



ACT Government Gazette

Gazetted Notices for the week beginning 22 April 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

Public Health Protection and Regulation

Health Protection Service

Executive Support Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 51427, several)

Gazetted: 28 April 2021

Closing Date: 2 June 2021

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. This saw the establishment of a Health Emergency Coordination Centre (HECC) - A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The Directorate is looking for a highly efficient and dedicated staff member to join the COVID-19 response team as an Executive Support Officer.

This exciting role provides executive and operational support functions to the Executive Support Office, Executive Branch Manager, Deputy Chief Health Officer and Senior Directors.

We are seeking individuals with good organisational skills and demonstrated ability to be proactive, flexible and manage competing priorities while working under pressure and within tight timeframes.

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

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment National Police Check. The work may require weekend work depending on operational requirements.

Note: This is a temporary position available for 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: 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 Professional/Technical Skills and Knowledge and Behaviour Capabilities, curriculum vitae and contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danielle Briones (02) 5124 9676 danielle.briones@act.gov.au

Health System Planning and Evaluation

Local Hospital Network Commissioning Branch

Director

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 44156)

Gazetted: 28 April 2021

Closing Date: 14 May 2021

Details: Are you a self-driven leader who likes to find innovative solutions to complex problems? Be a leader in a new team at the forefront of developing new policy and strategic directions for the ACT hospital and health system.

ACT Health Directorate's Commissioning Branch is looking for a team leader who would like to help improve the performance of the ACT health system. You will lead a small team working with funding models, performance management and other governance levers. You may have some understanding of economics or economic

concepts, which would be valuable to the team, but not essential. You should be able lead by example, work with data and have strong skills in writing for government business.

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

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

How to Apply: To apply for this opportunity please submit the following:

A two-page pitch telling the panel why you are the best person for this role by relating your experience and qualifications to the Selection Criteria;

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacob Fell (02) 5124 9349 jacob.fell@act.gov.au

Health Systems, Policy and Research

Preventive and Population Health

Preventive and Population Health Policy

Policy Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 51003)

Gazetted: 28 April 2021

Closing Date: 12 May 2021

Details: An exciting opportunity exists for an enthusiastic and dedicated Officer to work in the Preventive and Population Health Policy Team within the ACT Health Directorate. The Preventive and Population Health Policy team provides strategic leadership and policy advice in relation to matters affecting the health of the ACT Population.

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 two-page maximum 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: Marc Emerson (02) 5124 9716 marc.emerson@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.

Health Systems, Policy and Research

Public Health Protection and Regulation

COVID - 19 Response - Policy and Support Branch

Senior Director, Public Health Risk Assessment

Senior Officer Grade A \$151,002, Canberra (PN: 51014)

Gazetted: 27 April 2021

Closing Date: 11 May 2021

Details: The Policy and Support Branch within the COVID-19 Response team in ACT Health is looking for an experienced and motivated individual to lead the Public Health Risk Assessment team. We are looking to find someone who is a strategic thinker with excellent leadership abilities to help a busy team to deliver on its multiple priorities.

Under broad direction you will lead all aspects of the Public Health Risk Assessment team, which is responsible for the effective management and processing of exemption requests made under relevant provisions contained in the Public Health Emergency Directions.

To be successful in the role you will have strong governance and project management skills.

This is an excellent opportunity for an experienced leader to join a supportive and highly motivated team, committed to supporting the response to the COVID-19 pandemic.

