



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 18 March 2021**

## 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>

#### **Health Systems, Policy and Research**

#### **Preventive and Population Health**

#### **Health Promotion Director, Health Promotion**

**Senior Officer Grade B \$130,018 - \$146,368 , Canberra (PN: 18643, several)**

Gazette Date: 18 March 2021

Closing Date: 01 April 2021

Details: Several exciting opportunities exist for enthusiastic and dedicated Directors to work in the Health Promotion Section within the ACT Health Directorate. The Health Promotion Section initiates and manages programs and initiatives that aim to improve the health and wellbeing of the ACT population.

Eligibility/Other Requirements:

- Relevant tertiary qualification or equivalent experience in a field relevant to health promotion or public health is desirable.
- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

**Notes:** There is one temporary full-time position is available until 7 October 2021 and an expected temporary part-time vacancy on a basis at 29.40 hours per week to cover leave until July 2021. Salary noted above will be paid pro rata for the part-time position. Both positions are available immediately with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Flexible working arrangements may be considered.

**How to Apply:** Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current Curriculum Vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian Ison (02) 5124 9514 [adrian.ison@act.gov.au](mailto:adrian.ison@act.gov.au)

#### **Health Systems, Policy and Research**

#### **Public Health, Protection and Regulation**

#### **Office of Deputy Director General**

#### **Infection Prevention and Control Officer**

**Registered Nurse Level 3.1/Health Professional Level 4 \$108,237 - \$120,436, Canberra (PN: 23873)**

Gazetted: 24 March 2021

Closing Date: 7 April 2021

Details: ACT Health is seeking to improve our capabilities in Infection Prevention and Control (IPC), specifically for COVID-19. We are looking for a qualified IPC practitioner with demonstrated experience in delivering high level IPC advice across a range of settings.

If successful, you will be responsible for providing expert advice to support all aspects of the public health response to COVID-19. Working as part of a multidisciplinary team, you will assist with the development of plans for outbreaks and support quarantine arrangements, particularly the ACT's hotel quarantine program.

In the event of COVID-19 outbreaks in the ACT, you will play a critical role in assessing IPC at high-risk sites and supporting the outbreak management team to respond to outbreaks.

You will be expected to attend sites experiencing outbreaks to support responders with high-level IPC advice to assist with managing the outbreak. You can also expect to provide on-site assessment of quarantine locations,

including the hotel quarantine program. Note, staff working in the hotel quarantine program will be required to participate in syndromic surveillance, regular testing for COVID-19, and other measures to reduce the risk of COVID-19 entering the community.

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

**Eligibility/Other Requirements:** A current driver's licence is required. The successful application will need 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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Note:** This is a temporary position available immediately for 12 months. This position will be filled at either a Health Professional Level 4 or a Registered Nurse Level 3.1 depending on qualifications. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position may be required to work after hours, weekends and on-call.

**How to Apply:** If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the required Skills, Knowledge and Behavioural Capabilities, your curriculum vitae and contact details of two referees, one being your current supervisor.

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

Contact Officer: Toby Keene (02) 5124 6252 [toby.keene@act.gov.au](mailto:toby.keene@act.gov.au)

## Digital Solutions Division

### Future Capability

#### Senior Business Analyst

#### Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50935)

Gazetted: 24 March 2021

Closing Date: 7 April 2021

**Details:** The Digital Solutions Division within ACT Health is seeking to recruit a motivated and experienced Senior Business Analyst who can be part of a dynamic project team to make a significant contribution to the digital transformational changes underway in our health system. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

Under the broad direction of the Senior Project Manager, the Senior Business Analyst is responsible for the provision of documenting requirements in line with the Digital Solutions Division Delivery Frameworks and processes.

To be successful, the Senior Business Analyst must have:

proven conceptual and analytical skills so that the customers business needs are properly interpreted and translated into application and operational requirements

extensive experience preparing requirement models, detailed specifications and design documentation

excellent communication skills interacting with diverse range of key stakeholders to capture requirements

experience managing traceability requirements, use cases and test planning activities

strong decision-making skills to assess a situation, consider options and select a course of action.

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

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

**Notes:** This is a temporary position available for 12 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and 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 at least two referees, one of which is your current manager.

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

Contact Officer: Sandra Millett (02) 5124 9409 [Sandra.Millett@act.gov.au](mailto:Sandra.Millett@act.gov.au)

**Health Systems, Policy and Research  
Public Health Protection and Regulation  
Health Emergency Control Centre  
Logistics and Facilities Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 49645, several)**

Gazetted: 24 March 2021

Closing Date: 31 March 2021

**Details:** The ACT Health Directorate is seeking enthusiastic Operational Support Officers to join the logistics function of the COVID-19 Response Team. This team was created to deliver a longer-term public health response to the ongoing COVID-19 pandemic.

We are looking for flexible, well rounded team players who are strong communicators, with research and analytical skills, with the ability to make sound judgements on sensitive or contentious issues.

In these roles, you will need sound organisational skills and demonstrated ability to be proactive, flexible and to manage competing priorities while working under pressure and within tight timeframes in a dynamic work environment.

The successful applicants will ideally demonstrate the ability to provide high quality policy development support and advice to the Director HECC Support Systems and the Chief Health Officer.

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

**Eligibility/Other Requirements:**

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

**Note:** These are temporary positions available immediately for twelve months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. These positions may be required to do some after hours, weekends, or on-call work.

**How to Apply:** If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, plus a curriculum vitae including the contact details for two referees, one being your current supervisor.

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

Contact Officer: Paul Cortese (02) 5124 9203 paul.cortese@act.gov.au

**Digital Solutions Division  
Technology Operations  
Support and Diagnostic Systems Hub  
Director, Support and Diagnostic Systems Hub**

**Senior Information Technology Officer Grade B \$130,018 - \$146,368, Canberra (PN: 18529)**

Gazetted: 24 March 2021

Closing Date: 7 April 2021

**Details:** Looking for a dynamic and engaging role managing projects and a small operational team in a high tech Hospital environment? We are looking for a “can do”, agile leader that can liaise with multiple vendors and key stakeholders including senior executives to deliver multiple projects including integration with robotic track systems and sophisticated laboratory instrumentation and other system upgrades. The role also has responsibility for the operational team who support a large fleet of integrated instrumentation and multiple ICT systems that run the Pathology business. If you are looking for an engaging and dynamic role that will utilize all of your skills, this is a role for you. 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 performance reporting and 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,

the development and implementation of a performance reporting framework,

statutory and intergovernmental reporting requirements,

management of the relationship and services delivery by technology vendors including Shared Services ICT,

development, implementation and maintenance of technology policies and procedures, and

information management and information security.

**Eligibility/Other Requirements:**

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

**Notes:** This is a temporary position available immediately until 27 January 2023. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**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: Peter McNiven (02) 5124 9066 Peter.McNiven@act.gov.au

**Digital Solutions Division**

**Office of the Chief Information Officer**

**Assistant Director, Finance**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50860)**

Gazetted: 23 March 2021

Closing Date: 6 April 2021

**Details:** Are you an experienced finance professional with a proven ability to manage difficult and complex accounts and situations, utilising your knowledge of government rules, regulations, guidelines, and procedures? The Digital Solutions Division within ACT Health is looking to a recruit someone to be responsible for managing the effective delivery of a range of financial, accounting, budget, and administrative support services. This involves monitoring the performance of the division, providing advice on budget, finance, and performance related matters with stakeholders ensuring alignment with the division's strategic priorities and budget.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. The Executive Officer is responsible for the provision of efficient, effective, and compliant administrative and secretarial support, ensuring coordination of administrative assistance across all divisional branches and Operational Governance Committees. 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 performance reporting and 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,  
the development and implementation of a performance reporting framework,  
statutory and intergovernmental reporting requirements,  
management of the relationship and services delivery by technology vendors including Shared Services ICT,  
development, implementation and maintenance of technology policies and procedures, and  
information management and information security.

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

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

**How to Apply:** 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: Katrina Keep (02) 5124 9340 katrina.keep@act.gov.au

**Strategic Infrastructure Division**

**Infrastructure Client Services**

**Infrastructure Client Services Project Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 39084)**

Gazetted: 23 March 2021

Closing Date: 30 March 2021

**Details:** The Strategic Infrastructure division within ACT Health is looking for a can-do person who shows initiative and a commitment to quality work. You will live the ACT public service values of respect, integrity, innovation and collaboration and bring with you to work a positive attitude and a high level of professionalism.

We are looking for a team player who values and respects others' contributions to the workplace and in turn contributes knowledge and skills for the greater good. You will be a process driven Officer with strong communication skills including the ability to liaise and negotiate effectively with a broad range of stakeholders. You will have the proven ability to quickly learn and acquire new skills.

The Infrastructure Client Services Project Officer will:

Coordinate and successfully engage with clients and stakeholders across Government and Non-Government organisations requiring the services of the Infrastructure Client Services team, including tenants in ACT Health owned assets.

Identify and coordinate the delivery of infrastructure projects and programs in line with client engagement requests, asset management plans, planned maintenance programs, condition reports and risk and reactive repair analysis. Support the ICS team to deliver facilities management activities and infrastructure programs as required.

**Eligibility/Other Requirements:** The following are desirable but not essential attributes:

Experience in or knowledge of ACT Government procurement

Experience in infrastructure project coordination and /or asset management

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

This position will be flexible between working from the Bowes Street office, working from home and attending ACTHD sites. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a written application of no more than two 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/supervisor.

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

Contact Officer: Justeen Stapleton (02) 5124 9452 [justeen.stapleton@act.gov.au](mailto:justeen.stapleton@act.gov.au)

## Digital Solutions Division

### Future Capability

### Digital Health Record Program

### Change Manager

### Senior Information Technology Officer Grade B \$130,018 - \$146,368, Canberra (PN: 44640)

Gazetted: 22 March 2021

Closing Date: 5 April 2021

**Details:** Are you a professional, well-organised and experienced change manager looking for the next challenge? Do you want to lead organisational change for the largest health ICT investment in ACT Government's history, a program which will transform the way health care is provided in the ACT public health services?

The Digital Solutions Division within ACT Health is looking to recruit someone to be responsible for the planning, development, execution and monitoring of change management plans and activities including communications, training, stakeholder management, change impact assessment and business readiness analysis for the Digital Health Record Program. The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's public hospitals, community health centres and walk-in centres. It is intended that most clinical specialists and locations will transition to the Digital Health Record in 2022-23. 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 performance reporting and 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,

the development and implementation of a performance reporting framework,

statutory and intergovernmental reporting requirements,

management of the relationship and services delivery by technology vendors including Shared Services ICT,

development, implementation and maintenance of technology policies and procedures, and

information management and information security.

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

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

**Note:** This is a temporary position available for a period of 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 at least two referees, one of which is your current manager.

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

Contact Officer: Sandra Cook (02) 5124 9129 ACTHealthCIO@act.gov.au

## **Corporate and Governance**

### **Strategic Finance**

#### **Financial Reporting and Governance**

##### **Finance Officer**

##### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 45920)**

Gazetted: 19 March 2021

Closing Date: 2 April 2021

**Details:** Strategic Finance is accountable for matters such as statutory reporting, internal management reporting, budget development and coordination, and ensuring ACT Health Directorate's accounting policies and procedures remain comprehensive and current. The branch is also responsible for cash management, capital accounting and reporting and is the liaison point between the ACT Health Directorate and Share Services Finance for financial reporting, banking and taxation management.

The Financial Management Reporting Team provides strategic financial support to the Directorate, ensuring effective, efficient and accurate financial policy advice, budget entry and analysis, and financial and management reporting.

The Internal Management Reporting team within the Financial and Management Reporting section of the Strategic Finance Branch provides financial management support and advice to the ACT Health Directorate. The team provide a range of services such as internal budget preparation, management reporting, analysis and financial advice to Divisions within the ACT Health Directorate.

To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to:

Resolve problems by enlisting resources.

Implement policies.

Provide technical financial support.

Manage deadlines and coordinate a variety of tasks.

**Eligibility/Other Requirements:** This position requires:

Previous experience in a finance related role.

Experience in using Microsoft Office suite applications, with intermediate excel skills and have the ability of performing basic formulas.

High level of customer service, with consistently clear oral and written communication skills.

High level of organisation skills and ability to work under pressure.

Highly Desirable:

A degree level qualification (or progression towards) in accounting or relevant experience in a commensurate finance officer role.

Membership/progression towards ICAANZ or CPA.

Knowledge and experience in the use of ACT Governments financial systems (e.g. Oracle, Web and Excel TM1, APIAS, etc.).

Mandatory:

Undergo a pre-employment National Police Check.

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

**How to Apply:** Please submit a written application of no more than two pages, 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: Rachael Petersons (02) 5124 9116 [rachael.a.petersons@act.gov.au](mailto:rachael.a.petersons@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.

## **Digital Solutions Division**

### **Technology Operations**

#### **Cyber Security Hub**

##### **Director**

**Senior Information Technology Officer Grade B \$130,018 - \$146,368, Canberra (PN: 03835)**

Gazetted: 19 March 2021

Closing Date: 2 April 2021

**Details:** The Digital Solutions Division within ACT Health is looking to recruit a Cyber security professional to join the ACT Health Cyber Security Hub. This position will work closely with the ACT Health Chief Information Security Officer (CISO) to develop and implement ACT Health's Cyber security strategy and to manage cyber security operations.

Responsibilities include:

- providing technical cyber security advice to projects and various stakeholders,
- developing/reviewing Security Risk Management Plans,
- developing proposals and business cases in support of security initiatives,
- generating and report on security metrics and performance.
- representing the Cyber Security hub in committees and forums as required.

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 performance reporting and 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,
- the development and implementation of a performance reporting framework,
- statutory and intergovernmental reporting requirements,
- management of the relationship and services delivery by technology vendors including Shared Services ICT,
- development, implementation and maintenance of technology policies and procedures, and
- information management and information security.

**Eligibility/Other Requirements:** This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

**Note:** An order of merit 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 response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. More details can be found in the attached Position Description.

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

Contact Officer: Hakan Gultekin (02) 5124 9062 [ACTHealthCIO@act.gov.au](mailto:ACTHealthCIO@act.gov.au)

## **Health Systems, Policy and Research**

### **Preventive and Population Health**

#### **Health Promotion**

##### **Director, Health Promotion**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 18643, several)**

Gazetted: 18 March 2021

Closing Date: 1 April 2021

**Details:** Several exciting opportunities exist for enthusiastic and dedicated Directors to work in the Health Promotion Section within the ACT Health Directorate. The Health Promotion Section initiates and manages programs and initiatives that aim to improve the health and wellbeing of the ACT population.

**Eligibility/Other requirements:**



Relevant tertiary qualification or equivalent experience in a field relevant to health promotion or public health is desirable.

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

**Notes:** There is one temporary full-time position is available until 7 October 2021 and an expected temporary part-time vacancy on a basis at 29.40 hours per week to cover leave until July 2021. Salary noted above will be paid pro rata for the part-time position. Both positions are available immediately with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Flexible working arrangements may be considered.

**How to Apply:** Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current Curriculum Vitae including two referees.

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

Contact Officer: Adrian Ison (02) 5124 9514 [adrian.ison@act.gov.au](mailto:adrian.ison@act.gov.au)

### **Calvary Public Hospital Bruce**

**Division: Allied Health (Non Manual Therapy)**

**Position Title: Pharmacy Technical Officer Level 1**

**Classification: Technical Officer Level 1 \$60,130 - \$63,043, Canberra (LP8090)**

Gazette Date: 22 March 2021

Closing Date: 28 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15105

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Emily Diprose (02) 6201 6269 [emily.diprose@calvary-act.com.au](mailto:emily.diprose@calvary-act.com.au)

**Division: Maternity**

**Position Title: Clinical Midwifery Educator**

**Classification: Registered Nurse Level 3 \$111,179 - \$115,754, Canberra (LP7165)**

Gazette Date: 22 March 2021

Closing Date: 29 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15107

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Andrea Moore (02) 3201 6987 [andrea.moore@calvary-act.com.au](mailto:andrea.moore@calvary-act.com.au)

**Position Title: Ward Clerk**

**Classification: Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (LP7826)**

Gazette Date: 11 March 2021

Closing Date: 21 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15111

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Belinda Mudge (02) 6201 6285 [belinda.mudge@calvary-act.com.au](mailto:belinda.mudge@calvary-act.com.au)

**Division: Nursing and Midwifery Board of Australia**

**Position Title: Nurse - Maternity**

**Classification: Registered Nurse 2 \$96,976 - \$102,781, Canberra (LP7208)**

Gazette Date: 22 March 2021

Closing Date: 30 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15172

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Janine McEwan (02) 6201 6619 [janine.mcewan@calvary-act.com.au](mailto:janine.mcewan@calvary-act.com.au)

**Division: Allied Health - Physiotherapist**

**Position Title: Lymphoedema Service Coordinator and Senior Clinician Health Professional Level 4**

**Classification: Health Professional Level 4 \$110,395 - \$118,832, Canberra (LP6855)**

Gazette Date: 22 March 2021

Closing Date: 06 April 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15182

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Marie Coulombe (02) 6201 6190 [marie-michelle.coulombe@calvary-act.com.au](mailto:marie-michelle.coulombe@calvary-act.com.au)

**Section: Non Admitted Patient Services**

**Position Title Administrative Service Officer**

**Classification Administration Service Officer Class 3 \$65,976 - \$71,004, Canberra (LP7929)**

Gazette Date: 24 March 2021

Closing Date: 29 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 15230

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Maree Winbank (02) 6201 6455 [maree.winbank@calvary-act.com.au](mailto:maree.winbank@calvary-act.com.au)

**Canberra Health Services**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

**Executive Group Manager, People and Culture, Executive Director, Nursing and Midwifery and Patient Support Services**

**Executive Level 2.3 \$307,053 - \$319,330 depending on current superannuation arrangements, Canberra (PN: E858, E874)**

Gazetted: 19 March 2021

Closing Date: 9 April 2021

Details: Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding Southern NSW region, a combined catchment of around 800,000. The service has a clear focus and plan on operational effectiveness and efficiency and improving accountability for health service delivery. With a workforce of 7,500, the organisation works in partnership with the ACT Health Directorate, which provides a system steward role for the ACT health system as a whole. On the interaction of policy advice and operation of the publicly owned clinical service system, both the ACT Health Directorate and CHS work together to provide sound advice to Ministers.

