staff that enables the provision of contextual advice and guidance as well as business system support services which enhance the customer experience.

POSITION OVERVIEW

The role is responsible for the on-going management of the Directorate ICT Business Systems, system life cycle management, associated interfaces and other essential ICT services. The role will be required to ensure strategic alignment to the Directorate, DDTS and ACT Government initiatives. This will require liaison and negotiate with relevant stakeholders, including external vendors to ensure the optimal performance of applications. The role manages a team of technical resources responsible for various components of the business system provision, whilst ensuring effective service provision from DDTS's core ICT services teams.

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

Note: This is a temporary position available immediately for 12 months with 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: Applicants must submit a current curriculum vitae and two-page pitch addressing the Selection Criteria

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: Alana Lundy (02) 6207 7778 Alana.Lundy@act.gov.au

Corporate

Corporate Management

Governance Security and Audit

Director Internal Audit

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 48831)

Gazetted: 19 September 2023

Closing Date: 3 October 2023

Details: Corporate Management provides support to the Directorate in relation to its governance framework, corporate policies, audit and compliance assurance programs. It drives our strong risk framework including supporting business continuity, emergency management and protective security. Coordination and performance activities including the annual report and commitment reporting. Collaborates to ensure a consistent approach for facilities, fleet and environmental sustainability, and supports Winyu and 220 London Circuit as key facilities. 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 Director, Internal Audit is a member of the Governance, Security and Audit team within Corporate Management, which is a dynamic and customer-oriented team of subject matter experts focused on delivering best practice corporate, advice, services, and support in a demanding environment.

The Director, Internal Audit is a specialist role that is responsible for managing and coordinating the delivery of the internal audit function of the Directorate, including secretariat services for the CMTEDD Audit and Risk Committee. The role is responsible for liaising with business areas across the Directorate to support the development and delivery of a risk based, value add internal audit, and to support the CMTEDD Audit and Risk Committee and Financial Sub-Committee. The Director, Internal Audit reports to the Senior Director, Governance, Security and Audit as the Head of Internal Audit.

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:

Desired qualifications / professional membership as outlined below, or demonstrated similar level of experience and qualifications:

Professional membership or above of the IIA (Institute of Internal Auditors in Australia);

CPA or above (CPA Australia);

CA or above (Institute of Chartered Accountants in Australia); or

MIPA or above (Institute of Public Accountants).

Notes: This is a temporary position available for a period from 2 October 2023 until 13 March 2024 with the possibility of extension up to less than 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants should provide a written response addressing the role and capabilities in a pitch of no more than two pages; a current curriculum vitae and the names of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Hart (02) 6207 3067 David.Hart@act.gov.au

Economic Development

Skills Canberra

Director, Vocational Education and Training (VET) Promotion and Support

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 35877)

Gazetted: 20 September 2023

Closing Date: 27 September 2023

Details: Skills Canberra is looking for a motivated, driven person to fill the role of Director, Vocational Education and Training (VET) Promotion and Support

In this role, you will lead and manage the VET Promotion and Support team to: coordinate the nomination and judging process for the ACT Training awards, organise the ACT Training Awards Gala evening, support Employers and employees understanding an Australian Apprenticeship and promote VET programs in the ACT.

This position will operate in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk and hybrid working arrangements, including working from home or other ACT Government office spaces, are available.

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 the 4th November, with the possibility of extension up to less than 12 months and/or permanency. Selection may be based on application and referee reports only. A merit pool will be established from this recruitment.

How to apply: Please submit a current curriculum vitae, a two-page pitch addressing the selection criteria and the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Harriott 0468554053 Mark.Harriott@act.gov.au

Economic and Financial Group

Economic and Financial Analysis

Revenue and Concessions Policy

Assistant Director / Senior Policy Analyst / Policy Analyst

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 33472)

Gazetted: 20 September 2023

Closing Date: 4 October 2023

Details: Do you enjoy a challenge and want to be part of a high performing team that tackles complex tax, revenue and concession policy issues head on?

We are looking for an enthusiastic and motivated person with strong skillset to join our Revenue and Concessions Policy team in Treasury.

As a member of the team, you will contribute to the wellbeing of Canberrans through your advice on a range of projects and policy proposals, including concessions, ACT tax reform agenda and cost of living.

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: Economics or a relevant tertiary degree qualification in a similar field is highly desirable.

Note: This is a temporary position available immediately until the 28 June 2024. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

The position will be filled at either the SOGC, ASO6, or ASO5 level, depending on the skills and experience of the successful candidate.

How to Apply: Interested applicants are asked to submit three items:

an application cover sheet (is part of the online application form);

a two-page pitch (maximum) outlining their suitability for the position addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements; and

a current curriculum vitae with names and contact details of at least two referees (one should be a current Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Conrad Asmus (02) 6207 0648 Conrad.Asmus@act.gov.au

Access Canberra

Service Delivery and Engagement

Land, Planning and Building Services

Customer Services Officer - Team Leader

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 43417, several)

Gazetted: 20 September 2023

Closing Date: 27 September 2023

Details: The Land, Planning and Building Services Team within Access Canberra is seeking highly motivated individuals for our Team Leader positions. As a Team Leader you will need to have excellent communication and people skills, including the ability to motivate and develop individuals and be committed to the goals of the Access Canberra's strategic plan. Successful applicants will be required to assist with coordinating and directing the work of our staff, who provide innovative, high quality customer services through the Access Canberra - Land, Planning and Building Services Shopfront.

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: Applicants must have well developed telephone and written communication skills, including excellent spoken and written English. This position does involve direct supervision of personnel.

Note: This is a temporary position with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description details about the role 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, curriculum vitae and the contact details of at least two referees. The written application should be written in the form of a pitch and should not specifically address the selection criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be submitted via the Apply Now button below.

Contact Officer: Samantha Borrett (02) 6205 3825 Samantha.Borrett@act.gov.au

Economic Development

Minister and Executive Coordination Team (MECT)

Coordination Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 32737)

Gazetted: 18 September 2023

Closing Date: 2 October 2023

Details: Are you an experienced juggler with great attention to detail, and an ability to provide great customer service to multiple business units? This role covers a diverse range of subject areas and provides support right across Economic Development to meet ministerial, government business and reporting objectives. Key to a small team, this role requires a well-organised individual, to track multiple deadlines and the coordination of ministerial, and reporting requests including coordination of Question Time Briefs, Freedom of Information requests, and finance reporting tasks.

The vacancy is a great opportunity to experience work in a busy team with a great work ethic and sense of fun. You will be exposed to ministerial and reporting requirements across the breadth of Economic

Development. Economic Development covers a wide range of subject areas including sport and recreation, arts, tourism, business innovation, events and venues and many other areas that contribute to a diverse and strong economy in the ACT, creating a strong sense of community and making Canberra a wonderful place to live, work and visit.

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

Eligibility/Other Requirements: Experience in TRIM/WIRE would be well regarded but not essential.

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: After reviewing the "What You Will Do" and "What You Require" sections in the Position Description, please provide a response that provides evidence of your suitability to the role addressing the criteria under "What You Require". Include examples that clearly demonstrate your relevant experience, skills and knowledge. Please also attach a current curriculum vitae and provide names/contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stacey Aksenov (02) 6207 1009 Stacey.Aksenov@act.gov.au

Community Services

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

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

Family Safety**Domestic, Family and Sexual Violence Office****Assistant Director****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 62746)**

Gazetted: 20 September 2023

Closing Date: 4 October 2023

Details: The Domestic, Family and Sexual Violence Office is seeking an experienced, high performing Senior Officer Grade C to support the Office in its work to prevent and respond to domestic, family and sexual violence. We are looking for someone with a strong sense of social justice, an ability to lead a policy project and deliver quality work in tight timeframes. To be successful in the role it will help if you are a good team player; self-motivated, able to lead others; and a flexible thinker.

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, or significant study towards qualifications in human services/government/law/public policy are highly desirable.

Note: This position is available immediately for up to 12 months with possibility of permanency. Part-time and full-time applications are welcome. Selection may be based on application and referees only. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Skills, Knowledge, and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Champagne (02) 6207 6634 Michelle.C.Champagne@act.gov.au

Communities**Community Services****Equipment Maintenance Office****Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 52320)**

Gazetted: 20 September 2023

Closing Date: 4 October 2023

Details: Are you an enthusiastic person who loves working with children and families, and is focused on delivering high quality, culturally safe and inclusive services? If so, an exciting opportunity exists to join the Children and Young Person Equipment Loan Scheme (CAYPELS) to fill the permanent position of Equipment Maintenance Officer.

The CAYPELS Equipment Maintenance Officer will provide assistance in the Equipment Services Team, including the maintenance, cleaning, and delivery of specialised therapeutic equipment. Individuals will be based at the CAYPELS site in Holder, and deliver equipment to a variety of settings, including clinics, homes, schools and community.

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

How to Apply: Applicants are required to address the Selection Criteria in the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Humphrey Cornthwaite (02) 6205 3738 Humphrey.Cornthwaite@act.gov.au

Housing Assistance**Client Services Branch****Assistant Director, Tribunal Services****Legal Officer Grade 1 /Senior Officer Grade C \$70,680 - \$142,352, Canberra (PN: 36801)**

Gazetted: 19 September 2023

Closing Date: 26 September 2023

Details: The Client Services Branch supports the management of over 11,000 public housing tenancies. Advice and support are provided to public housing clients and stakeholders on diverse, and often complex, issues. The Branch is responsible for the whole tenant life cycle including application, assessment, allocation of properties, tenancy management (rent/debt collection, complaints management, neighbourhood harmony, relocations, escalations to ACAT), monitoring property conditions on behalf of Housing ACT and advising on asset maintenance issues. As the organisation's primary interface with the community, our service delivery is aimed at providing quality client-centred responses to meet the needs of public housing clients (both applicants and tenants) through all our frontline operations including shopfront, call centre, assessment/connections, and field staff.