Note: This is a temporary position available until 31 December 2021, with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications must include written responses to the Selection Criteria, no more than two pages, outlining your suitability for the position, together with your curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Dal Molin (02) 5124 9401 vanessa.dalmolin@act.gov.au

Health System Policy and Research

Office of Professional Leadership and Education

General Practice

General Practitioner Policy Advisor

Specialist Band 1 - 5/Senior Specialist \$180,732 - \$244,175, Canberra (PN: 22068)

Gazetted: 27 April 2021

Closing Date: 11 May 2021

Details: This is an important position to have filled by a clinically active General Practitioner (GP) to assist ACT Health and Canberra Health Service interface optimally with general practice. This position works closely with the Director Academic Unit of General Practice to provide effective, timely advice and briefings to the Director General, Deputy Director Generals, Executive and management on matters related to primary health care services. The role will focus on the development and review of policy that effects or interfaces with primary care and is a key link between ACT Health and Capital Health Network, the broader primary health care and GP community. The position is 0.5 FTE, works on policy and is very complementary to the GP Liaison position currently held by Dr Anne-Marie Svoboda (which focuses on clinical interfaces between GPs and Canberra Hospital and Health Services).

Eligibility/Other requirements:

Registered as a medical practitioner with the Australian Health Practitioner's Regulation Agency and hold current Vocational Registration as General Practitioner.

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.

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.

Notes: This is a temporary position available for a period of 3 May 2021 to 29 October 2021 with the possibility of extension and/or permanency. This position is part-time at (20:00) hours per week and the full-time salary noted above will be pro-rata. Reimbursement of relocation costs may be available if you are the successful candidate. Medical Staff in the Health Directorate enjoy excellent conditions, and our Enterprise Agreement is available at www.health.gov.au/employment. This position will be filled at a Specialist band 1 to Senior Specialist level depending on experience.

How to Apply: Please provide an Expression of Interest (maximum two pages) and your curriculum vitae.

For further information relating to the role please contact Kirsty.a.douglas@anu.edu.au or Kirsty.douglas@act.gov.au (02) 5124 4947

Applications should be submitted via the Apply Now button below.

Contact Officer: Dagmar Ceramidas (02) 5124 4953 dagmar.ceramidas@act.gov.au

Health Systems Policy and Research

Centre for Health and Medical Research

Assistant Director (Aboriginal and Torres Strait Island Research)

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 51321)

Gazetted: 23 April 2021

Closing Date: 12 May 2021

Details: A new and exciting opportunity exists within the Centre for Health and Medical Research to lead a demographic analysis of Aboriginal and Torres Strait Islander people and communities within the ACT and surrounding region. The project will develop an evidence base to support future health and wellbeing policies and initiatives relevant to the Aboriginal and Torres Strait Islander people and communities that rely on the ACT health system. We are looking for an enthusiastic researcher who is keen to contribute to future health and wellbeing

initiatives within the Aboriginal and Torres Strait Islander people and communities that rely on the ACT health system.

The role of Assistant Director requires a person with strong methodological expertise and the ability to develop and maintain thriving collaborations across the Aboriginal and Torres Strait Islander people and communities as well as health policy, services and university sectors.

Notes: This is a temporary position available until 27 May 2022 with the possibility of extension. This is not an identified position, however, people who identify as Aboriginal and Torres Strait Islander are encouraged to apply. Part time hours will be considered.

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, curriculum vitae and contact details of two referees, one being your current supervisor. If this role is of interest to you, please contact the Contact Officer to discuss this further.

Contact Officer: Ian Pieper (02) 5124 2513 Ian.Pieper@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

Future Capability and Governance

Future Capability

Senior Project Manager

Senior Information Technology Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51440, several)

Gazetted: 23 April 2021

Closing Date: 11 May 2021

Details: Are you an experienced project manager with effective communication skills to lead a dynamic project team and liaise with diverse stakeholders to successfully implement digital initiatives?

The Digital Solutions Division within ACT Health is seeking to recruit a motivated and experienced project manager who can 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 Program Manager, the Senior Project Manager is responsible for the provision of high level project management advice and the delivery of successful projects in line with the Digital Solutions Division Delivery Frameworks and processes.

To be successful, the Senior Project Manager must have experience:

leading and motivating a project team;

effectively communicating with diverse stakeholders to ensure customer satisfaction;

cost estimating and developing detailed budgets;

accurate resource planning to develop detailed schedules and timelines;

analysing and managing project risks and issues and

monitoring and reporting project progress.