The Health Service finds itself at an exciting juncture with an ambitious program of growth and development now underway.

For more information visit [health.act.gov.au](http://health.act.gov.au)

Executive Group Manager People and Culture (EGMPC)

Canberra Health Services seek to appoint an outstanding Executive Group Manager People and Culture to lead the ongoing development of a responsive, innovative and strategic People and Culture service. Reporting to the CEO

and supported by an exceptional team, the EGMPC will deliver strategic and operational workforce solutions across a broad remit including driving culture change.

Equipped with proven experience in effectively leading human resource management functions, the successful candidate will evidence strong prior experience within the health sector, demonstrating high levels of credibility. Excellent interpersonal, communication and negotiation skills, with the ability to develop and maintain collaborative partnerships and stakeholder relationships, are vital. Tertiary qualifications in a related discipline are essential. Ref CHSepc0321

Executive Director, Nursing and Midwifery and Patient Support Services (EDNMPSS)

Canberra Health Services seek to appoint a dynamic and talented Nursing leader to assume the position of Executive Director, Nursing and Midwifery and Patient Support Services. Reporting to the CEO, this position plays a key role in developing a collaborative and strategic approach to nursing and midwifery and is responsible for setting the strategic, professional and workforce agenda. The EDNMPSS also manages the operations of the Patient Support Services Division which provides Ward Clerk, Hospital Assistant, Wards-person and Central Equipment and Courier Services to CHS.

The successful candidate will be a seasoned and accomplished Nursing leader who is strategic and contemporary in their leadership and in their thinking and will be able to articulate an inspiring sense of the Nurse of the Future. Politically astute and able to interface across executive, clinical and Ministerial levels, the appointee will be a clinical quality and safety champion with a record of person-centred service improvement. Ref CHSnp0321

Remuneration: These positions attract a remuneration package ranging from \$307,053 - \$319,330 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

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

To apply - please go to [www.fisherleadership.com](http://www.fisherleadership.com) and click on 'APPLY ONLINE' using the relevant reference, addressing your cover letter and resume to Liz Jones or Deborah Komesaroff of Fisher Leadership, or call 1300 347 437 for further information.

Applications close 9 April 2021

### **Chief Financial Officer (Executive Group Manager)**

#### **Temporary Vacancy**

#### **Canberra Health Services**

#### **Finance and Business Intelligence**

#### **Position: E1085**

#### **(Remuneration equivalent to Executive Level 2.4)**

Date circulated: 25 March 2021

Circulated to: ACTPS Senior Executive List

Canberra Health Services is seeking a suitably qualified Chief Financial Officer (CFO) for a period of 3 months. This position has become nominally vacant and a full executive search process will be undertaken to fill a five year contract.

Reporting to the Chief Executive Officer, the CFO provides strategic leadership and vision to lead the financial maturity of Canberra Health Services. The role is responsible for the establishment of appropriate financial management frameworks, processes and accountabilities and provides overall leadership and management of the Finance and Business Intelligence Division. The position has responsibility for providing the Chief Executive, Ministers, Government and other stakeholders with commercial assessments and information which will ensure planning and budgeting activities meet organisational objectives.

The role has oversight and responsibility for financial accounting controls, budget development, performance reporting, treasury functions, costing, information technology, purchasing and supply chain, clinical and corporate records, clinical coding, business intelligence, clinical benchmarking and digital records.

To apply: Please provide a copy of your curriculum vitae and selection criteria addressing your skills and experience against the executive capabilities to Bernadette McDonald via email, [CEOHealth@act.gov.au](mailto:CEOHealth@act.gov.au) by COB Thursday 1 April 2021.

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 \$327,547 - \$340,747 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$264,006.

Contact Officer: Bernadette McDonald on (02) 5124 4700 or [CEOHealth@act.gov.au](mailto:CEOHealth@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Clinical**

#### **Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 10061)**

Gazetted: 22 March 2021

Closing Date: 5 April 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

#### **Overview of the Work Area and Position:**

Ward 7B is a 26 bed General Medicine Unit, the ward cares for the general medical patient, medically unwell mental health patient, medically unwell patient with drug and alcohol dependency and the eating disorder patients. The Medical, Nursing and Allied Health team on ward 7B work closely together to deliver optimal patient centred care. The Clinical Nurse Consultant has overall responsibility for the financial management and clinical leadership of the ward nursing staff ensuring clinical services meet the standards and needs required by the patients, staff and CHS.

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

##### **Mandatory:**

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

##### **Desirable:**

Holds or is working towards a tertiary management and/or nursing qualification

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

Undergo a pre-employment National Police Check.

**Notes:** A merit pool will be established from this process to fill temporary full time positions for periods of up to 12 months. Selection may be based on written application and referee reports only. The position is full time working 38 hours per week.

##### **How to Apply**

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

Contact Officer: Clare Gallagher (02) 0251245161 [clare.gallagher@act.gov.au](mailto:clare.gallagher@act.gov.au)

## **Division of Medicine**

### **Gastroenterology and Hepatology**

#### **Office Manager/Personal Assistant**

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 12121)**

Gazetted: 18 March 2021

Closing Date: 25 March 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

#### **Overview of the Work Area and Position**

This position provides day-to-day support to the Director of the Gastroenterology and Hepatology Department.

Duties will include, but will not be limited to diary management, human resource management, fiscal matters, data collection, secretariat support, maintenance requests, order of supplies and other duties that are appropriate to this level of classification

The position reports to the Administration Manager, Gastroenterology and Hepatology Unit and Director, Gastroenterology and Hepatology Unit.

The Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease.

The Unit provides:

Inpatient care of patients with gastroenterological and diseases;

Consulting service;

Endoscopic procedures;

Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and

Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

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

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

undergo a pre-employment National Police check.

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

Contact Officer: Jade Ngata (02) 51242063 jade.ngata@act.gov.au

#### **Infrastructure and Health Support Services**

##### **Food and Sterilising**

##### **Sterilising Services**

##### **Training and Development Manager**

##### **Technical Officer Level 3 \$75,985 - \$85,873, Canberra (PN: 11741)**

Gazetted: 18 March 2021

Closing Date: 1 April 2021

**Our Vision:** Creating exceptional health care together.

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

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

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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

**Overview of the work area and position:**

This role is for Production, Preparation and Stores Area.

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

Under limited the Director of Sterilising Services is responsible for the overall vision, leadership and management of Sterilising services, ensuring compliance with national standards in all areas of operation, team management, recruitment, procurement, monitoring of maintenance, repairs, inventory management, financial accountability, including customer relations, and ensuring a patient focused quality product and service are delivered to each customer.

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

Sterilising Services is organised into the following functional areas:

Sterilising Services at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH

**Eligibility/Other Requirements:**

**Mandatory**

Certificate III in Sterilising

**Desirable**

Certificate IV in Sterilising.

Certificate IV training and assessment.

A minimum of five years' experience in Sterilising Services practices or infection control practices or relevant health sector experience.

Current class C Driver's License.

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

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

Undergo a pre-employment National Police Check.

The successful applicant will need to be available weekday hours.

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

Contact Officer: Aishwarya Konakalla (02) 512 43146 kavitha.kugathas@act.gov.au

**Medicine**

**Emergency**

**Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$122,360, Canberra (PN: 22378)**

Gazetted: 19 March 2021

Closing Date: 6 April 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services. University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Four Walk-in Centres: which provide free treatment for minor illness and injury. Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

#### **Overview of the Work Area and Position**

Annually, the Emergency Department can have up to and more than 85,000 presentations.

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

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

##### **Mandatory:**

Registered or eligible to register as a General Nurse with the Australian Health Practitioner Regulation Agency.

Tertiary post graduate qualification in Emergency Nursing or equivalent.

Demonstrated experience working in a leadership position.

##### **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).

Contact Officer: Nicole Slater 0434 845 187 [Nicole.Slater@act.gov.au](mailto:Nicole.Slater@act.gov.au)

#### **Women Youth and Children Community Health Program**

##### **Women's Health Service**

##### **Counsellor**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 31447)**

Gazetted: 19 March 2021

Closing Date: 6 April 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

#### **Overview of the Work Area and Position**

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 multi-disciplinary context if not by a multidisciplinary team.

The ACT Women's Health Service (WHS) provides interprofessional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. The service seeks to provide trauma informed care to women accessing the service.

In this role you will work collaboratively within the interprofessional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. At this level it is expected that you will provide, under limited supervision, a high level of skilled intake, clinical assessment and therapeutic intervention to women across a range of clinical areas, including individual and group work.

The person we are seeking will have a commitment to working within an inter-professional environment and an understanding of delivering services to women from a feminist perspective.

**Eligibility/Other Requirements:**

**Mandatory:**

**For Social Work:**

Degree in Social Work

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

Registration under *Working with Vulnerable People (Background Checking) Act 2011*. Applicants must have a minimum of three years (ideal five years) post-qualification experience.

**For Psychology:**

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

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

**Highly Desirable:**

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

**For Counselling:**

Eligible qualification pathways

**Pathway 1**

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

**AND**

(ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

**OR**

(iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

**Pathway 2**

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course

**AND**

Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course.

**OR**

Three-year part-time ANZAP training in the Conversational Model.

Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

**Note:** These are temporary positions available until October 2021 with the possibility of extension and/or permanency. Part-time hours will be considered, and the above full-time salary will be pro-rata, four to five days is preferable, and a Friday must be worked.



Contact Officer: Nikki Goddard (02) 5124 1787 [Nikki.Goddard@act.gov.au](mailto:Nikki.Goddard@act.gov.au)

**Office Chief Executive Officer**

**Senior Director Workforce Resolution and Support**

**Senior Officer Grade A \$151,002, Canberra (PN: 25610)**

Gazetted: 19 March 2021

Closing Date: 2 April 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

The Senior Director will play a key role in providing sound and considered advice to employees within Canberra Health Services and the ACT Health Directorate whilst ensuring that the legislative requirements in relation to employment frameworks are adhered to. While the Senior Director role is an autonomous role you will work closely with all areas of the People and Culture Branch in particular the Business Partners and Employee Services. The main responsibilities of the role of Senior Director will be to;

- Provide high level and considered advice to employees who are experiencing bullying or interpersonal issues in the workplace in accordance with relevant legislation,
- Provide facilitated discussions and mediation between staff who are experiencing interpersonal conflict and to resolve workplace matters;
- Conduct psychosocial assessments and provide emotional support, guidance and referrals to relevant services and providers;
- Consult and liaise with external community agencies/groups and make linkages and referrals to these services for employees; and
- Contribute to positive outcomes through leadership and accountability.

This is a unique opportunity for a high energy professional interested in playing a key role within Canberra Health Services and the ACT Health Directorate.

Eligibility/Other Requirements:

Highly Desirable:

- A tertiary qualification in a related field eg, Social Work, Human Resources, Mediation
- Extensive knowledge of and experience in working in high conflict areas and conflict resolution

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.

Note:

Selection may be based on written applications and referee reports only - interviews may not be conducted.

Contact Officer: Nicole Stevenson (02) 5124 4702 [nicole.stevenson@act.gov.au](mailto:nicole.stevenson@act.gov.au)

**Finance and Business Intelligence**

**Accounting, Compliance and Business Improvement**

**Senior Director - Capital Finance**

**Senior Officer Grade A \$151,002, Canberra (PN: 50545)**

Gazetted: 22 March 2021

Closing Date: 7 April 2021

**Our Vision:** Creating exceptional health care together.

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

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

**Overview**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service.

We provide financial advice and reporting to the hospital, including activity performance reports and business insights. Our dedicated Financial Business Partners provide direct support to clinical and operations partners, ensuring timely and accurate information is available to enhance critical decision support.

This role is responsible for the management of CHS' capital reporting functions. The role manages a small team to deliver advice and monthly reporting on the capital projects undertaken by CHS and also work with our budgeting officers to ensure that ACT Treasury requirements are achieved.

**ABOUT YOU**

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

**Behavioural Capabilities**

Strong organisational skills with a high degree of drive.

Highly developed communication skills including the ability to produce high quality written documents and deliver presentations to a range of stakeholders.

The ability to provide timely and accurate reporting under tight timeframes.

**Eligibility/Other Requirements:**

**Desirable:**

A minimum of five years experience in asset/capital works management and financial accounting in a public sector environment.

Experience in the application of the ACT Government Capital Management Framework.

Experience in the use of the ACT Government's Project Management and Reporting System (PMARS).

Tertiary qualifications in accounting and professional membership or progress towards CPA / CA or comparable bodies.

Hold a current driver's licence.

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Ian Turnbull (02) 5124 9705 [ian.turnbull@act.gov.au](mailto:ian.turnbull@act.gov.au)

**Clinical Services**

**Rehabilitation, Aged and Community Services**

**Enrolled Nurse**

**Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 23429)**

Gazetted: 22 March 2021

Closing Date: 7 April 2021

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

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

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centered care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) - a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

Five Walk-in Centres: which provide free treatment for minor illness and injury.

Seven community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

**Overview of the work area and position:**

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. this includes Canberra Hospital, University of Canberra Public Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Service values: Reliable, Progressive, Respectful and Kind.

A number of RACS services work collaboratively with the individuals, their carers and other services within and external to Canberra Health Services. The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

**Eligibility/Other Requirements:**

**Mandatory:**

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

**Desirable:**

Comprehensive experience as an Enrolled Nurse as these positions have a high degree of autonomy.

**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).

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

Contact Officer: Shannon Reakes 0408 135 203 shannon.reakes@act.gov.au

**Clinical Services**

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

**Office of the Chief Psychiatrist**

**Specialist - Adult Acute Mental Health Services**

**Specialist Band 1 - 5 \$180,732 - \$223,029, Canberra (PN: 47564, several)**

Gazetted: 22 March 2021

Closing Date: 27 April 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

About us:

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) a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Five Walk-in Centres: which provide free treatment for minor illness and injury.
- Seven community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

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

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

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

For more information in relation to conjoint positions with the ANU please contact Professor Zsuzsoka Kecskes, Director, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit:

<https://canberra.com.au/work/>

Position Overview:

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Adult Acute Mental Health Services (AAMHS) provides voluntary and involuntary psychiatric care and treatment for people with a mental illness who require hospitalisation.

Services include:

Adult Mental Health Unit (AMHU) provides a safe and supportive environment for person receiving short term individualised care with acute mental illness or disorder to return to the community.

Mental Health Short Stay Unit (MHSSU) provides a safe environment for persons experiencing a mental health crisis.

Mental Health Consultation and Liaison (MHCL) provides as mental health triage, crisis and risk assessment, treatment, education and management planning to patients at the Emergency Department, Canberra Hospital. The successful applicant will have specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and skills relevant to both inpatient and community services, including the provision of ECT services.

About You:

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

Behavioural Capabilities

1. Adaptability and flexibility to accommodate change and provide responsive services to meet clients needs.
2. Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
3. Effective communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties; and
4. Ability to work within multi-disciplinary and management teams and adapt quickly to a changing environment, including managing confidential and sensitive information.

Eligibility/Other Requirements:

Mandatory:

- Relevant registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA).
- Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) in General Medicine, and/or medical sub-specialty, or equivalent specialist qualifications.

Desirable:

- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- Knowledge of the *Mental Health Act 2015* and other related legislations is desirable.
- Current driver's licence is preferred.

Prior to commencement successful candidates will be required to:

- Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC).
- 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: Reimbursement of relocation costs may be available if you are the successful candidate. The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.

Total Remuneration Package: \$280,553 - \$345,852 inclusive of salary, applicable allowances and 11.5% super. (Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise).

Group Attraction and Retention Incentive: \$50,000 - \$70,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$423,902.

Contact Officer: Dr Florian Wertenauer (02) 5124 1700 [florian.wertenauer@act.gov.au](mailto:florian.wertenauer@act.gov.au)

## Clinical Services

### Cancer and Ambulatory Services

#### Specialist 1-5, Haematology

#### Specialist Band 1 - 5 \$180,732 - \$223,029, Canberra (PN: 24178)

Gazetted: 24 March 2021

Closing Date: 5 April 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

About us:

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)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Five Walk-in Centres: which provide free treatment for minor illness and injury.