The Tribunal Services team provides secretariat support for the Tenancy Early Intervention Review Panel (TEIR) that considers matters likely to progress to the ACT Civil and Administrative Tribunal (ACAT).

The team provides operational advice on legislation and policies to Housing ACT staff and provides representation for the Social Housing Commissioner before the ACAT. Tribunal Services also manages compensation claims made against Housing ACT in partnership with the ACT Insurance Agency. Tribunal Services is committed to being a safe, productive, and rewarding place of work.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements:

Relevant legal qualifications required for Legal Officer 1 or

Relevant skills and experience are desirable for SOGC and

Driver's license is essential.

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

Notes: This is a temporary position available immediately for up to 12 months, with the possibility of permanency. This position will be filled at either the Legal Officer Grade 1 or Senior Officer Grade C level, dependant on the skills and experience of the successful applicant. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants 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 submit a copy of your current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tugba Kazanc (02) 6207 4305 Tugba.Kazanc@act.gov.au

Children, Youth and Families**Aboriginal Service Development Branch****Administration Officer****Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 62568)**

Gazetted: 18 September 2023

Closing Date: 9 October 2023

Details: The Aboriginal Service Development Branch has been established in response to reports including the 'We Don't Shoot Our Wounded', the 'Our Booris, Our Way', and 'Priority Reform Area Two of the National Closing the Gap Agreement', acknowledging the recommendations and calls from the community to support, develop and enhance the Aboriginal and Torres Strait Islander Community Controlled sector.

The Branch brings together the development of the ACT's Aboriginal Community Controlled Sector (ACCO) across ACT Government to build an empowerment model supporting Government to work with the ACT Aboriginal and Torres Strait Islander community and the ACCO sector.

The goal for the Branch is to work with the ACCOs, engaging them to sustainability lead self-determined solutions for Aboriginal and Torres Strait Islander people across the ACT, and build relationships within Government.

The Administration Officer, Aboriginal Service Development will, under general direction:

Attend to complex enquiries from staff, ACCOs and community members.

Exercise judgement to apply guidelines, work practices and procedures to seek resolution of issues arising from complex enquiries and work tasks.

Maintain and interrogate local information management systems, files, databases and ACT Government systems.

Undertake a wide range of operational and administrative tasks to support one or more areas as listed above.

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)

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

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

How to Apply: Applicants should submit a statement of no more than one page 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 submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Turk (02) 6207 2534 Jessica.Turk@act.gov.au

Family Safety

Domestic, Family and Sexual Violence Office

Senior Policy Officer, Domestic and Family Violence

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40205)

Gazetted: 18 September 2023

Closing Date: 2 October 2023

Details: The Domestic, Family and Sexual Violence Office (the Office) is seeking to fill a role at the ASO6 level supporting the ACT Domestic and Family Violence Death Review. The Office has a whole of government remit to lead and improve an informed, capable and connected response to address domestic, family and sexual violence in the ACT.

We are looking for a candidate with a keen sense of social justice, a passion for improving the lives of victim/survivors of domestic and family violence and an ability to deliver quality work in tight timeframes. To be successful in this role you will be a team player; self-motivated; and able to turn your hand to many different tasks including writing policy, data analysis, managing stakeholders, delivering project elements and preparing briefs to the Coordinator-General and the Minister.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Tertiary qualifications in a relevant field is highly desired (such as social work, psychology, criminology, Other social service qualifications).

Demonstrated experience in a relevant field (such as public policy, human services, domestic and family violence specialist services)

Experience in, or sound knowledge of, data bases and data management is desirable

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

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

How to Apply: Please submit a two-page pitch 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 Will Do” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

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

Please include a current curriculum vitae with details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nina Birkel (02) 6205 1169 Nina.Birkel@act.gov.au

Family Safety

Domestic, Family and Sexual Violence Office

Strategy, Governance and Legal

Assistant Director - Domestic, Family and Sexual Violence

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62994, several)

Gazetted: 15 September 2023

Closing Date: 29 September 2023

Details: The Domestic, Family and Sexual Violence Office (the Office) is seeking to fill two roles at the Senior Officer Grade C level. The Office has a whole of government remit to lead and improve an informed, capable and connected response to address domestic, family and sexual violence in the ACT.

We are looking for candidates with a keen sense of social justice, a passion for improving the lives of victim/survivors of domestic, family and sexual violence and an ability to deliver quality work in tight timeframes.

To be successful in these roles you will be a great team player; self-motivated; and able to turn your hand to many different tasks including writing policy, law reform, managing stakeholders, delivering project elements and preparing briefs to the Coordinator-General and the Minister.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements:

- Tertiary qualifications in, or significant study towards qualifications in human services/government/law/public policy are highly desirable.
- This position does not require a Working with Vulnerable People Check.
- This position does not require a pre-employment medical.

Note: There are two temporary position available for a period of 12 months with the possibility of permanency.

Part time and full-time applications are welcome. Selection may be based on application and referees only. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a two-page pitch that tells the selection committee about your ability to perform the advertised role and why you are the best person for the role. The pitch should:

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

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

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

Please include a current curriculum vitae with details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Lokan (02) 6205 1772 Kelly.Lokan@act.gov.au

Corporate

Business Transformation and Systems

Records Management Unit

Team Leader

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 54540)

Gazetted: 14 September 2023

Closing Date: 21 September 2023

Details: The Business Transformation and Systems Branch is an enabling and support services for the Community Services Directorate (CSD). The primary focus of the Branch is the effective implementation of strategic problem solving through comprehensive systems and people change management. Business Transformation and Systems consists of Business Transformation, Systems, Data Excellence and Information Management, together making up a dynamic, agile and forward thinking team that has responsibility for delivering IT services, providing analytics reporting, new ways of working and the digitisation of our information assets. The Information Management Team is also responsible for Digitisation, Records management and maintenance of the internal communication platforms such as the intranet.

The Team Leader role will work closely with the Assistant Director, Records and Information and is responsible for providing standard day to day advice on the management of records across the Directorate; assist with the development of records management procedures and guidelines; assist with the development and delivery of records management training; and supervise Records Management Unit staff to plan, prioritise and coordinate activities that ensure business standards are met and agreed outputs are delivered.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other requirements: Highly desirable:

Experience in Records Management.

Experience and knowledge of EDRMS and the ability to train and collaborate with Directorate staff are an important part of this role.

Notes: 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: Please submit a statement of no more than two pages demonstrating how your Experience, Skills and Knowledge will enable you to undertake the role in relation to the Position Description. Please also submit a copy of your current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cherie Willett . Cherie.Willett@act.gov.au

Communities**Community Relations and Funding Support****Community Services Directorate Contract Manager****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 03884)**

Gazetted: 14 September 2023

Closing Date: 28 September 2023

Details: Community Relations and Funding Support are looking for a Contract Manager to join our team. Our Contract Management team is responsible for the legal technical instruments that enact investment decisions of the ACT Government – contracts and deeds which includes tracking and processing documents, preparing and progressing payments, monitoring compliance and drafting variations.

Our Contract Managers are hardworking individuals who have a high attention to detail, enjoy being organised and understand the life cycle of a contract. If this sounds like you, we would like to see an application from you.

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.

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

How to Apply: Please submit your current curriculum vitae and a pitch of up to two pages addressing the Skills, Knowledge and Behavioural Capabilities in the 'What you Require' section of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Narelle Rivers (02) 6207 5593 Narelle.Rivers@act.gov.au

Director of Public Prosecutions

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

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

Corporate

Office of the Director of Public Prosecutions

Disability Liaison Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 50729)

Gazetted: 14 September 2023

Closing Date: 28 September 2023

Details: The ACT Director of Public Prosecutions is the independent prosecutions authority of and for the Australian Capital Territory and is seeking to fill the role of Disability Liaison Officer. The successful applicant will support people with disability and reasonable adjustment needs, providing advice and information ensuring it is made accessible to people engaged with the justice system so they can understand, and fully participate in, court proceedings.

The role of the Disability Liaison Officer is to act as a bridge between vulnerable victims and witnesses who identify as having a disability, and prosecutors.

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

Eligibility/Other requirements:

The successful applicant will be required to undergo a criminal record check.

Note that this position requires the right person to work in the office five days per week.

Notes: A merit pool may be established to fill identical vacancies over the next 12 months.

How to Apply: Please submit a written "pitch" of no more than two pages responding to the capabilities listed under 'What You Require' in the Position Description, along with your current curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lewis Etheredge (02) 6207 5399 Lewis.Etheredge@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

Service Design & Delivery

Student Engagement

Clinical Practice

Social Worker

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 60090)

Gazetted: 19 September 2023

Closing Date: 3 October 2023

Details: The successful applicant will become be included in a pilot of a school-based Social Work delivery model in ACT Education Directorate schools. The position will be included in a small team trialling the service model of service delivery with a focus on providing services at the universal, selected, and targeted level. Social Workers will also work closely with school staff to maintain and implement appropriate school-based support for students with ongoing support needs. The successful applicant will be involved in using data to assess the effectiveness of the model and contribute to adjustments of the model.

The ideal candidate has a well-developed understanding of the scope of service delivery and support options available in the ACT. The successful applicant is highly likely to have a strong understanding of supports and be familiar with education settings. They will have the skills and capacity to impact positively on student outcomes through developing a strong understanding of needs, strengthening communication, building capacity in schools and championing Directorate commitments to continuous improvement.

The ideal candidate will be professionally resilient, able to work independently and part of a team as well as have excellent communication and collaborative skills. The successful applicant may be asked to work across the Canberra region.

Eligibility/Other requirements:

MANDATORY

Tertiary qualifications in Social Work

A minimum of 3 years, or equivalent, of experience.

Membership with the Australian Association of Social Workers or eligibility for membership.

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)

HIGHLY DESIRABLE

Relevant experience in education or a related area.

A comprehensive knowledge of youth services and programs in the ACT, and established connections with the ACT Youth and Community Sector.