Eligibility/Other Requirements: This role requires you to obtain and maintain an Australian Government Negative Vetting Level 1 (NV1) Security Clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for 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: These are temporary position's available for a period of 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: 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: Rebecca Heland (02) 5124 9508 rebecca.heland@act.gov.au

Health Systems, Policy and Research

COVID-19 Policy and Support, Office of the Chief Health Officer

Policy and Government Support Team

Director of Policy and Government Support

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50208)

Gazetted: 23 April 2021

Closing Date: 30 April 2021

Details: The COVID-19 Response Team in the ACT Health Directorate is responsible for the planning and implementation of the public health response to the COVID-19 pandemic. The Director of Policy and Support will be responsible for leading a team with responsibility for the development of high level and strategic policy advice and provision of support for government and ministerial matters, all of which seek to support the response. Key to this role is collaborating with a range of government stakeholders to ensure effective provision of advice.

To be successful in the role, you will need to have experience in leading a small team, and be able to adapt to a fast paced and regularly changing environment. You will also have a strong understanding of government and ministerial processes. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are highly encouraged to apply.

Eligibility/Other Requirements:

This position may be required to work after hours, weekends and on-call.

Notes: This is a temporary position available immediately until 31 December 2021 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. Please note that selection may be based on application and referee reports only.

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, 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: Vanessa Dal Molin (02) 5124 9401 Vanessa.DalMolin@act.gov.au

Calvary Public Hospital Bruce

Division: Medical Imaging

Position Title: Director of Medical Imaging

Classification Medical Imaging 5 \$136,537 - \$153,685, Canberra (LP8442)

Gazette Date: 28 April 2021

Closing Date: 10 May 2021

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

Reference Number: 14751

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

Contact Officer: Dr. Suzanne Smallbane suzanne.smallbane@calvary-act.com.au

Division: Zita Mary Clinic Outpatient Oncology Haematology

Position Title: Registered Nurse

Classification Registered Nurse Level 2 \$96,976 - \$102,781, Canberra (LP7116)

Gazette Date: 28 April 2021

Closing Date: 6 May 2021

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

Reference Number: 15301

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

Contact Officer: James Fursdon james.fursdon@calvary-act.com.au

Division: Social Work

Position Title: Social Work Team Leader- Critical Care

Classification: Health Professional Level 4 \$110,395 - \$118,832, Canberra (600784)

Gazette Date: 22 April 2021

Closing Date: 11 May 2021

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

Reference Number: 15340

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

Contact Officer: Karen Dell (02) 6201 6314 Contact email karen.dell@calvary-act.com.au

Division: Clare Holland House- Palliative Care

Position Title: Staff Specialist

Classification: Specialist Band 1-5 \$180,732 - \$223,029, Canberra (LP6816)

Gazette Date: 28 April 2021

Closing Date: 24 May 2021

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

Reference Number: 15459

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

Contact Officer: Suharsha Kanathigod (02) 6264 7300 Suharsha.Kanathigoda@calvary-act.com.au

Position Title: Project Officer/Subject Matter Expert (PBRC System)

Classification: Senior Officer Grade C \$110,397 - \$118,832, Canberra (600725)

Gazette Date: 23 April 2021

Closing Date: 27 April 2021

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

Reference Number: 15470

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

Contact Officer: Scott Mackenzie (02) 6201 6019 Scott.Mackenzie@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

Division of Medicine

Gastroenterology and Hepatology

Booking and Scheduling Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 42156, expected vacancy)

Gazetted: 28 April 2021

Closing Date: 5 May 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

Canberra Hospital and Health Services Gastroenterology and Hepatology Department offers specialist and nurse consultation, and endoscopic services for persons with digestive diseases, including liver and biliary tract disease, of the ACT and surrounding region.

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.

This position provides administrative and office support to the Gastroenterology and Hepatology Unit. Under general direction of the Office Manager and Administration Manager you will be responsible for the booking and scheduling of patient appointments or procedures, referral and RFA management as well providing general reception duties, receive and filter incoming calls and provide a high level of customer service to the GEHU Department. This role requires a demonstrated high level of knowledge and ability in the use of health based IT systems including ACTPAS and Clinical Portal.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police check.