Seven community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

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

**Position Overview:**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> CHS is seeking to appoint a Specialist Haematologist to the Haematology Department of the Canberra Region Cancer Service at the Canberra Hospital. The Haematology Department currently occupies very new facilities with the administration, offices and outpatient and ambulatory treatment facilities within the Canberra Region Cancer Centre which opened in 2015. There is a purpose built, state of the art dedicated Haematology inpatient ward consisting of 28 beds (14A) opened in 2019.

The successful applicant(s) will join a team of 7 other Clinical haematologists and 5 Advanced Trainees in Haematology all committed to excellence in the provision of a tertiary level, academic Haematology service. The successful applicant will report to the Clinical Director, Haematology, Canberra Region Cancer Centre, and Service. The Clinical Haematology Department is a unit of the Canberra Region Cancer Service and provides care for people living in ACT and South East NSW. It incorporates an autologous bone marrow transplantation and apheresis unit and major Haemophilia treatment service and is also responsible for clinical outreach programs at Calvary Hospital ACT, Goulburn, Pambula and Moruya in NSW. There is a very active clinical trials unit within the department supported by 4.5 FTE clinical trials co-ordinators.

The successful applicant will be expected to participate fully in all activities of the Haematology Department, including on call and ward service duties and potentially travelling interstate to provide outreach services, on a proportionate basis. The successful applicant, if in possession of the FRCPA qualification, may be offered the opportunity to work some of their weekly hours in laboratory haematology in a fractional appointment with ACT Pathology. The diagnostic haematology services forms part of a well-equipped hospital pathology service (ACT Pathology) and includes the sections transfusion medicine, cytogenetics, flow cytometry as well as general and morphological haematology.

The successful applicant would be strongly encouraged to participate in the research activities of the Department, which include a strong clinical trials research unit maintained within the Clinical Haematology Unit. The appointee would be strongly encouraged to pursue an active research interest. Strong research links between the Haematology Dept and the ANU, John Curtin School of Medical Research have been developed and form an integral part of departmental activities with plans for further expansion with the construction of a research hub within the CRCC building on the Canberra Hospital campus in 2021. The successful applicant would also be invited to participate in teaching of medical students of the ANU Medical School, as well as to post-graduate medical trainees in Internal Medicine, Clinical and Laboratory Haematology and other educational activities at the Canberra Hospital.

The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and online journals and textbooks.

**Position Requirements/Qualifications:**

**Mandatory:**

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

Recent experience in all aspects of clinical haematology.

Possession of Fellowship of the Royal College of Pathologists of Australasia and/or a higher degree (e.g. PhD) would be an advantage. Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) or equivalent specialist qualifications.

**Desirable:**

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

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

Hold a current driver's licence.

Prepared to attend rural or offsite clinics if needed.

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

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

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.

Be registered under the *Working for Vulnerable People Act 2011*.

Note: This position is part-time at 28:00 hours per week and the full-time salary noted will be pro-rata.

Reimbursement of relocation costs may be available if you are the successful candidate.

Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Indicative total remuneration, inclusive of applicable allowances, and assuming 11% superannuation, \$345,852

Contact Officer: James D'Rozario 0411 489 603 james.d'rozario@act.gov.au

## **Women, Youth and Children**

### **Allied Health**

#### **Play Therapist**

**Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 48837)**

Gazetted: 22 March 2021

Closing Date: 5 April 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

#### **Overview of the Work Area and Position**

The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence-based quality care and advocacy for children and young people in the ACT and surrounding regions with acute and chronic health needs.

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 Centenary Hospital is committed to providing child friendly, child safe and developmentally appropriate care, with opportunities for learning and play seen as fundamental to children's expression, development and health and wellbeing. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics.

The play therapist will utilise specialist knowledge to plan, implement and evaluate developmentally appropriate play therapy. Therapeutic and medical play, procedural education, and support to reduce anxiety through use of coping strategies and distraction will be integral to the role. The play therapist will be available to the Paediatric Inpatient, Outpatient and Day Stay areas and may at times be required to extend services to other areas of the hospital where children are admitted, such as the Emergency Department. The play therapist will be required to provide expert advice to other health care providers and services and be a resource for staff members to ensure a culture of play and development is maintained. Therapy provision for children at other sites, such as Clare Holland House, or at home will be considered. The play therapist will report operationally to the Director of Allied Health in Women, Youth and Children and liaise regularly with clinical nursing managers in the Paediatric Medical Ward, Outpatients and Day Stay and Adolescent Ward.

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

##### **Mandatory:**

Working towards or has a Bachelor of Teaching or Early Childhood Teaching/Education/Play Therapy. Studies in Child Development may be considered.

**Desirable:**

Play therapy experience in a clinical environment

**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).

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*

**Note:** This is a temporary position available for nine months with the possibility of extension. Part-time hours may be considered, and the above full-time salary will be pro-rata.

Contact Officer: Pip Golley (02) 5124 4236 [pip.golley@act.gov.au](mailto:pip.golley@act.gov.au)

**Mental Health Justice Health Alcohol Drug Services**

**Child and Adolescent Mental Health Services**

**CAMHS Acute Senior Manager**

**Health Professional Level 5 \$130,018 - \$146,368, Canberra (PN: 50777)**

Gazetted: 22 March 2021

Closing Date: 5 April 2021

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

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

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

**POSITION OVERVIEW**

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

The Child and Adolescent Mental Health Service (CAMHS) Acute Services Senior Manager oversees the:

Hospital Liaison Team (HLT)

Adolescent Intensive Home Treatment Team (AIHTT)

Acute Day Program

Allied Health Team: Adolescent Mental Health Unit

These programs sit within Child and Adolescent Mental Health Services. The teams consist of Social Workers, Occupational Therapist, Psychologist, Registered Nurses, Nurse Practitioner, Carer Consultant, and Allied Health Assistant and psychiatry. These programs provide specialist assessment, treatment, assertive outreach, and secondary consultation and close liaison with the Department of Education, Australian National University and youth services. As a senior manager, the Health Professional Officer 5 works to the CAMHS Operational Director and CAMHS Clinical Director on strategic input and support for Divisional and organisational goals. The Health Professional Officer 5 ensures the effective and efficient delivery of Child and Adolescent Mental Health Services in these programs.

**ABOUT YOU**

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

**Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong interpersonal skills marked by clear communication, being approachable, engaged and collaborative at all levels of the service system. Leadership skills with a high degree of drive, initiative and responsibility balanced with a capacity to delegate, trust and a willingness to change and consider new opportunities. High level capacity to translate research, policy and align strategic intent into practice. High level organisation skills

**Position Requirements/Qualifications:**

**Mandatory:**

**For Occupational Therapy:**

Degree (or recognised equivalent) in Occupational Therapy

Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for professional membership of Occupational Therapy Australia

Must hold a current drivers licence.



Applicants must have a minimum of five years post-qualification experience.

**For Psychology:**

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

Must hold a current drivers license.

Applicants must have a minimum of five years post-qualification experience.

**Highly Desirable:**

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

**For Social Work:**

Degree in Social Work

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

Registration under *the ACT Working with Vulnerable People Act 2011*

Must hold a current drivers license.

Applicants must have a minimum of five years post-qualification experience.

**Highly desirable for all disciplines:**

Minimum of three years (ideal five years) post qualification

Experience in working with children and young people.

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

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

Comply with ACT Health occupational screening requirements related to immunisation

Undergo a pre-employment National Police Check.

Contact Officer: Catherine Furner (02) 5124 1652 Catherine.Furner@act.gov.au

**Rehabilitation, Aged and Community Services**

**Community Health Centres**

**Health Centre Coordinator**

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 23044)**

Gazetted: 23 March 2021

Closing Date: 6 April 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

**Overview of the Work Area and Position**

This position is a coordinator role and oversees administration staff in the various Health Centres. This role also supports the maintenance of the buildings and works closely with clinical services in an administrative capacity to increase service delivery and customer service within the teams. This position is under the direction of the Administration Manager for Community Health Centres and Walk-In Centres and the broader direction of the Operations Manager.

**Eligibility/Other Requirements:**

**Desirable:**

Relevant experience working in an administrative capacity and/or working towards or holds a certificate in management or customer service or another relevant field is desirable.

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

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

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

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

undergo a pre-employment National Police check.

**Note:** This is a temporary position available from 3 May 2021 until 1 October 2021 with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only. The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.

Contact Officer: Branka Milanovic (02) 512 41477 branka.milanovic@act.gov.au

## **DonateLife ACT**

### **Office of the Chief Operating Officer**

#### **Trainee Donation Specialist Nursing Coordinator**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 50964)**

Gazetted: 23 March 2021

Closing Date: 8 April 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and

Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and

additional outpatient services. Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health,

Dental Health, Mental Health, Alcohol and Drug Services.

#### **Overview of the Work Area and Position**

The trainee Donation Specialist Nursing Coordinator will work in collaboration with the Agency Manager and Donation Specialist Nursing Coordinators. They will work on a range of clinical processes, education and awareness raising activities, in accordance with nationally consistent programs and protocols to optimise organ and tissue donation within the ACT. The trainee will also collaborate with the DonateLife ACT multidisciplinary team to optimise organ and tissue donation for transplantation.

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

##### **Mandatory:**

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

Current drivers' licence

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

undergo a pre-employment National Police Check.

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

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

**Desirable:**

Post-registration qualifications in a critical care specialty or a minimum of five years postgraduate experience in a critical care area.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

**Note:** This is a temporary position available for up to 12 months. This position requires occasional after hours and weekend work.

Contact Officer: Nadia Burkolter (02) 5124 5624 Nadia.Burkolter@act.gov.au

## **Clinical Services**

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

#### **Eating Disorders Program**

#### **Occupational Therapist, Social Worker, Psychologist**

#### **Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 46795, several)**

Gazetted: 24 March 2021

Closing Date: 7 April 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

Mental Health, Justice Health, 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 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, other community settings including people's home. These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Dhulwa Mental Health Unit

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

The Eating Disorder Program (EDP) is a specialist outpatient tertiary service that provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The CAMHS EDP team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework.

This role will be to conduct assessment, and provide evidence-based intervention to children, adolescents and adults with an eating disorder, including family and individual work. To work as part of a multidisciplinary team and provide support and supervision to HP1 clinicians.

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

Eligibility/Other Requirements:

For Occupational Therapy:

Mandatory:

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

Eligibility for professional membership of Occupational Therapy Australia.

(HP2) Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Must hold a current driver's licence.

For Psychology:

Mandatory:

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

(HP2) Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Must hold a current driver's licence.

Highly Desirable:

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

For Social Work:

Mandatory:

Degree in Social Work.

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

HP2 Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

Must hold a current driver's licence.

Desirable:

Experience and or knowledge of working with people with Eating Disorders is desirable, however not essential.

Experience working with children, young people and adults.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals

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

Note:

These are temporary positions available for a period of 12 months with the possibility of extension. There is one full time position at 36.75 hours per week and one part-time position at 22.05 hours per week (3 days) and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

Contact Officer: Zoie Fortington (02) 5124 1235 [zoie.fortington@act.gov.au](mailto:zoie.fortington@act.gov.au)

## **Clinical services**

### **Division of Medicine**

#### **Cardiology**

##### **Typist**

**Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 50554)**

Gazetted: 24 March 2021

Closing Date: 7 April 2021

**Our Vision:** Creating exceptional health care together.

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

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

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)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales

region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

Five Walk-in Centres: which provide free treatment for minor illness and injury.

Seven community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

**Overview of the work area and position:**

The Canberra Health Services Division of Medicine provides a broad range of primary, secondary and tertiary health services. The Division has a strong focus on clinical governance to ensure quality of services, this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital and Health Services.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments, which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

The Cardiology Department is the tertiary diagnostic and therapeutic centre for acute and chronic cardiac diseases for the people of the ACT and surrounding NSW region. This position assists the Cardiology Outpatient Office Manager to undertake booking and scheduling of procedures, Medicare billing and medical record responsibilities and provide general office support as required.

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

**Eligibility/Other Requirements:**

**Desirable:**

Medical typing experience is highly desirable as this position attracts a typing allowance.

Knowledge of the IT system Cardio base would be advantageous

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

Undergo a pre-employment National Police check.

**Note:** This is a temporary position available for a period of nine months.

Contact Officer: Andrew Barrow (02) 5124 3994 [Andrew.j.barrow@act.gov.au](mailto:Andrew.j.barrow@act.gov.au)

**Clinical Services**

**Medicine**

**Chronic Disease**

**Psychologist**

**Health Professional Level 1 \$63,671 - \$83,418, Canberra (PN: 38493)**

Gazetted: 24 March 2021

Closing Date: 7 April 2021

**Our Vision:** Creating exceptional health care together.

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

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

**Overview of the work area and position**

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 position entails working as part of a Chronic Disease Management inter-disciplinary team to promote positive patient outcomes through the provision of high quality clinical services, case management, health promotion

activities and education. This position may also work collaboratively with the Research School of Psychology at the ANU.

Clinical service delivery may include group and individual therapy for people with psychological issues related to their obesity which may include strategies for self-monitoring, eating behaviours, physical activity behaviours, body image issues, life stress, motivation, realistic goal setting, and social relationships. The focus of intervention provided by the Psychologist within the service is on improving and maintaining lifestyle behaviours. The position may also assess patient's psychological suitability for bariatric surgery.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

Ability to manage confidential and sensitive information.

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

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

Relevant Registration with the Psychology Board of Australia .

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

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

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

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

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Undergo a pre-employment National Police Check.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

**Note:** This is a part-time temporary position available at 18:23 hours per week (other hours will be considered), for a period of 10 months. The full-time salary noted above will be paid pro-rata.

Contact Officer: Ana O'Rourke (02) 5124 4093 ana.o'rourke@act.gov.au

#### **Clinical Services**

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

#### **RACS Nursing**

#### **Enrolled Nurse**

#### **Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 20710, several)**

Gazetted: 22 March 2021

Closing Date: 7 April 2021

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

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

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

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centered care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) - a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

Five Walk-in Centres: which provide free treatment for minor illness and injury.

Seven community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

**Overview of the work area and position:**

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

A number of RACS services work collaboratively with the individuals, their carers and other services within and external to Canberra Health Services. The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

**Eligibility/Other Requirements:**

**Mandatory:**

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

**Desirable:**

Comprehensive experience as an Enrolled Nurse as these positions have a high degree of autonomy.

**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).

**Note:** These are temporary positions available for a period for six months with the possibility of permanency.

Contact Officer: Mercy Lukose 0432 131 084 [mercy.lukose@act.gov.au](mailto:mercy.lukose@act.gov.au)

**Canberra Institute of Technology**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

**Education and Training Services**

**Library and Learning Services**

**eLearn Training, Development and Support Officer**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 49615)**

Gazetted: 24 March 2021

Closing Date: 31 March 2021

**Details:** CIT is seeking an eLearn Training, Development and Support officer. The successful applicant will coordinate and provide training to CIT staff in using CIT's online learning platforms. They will also design and develop online courses in line with best practice standards using the online course template. This position is expected to prepare and execute User Acceptance Testing (UAT), investigate and troubleshoot system issues. They will have highly developed customer service and communication skills as well as demonstrated understanding of digital literacy skills including experience in working with a range of software, such as Microsoft Office Suite, SCORM packages and digital assets. The successful applicant must be able to communicate effectively with CIT's internal and external stakeholders at all levels. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Knowledge of the CIT Online Learning Environments. At least two years' experience in a tertiary education environment.

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

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

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

Contact Officer: Amy Pont (02) 6207 4325 Amy.Pont@cit.edu.au

## **CIT Corporate Services**

### **CIT Facilities**

#### **Operations Manager**

**Senior Officer (Technical) Grade C \$110,397 - \$118,832, Canberra (PN: 54042)**

Gazetted: 24 March 2021

Closing Date: 31 March 2021

**Details:** CIT Facilities is seeking a motivated, resilient and driven Operations Manager with experience in facilities, estate and fleet management and overarching principles of customer service. You will need to have a strong knowledge of legislative requirements relating to facilities, work health and safety and emergency coordination and management. Supporting the Senior Manager, CIT Facilities, and working with a high degree of autonomy, the Operations Manager is responsible for: managing and leading a small team in a customer service focussed role; liaising and negotiating with a range of stakeholders, including government agencies, private contractors, CIT management, staff and students, and business management including annual performance reporting and policy development. The successful candidate will need to demonstrate their ability to model CIT's cultural traits and the ACT Public Service values and signature behaviours. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

##### **MANDATORY**

An associate diploma from an Australian technical and further education (TAFE) institution or equivalent; or relevant experience, training or accreditation to perform the duties relevant to facilities, campus and general estate management.

##### **DESIRABLE:**

Experience in facilities management in an educational institution.

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

**How to Apply:** Applicants are to submit a two-page pitch demonstrating skills, knowledge and experience as listed in the Selection Criteria, along with a current curriculum vitae including the names and contact details of two referees.

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

Contact Officer: Ivan Radic (02) 6207 3521 Ivan.Radic@cit.edu.au

## **Education and Training Services**

### **Library and Learning Services**

#### **Project Librarian**

**Professional Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 50067)**

Gazetted: 19 March 2021

Closing Date: 26 March 2021

**Details:** CIT Library and Learning Services is looking for someone who is self-motivated, has experience managing projects, with an understanding of ACT Government procurement processes, and well developed organisational and communication skills.