Notes: This role is based in Canberra. 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. It is therefore in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Please also provide a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Ross 0401 202 060 Jessica.Ross@ed.act.edu.au

System Policy and Reform

Strategic Policy

Office of the Deputy Director-General, System Policy and Reform and Office of the Executive Branch Manager

Strategic Policy

Executive Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 33848)

Gazetted: 15 September 2023

Closing Date: 29 September 2023

Details: ACT Education is currently seeking an enthusiastic and organised person for the role of Executive Support Officer to provide professional administrative support to the Deputy Director-General, System Policy and Reform and Executive Branch Manager, Strategic Policy. Responsibilities of the position include: diary management, co-ordination of correspondence and briefs, consolidation of responses for internal and external reporting, and maintaining efficient and effective office systems.

The position requires commitment to quality customer service, a high level of attention to detail, and the ability to exercise sound judgement, flexibility, tact and discretion.

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

Eligibility/Other Requirements: Previous experience in providing high-level support to a senior executive is highly desirable.

Note: This is a temporary position available imminently for 12 months with the possibility of permanency. A Merit Pool may be established from this selection process and will be used to fill vacancies over the next 12 months. This position will work under the workplace designed activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: How to apply: Applicants are to address the Selection Criteria located in the Position Description, provide a current curriculum vitae, and the names and contact of two referees.

All enquiries regarding the role can be directed to Rachel Burton rachel.burton@act.gov.au or 6205 3227.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Burton (02) 6205 3227 Rachel.Burton@act.gov.au

School Performance and Improvement

South and Weston Network**Duffy Primary School****Learning Support Assistant****School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 62949)**

Gazetted: 15 September 2023

Closing Date: 29 September 2023

Details: Duffy Primary School is seeking a highly motivated learning support assistant with a willingness to undertake HAAS program training in relation to health care procedures/tasks, to work collaboratively within a team environment. The successful applicant will be required to provide personal, physical and educational support to students including students with additional needs and/or intellectual and/or physical disabilities.

It is desirable that the successful applicant has experience in working in a school setting and supporting students with additional needs as well as qualifications or experience in one or more of the following in a mainstream classroom and or a small group setting.

Applicants may be assessed on Application and Referees alone. Short-listed applicants will be contacted and invited to meet with the HR Manager.

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)

Desirable

First Aid Certificate or a willingness to undertake appropriate training.

Willingness to undertake HAAS program training in relation to health care procedures/tasks.

Certificate III or equivalent e.g. Disability, Early Childhood Education and Care, Education Support, School Support Services.

Notes: This is a temporary part-time position at 31.25 hours per week available from 23 October 2023 until 5 July 2024 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please supply the following

A maximum two page supporting statement addressing the Position Description.

A current curriculum vitae.

Written referee reports including Name and contact details.

Copy of your Working with vulnerable people (WWVP) registration.

Copy of any qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Economopoulos (02) 6142 2528 linda.economopoulos@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.

School Performance and Improvement**South and Weston Network****Duffy Primary School****Learning Support Assistant****School Assistant 2/3 \$51,548 - \$62,857, Canberra (PN: 46356)**

Gazetted: 15 September 2023

Closing Date: 29 September 2023

Details: Duffy Primary School is seeking a highly motivated learning support assistant with a willingness to undertake HAAS program training in relation to health care procedures/tasks, to work collaboratively within a team environment. The successful applicant will be required to provide personal, physical and educational support to students including students with additional needs and/or intellectual and/or physical disabilities.

It is desirable that the successful applicant has experience in working in a school setting and supporting students with additional needs as well as qualifications or experience in one or more of the following in a mainstream classroom and or a small group setting.

Applicants may be assessed on Application and Referees alone. Short-listed applicants will be contacted and invited to meet with the HR Manager.

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)

Desirable

First Aid Certificate or a willingness to undertake appropriate training.

Willingness to undertake HAAS program training in relation to health care procedures/tasks.

Certificate III or equivalent e.g. Disability, Early Childhood Education and Care, Education Support, School Support Services.

Notes: This is a temporary part-time position at 31.25 hours per week available from 23 October 2023 until 5 July 2024 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please supply the following

A maximum two page supporting statement addressing the Position Description.

A current curriculum vitae.

Written referee reports including Name and contact details.

Copy of your Working with vulnerable people (WWVP) registration.

Copy of any qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Economopoulos (02) 6142 2528 Linda.Economopoulos@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.

School Performance and Improvement**School Improvement****Lanyon High School****Executive Assistant and Staffing Officer****Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 42711)**

Gazetted: 15 September 2023

Closing Date: 29 September 2023

Details:

SCHOOL OVERVIEW

Lanyon High School caters to students from years 7 – 10 in the southern suburbs of Tuggeranong with around 475 students in 2023. We are a growing school with a diverse range of students, we have strong relationships with the community and our feeder primary schools.

POSITION OVERVIEW

This is a school operational position that is responsible for managing human resource processes with a high level of accuracy and attention to detail. The position will involve collaborating with all administrative and executive staff and communicating clearly around day-to-day staffing whilst following policies and procedures. The successful applicant will provide high level executive support to the Principal, Deputy Principal and work closely with the Business Manager. The role requires strong time management, effective organisational skills, and the ability to work under pressure in an environment of competing priorities.

The Executive Assistant and Staffing Officer will play an important role in contributing as an effective member of the school administration team.

Eligibility/Other Requirements:

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

Desirables

Certificate III or equivalent e.g. Business Administration (Education), Education Support, Government (School Support Services)

Knowledge of office practices and procedures.

Knowledge of Microsoft Office packages.

First Aid qualification.

Note: This is a temporary position available from 16 October 2023 until 16 April 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit your response of up to three pages in length addressing the seven Selection Criteria's as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Cusick (02) 6142 1800 Rebecca.Cusick@ed.act.edu.au

Office For Schools

North Gungahlin

Black Mountain School

School Leader B

School Leader B \$157,341, Canberra (PN: 04051)

Gazetted: 14 September 2023

Closing Date: 21 September 2023

Details: Black Mountain School Leader B will be a proven leader of school improvement for students with a moderate to severe intellectual disability. They will demonstrate the skills and attributes to work closely with the principal to embed a culture of continuous improvement, ensuring research, best practice and innovation are core characteristics of the school. The successful applicant will have the knowledge and attributes to lead a community of teachers and interprofessionals to prepare our students for their post school lives. In the absence of the principal, they will ensure all accountabilities are successfully acquitted to EDU expectations.

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 minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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

Note: 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 curriculum vitae and a five page response to the leadership capabilities: leading teaching and learning, developing self and others, leading improvement innovation and change, leading the management of the school, and engaging and working with the community.

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: Lara Coman (02) 6142 1400 Lara.Coman@ed.act.edu.au

School Performance and Improvement

North Canberra and Gungahlin Network

Shirley Smith High School

Student Administration and Data Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 62437)

Gazetted: 14 September 2023

Closing Date: 28 September 2023

Details: Shirley Smith High School is located in the Gungahlin district of Canberra and will open in 2024. The school will cater for up to 800 students from years 7 to 10 and up to 90 teaching and ancillary staff. The new school will provide high quality contemporary indoor and outdoor learning environments. These inclusive facilities will support students with a diverse range of learning and social needs. Shirley Smith High School will offer a modern, dynamic learning and teaching environment. The school will implement the Australian Curriculum and the specialist programs to be offered will be determined as part of the planning and induction process.

We are seeking a dynamic, flexible and collaborative student administration and data officer to join the team at Shirley Smith High School. This position will play a vital role in providing service and support to the students and school community.

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)

Desirables

Qualifications in IT specifically data bases

Knowledge of Sentral and timetabling solutions systems as well as other software packages such as Microsoft Excel and databases

Notes: This is a permanent position available immediately. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Applicants should submit a response to each Selection Criteria which outlines skills and experience relevant to the position. Please submit a current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sumana Sen (02) 6142 0004 Sumana.Sen@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Environment and Planning Environment

ACT Parks and Conservation Service

Operations Coordination and Planning Project Officer

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 62901)

Gazetted: 19 September 2023

Closing Date: 03 October 2023

Details: The Parks and Conservation Service are working to deliver resilient infrastructure improvements to its assets base through targeted program supported by the Disaster Ready Fund over the next 3 years.

The position will work through till June 2026 managing small to medium scale capital works projects across the PCS estate. The Project Officer will have a direct role in implementing safety improvements, assets uplift and life extending solutions that deliver climate resilient visitor infrastructure and recreational trail improvements. This will include progressing the investigation, planning and design of flood resilient improvements to visitor and operations infrastructure. Through their work, the Project Officer will demonstrate climate ready design solutions that provide safe passage of recreational users and the community. PCS will showcase the work of the Project Officer as a demonstration of best practice both within the ACT and as an example for other jurisdictions who deliver parks services.

EPSDD is committed to attracting and retaining people with the skills, knowledge, and behaviours that will ensure we can deliver our Strategic Plan's vision, objectives and strategic indicators. We welcome creative thinkers who can communicate with candour, clarity and respect and have the focus and dedication to help lead projects from conception through to delivery. Our purpose together is to plan and sustain our natural and built environments and make the ACT a place of choice today and into the future. We aim to be informed, connected, adaptive and innovative in everything we do.

The position requires skills in natural resource management, project management and stakeholder management, to deliver projects and assist other officers and managers within EPSDD with their 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 diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

Mandatory

- Applicants must possess and maintain a current driver's licence
- Be prepared to wear a uniform
- White Card or the ability to obtain

Highly Desirable

- Qualifications in environmental science, natural resource management, landscape architecture, architecture, engineering, project management or similar relevant field.
- Demonstrated experience using computer applications appropriate to the work area including Microsoft Office suite, Microsoft Project, Adobe PDF, and Arc GIS.