Note: This is an expected permanent full-time vacancy, successful candidate may be chosen on written application and referee report only.

Contact Officer: Jade Ngata (02) 5124 2063 jade.Ngata@act.gov.au

Clinical Services

Surgery

Medical Staff

Staff Specialist - Oral and Maxillofacial

Specialist Band 1 - 5 \$180,732 - \$223,029, Canberra (PN: 50536)

Gazetted: 27 April 2021

Closing Date: 30 April 2021

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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.

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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>

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

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:

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, ICU, Capital Retrieval, Trauma and Orthopaedic Research Unit and the ACT Trauma Service.

These Units are supported by administration support officers.

The Oral and Maxillofacial Surgery Unit (OMFS) of The Canberra Hospital is a busy service supported by excellent imaging and diagnostic facilities. It manages on average 1100 patient separations per annum. The OMFS faculty currently consists of 3 staff specialists and 2 Accredited Registrars and junior medical officers. The unit covers trauma for a population base of 700,000 along with contributions to Head and Neck Cancer, oral pathology, and dentoalveolar 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:

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

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

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 Surgeons in OMFS or equivalent specialist qualifications.

Hold a current driver's licence

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.

Note: This is a temporary part-time position at 12 hours per week available for 10 months and the full-time salary noted will be pro-rata. 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

Selection may be based off written applications and referee reports only.

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.

Contact Officer: Michelle Paul (02) 5124 4175 Michelle.Paul@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Service

Alcohol and Drug Service

Keyworker/Counsellor

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 28446)

Gazetted: 27 April 2021

Closing Date: 27 May 2021

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

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Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance 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)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

The Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality alcohol and other drug services that are guided by the principles of harm minimisation. The ADS provides a range of specialist services for people affected by alcohol and other drug use incorporating 6 areas including:

Opioid Treatment Services

Medical Services,

Consultation and Liaison Service,

10 bed Inpatient Withdrawal Service

Police and Court Drug Diversion Service

Counselling and Treatment Services

This position is part of an allied health team based at the Canberra hospital that provide support to clients of the withdrawal unit, the opioid replacement therapy service or the specialist medical service.

This position works collaboratively with individuals that are on Opiate Replacement Therapy to address psychosocial issues they may be experiencing. This may involve direct intervention or counselling, advocacy or referral to other agencies for more specialised support.

This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, and group work to adults.

All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

About You

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Behavioural Capabilities

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

Ability to consider the broader bio psychosocial components to clinical presentations and their interaction or influence on the presenting problem.

Ability to uphold access and equity for clients with diverse needs through advocacy and liaison.

The ability to provide a range of psychological/counselling treatments.

Eligibility/Other Requirements

Relevant tertiary qualifications and a minimum of three years' experience working professionally in Allied Health or counselling is preferred.

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 Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Undergo a pre-employment National Police check.

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

Contact Officer: Daniel Panozzo (02) 5124 2591 daniel.panozzo@act.gov.au

Office of Deputy Chief Executive Officer

Executive Office

Assistant Director, Internal Communications (Workforce Culture)

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 49080)

Gazetted: 27 April 2021

Closing Date: 13 May 2021

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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)—a catchment of approximately 400,000 people. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The CHS Communications and Engagement unit support CHS staff to deliver business objectives through effective, timely and progressive communication activities. We help build trust and confidence in Canberra Health Services through compelling, kind and respectful communications. We are reliable and base our recommendations on evidence and proven experience using market research and audience data to deliver effective results.

The role of Assistant Director, Internal Communications (Workplace Culture) is an integral part of the effective and accurate deliver of information to our staff and stakeholders primarily relating to the initiatives implemented under the Culture Reform Implementation framework. Whilst the role is a part of the Communication and Engagement team, the function of the position will also report to the Executive Group Manager, People and Culture to drive communications from this division to our internal stakeholders.