The position will include managing the procurement and implementation of a new Integrated Library Management System; consulting with library staff and clients; coordinating training and updating associated policies and procedures.

**Eligibility/Other requirements:** An appropriate degree or equivalent which allows for professional membership of the Australian Library and Information Association (ALIA).

**Note:** This is a temporary position available immediately for a period of 12 months

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

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



Contact Officer: Julieanne Paulazzo (02) 6207 3374 julianne.paulazzo@cit.edu.au

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

### **CIT Training Initiatives**

#### **Administration Officer**

#### **Administrative Services Officer Class 2 \$58,230 - \$64,299, Canberra (PN: 37058, several)**

Gazetted: 19 March 2021

Closing Date: 26 March 2021

**Details:** An exciting opportunity is available for enthusiastic administrators to support the Training Initiatives Unit (TIU) at the Canberra Institute of Technology (CIT), based at CIT Reid. Successful applicants will be responsible for supporting the team's ACT training initiatives administrative requirements, including Australian Apprentices and Skilled Capital students. Under direction, successful applicants are required to have an eye for detail and accuracy, the ability to work collaboratively, be excellent communicators and confidently engage with internal and external clients and stakeholders. Flexible working arrangements are in place, along with free parking.

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

**Eligibility/Other requirements:** Knowledge of Australian Apprenticeship requirements and systems, along with a current driver licence are advantageous

**Notes:** These are temporary positions available for a period of 12 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

**How to Apply:** Applicants are required to address the Selection Criteria located on the Position Description (maximum four pages) and provide a current curriculum vitae along with the names of two referees.

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

Contact Officer: Bettina Frey (02) 6207 4202 bettina.frey@cit.edu.au

## **Education and Training Services**

### **CIT Trade Skills**

#### **Electrical Trades**

#### **Teacher Electrical Trades - Refrigeration and Airconditioning**

#### **Teacher Level 1 \$77,492 - \$103,397, Canberra (PN: 50875)**

Gazetted: 19 March 2021

Closing Date: 13 April 2021

**Details:** Canberra Institute of Technology (CIT) is seeking a full-time Refrigeration and Air Conditioning teacher within the Trade Skills Electrical Trades Department at its Fyshwick Campus. The person/s will need a strong background in the Refrigeration, Air Conditioning industry, hold relevant licences, qualifications and hold the Certificate IV in Training and Assessment. Knowledge of Licencing regulations and requirements, along with a high level of computer literacy is desirable. Dual areas of Electrical Trades including Refrigeration Air Conditioning, Electrical, Electronics trade, Solar PV and Battery Storage qualifications would be an advantage.

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:**

New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40116 qualification or its successor, within the first eighteen (18) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40116 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40116 or its successor).

All Teachers at Teacher Level 1 or 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Appropriate Industry competencies demonstrated by the following qualifications:

Certificate III in Refrigeration and Air Conditioning (or equivalent) and possess or be able to obtain an ARCTick Refrigerant handling licence, full or restricted (Disconnect or Re-connect) electrical licence is desirable.

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

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

**How to Apply:** Applicants are required to provide a written response to the Selection Criteria located on the Position Description along with a current curriculum vitae and two referee reports.

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

Contact Officer: Kathryn Druce (02) 6207 4345 [kathryn.druce@cit.edu.au](mailto:kathryn.druce@cit.edu.au)

### **Chief Minister, Treasury and Economic Development**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

**Chief Technology Officer (Executive Branch Manager), Technology Services**

**Temporary Vacancy (asap – 4 months)**

**Chief Minister, Treasury and Economic Development Directorate**

**Digital, Data and Technology Solutions**

**Position: E483**

**(Remuneration equivalent to Executive Level 1.4)**

Date circulated: 25 March 2021

Circulated to: ACTPS Senior Executive List, ACTRPS SOGA

The Digital, Data and Technology Solutions Group (DDTS) within the Chief Minister, Treasury and Economic Development Directorate is seeking expressions of interest from suitably qualified applicants for the temporary vacancy of Chief Technology Officer (Executive Branch Manager), Technology Services Branch.

The Chief Technology Officer (Executive Branch Manager), Technology Services, DDTS is a dynamic position that leads, manages and drives the strategic direction of knowledge and experience in managing and leading complex ICT technology services including desktops, networks, platforms, and technologically diverse ICT projects.

The successful candidate will require knowledge and experience in managing and leading complex ICT technology services including desktops, networks, platforms, and technologically diverse ICT projects.

To apply: Candidates are requested to submit an Expression of Interest (maximum two pages) addressing the selection criteria and a current curriculum vitae to Antony Stinziani via email, [antony.stinziani@act.gov.au](mailto:antony.stinziani@act.gov.au) by COB Thursday 1 April 2021.

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 \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Contact Officer: Antony Stinziani on (02) 6207 6489 or [antony.stinziani@act.gov.au](mailto:antony.stinziani@act.gov.au)

### **Access Canberra**

**Construction and Environment Protection**

**Environment Protection Authority**

**Environment Protection Officer**

**Professional Officer Class 1 \$61,931 - \$85,873, Canberra (PN: 15671)**

Gazetted: 24 March 2021

Closing Date: 31 March 2021

**Details:** Are you interested in water? Do you want to work on lakes, ponds and rivers, water abstraction, sewer discharge, sediment control, boating and algae lots of other water activities?

Applications are sought from applicants with experience in regulatory decision making, compliance assessment, record keeping, inspections and managing regulatory applications. You will be required to work on a wide range of water regulation activities including bores, water use, licence accounts, entitlements, boating, water quality and pollution.

If you can understand legislation plus its intended objectives and like working with people inside and outside of government to assess and assist in regulation of water based activities then we would love you to apply.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** Experience in regulatory decision making, record keeping, compliance and investigations will be an advantage.

**Notes:** This is a temporary position available immediately until 6 August 2021 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please submit your curriculum vitae, including two references, with a one-page expression of interest in the form of a pitch outlining why you're the best person for the job, referencing the requirements under the attached Position Description. If you require further information about this role, please contact Heath Chester (02) 6207 5728 or Narelle Sargent (02) 6207 5782.

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

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

## **Commercial Services and Infrastructure**

### **Property and Venues**

#### **Venues Canberra**

##### **Facilities Coordinator**

**Technical Officer Level 4 \$87,715 - \$100,388, Canberra (PN: 50960, Several)**

Gazetted: 23 March 2021

Closing Date: 8 April 2021

**Details:** Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium and Manuka Oval and the management and operation of these venues.

Venues Canberra are looking for an experienced Facilities Coordinator who possesses high level skills in programming, coordinating and facilitating planned and reactive maintenance in high public use assets. The successful candidate will have excellent communication skills and a high level understanding of ACT Government procurement. They will be highly organised and have the ability to work autonomously across the three Venues Canberra sites within a high performing team. They will also be required to perform operational roles on event days at each facility.

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

##### **Highly Desirable:**

Drivers licence.

Experience in contract and contractor management.

Experience in maintaining large facilities.

Relevant project management experience.

Ability to obtain white card, forklift, asbestos awareness and working at heights certification

The ability to perform regular after hours, public holidays and weekend work in support of booked events.

##### **Desirable:**

A qualified trade background

Knowledge of the event industry and/or event industry experience

Forklift operator licence

White card, asbestos awareness, working at heights, confined spaces and first aid certification.

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

**How to Apply:** Please submit a response to the Selection Criteria, a current curriculum vitae and a minimum of two referees.

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

Contact Officer: Andrew De Boni (02) 6213 0701 [Andrew.DeBoni@act.gov.au](mailto:Andrew.DeBoni@act.gov.au)

**Access Canberra**

**Customer Coordination**

**Land, Planning and Building Services Shopfront**

**Customer Service Officer – Team Leader**

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 00842, several)**

Gazetted: 23 March 2021

Closing Date: 30 March 2021

**Details:** The Application and Approvals 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 diverse people and those who identify as LGBTIQ are encouraged to apply

**Notes:** These are temporary positions available for up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: Steve Bowen (02) 6207 6955 [Steve.Bowen@act.gov.au](mailto:Steve.Bowen@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.

**Access Canberra**

**Licencing and Registrations**

**Senior Director**

**Senior Officer Grade A \$151,002, Canberra (PN: 35718, several)**

Gazetted: 23 March 2021

Closing Date: 30 March 2021

**Details:** Are you an experienced leader with a strong track record of delivering high quality service, advice, and analysis? Are you skilled in problem solving and looking for opportunities to do things better? Access Canberra has temporary vacancies for a Senior Director to join our team and hit the ground running. You will inspire and lead one of our Licencing and Registration teams which deal with transport licencing, Births, Deaths and Marriages, Community, Industry and Trader Licencing and Liquor, Gaming and Hospitality Licencing.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Notes:** These are temporary positions available immediately for up to six months with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Access Canberra operates under activity-based working (ABW) arrangements. Under ABW arrangements, officers do not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

**How to Apply:** Please send a one-page pitch, addressing the attached Position Description and telling us why you are the best person for the role. Please also submit a current curriculum vitae and contact details for two referees - one of these referees must be someone who has worked for you. Selection may be based on application and referee reports only.

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

Contact Officer: Andrew McIntosh (02) 6207 0550 [Andrew.McIntosh@act.gov.au](mailto:Andrew.McIntosh@act.gov.au)

## **Communications and Engagement**

### **Whole of Government Communications and Engagement Branch**

#### **Research and Analytics Officer**

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 23047)**

Gazetted: 23 March 2021

Closing Date: 13 April 2021

**Details:** We are looking for a Researcher to join the team!

In this role you will be part of a small, high performing team responsible for operating the YourSay Community Panel - a group of Canberrans who have agreed to take part in regular research activities such as online surveys or focus groups to help support informed decision-making across government.

In the past 12 months, the Panel has played an important role in helping the ACT Government to monitor the ongoing impacts of COVID-19 on the Canberra community as well as inform and evaluate government communications and initiatives to support recovery from COVID-19.

More broadly, you will assist the Director, Research and Insights to deliver the Whole of Government forward research program and help maintain standards of service. The insights you discover will support decisions made about a range of government initiatives, services and communications, and ensure that we represent the views of Canberrans in government.

You will also have a key role in working with other teams across government to coordinate research activities and support the use of best practice methods. This includes the timely communication of research results to executives, directors, Panel members, the media, as well as the broader Canberra community.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Experience or formal qualifications in the following are highly desirable but not essential:

Qualitative or quantitative research including survey design and data analysis

SPSS, NVivo and/or other statistical packages and MS suite of programs

Administration of an online research community or access panel

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

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

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

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

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

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

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

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

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

Contact Officer: David Briant (02) 6205 2402 David.Briant@act.gov.au

## **Strategic Finance**

### **Senior Finance Officer**

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 37266, several)**

Gazetted: 23 March 2021

Closing Date: 8 April 2021

**Details:** We are seeking several highly motivated Senior Finance Officers to assist in the preparation of financial reports, budget documents and provide support in accounting and financial administration. The successful applicants will have the capacity to work with large quantities of data, have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

Accounting qualifications, previous experience working with finance systems, in particular TM1 and Oracle, would be an advantage.

**Notes:** These are temporary positions available for six months with the possibility of extension and/or permanency. A merit pool may be established to fill future similar vacancies over the next 12 months.

Our workforce is currently working under activity-based working (ABW) arrangements. Under ABW arrangements, officers may not have a designated workstation/desk, and may occasionally be required to work from home. The successful candidate will be provided information on how to safely and effectively work from home if required to do so.

**How to Apply:** Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description, a current curriculum vitae and contact details for two referees.

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

Contact Officer: Trang Tran (02) 6205 6841 [Trang.Tran@act.gov.au](mailto:Trang.Tran@act.gov.au)

## **Economic Development**

### **Finance and Business Services**

#### **Senior Business Services Officer – Grants and Procurement**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 47693)**

Gazetted: 22 March 2021

Closing Date: 5 April 2021

**Details:** The Finance and Business Services team is seeking a highly capable individual to provide grant and procurement services to the business units situated within the Economic Development Division.

We are seeking a Senior Business Services Officer, with high levels of motivation and enthusiasm, who can demonstrate experience in grants administration and procurement activities or be able to demonstrate how their previous experience translates to this role. If you are an innovative thinker who is eager to learn, can initiate conversations, holds a history of delivering high quality customer service and can handle competing priorities in a fast-paced environment, then we are very keen to hear from you.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Note:** This is a temporary position available immediately for up to six months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. This position will be in a new workplace designed for activity-based working (ABW) where officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Please provide a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae.

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

Contact Officer: Ethan Browne (02) 6205 3450 [ethan.browne@act.gov.au](mailto:ethan.browne@act.gov.au)

## **Communications and Engagement**

### **CMTEDD Communications and Engagement Engagement**

**Assistant Director, Communications and Engagement**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 37202, several)**

Gazetted: 19 March 2021

Closing Date: 6 April 2021

**Details:** We are looking for Assistant Director's to work under limited direction to develop, deliver and evaluate best practice communications and community engagement projects in line with the Whole of Government Communications and Engagement Plan and identified Chief Minister, Treasury and Economic Development Directorate (CMTEDD) priorities.

You will deliver effective, well-evidenced and targeted community and stakeholder engagement activities, and work collaboratively with the team to develop and deliver the right information to the right audience at the right time.

Collaborating within and across teams to develop and distribute high quality content, this role will ensure the right information is provided to the right audience, at the right time, by:

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

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

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

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

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other requirements:**

Relevant tertiary education qualifications such as in Communications, Journalism, Media Studies and/or Public Relations is desirable.

A current driver's licence is desirable.

**Notes:** There is one permanent position available and one temporary position available for a period of 12 months with the possibility of extension and/or permanency. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working, please discuss any concerns you may have with the Contact Officer.

**How to Apply:** Please submit a two-page pitch that demonstrates your ability to perform the advertised role in line with the "What you Require" section of the Position Description, including examples of how you have done this in the past. Tell us how your abilities, ingenuity, experience and qualifications make you the best person for this role. Applicants must submit a current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and two referees including their contact details.

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

Contact Officer: Dion Pretorius (02) 6207 6130 [dion.pretorius@act.gov.au](mailto:dion.pretorius@act.gov.au)

**Shared Services**

**Partnership Services**

**Service Centre**

**Administration Support Officer**

**Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 37982, several)**

Gazetted: 19 March 2021

Closing Date: 28 March 2021

**Details:** Recruitment and Information Services are seeking Administration Support Officers who have a keen eye for detail and are committed to delivering excellent customer service.

The positions provide general administrative support across Recruitment and Information Services including position management and coordination of applications received for positions advertised on the Jobs website. Our area is a high-volume, customer facing and service driven environment and requires motivated, flexible people with an excellent attention to detail.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Notes:** These are temporary positions available until October 2021 with the possibility of extension up to twelve months and/or permanency.

**How to Apply:** If you feel you have the necessary skills and attributes to fill this role, please send your curriculum vitae (with contact details of two referees) and a one page pitch that describes your skills and capabilities against the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description.

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

Contact Officer: Jodie Buchanan (02) 6207 9000 [jodie.buchanan@act.gov.au](mailto:jodie.buchanan@act.gov.au)

## **Economic Development artsACT**

**Assistant Director - Aboriginal and Torres Strait Islander Cultural Arts Engagement  
Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 41442)**

Gazetted: 18 March 2021

Closing Date: 5 April 2021

**Details:** A unique opportunity for arts and cultural leaders to define a scope to work with First Nations communities in leading and co-creating community arts and cultural programs and supporting self-determination for First Nations communities. The person for this job will demonstrate strong local and national networks and capacity to build partnerships to achieve meaningful cultural and creative outcomes. This role will also assist in guiding artsACT to bring cultural perspectives to policy and program development across the organisation, with particular input to the proposed Aboriginal and Torres Strait Islander Arts Space at the Kingston Arts Precinct. The successful applicant will be supported to provide targeted advice to stakeholders both in and outside of Government.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

CMTEDD's Reconciliation Action Plan April 2020-April 2023 can be accessed through the following link: [Stretch Reconciliation Action Plan](#).

**Eligibility/Other requirements:** Knowledge and understanding of arts issues, including support for artists and arts organisations within the ACT, is highly desirable.

This is a designated position in accordance with *s42 of the 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.

**Notes:** This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Part-time hours will be considered, and the above full-time salary will be pro-rata. Flexible working arrangements may be considered as part of this position, such as flexible working hours, flexible working locations (including home-based work) and other arrangements such as job sharing.

A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in activity-based working arrangements, including that officers do not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

**How to Apply:** Please write a two page pitch that supports your claim to the Selection Criteria in the Position Description as well as curriculum vitae and contacts for two referees (At least one referee should be from the Aboriginal and Torres Strait Islander Communities).

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

Contact Officer: Mia Ching (02) 6207 6660 [mia.ching@act.gov.au](mailto:mia.ching@act.gov.au)

## **Digital, Data and Technology Solutions**

### **DDTS Executive Office**

**Executive Officer/Business Manager**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 31273)**

Gazetted: 18 March 2021

Closing Date: 5 April 2021

**Details:** Do you thrive in a fast-paced environment, where no two days are ever the same? Do you have leadership skills, a positive can-do attitude and ability to influence? Then this is your opportunity to utilise those skills in a supportive and energetic environment!