Notes: This is a temporary position available from 06 November 2023 until 30 June 2026. 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 addressing the selection criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Blundell 0419966287 Rebecca.Blundell@act.gov.au

Environment and Planning Environment

ACT Parks and Conservation Service

Operations Coordination and Planning

Assets Manager

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 62902)

Gazetted: 19 September 2023

Closing Date: 03 October 2023

Details: If you love getting into nature and want to support our Parks and Conservation Service to deliver improved outcomes for the community and the reserve estate, we would like to hear from you!

This Asset Manager will provide a single point of contact for asset management matters for the Parks Conservation Service (PCS). This position is responsible for inputting into the planning and management of all existing PCS assets, including the coordination of and ongoing management of the PCS Asset Management Plans. The Asset Manager will be a motivated officer and work across a broad and distributed workforce to achieve best practice assets management in partnership with the PCS team.

This position will work closely and collaboratively with managers to achieve an integrated and coordinated approach to PCS assets, which include visitor, recreational trail, roading, cultural, environmental and other assets, as well as supporting asset management activities and projects. It will also coordinate and support financial, economic, engineering, and planning for PCS infrastructure upgrades and insurance claims.

EPSDD is committed to attracting and retaining people with the skills, knowledge, and behaviours that will ensure we can deliver our Strategic Plan's vision, objectives and strategic indicators. We welcome creative thinkers who can communicate with candour, clarity and respect and have the focus and dedication to help lead projects from conception through to delivery. Our purpose together is to plan and sustain our natural and built environments and make the ACT a place of choice today and into the future. We aim to be informed, connected, adaptive and innovative in everything we do.

The position requires knowledge of natural resource management, project management, procurement, assets management and stakeholder management to deliver this key priority for PCS.

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

- Applicants must possess and maintain a current driver's licence
- Be prepared to wear a uniform
- White Card or the ability to obtain

Highly Desirable

- Qualification(s) in engineering, science, project and/or asset management
- Experience using ArcGIS and in-field mapping technology
- Experience in a range of asset management activities such as monitoring and maintenance, developing policies, standards, specifications, management plans, and funding strategies.

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

How to apply: Please submit a written application addressing the selection criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Blundell 0419966287 Rebecca.Blundell@act.gov.au

Environment and Planning**Planning and Urban Policy Building, Design and Project****Building Reform Director****Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 41211)**

Gazetted: 14 September 2023

Closing Date: 05 October 2023

Details: The Building Reform team is seeking a highly motivated senior officer to contribute to the ACT Government's building reform agenda to improve building regulatory systems, standards and practices. This is a great opportunity to make a significant contribution to important Government priorities and to have a positive impact in the construction industry and the community more broadly.

The Building Reform Team provides advice on policy for building and construction services, practitioner regulation, the safety, health, amenity and environmental performance of buildings. Major projects underway in this area include a series of reforms to improve the ACT's building regulatory system including property developer regulation, regulation of engineers, the introduction of a public sector building certification service and a review of residential building work insurance focused on the fidelity fund scheme. The team is also working on number of initiatives to improve the sustainability, energy efficiency, and accessibility of buildings in the ACT.

The team works with officials from other jurisdictions on national policy matters including supporting the ACT's representative on the Australian Building Codes Board and participating in its various subcommittees.

Information on the current and future reform program is available at the Build Buy Renovate website.

What we are looking for:

We are seeking a motivated and energetic professional who is a responsive, flexible and analytical thinker to contribute to the ongoing development and implementation of policies and programs in priority areas for the ACT Government. As part of a multi-disciplinary team, the role of Director is responsible for building policy and reform projects that contribute to improving the ACT's building regulatory system and building quality and will supervise staff in the team.

This position requires excellent policy, legislative development and time management skills and experience in strategic policy and regulatory reforms is highly desirable. Experience or knowledge of building and construction matters is not required. We are seeking a policy/legislative professional with experience in end-to-end policy development or experience in delivering and implementing legislative reforms. The successful applicant will have the ability to contribute to and motivate and manage a team.

Eligibility/Other requirements:

Highly Desirable:

- Relevant qualifications and/or demonstrated experience at a senior level in a policy and/or regulatory development or administration role.

Notes: This is a temporary position available from 16 October 2023 to 11 October 2024 with the possibility of permanency.

- Position can be filled in a variety of ways.
- Consideration will be given to part-time or flexible working arrangements. Please indicate in your application.
- 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.
- These positions are based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Part of work hours can be spent working from home.

How to apply: Applicants should submit a two-page pitch (maximum) outlining their suitability for the position addressing the required Skills, Knowledge and Behaviour and provide practical examples. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Kemp (02) 6207 5891 Alison.Kemp@act.gov.au

Planning and Urban Planning**Building, Design and Projects****Design Services and Government Architect****Senior Planning and Design Officer****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 47112, several)**

Gazetted: 15 September 2023

Closing Date: 29 September 2023

Details: The Design Services and Government Architect team within the Planning and Urban Policy division are seeking two highly motivated individuals to fill the roles of Senior Planning and Design Officer.

The Design Services and Government Architect team is responsible for the divisions' design and technology capability, including the provision and coordination of graphics, CAD, mapping and GIS. In addition, the team is the secretariat for the National Capital Design Review Panel and is also responsible for the management of the ACT Government Architect.

The role of the Senior Planning and Design Officer comprises working in a multi-disciplinary environment to deliver strategic planning and urban design policies, projects, and programs to facilitate land use and built form that is well planned, sustainable, and responsive to the strategic directions set by the ACT Government.

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

Eligibility/ Other Requirements

Highly Desirable

Tertiary qualifications in architecture, urban design, landscape architecture, urban planning, or another relevant professional area.

Demonstrated experience in research and analysis and skills in use of design and analysis tools such as Excel, Adobe Creative Suite, AutoCAD, and GIS.

Experience in a program or project management role including undertaking secretariat and coordination functions.

Notes: This is a temporary position available Immediately for up to 2 years.

Selection may be based on application and referee reports only.

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

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.

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

The ACT Government offers flexible working arrangements including working from home where appropriate.

How to apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Azzopardi (02) 6207 3541 Adam.Azzopardi@act.gov.au

Statutory Planning

Office of the Surveyor General & Land Information

Land Information and Addressing Officer

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 13914)

Gazetted: 15 September 2023

Closing Date: 29 September 2023

Details: The Office of the Surveyor-General and Land Information is within the Environment, Planning and Sustainable Development Directorate and seeking a highly motivated, experienced and suitably qualified person to fill the role of Land Administration and Addressing Officer. The OSGLI is a small team working to deliver a range of regulatory functions for the surveying industry plus the capture and maintenance of spatial data within the ACT.

The office is focused on changes in survey data, digitalisation of internal processes and the realisation of ACT digital twin.

The successful candidate must have a positive attitude to innovation and change management and will be required under limited direction to perform addressing and cadastral entry and updates, public road openings and closures, examination of Units Plans and Land Administration business processes. This is an exciting opportunity to contribute to the ACT's cadastre and digital landscape as part of a diverse, friendly and professional 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

To be eligible for employment you must be in Australia on a visa with work rights or be an Australian citizen or permanent resident.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position is 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 written application (maximum two pages) addressing the Selection Criteria, along with a current curriculum vitae and the contact information for at least two professional references.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joshua Thomson (02) 6207 6889 Joshua.Thomson@act.gov.au

Statutory Planning**Leasing Services****Leasing Assessment Officer****Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 31381, several)**

Gazetted: 14 September 2023

Closing Date: 28 September 2023

Details: The Statutory Planning Division are looking for energetic and well-organised people to join the Leasing Services team. We're after team members who will contribute to the seamless delivery of managing services across the ACT leasehold system.

The successful applicants must have experience or the ability to undertake complex development assessments, be team oriented with the ability to work independently, identify solutions to problems and deliver consistently high levels of service to the community, development industry, agencies and other ACT Government directorates on a wide range of development matters.

Duties include managing all aspects of the lease variation development process, including the assessment and determination of complex development applications relating to leasing, the preparation of Crown leases, administration of lease variation charges, overseeing the lease registration process and the delivery of several other lease and land management services.

Applicants with strong analytical skills, high level written and verbal communication skills, and who are flexible when managing busy workloads are highly sought after.

Eligibility/other requirements:

Experience or qualifications in Lease Administration, Urban Planning, Customer Services, Law or Government Administration would be an advantage.

Note: This selection process will be used to fill two permanent positions.

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

Selection may be based on application and referee reports only.

This position involves 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 written application of no more than two pages, outlining relevant experience and examples, demonstrating you have the Skills, Knowledge, and Behaviours to successfully perform the Duties and Responsibilities of this role, along with your current curriculum vitae, listing two referees and their contact details.

Applicants are encouraged to contact the Contact Officer to learn more about the current vacancies.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anna Gianakis (02) 6205 8757 Anna.Gianakis@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Custodial Operations**Detainee Employment Officer****Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 14764)**

Gazetted: 20 September 2023

Closing Date: 11 October 2023

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and conscientious people to join the Detainee Services Unit as the Detainee Employment Officer (ASO5) at the Alexander Maconochie Centre (AMC).

Under the general direction of the Senior Detainee Employment Officer, the successful applicant will liaise directly with detainees at the AMC and contribute to the implementation, induction, facilitation, registration and overall management of AMC detainee based employment.

The successful applicant will be expected to demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Further to this, you will prepare documentation and reports to a range of stakeholders and other bodies as required.

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

Eligibility/Other requirements:

Eligible candidates will be required to undergo a criminal history check.

Applicants may be required to undertake psychological aptitude testing as part of the assessment process

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: To apply, applicants are required to submit two items: (1) a one to two page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements and (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Contact Officer: Cameron Watling (02) 6205 1094 Cameron.Watling@act.gov.au

Public Trustee and Guardian**Wills, Estates and Trusts Unit****Senior Estate and Trust Officer****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 03381)**

Gazetted: 19 September 2023

Closing Date: 3 October 2023

Details: At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing financial services, by acting as a Guardian, as a Trustee and by making Wills and administering deceased estates.