The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment.

ABOUT YOU

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Eligibility/Other Requirements:

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

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

The ability to work flexibly with some out of hours work is required.

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

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 15 months.

Contact Officer: Elaine Greenaway (02) 5124 9527 elaine.greenaway@act.gov.au

Medicine

Renal

Renal Administration

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 14501)

Gazetted: 27 April 2021

Closing Date: 4 May 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 CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services.

Under general direction this position provides administrative support to the Renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

Eligibility/Other Requirements:

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Kylie Farrell (02) 5124 2821 kylie.farrell@act.gov.au

Finance and Business Intelligence

Revenue and Hospital Financial Services

Private Practice/MEE Administration Manager

Administrative Services Officer Class 6 \$87,715 - \$100,388 , Canberra (PN: 51323)

Gazette Date: 27 April 2021

Closing Date: 11 May 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**

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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.

As part of the Revenue and Hospital Financial Services team you will manage a small team that provides secretariat support to multiple committees relating to Private Practice Funds and the management of the Medical Education Expenses (MEE) in conjunction with the Medical Practitioners Enterprise Bargaining Agreement (EBA).

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

- Strong organisational skills with a high degree of drive
- High level of data integrity skills
- High level of skills in oral and written communication

Eligibility/Other Requirements

Desirable:

- Previous experience with secretariat roles.
- 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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Clare Crawford (02) 5124 9016 clare.Crawford@act.gov.au

Medical Services

Medical Imaging

Radiographer

Medical Imaging Level 2 \$67,892 - \$93,203, Canberra (PN: 45281, several)

Gazetted: 28 April 2021

Closing Date: 14 May 2021

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

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

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

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

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

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Behavioural Capabilities

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

Eligibility/Other Requirements

Mandatory:

Tertiary qualifications in Medical Radiation Science (Radiography) or equivalent

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

Be eligible for an ACT Radiation licence.

The successful applicant will need to be available for weekend and after-hours work, including the potential or occasional night duty, and participation in on-call and close-call rosters.

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:

Experience in a trauma and teaching hospital.

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

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

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

Undergo a pre-employment National Police Check.

Note

There are several temporary positions available for six months with the possibility of extension and/or permanency. Selection may be based on made on written application only. A merit list may be established to fill vacancies at level in the following 12 months. Applicants for recently advertised positions at level need not apply again.

Contact Officer: Amy Krause (02) 5124 2111 Amy.Krause@act.gov.au

Deputy Chief Executive Officer

Strategy, Policy and Planning

Executive Assistant (Deputy Chief Executive Officer)

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 42559)

Gazetted: 28 April 2021

Closing Date: 12 May 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

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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.
- 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

Located on the Canberra Hospital campus, the Office of the Deputy Chief Executive provides strategic support to the Deputy Chief Executive Officer, undertakes high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office currently consists of a Business Manager and Executive Assistant. The Executive Assistant position reports to the Deputy Chief Executive through the Business Manager. The role also works closely with the senior leadership team, including the Chief Executive Officer, Chief Operating Officer and divisional Executive Directors across the Directorate.

Under broad direction, the Executive Assistant will play a key role in providing high level administrative and diary support to the Deputy Chief Executive Officer and from time-to-time other Executive staff.

Behavioural Capabilities

Proven understanding of the workings of a Senior Executive Office in a complex working environment
High level professional communications skills, with demonstrated capability to effectively communicate with senior executive staff, Ministerial office staff and external stakeholders.
Strong organisational skills with a high degree of initiative and drive.

Eligibility/Other Requirements

Mandatory:

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.

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

Undergo a pre-employment Police check.

Note

This is a temporary position available for 11 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

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

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

Rehabilitation, Aged and Community Services

Oral Health Services

Dentist

Dentist 1-2 \$80,448 - \$97,689 (up to \$146,368 dependent on qualifications), Canberra (PN: 15410)

Gazetted: 27 April 2021

Closing Date: 13 May 2021

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

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

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Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region through key service divisions.