Digital, Data and Technology Solutions (DDTS) provides a comprehensive range of ICT and allied services to the Directorates. It delivers a modern ICT environment including cloud provision, data centres and an extensive



optical-fibre voice and data network backed with high quality server and desktop support. DDTS also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support services.

**What will you do?**

Reporting directly to the Executive Group Manager, this position is responsible for the provision of high level Executive administrative and secretarial support, corporate support and governance along with managing the day-to-day operations of the DDTS Executive Office. The position also has responsibility for leading and managing the DDTS Business Management Team and the DDTS Executive Assistant Team.

**What you require?**

You will have an understanding of the ACT Government business and administrative processes, proven high-level organisational skills with the ability to work under pressure in a confidential environment. Your ability to quickly establish effective working relationships, coupled with your ability to influence will set you apart from the rest. If you haven't been an Executive Officer or Executive Assistant before but think you've got what it takes, then please call the Contact Officer to find out more or submit your pitch.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

Tertiary or equivalent qualification or significant experience in IT integration and change management disciplines is highly desirable.

Project management, risk identification and management experience is highly-desirable.

**Note:** This is a temporary position available for up to 12 months commencing late April 2021.

**How to Apply:** Please submit a maximum two page pitch providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

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

Contact Officer: Ashlee Hall (02) 6207 8107 ashlee.hall@act.gov.au

**Digital, Data and Technology Solutions**

**Customer Engagement Services Branch**

**Deputy ICT Manager**

**Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 00923)**

Gazetted: 18 March 2021

Closing Date: 29 March 2021

**Details:** This role is an important role in assisting the embedded ICT team deliver services to the Transport Canberra and City Services (TCCS) Directorate and their staff. It's a varied and exciting role providing both support and small scale project management activities including management of complex service requests whilst providing ICT advice and guidance to Directorate staff.

**What you will do includes:**

Contributes to the development and implementation of business plans, policies and strategies designed to ensure the effective and efficient delivery of ICT operations, business systems and related activities for the Directorate. Liaise with users/clients to proactively provide advice on a range of information technology problems for business system owners, including planning and developing innovative, robust and responsive business solutions for the Directorate. Will take primary responsibility for the delivery of tier 3 project delivery/management activities to the Directorate, delivering small scale projects and complex service requests.

Support the business in their management of their business and directorate applications including Incident and problem co-ordination and escalation services.

Provide representation at internal forums and committees to ensure effective communication and collaboration. Examine long term information technology requirements, suggest alternative plans and strategies and report on their feasibility ensuring alignment to Directorate and ACT Government policy and direction.

This position may involve direct supervision of staff.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

We'll be looking for a candidate with experience to meet the below requirements:

Knowledge the Information Technology Infrastructure Library (ITIL) framework or completion of the ITIL Foundation Certificate would be advantageous.

Knowledge of or accreditation in Project Management methodologies would be advantageous.  
with the additional experience aligning to the below SFIA skill sets:

**Specialist advice TECH 5:** - Actively maintains recognised expert level knowledge in one or more identifiable specialisms. Provides definitive and expert advice in their specialist area(s). Oversees the provision of specialist advice by others, consolidates expertise from multiple sources, including third party experts, to provide coherent advice to further organisational objectives. Supports and promotes the development and sharing of specialist knowledge within the organisation.

**Change implementation planning and management CIPM 5:** - Creates the business readiness plan, taking into consideration IT deployment, data migration, capability deployment (training and engagement activities) and any business activities required to integrate new digital processes or jobs into the "business as usual" environment. Determines the readiness levels of business users with regard to upcoming changes; uncovers readiness gaps and creates and implements action plans to close the gaps prior to going live. Assists the user community in the provision of transition support and change planning, and liaises with the project team. Monitors and reports progress on business readiness targets, business engagement activity, training design and deployment activities, key operational metrics and return to productivity measures. Defines the series and sequence of activities to bring stakeholders to the required level of commitment, prior to going live.

**Project management PRMG 4:** - Defines, documents and carries out small projects or sub-projects (typically less than six months, with limited budget, limited interdependency with other projects, and no significant strategic impact), alone or with a small team, actively participating in all phases. Identifies, assesses and manages risks to the success of the project. Applies appropriate project management methods and tools whether predictive (plan-driven) approaches or adaptive (iterative/agile) approaches. Agrees project approach with stakeholders, and prepares realistic plans (including quality, risk and communications plans) and tracks activities against the project schedule, managing stakeholder involvement as appropriate. Monitors costs, timescales and resources used, and takes action where these deviate from agreed tolerances. Ensures that own projects are formally closed and, where appropriate, subsequently reviewed, and that lessons learned are recorded.

**Notes:** This is a temporary position available from 28 March 2021 until 30 September 2021 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. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a response which addresses the Selection Criteria of no more than two pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

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

Contact Officer: Peter Jeffery (02) 6207 7826 Peter.Jeffery@act.gov.au

## Property and Venues

### Venues Canberra

#### Community Venues

#### Bookings and Operations Coordinator

#### Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 30700)

Gazetted: 18 March 2021

Closing Date: 1 April 2021

**Details:** Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium, Manuka Oval, and Stromlo Forest Park; and the management and operation of these venues. Venues Canberra is also responsible for number of smaller venues including but not limited to, Albert Hall, Yarralumla Woolshed, Yarramundi Cultural Centre, Former Transport Depot, Fitters' Workshop and various community halls. The Bookings and Operations Coordinator position is responsible for the administration of all booking enquiries and venue hire arrangements for the various smaller venues managed and operated by Venues Canberra. The position will complete bookings processes, interaction with clients and promote of venues. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Drivers licence is essential

Ability to perform after hours, public holiday or weekend work to support bookings may be required.

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

**How to Apply:** Please submit a curriculum vitae and your claims against the Selection Criteria. Please provide specific examples in your responses to the selection criteria.

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

Contact Officer: Amal Davis (02) 6205 4948 Amal.Davis@act.gov.au

### **Community Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Office of the Director-General**

##### **Organisational Governance**

##### **Annual Report Officer**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: T00282)**

Gazetted: 24 March 2021

Closing Date: 31 March 2021

**Details:** The Community Services Directorate (CSD) is looking for an experienced Senior Officer Grade C to undertake coordination and production of the Annual Report for 2020-21. If you like interesting and varied work, can demonstrate initiative and integrity, and work well under pressure, then this is a great opportunity for you. The Annual Report Officer requires good interpersonal and organisational skills, excellent written skills and the ability to juggle competing demands. Sound strategic thinking and problem solving skills, and a good understanding of the ACT Government would be an advantage. CSD has responsibility for various portfolios that include Community Services; Housing ACT; Children, Youth and Families; Disability; Safer Families; Women; Multicultural; Seniors and Veterans; and Aboriginal and Torres Strait Islander Affairs.

**Notes:** This is a temporary position available immediately for seven months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Interested candidates should submit an Expression of Interest (EOI) as a two page statement that demonstrates relevant skills and experience against the Selection Criteria. Please also include a current Curriculum Vitae and contact details of at least two current referees.

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

Contact Officer: Leanne Green (02) 6205 3711 Leanne.Green@act.gov.au

### **Cultural Facilities Corporation**

#### **ACT Historic Places**

##### **Communications and Commercial Services Coordinator**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 9020)**

Gazetted: 23 March 2021

Closing Date: 6 April 2021

**Details:** ACT Historic Places (ACTHP) is seeking a talented individual to coordinate communications, marketing and commercial services across ACT Historic Places in the role of Communications and Commercial Services Coordinator. This role will lead ACTHP's marketing strategy and social media portfolio, managing and implementing program, event-specific and venue marketing strategies; and lead the continuous improvement of commercial services to enhance the development of revenue opportunities across ACT Historic Places.

The successful applicant will have demonstrated experience in managing communications, marketing and commercial services within a museum/heritage site setting with a track record of increasing visitor engagement and audience numbers. A demonstrated ability to produce engaging branding, quality digital content and social media, and produce evaluation reports is essential. The successful applicant will have a high level of digital literacy,

strong interpersonal, oral and written communication skills and the ability to manage competing tasks and work to deadlines.

**Eligibility/Other Requirements:**

A current driver's licence.

A Senior First Aid Certificate, or willingness to acquire.

Be able to work weekends, public holidays across three independent sites in the ACT if required.

**Note:**

This position is available for up to 12 months with the possibility of extension and/or permanency.

This position is part-time at 22:03 hours per week and the full-time salary noted above will be pro-rata.

**How to Apply:**

Applicants must submit a written statement addressing the Selection Criteria and a curriculum vitae.

Contact Officer: Jodie Cunningham (02) 6207 4853 [jodie.cunningham@act.gov.au](mailto:jodie.cunningham@act.gov.au)

**Education**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Business Services**

**Infrastructure and Capital Works**

**Asset Strategies**

**Assistant Director - Data Manager**

**Infrastructure Officer 3 \$110,651 - \$121,464, Canberra (PN: 50972)**

Gazetted: 24 March 2021

Closing Date: 7 April 2021

**Details:** The Asset Strategies section within the Infrastructure and Capital Works (ICW) Branch of the Education Directorate provides facility and asset management for a large and diverse portfolio of ACT public schools and Directorate facilities. ICW is seeking applications for an Assistant Director to develop and manage the ICW building asset information systems, including drawing registers, operation and maintenance manuals, and associated facility asset data. Amongst other duties, the position will also quality assure all new and updated facility data entered into the asset information systems and represent the Directorate in meetings, negotiations and discussions with a wide range of internal and external stakeholders.

**Eligibility/other Requirements:** Applicants must hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or have significant building or infrastructure knowledge and/or project management experience. Possession of a 'white card', Asbestos Awareness Training certificate and registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* or willingness to obtain is also highly desirable.

**How to Apply:** Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the Selection Criteria, and the contact details of two referees.

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

Contact Officer: JohnW Ryan (02) 6205 1874 [JohnW.Ryan@act.gov.au](mailto:JohnW.Ryan@act.gov.au)

**Service Design and Delivery**

**Digital Strategy, Services and Transformation**

**Programmes, Applications and Transformation**

**Project Coordinator**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 44259)**

Gazetted: 24 March 2021

Closing Date: 9 April 2021

**Details:** As Project Coordinator the successful applicant will ensure projects are delivered in accordance to the Whole of Government standards, that priorities are managed, and that the quality of projects are delivered in an efficient and fit for purpose manner. You will support engagement with Directors, corporate senior leaders, service

managers and external stakeholders to ensure their complex needs are understood, prioritised, and incorporated into Directorate plans with progress communicated throughout the delivery process.

Our ideal candidate takes ownership of issues and will demonstrate the ability to have an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector.

**Eligibility/Other Requirements:**

Possession of a current driver's licence and access to a private vehicle.

**Desirable:**

Formal qualifications in a related field or equivalent experience is highly regarded.

**Note:** This is a temporary position available for a period of up to 12 months with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:**

In two pages or less tell us:

Why you want the role;

What you would bring to the role and what you would get out of it; and

About an achievement that you are most proud of.

A current curriculum vitae,

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

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

Contact Officer: Taymore Tabbah (02) 6207 5896 [taymore.tabbah@act.gov.au](mailto:taymore.tabbah@act.gov.au)

**School Improvement and Performance**

**North/Gungahlin Network**

**Palmerston District Primary School**

**School Administrative Assistant - Enrolments**

**Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 50748)**

Gazetted: 24 March 2021

Closing Date: 7 April 2021

**Details:** Palmerston District Primary School is situated at the entrance of the Gungahlin District and was opened in 1995. The school celebrates all families and the contributions they make to our community. We currently have 864 students in classes from Preschool to Year 6. We teach Japanese as our additional language in Years 3-6, and Cultural Integrity- Indigenous Studies for our K-2 students. We host the Gungahlin Introductory English Centre (IEC) where we welcome families to Gungahlin from across the world – as they embark on a twenty week program learning English – upon graduation, these students then attend their neighbourhood school.

We are a PBL (Positive Behaviours for Learning) school, a place where being safe, respectful learners shapes our day. Our values are: Participation, Respect, Integrity, Determination, Empathy (PRIDE). The PRIDE values can be seen at the entrance to our school and both PBL and PRIDE are visible in all learning environments. 'Palmy' is our PBL mascot, and delights our students whenever he appears for celebrations and special events.

Palmerston Primary strives to promote inclusive, quality learning environments, where each child is at the centre of learning. We support and challenge all students to achieve to the best of their abilities and we celebrate their successes.

Palmerston District Primary School is seeking an energetic, organised and self-motivated officer to undertake the duties of School Administrative Assistant – Enrolments. Under the direction of the Office Manager the successful applicant will coordinate student enrolments including absence/attendance requirements, maintain student files/records, assist in reporting processes and provide a range of administrative services for the school in support of staff, parents/carers, students and internal and external stakeholders.

The successful applicant will have strong customer service and a proactive approach. It would also be beneficial for the applicant to be proficient in the use of variety of computer applications, databases and spreadsheets including Sentral with the ability to advise on and implement effective office work practices.

**Eligibility/Other Requirements:**

Applicants are strongly encouraged to contact the Business Manager for further information regarding this position.

The position requires a high understanding of administrative and student processes, computer systems and an understanding of the school environment or the ability to adapt accordingly.

This position is required to work during stand down periods between school terms to undertake duties as directed, for example, records management, enrolments, and program preparation. This will be subject to negotiation with the Business Manager/Finance Manager.

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

First Aid Certificate or a willingness to undertake appropriate training

**Desirable:**

Knowledge of Sentral and experience in using a range of IT business and office applications.

**Note:** This is a temporary position available immediately for six months with possibility of extension 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:** To apply please provide a written response of no more than two pages and no smaller than 11 point front addressing the Selection Criteria.

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

Contact Officer: Kirsty Brown (02) 6142 1440 [kirsty.brown@ed.act.edu.au](mailto:kirsty.brown@ed.act.edu.au)

**Service Design and Delivery**

**Student Engagement**

**Universal School Support, Student Engagement**

**Assistant Director**

**School Leader C \$126,542, Canberra (PN: 02231, several)**

Gazetted: 22 March 2021

Closing Date: 29 March 2021

**Details:** The Universal School Support Team is seeking a dynamic, innovative leader to fulfil the role of PBL External Coach and Professional Learning Officer. The successful applicant will work within a high achieving team delivering current Education Directorate Future of Education objectives.

**Eligibility/Other Requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). The successful applicant must also have a demonstrated high-level writing and communication skills.

**Highly Desirable:**

Experience and/or qualifications in Positive Behaviour Support and GROWTH coaching or similar relevant fields.  
Experience and/or qualifications in inclusion, behaviour, disability or similar relevant fields.

**Note:** These are temporary position's available from 19 April 2021 with placements of either two or five years with the possibility of extension to be offered, depending on applicant eligibility. A merit list will be created and may be used to fill future identical vacancies over the next 12 months. This position will attract office-based conditions.

**How to Apply:** Please submit your curriculum vitae, statement of claims based on the leadership capabilities – Leading Teaching and Learning, Developing Self and Others and Leading Improvement, Innovation and Change. As outlined in the application package (maximum two pages) and two referees.

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

Contact Officer: Rose Pelle (02) 6207 1962 [rose.pelle@act.gov.au](mailto:rose.pelle@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.

**School Performance and Improvement**

**Tuggeranong**

**Monash School**

**Building Service Officer**

**Building Service Officer 3 \$70,534 - \$74,533, Canberra (PN: 46538)**

Gazetted: 19 March 2021

Closing Date: 26 March 2021

**Details:** Monash Primary School is seeking a highly enthusiastic person with a broad set of skills for the position of Building Services Officer. The successful applicant will play an integral role in the school community. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to a high standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives. The successful applicant will follow directions, work to a deadline with a team member focus. This role requires the ability to access need, prioritise tasks and work with the Business Manager and Principal. The duties of this position require a high degree of manual activity. An appropriate level of functional physical fitness is 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:**

Prior to commencing in this role the following is required: a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804), Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: [http://www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training.

**Notes:** This is a part-time position available at (22:48) hours per week and the above full-time salary will be pro-rata. 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 statement of no more than two pages addressing the Selection Criteria in the Position Description. Please also submit a current curriculum vitae.

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

Contact Officer: Michelle Lorkovic (02) 6142 1660 [Michelle.Lorkovic@ed.act.edu.au](mailto:Michelle.Lorkovic@ed.act.edu.au)

**Business Services**

**Strategic Finance**

**School Resourcing and Finance**

**Finance Project Officer - Sentral Finance/Xero**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 46625, several)**

Gazetted: 19 March 2021

Closing Date: 26 March 2021

**Details:** The Schools Resourcing and Finance are seeking Expressions of Interest from experienced school-based officers to assist with the Help Desk support to Schools during the Sentral Finance Support rollout. There are several positions to be filled.

The officers will work directly with the schools to support them with methods of processing financial transaction, reconciling data in preparation for end of month reporting during the rollover to Sentral Finance Module/Xero.

As part of the orientation, each officer will receive training in the Sentral Finance Module/Xero and will be shadowed by a more experienced officer prior to deployment at specific sites.

Interested officers should be highly motivated and be highly skilled in school finance processes and procedures.