We are a happy and diverse staff of 60 people and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion the vulnerable members of our community. A career at PTG provides you with an opportunity to make a positive difference in someone's life.

We have a temporary opportunity for a motivated and well organised professional to work as a Senior Estate and Trust Officer in our Wills, Estates and Trusts Unit. This 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. We 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.

Eligibility/Other requirements: This position would suit an applicant with a financial or accounting background or with a good understanding of the law of succession and estates.

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

Notes: This is a temporary position available from 01 November 2023 to 31 January 2024. Selection may be based on application and referee reports only.

How to apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities, which can be found in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Danae Lacey (02) 6207 9800 Danae.Lacey@act.gov.au

Emergency Services Agency

Assistant Commissioner Corporate

Governance and Coordination

Assistant Director, Records Management Project

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 62999)

Gazetted: 18 September 2023

Closing Date: 2 October 2023

Details: The Emergency Services Agency is seeking a Electronic Document and Records Management (EDRMS) guru with experience in training and a passion for projects. As the Assistant Director, Records Management Project your key role will be to plan, lead and implement HPE Content Manager across the Emergency Services Agency as well as schedule and deliver training to support the implementation of the EDRMS in ESA business units.

The ideal candidate will quickly build strong relationships with key ESA stakeholders to advise on digital records governance and operational matters and provide day to day advice and support to Agency business units on the use of EDRMS.

You will also review existing sensitive information collection practices and explore secure alternative solutions;

This includes expert advice on data retention policies, practices and data disposal within the ESA.

Due to the requirements of this position, you will need to demonstrate capacity to be responsive, manage competing priorities, work to multiple deadlines and deliver quality results on time.

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:

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

Experience in project management or support is desirable.

Notes: This is a temporary position available immediately for a period of up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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. Please refer to the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Raouf Amin (02) 6207 3092 Raouf.Amin@act.gov.au

ACT Human Rights Commission

Victim Support ACT

Victims Register Advocate

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 37856)

Gazetted: 15 September 2023

Closing Date: 29 September 2023

Details: 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. Working under the direction of the Victims Register Manager, this role will administer the Adult Offenders Victims Register, the Youth Justice Victims Register and the Affected Persons Registers in accordance with the Charter of Victims Rights and other legislation.

Duties of the Victims Register Advocate include:

Interpret, analyse and record sentence and Court outcomes on internal databases to determine client eligibility for the different Victims Registers in accordance with the relevant legislation.

Monitor and support the allocation of incoming communication to shared inboxes.

Provide administrative support in relation to the management of offender's sentences to support Victims Register Advocates.

Work directly with victims of crime to uphold the rights of registered victims to receive timely information about the management of a relevant offender's sentence.

Support and facilitate warm referrals for victims of crime to other areas of Victim Support ACT.

Work positively and collaboratively with justice agencies, government agencies and non-government agencies, including ACT Corrective Services (ACTCS), the Sentence Administration Board (SAB) and the Community Services Directorate.

If you want to work in a collaborative, fast-paced team where there is opportunity for role development and have a passion to support Victims of Crime, this role is for you.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

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

How to apply: Please review the Position Description for the role and provide a written pitch up to two pages demonstrating your ability and experience to perform the role, addressing both the professional/technical skills and knowledge and the behavioural capabilities. Please also provide a current curriculum vitae including the details of two referees with your pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Eve Ball (02) 6205 2066 eve.ball@act.gov.au

ACT Corrective Services

Service Improvement and Community Operations

Community Service Work Supervising Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 09306)

Gazetted: 14 September 2023

Closing Date: 28 September 2023

Details: ACT Corrective Services (ACTCS) is looking for enthusiastic, motivated and conscientious people to fill the role of Community Service Work Supervising Officer (ASO3) within the Community Service Work Unit (CSWU).

The successful applicant will be required to supervise and monitor offenders undertaking community service activities, as a condition of a Court Order. As part of this role, you will induct and assist offenders in the correct and appropriate operation of ground maintenance equipment. You will also account for the equipment used, ensuring it is returned in a clean and serviceable condition and that damaged or unsafe equipment is identified. In addition, you will liaise with community agencies regarding their work crew requirements and tasks and will be required to maintain records and prepare reports for the Courts in relation to offender progress and non-compliance issues.

Further to this, you will provide administrative and clerical support within CSWU, including maintaining files, records and statistical data necessary for the efficient administration of the Unit.

The successful applicant will be expected to demonstrate the ability to supervise and work with clients and possess well developed interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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

Eligibility/Other Requirements:

A driver's licence is essential.

Current Working with Vulnerable People clearance is essential.

Senior First Aid certificate or the ability to obtain one is essential.

Knowledge, experience and understanding of the safe use of gardening tools and machinery is highly desirable.

Eligible applicants will be subject to a police record check.

Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

Applicants may be required to undertake medical testing as part of the assessment process.

Note: This position will be offered on a casual basis the weekly hours are 7:40am-5:21pm available on Wednesday, Friday and Saturday with the possibility of more days when operationally required. The Community Service Work

Supervisor will be required to work a fixed shift roster and undertake parts of the duties outside normal business hours (including weekends). Penalty rates of pay apply to this position.

How to Apply: Applicants are required to submit three items:

a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements

a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager)

a copy of their driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sandford Beggs (02) 6205 4679 Sandford.Beggs@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Ministerial, Governance and Corporate Support

Senior Director, Governance

Senior Officer Grade A \$160,541, Canberra (PN: 45239)

Gazetted: 20 September 2023

Closing Date: 4 October 2023

Details: Major Projects Canberra is seeking an experienced Senior Director, Governance for six months with the possibility of extension and / or permanency.

The Senior Director reports to the Executive Branch Manager, Ministerial, Governance and Corporate Support and has an overarching strategic planning and co-ordination role across the directorate.

Key elements of the position include coordination of the MPC Annual Report, Freedom of Information (FOI), audit, compliance and fraud and corruption frameworks. This role plays a central role in the development of corporate policies and in formulating, implementing and responding to arrange of whole of government policies and programs.

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 Public Policy, Communications or a related field would be highly regarded.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than one page addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nikki Pulford (02) 6205 5466 Nikki.Pulford@act.gov.au

Project Development and Support

Ministerial, Governance and Corporate Support

Directorate Liaison Officer

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 45667)

Gazetted: 19 September 2023

Closing Date: 26 September 2023

Details: Details: A rewarding opportunity is available for a highly motivated individual to contribute to the delivery of Territory-shaping projects as Major Projects Canberra's Directorate Liaison Officer (DLO)

The Major Projects Canberra (MPC) DLO works closely with MPC's Executive and its Ministerial, Governance and Corporate Support Branch to facilitate information flow between the Directorate, its Ministers' Offices and other ACTPS agencies.

An ideal applicant will bring a sound understanding of government processes, demonstrated leadership skills, a responsive approach to tight deadlines, and an ability to build and maintain effective relationships through concise communication to the role.

If you are a person who thrives in a busy environment and enjoys working collaboratively with your colleagues, this is the role for you.

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

Eligibility/other requirements:

Previous experience in the management and provision of advice in Cabinet and Assembly matters is highly desirable.

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

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be sent to the contact officer.

Contact Officer: Lauren Cunningham (02) 6207 5996 Lauren.Cunningham@act.gov.au

Office of the Legislative Assembly

Business Support

Financial Accountant

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 311)

Gazetted: 20 September 2023

Closing Date: 4 October 2023

Details: Are you an enthusiastic, professional, high performing and motivated individual looking for the next step in your accounting career? Then this opportunity is for you!

The Office of the Legislative Assembly (OLA) is an impartial statutory agency which provides procedural and administrative advice and support to the Assembly and its committees. It is headed by the Clerk of the Assembly and is governed by the *Legislative Assembly (Office of the Legislative Assembly) Act 2012*.

As the Financial Accountant you will be responsible for undertaking a wide range of accounting tasks relating to budgeting, internal and external reporting, preparation of financial statements, banking, taxation, developing policies and procedures and the maintenance of an effective internal control framework.

To be successful in this role you will have excellent communication skills, a strong background in accounting and finance management, sound understanding of financial systems, and the ability to complete multiple tasks in a timely manner in collaboration with a variety of stakeholders.

Eligibility/Other Requirements: Tertiary qualifications in Accounting or a related field and CA/CPA qualification or progress towards is highly desirable. Experience with MYOB, TM1 or another financial management information system would be an advantage.

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

How to Apply: If this role sounds like a challenge you are interested in, we want to hear from you. Please submit a written application of no more than two pages, responding to the requirements in the 'What we are looking for' section in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

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

Transport Canberra and City Services

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

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

Transport Canberra and Business Services**Territory and Business Services****Cemeteries****Customer Experience Team Leader****Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 62927)**

Gazetted: 20 September 2023

Closing Date: 18 October 2023

Details: The team at Canberra Memorial Parks (CMP) provides interment and memorialisation options at three cemetery sites for the diverse Canberra community and surrounding regions. CMP has recently been appointed to operate a new proposed cemetery providing further options for the community for the next century.

We are seeking a Customer Experience Team Leader to manage a small and committed customer service team in providing a vital and valued service to our community.

In this role:

You will lead your team by setting the benchmark for service excellence by assisting customers during a challenging time in their life with kindness, empathy and commitment.

You will be given the freedom to bring your ideas to the table for how we can collectively deliver the best possible service experience.

You will be instrumental in developing how our products and services are presented to our customers and promoted to our community.

You will be encouraged to develop your skills with pathways and opportunities to act at a higher level when required and play a key role in the future of our business.

You will be expected to challenge the status quo and review and enhance all aspects of customer service operations including process review and business improvement.

About you:

Your resilience and calm adaptability to diverse and multiple priorities with demanding timeframes are key traits that will help you succeed in this role.

You are conscious of and sensitive to the needs of our diverse community and cultural feelings and beliefs about death, grief and interment.