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

Child and Youth dental services to all children under the age of 14 years who live in the ACT or attend an ACT school.

Dental services for young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Mobile dental services for eligible residents in aged care facilities, targeted access groups and children at identified primary schools

Dental services for clients in remand and custody at the Bimberi Youth Detention Centre, Alexander Maconochie Centre (AMC) and Dhulwa Mental Health Unit.

Dental services for targeted access groups that include the homeless and vulnerable.

Overview of the work area and position:

The Canberra Health Services, Oral Health Services provides dental health care to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra.

These locations include the Belconnen Health Centre, Civic Health Centre, Phillip Health Centre, Tuggeranong Health Centre, Gungahlin Health Centre, Hume Health Centre within the Alexander Maconochie Centre and the OHS Mobile Dental Clinics, as well as the major hospitals.

The Mobile Dental clinics provide dental care to targeted access groups that include Bimberi Youth Detention Centre, the homeless, aged care facility residents and children and youth attending identified schools in the ACT.

Eligibility/Other Requirements:

Mandatory:

Possession of a recognised Degree in Dental Surgery or Bachelor in Dental Science.

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

Ability to be hold a radiation license within ACT

Desirable:

Scope and experience providing dental treatment to Special Needs clients,

Scope and experience providing dental treatment to clients who are under general anaesthetic

Scope and experience in the provision of removable prosthetic dental appliances.

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Notes: This is a permanent part-time position at (22.03) hours per week and the above full-time salary will be pro rata. The successful applicant will be required to work at all OHS service delivery locations and participate in the on-call dental emergency roster for the Canberra Hospital.

Contact Officer: Sanja Fokas 0438 285 256 sanja.fokas@act.gov.au

ACT Pathology

Chemical Pathology

Medical Scientist, Chemical Pathology

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 21270, several)

Gazetted: 23 April 2021

Closing Date: 7 May 2021

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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

ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary Hospital.

The successful applicant will primarily be based in the Routine Chemistry section, however, may also be rotated through the Endocrinology, Point of Care Testing, Special Chemistry section and the Calvary laboratory as required.

Under direction, the successful applicant will be required to perform instrument maintenance and troubleshooting, monitor Quality Control and provision of patient results for the Clinical Chemistry laboratories at Canberra and Calvary Hospitals.

Eligibility/Other Requirements:

The successful applicant will be required to work 24/7 shifts including nights and weekends.

Mandatory:

A Science Degree or equivalent relevant qualification

A minimum of one years' experience in a Diagnostic Laboratory.

Desirable:

A relevant postgraduate or professional qualification would be an advantage

Prior to commencement successful candidates will be required to:

undergo a pre-employment National Police check.

Note: There are two permanent full-time positions available. there is also the possibility of an additional temporary full-time position becoming available. An order of merit will be established from this process and may be used to fill future identical vacancies over the next 12 months. Selection may be based upon written application and referee report only. There is an additional allowance of \$2022 - \$7515 for applicants appointed to HPO2.5 -2.9 level.

Contact Officer: Simon Newton (02) 51242843 simon.newton@act.gov.au

Clinical Services

CHS Chief Operating Officer Clinical Services

CHS Cancer and Ambulatory Services

Manager, Supportive Care

Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 37579)

Gazetted: 23 April 2021

Closing Date: 12 May 2021

Details: **About us**

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- **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

The Division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the support functions for organisational ambulatory care including the Central Intake team, central outpatients and transcription.

Cancer services are divided into five clinical streams: Medical Oncology, Radiation Oncology, Haematology, Immunology and Palliative Care.

The Supportive Care Manager is responsible for providing an effective, efficient and contemporary leadership to the Supportive Care Team and ensuring the provision of a support service to people and their families undergoing cancer treatment and in their transition to survivorship. The team comprises highly skilled nurses, social workers and psychologists providing services to people in the hospital, as outpatients and in the community.

Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements:

Mandatory:

Post graduate qualification in social work or psychology with five years experience

Post graduate qualification in leadership and demonstrated experience

Eligible for registration and or membership of the professional body pertaining to the discipline.