**Eligibility/Other Requirements:** Experience with Sentral Finance Module/Xero is desirable.

**Note:** These are temporary positions available until 30 June 2021 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Applicants need to submit an expression of interest comprising a current curriculum vitae, supporting statement (one pages) and contact details of at least two referees.

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

Contact Officer: Suzanne Vincent (02) 6205 8425 [suzanne.vincent@ed.act.edu.au](mailto:suzanne.vincent@ed.act.edu.au)

## **Business Services**

### **People and Performance**

#### **Recruitment**

##### **Director Recruitment (Operations)**

###### **Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 00090)**

Gazetted: 18 March 2021

Closing Date: 1 April 2021

Details: Education Directorate is seeking applications from passionate leaders to join its Recruitment team in a leadership role.

The Recruitment Director role (Operations) is one of two director roles within the Recruitment team of People and Performance. The Recruitment team manages a complicated workforce and brings the opportunity for you to work in an operational, ever changing, fast paced challenging role.

If you like the sound of working in one of the largest and busiest Directorates in the ACT Government, we would love to hear from you.

The Director Recruitment (Operations) will support the Directorate and Senior Director Recruitment in providing a range of operational recruitment activities in support of the ACT Public Schools and the Education Support Office. The Recruitment Section sits within People and Performance Branch and is responsible for education employment support, improving the quality of student learning through attracting, developing and retaining a skilled and high performing workforce. The Section provides advice and operational support about staff recruitment and deployment, establishment management, resource allocations, recruitment and movement of staff and conditions of service and staff entitlements.

The Director Recruitment (Operations) is one of two Director positions within the Section who will work collaboratively to support the functions of the Team. The Director Recruitment will have a focus on: annual school leader, classroom teacher and school administrative employee transfer rounds management of classroom teacher and school administrative temporary/casual employment registers/employees recruitment systems and regulation day to day operational recruitment activities.

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

A solid understanding of the HR context or relevant qualifications/experience in a similar role is highly desirable. Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.

**Note:** This is a temporary position available from 12 April 2021 until 8 April 2022 with the possibility of permanency.

**How to Apply:** Applicants should provide a written response with regard to the professional and technical skills and knowledge outlined in the position description. Responses should be accompanied by an up to date curriculum vitae and referee contact details.

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

Contact Officer: Michelle Tranda (02) 6205 7390 michelle.tranda@ed.act.edu.au

## **School Performance and Improvement**

### **Executive Support Officer**

#### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 41932)**

Gazetted: 18 March 2021

Closing Date: 25 March 2021

Details: BUSINESS UNIT OVERVIEW

School Improvement Group is responsible for implementing the Directorate's school improvement strategy with a focus on evidence-based practice and implementation of school improvement initiatives. The responsibility includes the day-to-day executive leadership of school operations for all 89 ACT public schools, including management of critical issues and complex complaints management.

##### **DUTIES / RESPONSIBILITIES**

The position of Executive Support Officer provides high level executive administrative support within the School Improvement Branch.

The applicant will require excellent oral and written communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with senior executives, other ACT Government officials, private sector and industry stakeholders and members of the public. The position requires a flexible and adaptable approach to tasking to ensure workflow progress in a timely and efficient manner.



**Eligibility/Other Requirements:**

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

High level administrative and management ability, good organisational skills and attention to detail along with knowledge of business processes in a government or similar environment.

Demonstrated ability to be flexible, responsive and adaptable in a changing environment and work with minimal supervision to meet deadlines.

Demonstrated excellent verbal and written communication, interpersonal and teamwork skills along with demonstrated experience successfully liaising/negotiating with a broad range of individuals and groups.

Demonstrated ability to maintain confidentiality and handle issues of a sensitive nature with tact and discretion.

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

**Professional / Technical Skills and Knowledge**

Highly developed proficiency in the Microsoft Suite of applications.

**Behavioural Capabilities**

I design and implement improvements to business processes, policies or ways of working to support broader organisational changes.

I research and consult widely to make evidence-based choices using a variety of sources and use information to effectively solve problems and prioritise.

I align my actions, advice and information I provide with the Government's priorities/ directions and stakeholder needs.

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension. The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing, and refereeing, not necessarily in this order, to determine a list of suitable applicants. These may be supplemented by other assessment techniques that the selection committee considers necessary including assessment on the pitch and referee reports only.

How to Apply: Please submit your Curriculum Vitae, a written pitch to the role of no more than two pages with two referees who have a thorough knowledge of your work performance and outlook.

**Pitch:**

The pitch is integral to the application and should be based on the position information.

**CV:**

Your CV should be up to date and provide relevant information about your education, employment history, experience, and workplace achievements. It should be formatted to make it easy to read.

**Referees:**

In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

*Applications should be submitted to the Contact Officer.*

Contact Officer: Stephen Gwilliam (02) 6205 1819 [EDUemployment@act.gov.au](mailto:EDUemployment@act.gov.au)

**School Performance and Improvement**

**Belconnen Network**

**Latham Primary School**

**Executive Assistant/Staffing Officer**

**School Assistant 4 \$67,267 - \$72,837, Canberra (PN: 44333)**

Gazetted: 18 March 2021

Closing Date: 1 April 2021

Details: Latham Primary School is seeking a highly motivated and experienced Executive Assistant/Staffing Officer. The successful applicant will undertake a variety of executive support responsibilities, primarily at the direction of the Principal under the Executive Assistant role. This position would be also in conjunction with the Staffing Officer role. In this role the successful applicant will undertake the managing of staff/human resource processes in accordance with legislative/policy requirements. Manage staff/student data associated records in a confidential and sensitive manner. This position requires managing relief teaching and LSA staff, managing bookings, staff leave and assisting the Principal with the overall staffing for Latham Primary School.

In this position the applicant will need the ability to develop, implement and maintain processes that contribute to the efficient and effective management of the school. The successful applicant will also support the Business Manager in day-to-day activities, undertake secretariat duties in our front office, prepare and publish public communications assist in the management of school events, and support the whole-school administrative function.

The successful applicant will possess excellent communication skills, have experience in working within a team of executive staff, and can work within a busy work environment that has competing demands.

**Level of responsibility/direction and supervision**

The Executive Assistant/Staffing position will work closely with the Principal/Executive Team and will receive direction from the Principal and Business Manager. The occupant is expected to be proactive, exercise judgement and initiative and to perform the duties of the position under general direction.

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

**How to Apply:** Please submit your response of no more than two pages and no less than 11pt font addressing the Selection Criteria, together with your curriculum vitae and names of two referee.

**Applications should be submitted via the Apply No button below**

Contact Officer: Samantha Chapman (02) 6142 0077 [samantha.chapman@ed.act.edu.au](mailto:samantha.chapman@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](mailto:jobs@act.gov.au)

**Corporate Services and Operations**

**Governance, Compliance and Legal Services**

**Governance, Assurance and Performance**

**Governance, Assurance and Performance Policy Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 42968)**

Gazetted: 24 March 2021

Closing Date: 7 April 2021

**Details:** The Governance, Assurance and Performance team at the Environment, Planning and Sustainable Development Directorate is responsible for the design and delivery of systems, solutions and practices that support the Directorate's operational and strategic performance. The team is multi-disciplinary and operates across organisational governance and business continuity; strategic performance and enterprise reporting; and assurance and risk management.

We are currently seeking an up-and-coming strategic, logical and analytical thinker who enjoys challenging work, has a can-do attitude and a keen eye for detail. If you have experience in the governance, assurance and performance reporting areas, or think your current skill set will allow you to adapt well, then we want to hear from you!

The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islanders, veterans, LGBTIQ+ community and people with disability are encouraged to apply.

**Note:** A merit pool may be created from applicants who are found suitable, but not successful for the advertised positions. If you do not wish to be placed in the merit pool, please indicate this with the contact officer. The position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:** The online application form requires a written response and a curriculum vitae to be provided as part of this application. Please limit your written response to two-three pages.

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

Contact Officer: Dianne Gordon (02) 6205 3133 [dianne.gordon@act.gov.au](mailto:dianne.gordon@act.gov.au)

**Corporate Services and Operations Group**

**People and Capability**

**Culture and Capability - Capability and Performance**

### **Workforce Planning Officer**

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 56089)**

Gazetted: 19 March 2021

Closing Date: 2 April 2021

**Details:** Are you someone with strong knowledge of workforce planning best practices? Do you possess solid experience in data reporting and analysis in the workforce planning context to identify risk, opportunity, and trends? An enthusiastic collaborator with a curious mind and strong communications skills, able to form and maintain productive relationships with stakeholders to understand the context, challenges, talent gaps and business outcomes and provide advice on workforce planning?

If you are looking for a career where your valuable insights inform workforce strategy and workforce outcomes, we'd like 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 people, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

##### **Desirable**

Tertiary qualification or experience in Human Resource Management or Workforce Planning.

Project management and/or change management experience.

**Note:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in a workplace designed for activity-based working (ABW) where officers do not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a maximum two-page pitch addressing the Selection Criteria in the Position Description, your recent curriculum vitae and details of two referees.

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

Contact Officer: Vidhi Saxena (02) 6207 0129 vidhi.saxena@act.gov.au

### **Climate Change and Energy**

#### **Climate Change Partnerships**

##### **Acting Director, Climate Change Partnerships**

#### **Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 45704)**

Gazetted: 18 March 2021

Closing Date: 5 April 2021

**Details:** Do you want to play a central role in the ACT's world-leading climate change response? Are you an energetic person who knows how to build effective partnerships with businesses and the community? Do you have a track record of success in identifying strategic directions and building solutions to meet them? Can you lead a small team in a fast-paced government environment? If so, we want you for the role of acting Director of the Climate Change Partnerships Team in the Climate Change and Energy Division. This team works with key partners in business and the community to drive innovation in emissions reduction and climate resilience. You will be a key point of integration between stakeholder needs, government policies and programs and ensuring the ACT's climate change agenda is well-focused and effective.

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 current drivers licence is required

Some weekend and after hours work will be required.

**Notes:** This is a temporary position available for nine months with the possibility of extension. There may also be the opportunity for continuation in a part-time capacity following the initial nine months full time. This position operates with activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. The team currently work two days from the Dickson Office and three days from home per week.

**How to Apply:** Please submit a written application of no more than two pages, outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role, 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: Miriam McMillan (02) 6205 3685 [Miriam.McMillan@act.gov.au](mailto:Miriam.McMillan@act.gov.au)

**Climate Change and Energy  
Program delivery and Policy  
Assistant Director**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 31089, several)**

Gazetted: 18 March 2021

Closing Date: 29 March 2021

**Details:** Climate Change and Energy Division is seeking to employ Assistant Directors to work across a variety of sections within our Division.

The Climate Change and Sustainability Division ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. Through policies and programs including active engagement with the community, we seek to reduce energy use, support renewable energy, promote environmentally sound transport choices, reduce waste and improve its management, improve information on climate change and increase resilience to our changing climate. These activities occur in all sectors including government, non-government, business, community and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city.

This is a unique opportunity to work on world leading, cutting edge innovations and contribute to policies and programs which are helping to solve the global climate emergency which requires urgent, significant, ongoing and unprecedented action. And, provides interesting and fulfilling work in a government environment where you can see the impact you have on the Canberra community.

**Eligibility/Other Requirements:**

Occasional weekend work may be required.

Current driver's licence is required.

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

**Note:** These are temporary position's available immediately for a period of up to 12 months with the possibility of permanency. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Merit Pool will be established from this selection process and will be used to fill identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Applications are sought from potential candidates and should include a two-page pitch supporting statement addressing Selection Criteria, a curriculum vitae and the contact details of at least two referees.

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

Contact Officer: Nicole Coyles (02) 6207 4688 [nicole.coyles@act.gov.au](mailto:nicole.coyles@act.gov.au)

**Corporate Services and Operations  
Governance, Compliance and Legal  
Governance, Assurance and Performance  
Director, Governance and Performance Projects**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 34448)**

Gazetted: 18 March 2021

Closing Date: 1 April 2021

**Details:** The Governance, Assurance and Performance team at the Environment, Planning and Sustainable Development Directorate is responsible for the design and delivery of systems, solutions and practices that support the Directorate's operational and strategic performance. The team is multi-disciplinary and operates across organisational governance and business continuity; strategic performance and enterprise reporting; and assurance and risk management.

We are seeking a strategic, logical, and analytic thinker who enjoys challenging work, has experience managing projects within a governance or legal setting, a can-do attitude and a keen eye for detail. The position will be responsible for a number of projects spanning the governance, business continuity and enterprise performance reporting space. If you have relevant experience to take on this role see the position description for more detail, we want to hear from you! The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal

and Torres Strait Islander peoples, people with disability, veterans, and those who identify as LGBTIQ+ are encouraged to apply. Please note, this position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**Note:** This is a temporary position available for six months, with the possibility of extension up to 12 months, dependant on work and operational requirements.

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

**How to Apply:** The online application form requires a written response and a curriculum vitae to be provided. Please limit your written response, addressing the Selection Criteria, to a maximum of three pages.

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

Contact Officer: Ian Phillips (02) 6205 1225 [ian.phillips@act.gov.au](mailto:ian.phillips@act.gov.au)

### **Justice and Community Safety**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

#### **ACT Courts and Tribunal**

##### **Registrar's Office (Magistrates Court)**

##### **Coroners**

##### **Project Officer - Suicide Register**

##### **Senior Officer Grade C/Legal 1 \$67,893 - \$136,739, Canberra (PN: 49628)**

Gazetted: 24 March 2021

Closing Date: 31 March 2021

**Details:** The ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high quality services to those using the courts and tribunal. It provides the Supreme Court, Magistrates Court and ACT Civil and Administrative Tribunal (ACAT) with registry, court support, forensic, corporate and strategic services. The Coroner's Court conducts inquests into deaths and inquiries into fires and disasters. The role of Project Officer – Suicide Register is a new and exciting opportunity focused on the implementation and maintenance of a database, designed to capture important information concerning suspected and confirmed deaths by suicide. The successful applicant will be required to handle sensitive and protected information and will be required to fulfil this role in line with legislation, policy, procedures and protocols. The successful applicant will also have the ability to respect individual differences in bereaved persons through patience, compassion, courtesy, non-judging and non-discriminatory behaviours. The successful applicant will possess excellent organisational, interpersonal and communication skills and will be self-motivated, demonstrate professional resilience and be an effective team member.

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

**Notes:** This is a temporary position available immediately for a period of up to six months. his position will be filled at either the SOGC or Legal 1 level dependent on experience and qualifications. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

**How to Apply:** Your application should include a written response of no more than two pages that outlines your ability and experience to perform the role by addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities found in the position description, and a current curriculum vitae including the names and contact details of two referees.

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

Contact Officer: Anna Jamieson-Williams (02) 6207 0598 [Anna.Jamieson-Williams@courts.act.gov.au](mailto:Anna.Jamieson-Williams@courts.act.gov.au)

#### **ACT Emergency Services Agency**

##### **Finance**

##### **Finance and Budgets**

##### **Senior Director Finance and Budgets**

**Senior Officer Grade A \$151,002, Canberra (PN: 50319)**

Gazetted: 22 March 2021

Closing Date: 7 April 2021

**Details:** ACT Emergency Services Agency (ESA) is looking for a Senior Director, Finance and Budgets who is comfortable with change and has a track record of providing a high level of financial management. This position provides significant support in the delivery and implementation of ESA's key objectives.

The ESA is about improving community safety for Canberrans whilst the city expands and the population grows.

Governance and Logistics is about enabling the operational areas of ESA to better service the needs and expectations of the community allowing ESA to continue to deliver high safety outcomes for the ACT.

The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory.

The Agency has four operational services;

ACT Ambulance Service (including SouthCare Aeromedical Rescue Service);

ACT Fire and Rescue;

ACT Rural Fire Service; and

ACT State Emergency Service

Applications are sought for the position of Senior Director, Finance and Budgets. A collaborative, solutions-focused team member with excellent financial management, communication and organisational skills is required.

The successful applicant will report directly to the Executive Branch Manager, Finance and has responsibility for the management of the Finance and Budgets team.

**Eligibility/Other Requirements**

a strong background in finance and budgets delivering complex financial solution will be highly desirable. Certified Practising Accountant (CPA) qualification is highly desirable, and a degree with major in accounting is preferred.

**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:** If you're interested in the role, please send through a two-page pitch with your curriculum vitae and contact details of at least two referees. The response should be written in the form of a pitch and should not specifically address the Selection Criteria but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

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

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

Contact Officer: Robyn White (02) 6207 5279 [Robyn.White@act.gov.au](mailto:Robyn.White@act.gov.au)

**ACT Corrective Services**

**Custodial Operations AMC Executive Support Team**

**Compliance Team Leader**

**Senior Officer Grade C \$110,397 - \$118,832 , Canberra (PN: 36293)**

Gazette Date: 18 March 2021

Closing Date: 25 March 2021

**Details:** ACT Corrective Services (ACTCS) is looking for an experienced, highly-motivated and career-oriented person to fill the position of Compliance Team Leader (SOGC), within Custodial Operations.