You can empathise with clients while staying focused on operational requirements and realising outcomes through efficient service.

You are organised, have an eye for practical detail, and understand that teamwork, preparation and initiative can complement each other with the effort of team-mates to achieve excellence.

You are a "systems thinker" and understand the importance of a strong workplace culture in achieving business excellence.

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

How to Apply: Please provide your current curriculum vitae with details of two referees. You must also submit a pitch which addresses your suitability against all five selection criteria capabilities (numbered one to five in the what you require section of the Position Description) and all three Behavioural Capabilities. This pitch must be no longer than three pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Gregory (02) 6207 0029 Adam.Gregory@act.gov.au

City Services**Infrastructure Delivery****Assistant Director Reporting****Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 38603)**

Gazetted: 19 September 2023

Closing Date: 3 October 2023

Details: Infrastructure Delivery (ID) manage and deliver the Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public

transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

Infrastructure Delivery is seeking a highly self-motivated person for the role of Assistant Director Reporting. This is an important role in the Business Management team and provides advice and support to the Infrastructure Delivery branch.

The Assistant Director, Reporting is responsible for the management of Commonwealth reporting for all commonwealth projects in conjunction with the Assistant Director, Financial Reporting and Systems. You will be the primary liaison point between Government agencies, interstate jurisdictions and organisations and lead/represent the area at meetings as required. You will have experience in the co-ordination and writing of high level correspondence and project or program reporting, with exceptional organisational, analytical and communication skills.

You will have a high degree of sensitivity and confidentiality, excellent writing skills and the ability to meet competing and tight deadlines whilst working with professionalism in achieving the required outcomes. In your role you will work effectively within a team and will contribute to the establishment of a positive work culture and the continuous improvement of the team outcomes.

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

How to Apply: Applicants should address the Selection Criteria and limit responses to one-two pages (maximum) against each of the Selection Criteria. Please take into consideration the "What You Require" section when addressing how you have demonstrated the Selection Criteria. Applications should also include a current curriculum vitae and the name and contact details of two referees.

Please see attached position description for details of the duties to be undertaken.

Should you have any questions relating to the position please contact Kae Harradine, kae.harradine@act.gov.au, 6205 3508.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kae Harradine (02) 6205 3508 Kae.Harradine@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Planning and Delivery - Procurement & Strategic Assets

Procurement and Contract Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 47379)

Gazetted: 18 September 2023

Closing Date: 2 October 2023

Details: The Procurement & Strategic Assets team partner with Transport Canberra business areas, facilitating a procurement process to enable the purchase of Goods and Services in accordance with the legislated requirements. The Procurement & Strategic Assets facilitate strategic procurement planning through high level monitoring of contract management activities and data collection. The Procurement & Strategic Assets team procure high value, strategic technical assets for Transport Canberra using our combined subject matter knowledge of technical engineering and procurement.

The Procurement and Contract Officer plays a key role in the Procurement & Strategic Assets team and provides high-level procurement and contract advice and services to Transport Canberra. The Procurement and Contract Officer works closely with business units where appropriate to deliver procurement and contract management oversight to achieve business outcomes, while ensuring that all Transport Canberra procurement processes comply with relevant legislation and policy requirements.

The Procurement and Contract Officer has procurement and contract management experience and/or qualifications, good verbal and written communication skills and able to work both collaboratively and independently as required.

Eligibility/Other Requirements:

Procurement and contract management experience/qualifications.

Demonstrated understanding of legislation, regulations.

An understanding of government procurement requirements is highly-desirable.

Note This position is located in a designated Activity Based Working (ABW) environment. ABW is a transformation in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space. The

Planning and Delivery Branch operates in a hybrid working environment, providing employees with the opportunity to split their working hours between home and office. To foster an environment of collaboration, information sharing and building connections, we ask that staff commit to working a minimum of 20% of their weekly hours from the office. 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 no more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Taylor-Dayus (02) 6207 4593 Sarah.Taylor-Dayus@act.gov.au

Transport Canberra and Business Services

Transport Canberra

MyWay+

Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35986)

Gazetted: 18 September 2023

Closing Date: 2 October 2023

Details: Are you an experienced, enthusiastic and dedicated Project Officer?

We are seeking a Project Officer to assist in the delivery of public transport projects, managing assets and undertaking procurement and contract management activities. The Project Officer will have knowledge of and ensure compliance with legislative frameworks, government decision-making and TCCS policy requirements. Under limited direction, the Project Officer will draw on well-developed organisational and time management skills, experience in providing project and procurement support to assist in delivering projects.

The Project Officer will exercise initiative and judgement in providing project support. The Project Officer will actively engage with key stakeholders, interpret and apply relevant legislation, as well as drafting reports and other correspondence related to the project.

The successful applicant will have experience in providing project management support, well-developed verbal and written communication skills and be confident working both collaboratively and independently as required.

Eligibility/Other Requirements:

Project management experience or qualifications are highly desirable.

Demonstrated understanding of legislation, regulations.

An understanding of public transport or similar field is highly desirable.

Notes: This is a temporary position available immediately until 20 December 2024, with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: To apply, please provide a written response to the Selection Criteria (max three pages) and a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark White (02) 6207 4698 Mark.White@act.gov.au

City Services

City Services

Urban Treescapes

Tree Worker Operations

General Service Officer Level 3/4 \$56,173 - \$61,181, Canberra (PN: 21344, several)

Gazetted: 18 September 2023

Closing Date: 9 October 2023

Details: If you thrive in the open air, enjoy working with your hands, and appreciate the benefits of trees, we have the perfect opportunity for you.

Urban Treescapes manages and maintains more than 823,500 trees on parklands and streets throughout ACT. A diverse combination of evergreen and deciduous trees, Canberra's urban forest provides important ecological and amenity advantages for its inhabitants and wildlife.

Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters. Our team take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

About the opportunity:

Applications are invited to fill the role of Tree Worker Operations. Tree Workers contribute to a knowledgeable team carrying out tree maintenance tasks within Canberra's urban forest. As a representative of the ACT Government, you will require a passion for trees and an understanding of the importance of teamwork and great customer service.

What we can offer you:

A role with purpose: you will see how you are playing a part in making Canberra a better place.

Benefits and perks: permanent full-time positions with an attractive employment package, including bi-annual pay rises, allowances, plus 10.5% superannuation. We also offer various employee health and well-being programs including discounted memberships to over 100 gyms and locations.

Opportunity to grow: we provide up-skilling opportunities, training and networking to ensure you are constantly able to grow within your career.

Balance: you will have a fantastic work life balance with the opportunity to work a nine-day fortnight and access to generous leave entitlements.

Please see the Position Description for further information about the role.

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

Notes: There are multiple permanent and temporary, full-time positions available immediately across several maintenance depots throughout Canberra. Selection may be based on application and referee reports only. A Merit Pool may be established from this selection process and used to fill vacancies over the next 12 months.

How to Apply: Applications should include:

A statement of two to three pages addressing the 'Selection Criteria' section of the Position Description.

A current curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lachlan Taylor 0408 789 370 Lachlan.Taylor@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 City Services

Transport Canberra

Planning and Delivery - Procurement & Asset Management

Senior Director Procurement, Contracts & Asset Management

Senior Officer Grade A \$157,201, Canberra (PN: 35988)

Gazetted: 18 September 2023

Closing Date: 2 October 2023

Details: Transport Canberra is seeking an enthusiastic and experienced Senior Director to manage, develop and undertake all levels of procurement from simple and low value, to complex and/or high value. This work will be undertaken with the support of a small but dedicated team deploying procurement strategies and contract management to inform forward planning for operations and support strategic transport objectives.

The Senior Director will require strong communication skills to facilitate, collaborate and consult with internal and external stakeholders to achieve an integrated and coordinated approach to public transport outcomes.

Key areas of experience include the ability to manage multiple priorities including asset management, procurement and contract management; have demonstrated ability to develop and manage large data sets, and the ability to solve problems using data and information. Extended experience in procurement would be a distinct advantage.

Transport Canberra is dynamic and fast changing and therefore, the successful applicant needs to demonstrate the ability to work flexibly, be innovative and outcome focused.

As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for motivating a team and providing appropriate support and

guidance throughout the various phases of procurement delivery. Effective employee engagement skills are a key enabler in the performance of this role, as is a values-based leadership style.

This position requires a leader with a strong, considered people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. They should model commitment to continual learning, encourage ongoing development and engage the right people to the right roles.

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

Eligibility/ Other Requirements

Qualifications and or relevant experience in procurement and contract management, or related disciplines are highly desirable will be well regarded.

Risk identification and management experience

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

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

This position is located in a designated Activity Based Working (ABW) environment. ABW is a transformation in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

The Planning and Delivery Branch operates in a hybrid working environment, providing employees with the opportunity to split their working hours between home and office. To foster an environment of collaboration, information sharing and building connections, we ask that staff commit to working a minimum of 20% of their weekly hours from the office.

How to apply: Please submit no more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Taylor-Dayus (02) 6207 4593 Sarah.Taylor-Dayus@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Planning and Delivery

Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35985)

Gazetted: 18 September 2023

Closing Date: 2 October 2023

Details: Working under the direction of the Senior Director, the Project Officer will assist in the delivery of public transport projects, managing assets and undertaking procurement and contract management activities. The Project Officer will have knowledge of and ensure compliance with legislative frameworks, government decision-making and TCCS policy requirements.

Under limited direction, the Project Officer will draw on well-developed organisational and time management skills, experience in providing project and procurement support to assist in delivering projects.

The Project Officer will exercise initiative and judgement in providing project support. The Project Officer will actively engage with key stakeholders, interpret and apply relevant legislation, as well as drafting reports and other correspondence related to the project.

The successful applicant will have experience in providing project management support, well-developed verbal and written communication skills and be confident working both collaboratively and independently as required. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements

Project management or contract management experience/qualifications are highly desirable.

Demonstrated understanding of legislation, regulations.