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

Undergo a pre-employment Police check.

Note: This position is full time permanent, working normal working hours

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

Contact Officer: Julianne Siggins 0412 501 716 julianne.siggins@act.gov.au

Clinical Services

Clinical Services

Cancer and Ambulatory Services

BreastScreen ACT

Program Support/Clinical Administration

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 40772)

Gazetted: 22 April 2021

Closing Date: 6 May 2021

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Overview of the work area and position

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BreastScreen ACT is part of the BreastScreen Australia screening program. The Service offers free breast screening to women aged 40 years and over living in the ACT. The Program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All administrative support and assessments clinics are carried out in the Canberra city clinic.

Under general direction, the Program Support/ Clinical Administration Officer is responsible for managing clinical administration and providing program support in BreastScreen ACT. This role includes managing all administrative functions relating to assessment clinics, providing administrative support to senior staff, management of invoicing, travel, some secretariat duties and project support.

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

High level communication and interpersonal skills and able to build and maintain effective professional relationships.

Excellent organisational skills, sound judgement, show initiative and manage competing priorities.

Capacity to learn and adapt to organisation specific software changes.

A commitment to continuous improvement.

Eligibility/Other Requirements:

Relevant Knowledge of and a good working understanding (or ability to quickly acquire) of the BreastScreen Information System or similar.

Experience in effectively managing the administrative workflow relating to a busy clinic.

Experience in providing secretariat functions and administrative support to senior managers.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Julie Strickland (02) 6205 5412 julie.strickland@act.gov.au

Strategic Communication and Engagement

Content Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 36446)

Gazetted: 22 April 2021

Closing Date: 10 May 2021

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Overview of the work area and position

Communications and Engagement

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

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

This position supports the team to produce timely and accurate communication which promotes high community awareness and positive community engagement.

Collaborating within and across teams, you will ensure the right information is provided to the right audience, at the right time, and bring an audience-first lens to your work, informed by research, insights, and evaluation; work with stakeholders in partnership with a strong client service ethic; enjoy working in a fast-paced environment, be flexible and open to change; be supported by whole of government guidelines, policies, and procedures, and guided by an annual whole of government communications and engagement plan.

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Behavioural Capabilities

Ability to gather and critically analyse information from diverse sources to explore ideas and complete tasks.

Demonstrates a flexible approach to work, displaying to explore opportunities as they arise.

Manages own time effectively to accomplish tasks, monitoring task completion against milestones.

Eligibility/Other Requirements

Desirable:

Relevant tertiary qualifications and experience working professionally in the fields of Strategic Communications, Media or Public Relations is preferred.

The ability to work flexibly with some out of hours work, with access to flex time, is required.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Michelle Wells (02) 5124 9531 michelle.wells@act.gov.au

Acute Allied Health Service

Nutrition Department

Dietitian

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 15056)

Gazetted: 22 April 2021

Closing Date: 6 May 2021

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

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- 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

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

Clinical Dietetic Services to:

- Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit
- Outpatients requiring specialist care from the ACT and regional NSW
- Operation of centralised Special Diet Service
- Operation of Infant Feeding Service
- Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

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

Under supervision, you will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

This role is required to participate in an after-hours roster, including potential for weekend and public holiday work.

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Eligibility/Other Requirements

Mandatory:

- Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics or equivalent.
- Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.
- Hold a current driver's licence.

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 CHS credentialing requirements for allied health.

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

Notes

This is a permanent full-time position available for immediate start. An order of merit list may be established to fill future vacancies at level over the next 12 months. This position may be required to participate in overtime, on call, and rotation roster. Some weekend and public holiday duty will be required. The position is based at Canberra Hospital however will be required to work across Canberra Health Services sites.