The successful applicant will provide a high level of advice to the Deputy Commissioner on a range of compliance and secretariat issues; manage the Custodial Operations compliance framework; lead, manage and monitor the Alexander Maconochie Centre (AMC) Executive Support Team; coordinate the complaints process for detainees; and provide high quality reports, submissions and correspondence on a number of complex issues related to the Alexander Maconochie Centre and the Court Transport Unit.

In addition, you will collect, analyse and interpret data, generate reports and inform policy and procedure development to comply with relevant legislation and government priorities.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills, in addition to strong leadership and management skills.

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

**Eligibility/Other Requirements:**

- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).
- A National Police Check will be required
- A driver's licence is preferable
- This position does not require a pre-employment medical.

Notes: This is a temporary position available immediately for a period up to 12 months.

How to Apply: Applicants are required to submit three items.

1. A one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements;
2. A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager);
3. A copy of their driver's licence.

Please ensure you submit all three items

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Horua (02) 6207 6861 [jessica.horua@act.gov.au](mailto:jessica.horua@act.gov.au)

**ACT Corrective Services**

**Programs and Interventions**

**Specialist Communities Clinician (Social Worker/Occupational Therapist)**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 35022)**

Gazetted: 18 March 2021

Closing Date: 1 April 2021

Details: ACT Corrective Services is looking for a suitably qualified person with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills to become a Specialist Communities Clinician (Social Worker/Occupational Therapist, Health Professional 3) within the Programs and Interventions Unit.

Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the occupant of this role will support detainees through the delivery of programs and services within discrete communities with complex needs within the Alexander Maconochie Centre (AMC).

Under direction, the successful applicant will deliver a range of multidimensional treatment options for detainees with varied and complex needs. You will also provide advice related to the care of and service provision for detainees with disabilities and complex needs, including contributing to accommodation unit placements and regular care coordination.

Further to this, you will contribute to the maintenance of monitoring systems to enable evaluation of effectiveness of treatment options in accordance with leading practice guidelines and participate in the ongoing review and evaluation of work practices, including quality assurance and reporting on performance indicators, and contribute to the development of policies and procedures.

A high level of interpersonal, negotiation and communication skills, including the ability to deal with people from a wide range of cultures and backgrounds in a correctional environment, is essential.

**Eligibility/Other Requirements:**

**Occupational Therapist – Mandatory**

Hold general registration with the Occupational Therapy Board of Australia (Australian Health Practitioners Regulation Agency [AHPRA]).

Applicants must have a minimum of three years paid work employment, post qualification, in a relevant role.

**Social Worker – Mandatory**

Degree in Social Work.

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

Applicants must have a minimum of three years paid work employment, post qualification, in a relevant role.

Experience within a forensic setting is desirable but not essential.

This position may require psychological aptitude testing as part of the assessment process.

This position does require a National Police Record Check.

A current driver's licence is essential.

This position does require a pre-employment medical.

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

Applicants must have a minimum of three years paid work employment, post qualification, in a relevant role.

**How to Apply:** Applicants are required to submit five items: (1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities having regard for the job requirements; (2) a current curriculum vitae; (3) a copy of your driver's licence; (4) a copy of your Working with Vulnerable People card; and (5) the names and contact details of two referees. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor.

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

Contact Officer: Sally Fitzmaurice (02) 6205 4890 [sally.fitzmaurice@act.gov.au](mailto:sally.fitzmaurice@act.gov.au)

## ACT Corrective Services

### Custodial Operations

#### AMC Executive Support Team

#### Compliance Team Leader

#### Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 36293)

Gazetted: 18 March 2021

Closing Date: 25 March 2021

**Details:** ACT Corrective Services (ACTCS) is looking for an experienced, highly-motivated and career-oriented person to fill the position of Compliance Team Leader (SOGC), within Custodial Operations.

The successful applicant will provide a high level of advice to the Deputy Commissioner on a range of compliance and secretariat issues; manage the Custodial Operations compliance framework; lead, manage and monitor the Alexander Maconochie Centre (AMC) Executive Support Team; coordinate the complaints process for detainees; and provide high quality reports, submissions and correspondence on a number of complex issues related to the Alexander Maconochie Centre and the Court Transport Unit.

In addition, you will collect, analyse and interpret data, generate reports and inform policy and procedure development to comply with relevant legislation and government priorities.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills, in addition to strong leadership and management skills.

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

#### **Eligibility/Other requirements:**

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

A National Police Check will be required

A driver's licence is preferable

This position does not require a pre-employment medical.

**Notes:** This is a temporary position available immediately for a period up to 12 months.

#### **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: Jessica Horua (02) 6207 6861 [jessica.horua@act.gov.au](mailto:jessica.horua@act.gov.au)

## ACT Courts and Tribunal

### Corporate and Strategic Services



## Information and Systems

### ICT Business Support Officer

#### Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 50615)

Gazetted: 18 March 2021

Closing Date: 25 March 2021

**Details:** At ACT Courts and Tribunal (ACTCT) we are focused on delivering business services that create positive change to business practices within our business units and for court and tribunal users.

The Information and System team are seeking a positive, innovative, forward-thinking, customer-focused person for the position of ICT Business Support Officer to support users of ICMS and contribute to business process improvements and changes to the ICMS.

The successful applicant will have a strong focus on customer service, delivering business solutions and be experienced in maintaining effective working relationships with stakeholders. You will need to have well-developed writing and verbal communication skills, be self-motivated, take ownership of work, and have the ability to work well within and across teams.

You will need to manage competing priorities, use initiative to assess, respond and adapt to new and changing circumstances, undertake analysis of issues, and demonstrate judgement while maintaining strong attention to detail. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Notes:** This is a temporary position available immediately for a period of six months with the possibility of extension up to less than 12 months

**How to Apply:** Applicants should submit a two-page pitch outlining their ability, experience and what they can bring to the role, providing examples of their achievements and how they relate to this position and its requirements. A current curriculum vitae and contact details of two referees should also be provided.

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

Contact Officer: Jacinta Smith (02) 6207 1427 [jacinta.smith@courts.act.gov.au](mailto:jacinta.smith@courts.act.gov.au)

## Deputy Commissioner, ACT Emergency Services Agency

### Executive Level 2.3 \$307,053 - \$319,330 depending on current superannuation arrangements, Canberra (PN: E1136)

Gazetted: 18 March 2021

Closing Date: 1 April 2021

**Details:** An exciting opportunity exists to temporarily fill the role of Deputy Commissioner, ACT Emergency Services Agency (ESA).

Reporting directly to the Commissioner, the Deputy Commissioner oversees the ESA's Enabling Services, provides advice to the Minister for Police and Emergency Services and is responsible for overall strategic direction and management of the emergency services.

The Deputy Commissioner also acts as the Commissioner and Emergency Controller in the absence of the Commissioner.

The ideal candidate will have a strong understanding of emergency management and volunteer environments, possess high-level leadership qualities and a demonstrated ability to provide command and control during incidents.

Please note that a current Negative Vetting Level 1 Security Clearance is a requirement for this position.

More information about the position can be found in the attached Position Description.

**Note:** 5 April 2021 for a period of six months, with the possibility of an extension to 18 May 2022. Applicants should discuss the possible duration of the vacancy with the contact person.

**Remuneration:** The position attracts a remuneration package ranging from \$307,053 to \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

**How to Apply:** Please submit the following to the

A two-page pitch addressing the executive capabilities outlined in the selection criteria;

A current curriculum vitae; and

The name and contact details of two referees.

**Contact Officer:** Georgeina Whelan, [georgeina.whelan@act.gov.au](mailto:georgeina.whelan@act.gov.au)

## **Major Projects Canberra**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

### **Infrastructure Delivery Partners**

#### **Commercial Project Management**

##### **Project Officer**

**Infrastructure Officer 2 \$87,822 - \$101,039, Canberra (PN: 31575)**

Gazetted: 24 March 2021

Closing Date: 7 April 2021

**Details:** Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you.

Infrastructure Delivery Partners provides:

Advice to government on major infrastructure projects;

Project management of the Capital Framework (TCF);

Advice and administration on capital works procurement;

Managing and delivering the majority of Territory funded capital works projects;

Infrastructure and capital works procurement and delivery on behalf of directorates and agencies;

Coordination of Work Health and Safety Active Certification Policy for the ACT Government construction sites; and

Managing the Territory's prequalification system, and developing, implementing and managing a range of capital works-related policies.

The Infrastructure Branches of Social, Commercial and Civil provide advice to directorates and Treasury in relation to the planning and business case approval process for most of the capital works program, and deliver the design, construction and defects phases of the projects. This includes buildings such as schools, emergency services facilities and justice facilities; capital upgrades of ACT Government building assets; landscaping projects; civil works such as roads, stormwater, street-lighting; transport and works associated with land release; and health infrastructure projects such as improvements to the Canberra Hospital, community health centres and the new University of Canberra Hospital. The three branches manage approximately \$600 million of capital works each year.

Under limited direction and in line with corporate objectives apply high order project management and procurement skills to a broad range of design and construction projects for 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:**

##### **Mandatory:**

hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

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

**How to Apply:** If the above role sounds like you and you 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, contact details of two referees and copies of relevant degree and qualifications.

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

Contact Officer: Steven Gaunt (02) 6207 0217 [Steven.Gaunt@act.gov.au](mailto:Steven.Gaunt@act.gov.au)

### **Infrastructure Delivery Partners**

#### **Civil Project Management**

##### **Support Senior Manager**

**Infrastructure Manager/Specialist 1 \$168,218, Canberra (PN: 24800)**

Gazetted: 23 March 2021

Closing Date: 6 April 2021

**Details:** Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Infrastructure Delivery Partners (IDP) provides:

Advice to government on major infrastructure projects.

Project management of the Capital Framework (TCF).

Advice and administration on capital works procurement.

Managing and delivering the majority of Territory funded capital works projects.

Infrastructure and capital works procurement and delivery on behalf of directorates and agencies.

Coordination of Work Health and Safety Active Certification Policy for the ACT Government construction sites; and

Managing the Territory's prequalification system, and developing, implementing and managing a range of capital works-related policies.

The Infrastructure Branches of Social, Commercial and Civil provide advice to directorates and Treasury in relation to the planning and business case approval process for most of the capital works program, and deliver the design, construction and defects phases of the projects. This includes buildings such as schools, emergency services facilities and justice facilities; capital upgrades of ACT Government building assets; landscaping projects; civil works such as roads, stormwater, street-lighting; transport and works associated with land release; and health infrastructure projects such as improvements to the Canberra Hospital, community health centres and the new University of Canberra Hospital. The three branches manage approximately \$600 million of capital works each year.

As the Support Senior Lead, you will provide leadership, assist to manage all project assignments within the team and maintain and manage all business standards and documentation of a high standard, coordinating with the EBM of Civil Project Management.

You will also act on behalf of IDP to provide expert advice and direction on procurement, project development and delivery. Support management of feasibility, design and other investigations on behalf of IDP and liaise and negotiate with directorates, contractors and consultants in the delivery of the ACT Government's capital works program or other infrastructure related 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:** Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

**How to Apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

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

Contact Officer: Darren Smith (02) 6207 7431 [darren.smith@act.gov.au](mailto:darren.smith@act.gov.au)

**Project Development and Support**

**Finance**

**Finance Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 36719)**

Gazetted: 19 March 2021

Closing Date: 2 April 2021

**Details:** Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Finance supports Major Projects Canberra through the provision of a financial management and governance including, but not limited to:

Provision of strategic and operational financial support and advice in accordance with the *ACT Financial Management Act 1996*.

Development and allocation of internal and external budgets, including coordination of the Agency's input into development of the ACT Government's annual budget papers.

Preparation of financial performance reports for the Agency.

Accounts receivable and accounts payable processing.

Development and maintenance of financial management information systems and processes, and

Preparation of the Agency's annual financial statements.

The primary responsibilities for this position are:

Preparation of timely, relevant and accurate accrual based monthly financial management reports, end of year financial statement supporting documents, ad-hoc cost models, cost recovery analysis and handling stakeholders' correspondence.

Managing the cash drawdown process, estimating daily cash flow requirement and capital works reporting.

Reconcile, analyse and verify financial reports and data.

Assist in the preparation and monitoring of external and internal budgets and forecasts.

Contribute to the development, maintenance and implementation of policies and procedures relevant to the operations of Major Projects Canberra.

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

**Eligibility/Other Requirements:**

Tertiary qualifications are highly desirable.

Experience in the use of Oracle Financial Management Information System is highly desirable.

**Note:** This position is available immediately for up to six months with the possibility of extension or permanency.

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

**How to Apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Erica Wark (02) 6207 8222 [erica.wark@act.gov.au](mailto:erica.wark@act.gov.au)

**Project Development and Support**

**Communications and Engagement**

**Communications and Content Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 38593)**

Gazetted: 18 March 2021

Closing Date: 1 April 2021

Details: The next few years are going to see some big infrastructure projects achieve some major milestones right across the city. Major Projects Canberra is leading the planning, procurement and delivery of these significant and complex projects for the Territory such as Light Rail Stage 2, Canberra Hospital Expansion and CIT Woden.

With some busy years ahead, we are looking to boost our communications and engagement team, who deliver the campaigns, content, events and activities needed to ensure Canberrans are informed and able to contribute to project design and outcomes.

We are looking for new team members who love working in communications, have an interest in infrastructure and are experienced in the planning, production, coordination and delivery of communications materials, campaigns and programs, across various mediums and channels.

Working with us will get you involved in some of Canberra's biggest city shaping projects that are important to the future of our city. Every day will bring a new challenge and you'll be contributing to a collaborative and supportive team culture.

If this sounds like something you'd like to be a part of, then we want to hear from you.

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

**Eligibility/Other Requirements:**

Relevant tertiary qualifications or a minimum of two to three years' experience working professionally in the fields of communications and content production, media, public relations, marketing, or strategic communications is preferred.

Experience in planning, producing and shooting video content and managing and growing channel audiences is 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 application and referee reports only.

**How to Apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Tania Navarro (02) 6205 0192 [tania.navarro@act.gov.au](mailto:tania.navarro@act.gov.au)

### **Transport Canberra and City Services**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

#### **Roads and Public Transport**

##### **Public Transport Operations**

##### **Business Operations Coordinator**

##### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: A20198)**

Gazetted: 24 March 2021

Closing Date: 31 March 2021

**Details:** The Business Operations Coordinator provides administrative support to the Belconnen Depot, and reports to the Director of the Belconnen Bus Depot. The position undertakes a range of administrative tasks to ensure business objectives are met in a timely manner.

**Eligibility/Other Requirements:** An understanding of the requirements of working in an industrial organisation will be well regarded.

**Note:** A merit pool may be created from applicants who are found suitable, but not successful for the advertised positions. If you do not wish to be placed in the merit pool, please indicate this with the contact officer. The position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:** Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

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

Contact Officer: Malcolm Howard (02) 6207 7640 [malcolm.howard@act.gov.au](mailto:malcolm.howard@act.gov.au)

#### **Strategic Policy and Customer**

##### **Policy and Legislative Solutions**

##### **Project Officer, Policy and Legislative Solutions**

##### **Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 38022)**

Gazetted: 23 March 2021

Closing Date: 30 March 2021

**Details:** The Policy and Legislative Solutions Team are looking to fill our Project Officer position. The successful candidate will be enthusiastic, passionate about improving outcomes with a desire to work with a high performing team on a variety of work.

As a Project Officer you will be motivated and outcomes oriented with an ability to support policy and legislation projects, understand and work within Government policy, be innovative, responsive and achieve results. We are looking for a person who has a passion for working collaboratively in a high performing team to achieve results, understands and can contribute the development of policy, has excellent communication skills and can provide organisational and administrative support in a high pressure environment.

**Note:** This is a temporary vacancy until 30 June 2021, with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Submit an Expression of Interest of no more than two pages, including contact details for two referees and current curriculum vitae.

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

Contact Officer: Kirra Cox (02) 6205 3407 kirra.cox@act.gov.au

#### **Chief Operating Officer Group**

##### **Chief Information Office**

##### **Organisational Change Implementation Manager**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 40696)**

Gazetted: 19 March 2021

Closing Date: 26 March 2021

**Details:** The Chief Information Office, Transport Canberra and City Services (TCCS), is seeking a self-driven, proven leader to coordinate activities and resources required to move new digital and IT services into production.

We are looking for a well rounded leader with extensive experience and understanding of the full life cycle of system development.

Strong, proven experience in project and change management and knowledge of the complexities of service delivery in local, state or federal government is required.

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

Formal change management qualifications such as Certificate, Diploma or Advance Diploma, or experience in a change management role on large complex Digital, IT and Data projects in business and operational areas are Highly Desirable.

Formal project and or program management qualifications such as Certificate, Diploma or Advance Diploma, or experience delivering large complex Digital, IT and Data projects in business and operational areas are Desirable.

**Note:** This is a temporary position available immediately for a period of up to two years with the possibility of extension. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants are asked to address the following criteria with no more than 300 words per criteria please.

Proven ability to instigate, deliver and manage complex projects across multiple business units to deliver organisational objectives against agreed timelines using Change Management methodology such as PROSCI or APMG

Demonstrated high level conceptual and analytical skills including the capacity to make sound judgements in a complex and sensitive environment.

Demonstrated leadership skills with the ability to inspire and motivate a variety of colleagues to deliver program objectives.

Demonstrated high level written communication skills and the ability to negotiate and liaise at a senior level and build and maintain effective stakeholder relationships.