An understanding of public transport or similar field is highly desirable.

Notes: This is a temporary position up until the 1 March 2024, with the possibility of extension up to 12 months.

Selection may be based on application and referee reports only.

This position is located in a designated Activity Based Working (ABW) environment. ABW is a transformation in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

The Planning and Delivery Branch operates in a hybrid working environment, providing employees with the opportunity to split their working hours between home and office. To foster an environment of collaboration, information sharing and building connections, we ask that staff commit to working a minimum of 20% of their weekly hours from the office.

How to apply: Please submit no more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Taylor-Dayus (02) 6207 4593 Sarah.Taylor-Dayus@act.gov.au

Chief Operating Officer

Finance

External Budgets and Reporting

Assistant Director, External Budgets and Reporting

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 36522)

Gazetted: 18 September 2023

Closing Date: 2 October 2023

Details: This position is part of a small and dynamic team reporting to the Director, External Budgets and Reporting. The position plays a key role in managing the Directorate's external and internal budget allocations as well as maintaining the systems used and works closely with other members of the Finance team and Treasury in developing both internal and external budgets. The occupant of the position will have the opportunity to coordinate Directorate's performance reporting, manage cash and appropriations, undertake reviews of Directorate's financial delegations and provide training and advice as required.

Eligibility/Other requirements:

Experience in using complex spreadsheets and budgeting systems such as TM1 and GBMS.

Tertiary qualifications in commerce and accounting along with professional membership of CPA/CA or comparable bodies preferable.

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

How to apply: Applicants should address the professional/technical skills and knowledge required as well as behavioural capabilities in a two page 'pitch style' response with a tailored curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nada Kos (02) 6207 7237 Nada.Kos@act.gov.au

Transport Canberra and City Services

Transport Canberra

Planning and Delivery - Procurement & Strategic Assets

Procurement Manager

Senior Officer Grade C \$135,355 - \$152,377, Canberra (PN: 49309)

Gazetted: 15 September 2023

Closing Date: 29 September 2023

Details: The Procurement team partner with Transport Canberra business areas, facilitating a procurement process to enable the purchase of Goods and Services in accordance with the legislated requirements. The Procurement team facilitate strategic procurement planning through high level monitoring of existing contracting arrangements, and new and emerging needs for procurement activities. The Procurement team support the Operational arm of the business through facilitating a range of procurement activities including approaches to market for goods and services which vary in both value and complexity.

The Procurement Manager plays a key role in the Procurement team and provides high-level procurement and contract advice and services to Transport Canberra as well as managing a small team. The Procurement Manager works closely with business units where appropriate to deliver procurement and contract management oversight to achieve business outcomes, while ensuring that all Transport Canberra procurement processes comply with relevant legislation and policy requirements.

The Procurement Manager has procurement and contract management experience and/or qualifications, strong verbal and written communication skills and able to work both collaboratively and independently as required. As a senior leader within TCCS, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

Eligibility/Other requirements:

Procurement and contract management experience.

Demonstrated understanding of legislation, regulations.

An understanding of government procurement requirements.

Demonstrated people management skills.

Notes: This position is located in a designated Activity Based Working (ABW) environment. ABW is a transformation in the way we work. By creating flexible workplaces with a variety of different work settings, we are better able to support every kind of employee, their job function, and individual preferences for comfort and space.

The Planning and Delivery Branch operates in a hybrid working environment, providing employees with the opportunity to split their working hours between home and office. To foster an environment of collaboration, information sharing and building connections, we ask that staff commit to working a minimum of 20% of their weekly hours from the office.

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 no more than a two-page written response addressing why you are best suited for this position and your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the position description, along with a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Taylor-Dayus (02) 6207 4593 Sarah.Taylor-Dayus@act.gov.au

City Services

City Presentation

Licensing and Compliance

Senior Infringement Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 54021)

Gazetted: 15 September 2023

Closing Date: 29 September 2023

Details: TCCS Licensing and Compliance (L and C) is seeking highly motivated people to join the Infringement Review Team. The Senior Infringement Officer is responsible for providing guidance and assistance to the Infringement Team and support to directors and managers in relation to issued infringement notices and escalated court matters. Based at Reid and working within the ABW framework, the Infringement team is integral to the success of L and C operations and is responsible for managing infringement notices issues by TCCS business units. The Senior Infringement officer will also provide support to the Assistant Director of Investigations, contributing to the teams' day-to-day operations, and the team's compliance with the governing administrative legislation, and for assisting clients with enquiries. Your responsibilities will include:

Managing infringement notices issued by TCCS and for the legislation which it administers, including the management of unpaid infringement notices.

Preparing and issuing reminder and final warning notices where required.

Managing complaints and enquiries.

Creating, and tracking payment plans and extensions.

Managing and escalating infringement disputes and/or reviews.

Assisting with the compilation of responses and briefs for ACT Civil and Administrative Tribunal and briefs of evidence for the ACT Magistrates Court.

Eligibility/Other requirements:

Mandatory:

The ability to understand and interpret a variety of legislation and regulations.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Driver's licence Class 'C' or higher Driver's License is essential.

This position may require a pre-employment medical 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)

This position does require a police criminal check.

Willingness to wear a uniform on occasion.

Desirable:

Demonstrated experience in working in a regulatory/compliance environment.

Certificate IV in Government Investigation or equivalent or an ability to obtain within 12 months of employment.

Experience working in a fast-paced office environment.

Excellent verbal and written communication skills.

Excellent administrative skills.

Excellent organisational skills.

Strong operational knowledge of office-based information technology.

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. Previous applicants need not reapply.

How to Apply: Please submit a written application addressing the Selection Criteria (no more than two pages), along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Hutchens (02) 6205 8618 Tim.Hutchens@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.

City Services**Infrastructure Delivery and Waste****ACT NoWaste****Director Waste Education and Partnerships****Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 36232)**

Gazetted: 14 September 2023

Closing Date: 28 September 2023

Details: ACT NoWaste delivers the ACT Government's recycling and waste management program and is a unique organisation in Australia: we deliver both state/territory and local government functions. We are a diverse, innovative and professional team from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

ACT NoWaste has an overarching goal of achieving less waste in landfill, and the Director Waste Education and Partnerships leads a team to develop and implement a program of work to achieve this goal, promoting behaviour change in relation to the circular economy, waste avoidance and recycling and supporting the community through engagement, information and education. The role requires a strategic manager with strong behaviour change, communication and engagement skills and experience leading a diverse team across a range of functions.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

Eligibility/Other requirements:

Degree level qualifications and/or experience in marketing (particularly social marketing), behaviour change or communications will be highly regarded.

Driver's licence is preferred but not essential.

Notes: This is temporary position available immediately for a period of 12 months with potential for permanency.

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

How to Apply: Applicants are to address the criteria highlighted under the 'What you Require' section located in the Position Description via a two-page pitch 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: Katherine Harrington (02) 6205 4878 Katherine.Harrington@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Bus Operations

Assistant Director Bus Operations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 35980)

Gazetted: 14 September 2023

Closing Date: 28 September 2023

Details: Do you have experience working in a fast paced, operational environment and enjoy the challenge of ever-changing priorities? If yes, we want to hear from you!

The Assistant Director, Bus Operations works within the Executive Branch Manager, Bus Operations office within Transport Canberra. Reporting to the Senior Director Bus Operations, the Assistant Director Bus Operations is responsible for providing accurate and timely strategic business and coordination support for bus operational matters. The Assistant Director Bus Operations collaborates and works closely with key personnel in the Bus Operations Branch, Transport Canberra and TCCS to implement governance and business processes to deliver business critical operational tasks, these include coordinating and drafting internal and external reporting, planning, governance, audit and performance obligations.

Under the leadership of the Senior Director, Bus Operations the Assistant Director Bus Operations will implement business improvements and build strong working relationships within the business and across the Directorate. It is critical that this role works collaboratively with stakeholders to identify business improvements, increase efficiencies, and thereby contribute to driving performance improvement and delivering better services to the community.

This leadership role is fast paced and requires the Assistant Director to be agile in their approach and strategic in their ability to prioritise tasks. The role is responsible for supervising one staff member, which involves providing appropriate support and guidance to ensure the effective operation of the Office and support to the Executive Branch Manager.

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

How to apply: Please address the five points listed under the Selection Criteria section of the Position Description in no more 350 words per criterion.

Please also provide a current curriculum vitae outlining your work history in chronological order including the contact details for two referees.

Applications should be submitted via the apply now button below.

Contact Officer: Heidi Stephenson 0433 272 897 Heidi.Stephenson@act.gov.au

APPOINTMENTS**ACT Health****Senior Officer Grade B \$135,355 - \$152,377**

Bradley Foxlewin, Section 68(1), 18 September 2023

Health Professional Level 4 \$114,928 - \$123,710

Kolawole Odutola, Section 68(1), 18 September 2023

Canberra Health Services**Radiation Therapist Level 3.1 \$109,307 - \$112,880**

Julian Beraldo, Section 68(1), 18 September 2023

Health Professional Level 2 \$70,679 - \$97,028

Sarah Brice, Section 68(1), 18 September 2023

Health Service Officer Level 4 \$57,149 - \$59,336

Ian Burnett, Section 68(1), 15 September 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Qingyue Hu, Section 68(1), 21 September 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Yuxuon Luo, Section 68(1), 15 September 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Puja Manandhar, Section 68(1), 12 September 2023

Health Professional Level 2 \$70,679 - \$97,028

Craig Mhishi, Section 68(1), 12 September 2023

Research Officer Grade 1 \$64,606 - \$76,427

Josephine Isabelle Philip, Section 68(1), 25 September 2023

Health Professional Level 2 \$70,679 - \$97,028

Maddison Lea Reedy, Section 68(1), 13 September 2023

Health Service Officer Level 3/4/5 \$55,350 - \$63,169

Kapila Sharma, Section 68(1), 14 September 2023

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Morgan Shepherd, Section 68(1), 18 September 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Reshma Shrestha, Section 68(1), 15 September 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sujata Thapa, Section 68(1), 12 September 2023