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

Contact Officer: Deb Butt (02) 6205 8581 deb.butt@act.gov.au

#### **Chief Operating Officer Group**

##### **Project Manager**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 23566, several)**

Gazetted: 19 March 2021

Closing Date: 6 April 2021

**Details:** The Chief Information Office, Transport Canberra and City Services (TCCS), is looking for experienced, motivated and self-driven Project Managers to join our team. We are seeking people who have a proven track record in managing complex IT projects, with the ability to work closely with both internal and external stakeholders. We are looking for leaders who inspire and energise teams and provide clear direction to achieve great outcomes.

**Eligibility/Other Requirements:** Formal project and or program management qualifications such as Certificate, Diploma or Advance Diploma, or greater than five years' experience delivering large complex Digital, IT and Data projects in business and operational areas are highly desirable.

**Note:** There is a permanent position and two temporary positions available. The temporary positions are available for 12 months with possibility of permanency. When applying please advise which position you are applying for. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applications should address the following criteria (no more than 300 words per criteria, please): Considerable experience in project management in multiple technologies, functions and industries, and a sound knowledge of project management methods including Agile, PMBOK and Prince2 with a proven ability to develop project plans to manage the end-to-end project activities and approach.

Demonstrated expertise in budget planning, risk and issue management, contractor/vendor management and resource management including the ability to develop project business cases and clearly define roles, tasks, milestones and measures of success.

Strong leadership skills along with a high level of motivation and ability to set and achieve work priorities to manage the day-to day workload of team members. Well developed coordination and problem-solving skills.

Highly developed oral and written communication skills and strong interpersonal skills with the ability to negotiate and communicate to influence internal and external stakeholders.

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

Contact Officer: Deb Butt (02) 6205 8581 deb.butt@act.gov.au

## City Services

### City Presentation

#### Urban Treescapes

#### Regional Tree Operations Supervisor

**General Service Officer Level 9 \$75,985 - \$85,873, Canberra (PN: 47678, several)**

Gazetted: 19 March 2021

Closing Date: 2 April 2021

Details: Urban Treescapes is responsible for the management and maintenance of more than 770,000 trees on parklands and streets throughout ACT, and there are currently three vacancies across our five depots for inspiring leaders who are hands-on and can lead from the front.

As a Depot Supervisor within Transport Canberra and City Services (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 factor of this role to ensure positive culture and adherence to work health and safety standards.

A high degree of expertise in arboriculture is essential.

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:**

- Permanent Resident of Australia.
- Drivers' licence Class C is essential, preferably Medium Rigid class or higher.
- Background/Security clearance checks will be conducted.
- This position requires a pre-employment medical.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)
- Certificate 3 in Horticulture or Arboriculture.
- Chainsaw certificate and elevated work platform ticket are highly desirable.
- Authority to implement traffic control plans.
- Ability to undertake the physical requirements of the tasks listed in the Position Description.
- A preparedness to wear a uniform and work anywhere in the ACT as required.

**Note:** There are three positions available, two permanent and one temporary which is available for up to three years 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:** Applications should include:

- A written statement of no more than four pages addressing the ☐What you require☐ and ☐Compliance requirements/qualifications☐ sections in the position description
- A current curriculum vitae
- Contact details of two referees

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

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

Contact Officer: Lachlan Taylor (02) 6207 7852 [lachlan.taylor@act.gov.au](mailto:lachlan.taylor@act.gov.au)

## **Territory and Business Services**

### **Libraries ACT**

#### **Digital Services**

##### **Assistant Director Digital Services**

##### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 24712)**

Gazetted: 18 March 2021

Closing Date: 5 April 2021

**Details:** Libraries change lives and Libraries ACT's vision is Literacy and Learning for life. The library delivers traditional book based services as well as many learning programs and opportunities for the community to come together. Based across 11 sites, the library is integral to Canberra's literacy, self-education and lifelong learning, social inclusion, digital inclusion and citizenship. It is a vibrant service that is constantly re-inventing itself to meet emerging community needs and expectations.

Libraries ACT is a dynamic service which includes nine public libraries, the ACT Heritage Library and the Home Library Service. Libraries ACT provides public library services for the community over nine sites, online and through a range of programs.

The Assistant Director Digital Services manages projects and infrastructure to support library services, including the Library Management System, RFID technologies, public internet access, digital preservation technologies, emerging smart technologies and mobile devices. Projects involving significant change management implementation are required within both ICT and business operations.

This position works collaboratively with all library staff and Shared Services ICT. Roles reporting to this position include Digital and Innovation Officer and Digital Library Support Officer.

#### **Eligibility/Other requirements:**

Knowledge of the ICT environments and business needs of archives and/or public libraries would be an advantage. Tertiary qualifications (bachelor, graduate diploma or masters) in ICT or in library and information studies, as recognised by the Australian Library and Information Association are desirable.

**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 to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae.

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

Contact Officer: Vanessa Little (02) 6207 5002 [vanessa.little@act.gov.au](mailto:vanessa.little@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**

### **Transport Canberra Systems Management**

#### **Assistant Director Systems Management**

##### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 38798)**

Gazetted: 23 March 2021



Closing Date: 6 April 2021

**Details:** Transport Canberra is seeking an enthusiastic and experienced system expert to provide specialist technical expertise and strategic planning for our operational ticketing systems.

The Assistant Director Systems Management will be responsible for the ticketing system, assets and infrastructure for both bus and light rail public transport in Canberra, including asset lifecycle management, providing administrator functions, as well as new infrastructure projects.

The Assistant Director Systems Management will manage the ongoing requirements for the ticketing operational system, including Service Level Agreements with internal and external stakeholders, as well as managing the ticket retail agents, including procurement, negotiations, contract management, system support/training, monitoring and reporting.

Transport Canberra is dynamic and fast changing and therefore, the successful applicant needs to demonstrate the ability to work flexibly, be innovative and be outcome focused. 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 or equivalent qualification or significant experience in IT integration and change management disciplines is highly desirable

Project management, risk identification and management experience 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. Current and former ADF members are encouraged to apply.

**How to Apply:** To apply please submit your curriculum vitae and a two-page Expression of Interest addressing the points identified in the 'What you Require' section of the Position Description.

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

Contact Officer: Paul Skidmore (02) 6207 7582 paul.skidmore@act.gov.au

## APPOINTMENTS

### Canberra Health Services

**Health Service Officer Level 3/4 \$53,168 - \$56,997**

Stewart Christie, Section 68(1), 22 March 2021

**Registered Nurse Level 3.1 \$108,237 - \$112,691**

Larinda Dowell, Section 68(1), 22 March 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Babandeep Kaur, Section 68(1), 18 March 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Emma Kelly, Section 68(1), 25 March 2021

**Health Professional Level 2 \$67,892 - \$93,203**

Christine Kinraid, Section 68(1), 22 March 2021

**Health Service Officer Level 3/4 \$53,168 - \$56,997**

Dion Kirkland, Section 68(1), 22 March 2021

**Health Service Officer Level 3/4 \$53,168 - \$56,997**

Glen Monahan, Section 68(1), 24 March 2021

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Teny Raju Abraham, Section 68(1), 22 March 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Shifu Singh, Section 68(1), 18 March 2021

**Registered Midwife Level 1 \$67,984 - \$90,814**

Weiming Wang, Section 68 (1), 23/03/2021

**Health Service Officer Level 3/4 \$53,168 - \$56,997**

Robert Wighton, Section 68(1), 22 March 2021

**Health Service Officer Level 3/4 \$53,168 - \$56,997**

Martin Wright, Section 68(1), 24 March 2021

**Canberra Institute of Technology**

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Danielle Mulherin, Section 68(1), 22 March 2021

**Chief Minister, Treasury and Economic Development**

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Thaylar Anastasi, Section 68(1), 22 March 2021

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Aimee Arnold, Section 68(1), 22 March 2021

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Shahnaz Begum, Section 68(1), 22 March 2021

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Alexander Caddick, Section 68(1), 22 March 2021

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Tanjina Nasrin, Section 68(1), 22 March 2021

**Administrative Services Officer Class 5 \$81,407 - \$86,168**

Carolyn Stewart, Section 68(1), 12 April 2021

**Education**

**Health Professional Level 2/3 \$67,892 - \$101,033 (up to \$106,044 on achieving a personal upgrade)**

Caroline Leviston, Section 68(1), 25 March 2021

**Health Professional Level 2/3 \$67,892 - \$101,033 (up to \$106,044 on achieving a personal upgrade)**

Kenny Nguyen, Section 68(1), 25 March 2021

**Environment, Planning and Sustainable Development**

**Senior Officer Grade A \$151,002**

Stuart Wall, Section 68(1), 29 March 2021

**Justice and Community Safety**

**FB1 (FF 4th Class in Training) \$76,152**

Sebastian Bachler, Section 68(1), 1 February 2021

**FB1 (FF 4th Class in Training) \$76,152**

Rhys D'Ambrosio, Section 68(1), 1 February 2021

**Senior Officer Grade A \$151,002**

Richard Denning, Section 68(1), 23 March 2021

**FB1 (FF 4th Class in Training) \$76,152**

Philippa d'Ews Thomson, Section 68(1), 1 February 2021

**FB1 (FF 4th Class in Training) \$76,152**

Luke Drake-Brockman, Section 68(1), 1 February 2021

**FB1 (FF 4th Class in Training) \$76,152**

Jarrod Farlow, Section 68(1), 1 February 2021

**FB1 (FF 4th Class in Training) \$76,152**

Matthew Garrett, Section 68(1), 1 February 2021

**FB1 (FF 4th Class in Training) \$76,152**

Madison Giles, Section 68(1), 1 February 2021

**FB1 (FF 4th Class in Training) \$76,152**

Christopher Gordon, Section 68(1), 1 February 2021

**Legal Officer Grade 1 \$67,893 - \$136,739**

Angela Lauman, Section 68(1), 6 April 2021

**FB1 (FF 4th Class in Training) \$76,152**

Cameron Madden, Section 68(1), 1 February 2021

**FB1 (FF 4th Class in Training) \$76,152**

Ronald Mitchell, Section 68(1), 1 February 2021

**FB1 (FF 4th Class in Training) \$76,152**

Gregory Piper, Section 68(1), 1 February 2021

**FB1 (FF 4th Class in Training) \$76,152**

Robert Roberts, Section 68(1), 1 February 2021

**FB1 (FF 4th Class in Training) \$76,152**

Daniel Robinson, Section 68(1), 1 February 2021

**FB1 (FF 4th Class in Training) \$76,152**

Adrianne Roper, Section 68(1), 1 February 2021

**FB1 (FF 4th Class in Training) \$76,152**

Zoe Skyrianos, Section 68(1), 1 February 2021

**FB1 (FF 4th Class in Training) \$76,152**

Lauren Thompson, Section 68(1), 1 February 2021

**FB1 (FF 4th Class in Training) \$76,152**

Harrison Walkear, Section 68(1), 1 February 2021

**Senior Officer Grade B \$130,018 - \$146,368**

Kathryn WILSON, Section 68(1), 29 March 2021

**FB1 (FF 4th Class in Training) \$76,152**

Todd Winter, Section 68(1), 1 February 2021

**Major Projects Canberra**

**Senior Professional Officer Grade C \$110,397 - \$118,832**

Kris Johnston, Section 68(1), 22 March 2021

**Transport Canberra and City Services**

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Samuel McNair, Section 68(1), 23 March 2021

**Infrastructure Officer 2 \$87,822 - \$101,039**

Maxwell Yarra, Section 68(1), 29 March 2021

**TRANSFERS**

**Canberra Health Services**

**Michelle Gray**

From: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services

To: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 40902) (Gazetted 19 January 2021)

**Chief Minister, Treasury and Economic Development**

**Bindu Johnson**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 50950) (Gazetted 22 December 2020)

**Environment, Planning and Sustainable Development**

**Dinesh Kumar**

From: Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development, Canberra (PN. 55241) (Gazetted 19 December 2020)

**Transport Canberra and City Services**

**Anne Pentony**

From: Senior Officer Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Transport Canberra and City Services, Canberra (PN. 41426) (Gazetted 22 January 2021)

## **PROMOTIONS**

### **Canberra Health Services**

#### **Canberra Health Services**

##### **Sally Cuff**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Canberra Health Services

To: †Senior Officer Grade C \$110,397 - \$118,832

Canberra Health Services, Canberra (PN. 44779) (Gazetted 23 November 2020)

##### **Paul Lum On**

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 23638) (Gazetted 18 February 2021)

### **Chief Minister, Treasury and Economic Development**

#### **Shared Services ICT**

##### **Customer Engagement Branch**

##### **Education ICT**

##### **Daisy Caisip**

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 09328) (Gazetted 28 January 2021)

#### **Economic Development**

##### **Sport and Recreation**

##### **ACT Academy of Sport**

##### **Rachael Carnegie**

From: Administrative Services Officer Class 2 \$58,230 - \$64,299

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 3 \$65,976 - \$71,004

Chief Minister, Treasury and Economic Development, Canberra (PN. 49477) (Gazetted 30 November 2020)

#### **Policy and Cabinet**

##### **Economic Region and Policy**

##### **Katrina Scaramella**

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 34963) (Gazetted 22 December 2020)

### **Community Services**

#### **Housing ACT**

##### **Client Services**

## **Tenant Experience**

### **Stephen Ujdur**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Community Services

To: †Senior Officer Grade C \$110,397 - \$118,832

Community Services, Canberra (PN. 04349) (Gazetted 13 November 2020)

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.

## **Education**

### **Business Services**

#### **People and Performance**

#### **Organisational Development**

### **Cameron Bertrand-Bruce**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$130,018 - \$146,368

Education, Canberra (PN. 49348) (Gazetted 8 February 2021)

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 Performance and Improvement**

### **North/Gungahlin Network**

#### **Harrison School**

### **Grace Brassington**

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Education

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Education, Canberra (PN. 50576) (Gazetted 9 March 2021)

## **Environment, Planning and Sustainable Development**

### **Environment**

#### **ACT Parks and Conservation**

#### **Parks and Partnerships**

### **Samuel Wellings Booth**

From: General Service Officer Level 5/6 \$57,359 - \$63,127

Environment, Planning and Sustainable Development

To: Park Ranger 1 \$68,976 - \$71,004

Environment, Planning and Sustainable Development, Canberra (PN. 11974) (Gazetted 29 October 2020)

## **Justice and Community Safety**

### **ACT Corrective Services**

#### **Operational Support**

### **Tara Hurst**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety

To: †Senior Professional Officer Grade C \$110,397 - \$118,832

Justice and Community Safety, Canberra (PN. 46750) (Gazetted 15 February 2021)

**Transport Canberra and City Services**

**City Services**

**City Presentation**

**Place Management**

**Josh Buckingham**

From: General Service Officer Level 3/4 \$51,742 - \$56,505

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$57,359 - \$63,127

Transport Canberra and City Services, Canberra (PN. 13206) (Gazetted 30 November 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**City Services**

**City Presentation**

**Place Management**

**Khi Fulthorpe**

From: General Service Officer Level 3/4 \$51,742 - \$56,505

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$57,359 - \$63,127

Transport Canberra and City Services, Canberra (PN. 46022) (Gazetted 30 November 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**City Services**

**City Presentation**

**Place Management**

**Aaron Greene**

From: General Service Officer Level 3/4 \$51,742 - \$56,505

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$57,359 - \$63,127

Transport Canberra and City Services, Canberra (PN. 41036) (Gazetted 30 November 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**City Services**

**ACT NoWaste**

**Strategic Coordination and Planning**

**Anthony Haraldson**

From: Senior Officer Grade B \$130,018 - \$146,368

Transport Canberra and City Services

To: †Infrastructure Manager/Specialist 3 \$192,249

Transport Canberra and City Services, Canberra (PN. 50150) (Gazetted 15 December 2020)

**Transport Canberra**

**Procurement and Asset Management**

**Nicole Honchera**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$87,715 - \$100,388

Transport Canberra and City Services, Canberra (PN. 30974) (Gazetted 8 February 2021)

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**

**Lela Hopkins**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Transport Canberra and City Services

To: †Senior Officer Grade B \$130,018 - \$146,368

Transport Canberra and City Services, Canberra (PN. 34360) (Gazetted 10 February 2021)

**City Services**

**City Presentation**

**Place Management**

**Michael Jukic**

From: General Service Officer Level 3/4 \$51,742 - \$56,505

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$57,359 - \$63,127

Transport Canberra and City Services, Canberra (PN. 41635) (Gazetted 30 November 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**City Services**

**ACT NoWaste**

**Gayan Ratwatte**

From: Senior Officer Grade B \$130,018 - \$146,368

Transport Canberra and City Services

To: †Senior Officer Grade A \$151,002

Transport Canberra and City Services, Canberra (PN. 50047) (Gazetted 11 December 2021)

**City Services**

**City Presentation**

**Place Management**

**Jayne Roberts**

From: General Service Officer Level 3/4 \$51,742 - \$56,505

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$57,359 - \$63,127

Transport Canberra and City Services, Canberra (PN. 13208) (Gazetted 30 November 2020)

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**

**Chief Minister, Treasury and Economic Development**

Jacquelyn Marks change from transfer to promotion. Gazette 25/02/2021