Radiation Therapist Level 2 \$73,662 - \$101,811

Sandra Ujdar, Section 68(1), 18 September 2023

Canberra Institute of Technology**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Brianna Driscoll, Section 68(1), 21 September 2023

Chief Minister, Treasury and Economic Development**Administrative Services Officer Class 3 \$71,139 - \$76,427**

Mackenzie Bale, Section 68(1), 20 September 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Mellinda Hughes, Section 68(1), 14 September 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Alannah Lazarov, Section 68(1), 18 September 2023

Senior Officer Grade C \$114,928 - \$123,710

Abhijeet Nadpurohit, Section 68(1), 13 September 2023

Administrative Services Officer Class 2 \$62,994 - \$69,376

Neetu Sharma, Section 68(1), 20 September 2023

Senior Officer Grade C \$114,928 - \$123,710

Grace Stuart, Section 68(1), 12 September 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Ko-Li Tung, Section 68(1), 14 September 2023

Community Services**Administrative Services Officer Class 4 \$76,255 - \$82,566**

Dalia Draganjac, Section 68(1), 14 September 2023

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

Chaeyoung Kim, Section 68(1), 14 September 2023

Administrative Services Officer Class 5 \$87,364 - \$92,370

Kate O'Shannessy, Section 68(1), 19 September 2023

Education**School Assistant 3 \$58,404 - \$62,857**

Samantha Holgate, Section 68(1), 18 September 2023

School Assistant 4 \$70,028 - \$75,827

Connor Shaw, Section 68 (1), 14 September 2023

Environment, Planning and Sustainable Development**Senior Officer Grade B \$135,355 - \$152,377**

Elizabeth Butt, Section 68(1), 19 September 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Sylvain Perrin, Section 68(1), 20 September 2023

Justice and Community Safety

Administrative Services Officer Class 3 \$68,685 - \$73,920

Stuart Brunton, Section 68(1), 31 August 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Paolo Celestino, Section 68(1), 16 September 2023

Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Mishelle Fealy, Section 68(1), 18 September 2023

Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Catalina Ringrose-Voase, Section 68(1), 18 September 2023

Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Max Skellern, Section 68(1), 18 September 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Charlotte Smith, Section 68(1), 18 September 2023

Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Sylvia Wendlandt, Section 68(1), 18 September 2023

Major Projects Canberra**Infrastructure Officer 5 \$163,315**

Gonca Tuzcu-Turman, Section 68(1), 15 September 2023

Transport Canberra and City Services**Administrative Services Officer Class 4 \$80,535 - \$86,909**

Marieth Espinosa Fonseca, Section 68(1), 19 September 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Paul Want, Section 68(1), 18 September 2023

Worksafe ACT**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Matthew Baker, Section 68(1), 18 September 2023

TRANSFERS

ACT Health

Aidan Whitfield

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health, Canberra (PN. 23683) (Gazetted 4 January 2023)

Justice and Community Safety

Timothy Turner

From: Correctional Officer Class 2 \$92,996

Justice and Community Safety

To: Correctional Officer Class 2 \$86,814 - \$92,996

Justice and Community Safety, Canberra (PN. 17617) (Gazetted 20 June 2023)

PROMOTIONS**ACT Health****Policy, Partnerships and Programs****Health Policy and Strategy Branch****End of Life Policy - Voluntary Assisted Dying & Palliative Care****Noah Bowen**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health, Canberra (PN. 58201) (Gazetted 4 July 2023)

Population Health**Health Protection Service****ACT Government Analytical Laboratory****Swarup Chatterjee**

From: Health Professional Level 4 \$114,928 - \$123,710

ACT Health

To: †Health Professional Level 5 \$135,355 - \$152,377

ACT Health, Canberra (PN. 27724) (Gazetted 24 July 2023)

Digital Solutions Division**Application Support****Skye Miller**

From: Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 62960) (Gazetted 5 April 2023)

Policy, Partnerships and Programs Division**Data Analytics Branch****Epidemiology Section****Zoe Pollock**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

ACT Health

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health, Canberra (PN. 60086) (Gazetted 4 January 2023)

Canberra Health Services**Clinical Services****Cancer & Ambulatory Services****Walk in Centres****Jaya Canard**

From: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services

To: Administrative Services Officer Class 2/3 \$62,994 - \$76,427

Canberra Health Services, Canberra (PN. 40674) (Gazetted 24 August 2023)

CHS Medical Services**Pathology****Sharon Chen**

From: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 26439) (Gazetted 4 August 2023)

Mental Health, Justice Health and Alcohol and Drug Services**Director of Nursing****Deepak Cherian**

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. 28487) (Gazetted)

Clinical Services**University of Canberra Hospital****Verity-Erin Hart**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

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. 04556) (Gazetted 25 July 2023)

Clinical Services**Mental Health, Justice Health, Alcohol & Drug Services****Kelly Howard**

From: Registered Nurse Level 3.2 \$130,846

Canberra Health Services

To: †Registered Nurse Level 3.2 \$130,846

Canberra Health Services, Canberra (PN. 36784) (Gazetted 26 June 2023)

CHS Medical Services**Pathology****Diptiben Patel**

From: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 21276) (Gazetted 4 August 2023)

Clinical Services**Rehab, Aged and Community Service****Amy Price**

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. 54226) (Gazetted 21 June 2023)

Clinical Services**Mental Health, Justice Health, Alcohol & Drug Services****Meghan Smith**

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. 60549) (Gazetted 21 July 2023)

Megan Wilkinson

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 12121) (Gazetted 27 July 2023)

Chief Minister, Treasury and Economic Development

Digital, Data and Technology Solutions
Customer Engagement Services Branch
Ian Urquhart

From: Information Technology Officer Class 1 \$73,920 - \$84,144

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 14661) (Gazetted 13 September 2022)

Community Services

Children, Youth and Families
Child and Youth Protection Services - Practice and Performance
Assessment and Support
Jackie Lukins

From: Child and Youth Protection Professional Level 4 \$123,373 - \$132,376

Community Services

To: †Child and Youth Protection Professional Level 5 \$142,095 - \$159,543

Community Services, Canberra (PN. 11565) (Gazetted 1 November 2022)

Family Safety
Domestic, Family and Sexual Violence Office
Sophie McGlynn

From: Senior Officer Grade C \$114,928 - \$123,710

Community Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Community Services, Canberra (PN. 40396) (Gazetted 20 March 2023)

Family Safety
Morgan McGown

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Community Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Community Services, Canberra (PN. 58620) (Gazetted 8 September 2022)

Family Safety
Family Safety
Tara Moodie

From: Graduate Administrative Assistant \$78,785 - \$81,144

ACT Health

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Community Services, Canberra (PN. 59970) (Gazetted 10 October 2023)

Corporate
Finance
Housing Finance
Zachary Thomas

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Community Services, Canberra (PN. 61356) (Gazetted 20 April 2023)

Education

School Improvement
South Weston Network
Canberra College
Susan Johnson

From: \$79,108 - \$117,538

Education

To: †School Leader C \$135,383

Education, Canberra (PN. 02764) (Gazetted 3 August 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.

School Improvement

North Canberra / Gungahlin

Majura Primary School

Dylan Lazarus

From: General Service Officer Level 5/6 \$62,078 - \$68,143

Transport Canberra and City Services

To: Building Service Officer 3 \$75,931 - \$80,136

Education, Canberra (PN. 54533) (Gazetted 1 May 2023)

Justice and Community Safety

Security and Emergency Division

Security

Laila Kazak

From: Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety

To: Senior Officer Grade A \$157,201

Justice and Community Safety, Canberra (PN:35392) (Gazetted 28 March 2023)

ACT Courts and Tribunal

Registry Operations

Criminal Section

Rylee Ferrier

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 43643) (Gazetted 24 August 2023)

ACT Corrective Services

Service improvement and Community Operations

Community Operations

Matthew Kennedy

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 61803) (Gazetted 6 July 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.

ACT Human Rights Commission

Victim Support ACT

Intermediary Program

Hillary Miranda

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$117,845 - \$126,715

Justice and Community Safety, Canberra (PN. 53887) (Gazetted 1 August 2023)

Parliamentary Counsel's Office**Legislative Drafters****Lewis Pope**

From: Government Solicitor 1 \$80,822 - \$121,026

Justice and Community Safety

To: †Assistant Parliamentary Counsel 1 \$70,680 - \$142,352

Justice and Community Safety, Canberra (PN. 43781) (Gazetted 31 July 2023)

ACT Corrective Services**Service improvement and Community Operations****Community Operations****Peter Quinn**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 61804) (Gazetted 6 July 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.

Major Projects Canberra**Theatre Project****Shilpa Mehta**

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Major Projects Canberra, Canberra (PN. 59972) (Gazetted 5 July 2023)

Suburban Land Agency**Lama El-Hassan**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Suburban Land Agency

To: †Senior Officer Grade C \$114,928 - \$123,710

Suburban Land Agency, Canberra (PN. 50906) (Gazetted 22 September 2021)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General

Transport Canberra and City Services**Territory and Business Services****Libraries ACT****Alex Beeston**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services

To: †Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services, Canberra (PN. 52707) (Gazetted 23 June 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.

Territory and Business Services**Libraries ACT****Laura Nuttall**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services

To: †Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services, Canberra (PN. 46057) (Gazetted 23 June 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.

Territory and Business Services**Libraries ACT****Nicholas Shiels**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: †Administrative Services Officer Class 5 \$89,114 - \$94,120

Transport Canberra and City Services, Canberra (PN. 46058) (Gazetted 23 June 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.

CORRIGENDA**Canberra Health Services**

Denise Lamb, 87533423, the date of effect for the appointment has been amended from 11/08/2023 to 24/10/2023.

Transport Canberra and City Services

Permanent appointment for Margie Denyer gazetted 07/09/2023, offer has been declined.