Contact Officer: Andrew Slattery (02) 5124 2544 Andrew.Slattery@act.gov.au

ACT Genetic Service

Women, Youth and Children

Genetic Counsellor

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 32643)

Gazetted: 23 April 2021

Closing Date: 7 May 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 ACT Genetic Service is a specialist prenatal, childhood and adult genetics service. It offers clinical genetic consultations, genetic counselling, risk assessment, education, genetic testing and psychological support to clients with a personal or family history of a genetic condition or a suspected genetic condition. Genetic Counsellors provide services at Canberra Hospital and Community Health Centres.

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

- Strong organisational skills with a high degree of drive
- Excellent oral and written communication skills
- Highly conscientious and professional in all aspects of work
- Ability to work independently, as well as part of a team.

Eligibility/Other Requirements

Mandatory:

- A degree of a Tertiary institution,
- Working towards or completion of Masters of Genetic Counselling,
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

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 CHS credentialing requirements for allied health.

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

Notes This is a temporary position available for a period of six months with the possibility of extension.

This is a part-time permanent position available at 25.73 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Linda Warwick (02) 5124 7630 Linda.Warwick@act.gov.au

Clinical Services

Rehab, Aged and Community Service

Oral Health Services

Director of Oral Health Services

Senior Officer Grade A \$151,002, Canberra (PN: 26044)

Gazetted: 22 April 2021

Closing Date: 11 May 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/> Oral Health Services provides a range of dental services, within a multidisciplinary healthcare team, across various locations including Community Health Centre's in Tuggeranong, Phillip, City, Belconnen, and Gungahlin, as well as the Alexander Maconochie Centre and via three mobile dental clinics. The Director will report directly to the Executive Director RACS and will be responsible for the overarching leadership, and management of clinical and operational functions for Oral Health 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 encouraged to apply.

Behavioural Capabilities

To be successful in this position, you will be someone with high level management experience and ability to manage in a complex and dynamic environment.

Leading change and supporting and contributing to a healthy workplace culture.

Consumer and carer focus.

Be able to work with a high degree of autonomy.

Critical thinking skills and sound judgement.

Eligibility/Other Requirements

Mandatory

Leadership and management experience with a record of achievement in a similar role.

Desirable

Relevant tertiary education qualifications or a minimum of five years' experience working in high-level management.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Jo Morris (02) 5124 0004 jo.morris@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

CIT Education and Training Services

CIT Education Services

CIT Education Projects

Head of Department, Education Projects

Manager Education Level 1 \$128,012, Canberra (PN: 51712)

Gazetted: 22 April 2021

Closing Date: 29 April 2021

Details: Canberra Institute of Technology (CIT) Education Services is seeking a vocational education leader who demonstrates the ability to build connections and lead an evolving environment.

You will have skills and experience in leading the creation of quality Vocational Education and Training (VET) programs and flexible learning and assessment resources. You will have deep knowledge of the VET Quality Framework and its application to a large Registered Training Organisations (RTO).

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: All managers at Manager Education – Level 1 or Manager Education – Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or its successor), and an Advanced Diploma in Adult Learning and Development (or equivalent).

Note: *Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught.*

Industry Experience

Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised.

Desirable

Bachelor of Education, Management or relevant higher level qualification.

Notes: This is a temporary position available immediately until 31 December 2021 with the possibility of extension up to one year. Selection may be based on application and referee reports only.

How to Apply: Please submit a max two-page pitch with a max six-page curriculum vitae (stating qualifications) with two referee reports (including current or recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Elizabeth Tomaras (02) 6207 4831 elizabeth.tomaras@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Corporate

Corporate Management

Concierge and Building Services Team

Concierge (Reception) Team Lead

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50349)

Gazetted: 27 April 2021

Closing Date: 4 May 2021

Details: The position of Team Lead for the Concierge/Reception front of house function is a key position within the 220 London Circuit Concierge and Building Services Team.

As Team Lead we are looking for someone who can manage the Information Desk and provide professional services to tenants, visitors and guests. The building is 20,000sqm and looks after approximately 1,900 occupants plus guests and visitors.

The role will manage the team at the Information Desk including admin staff and contracted security guards, address enquiries through the desk and the inbox, liaise with stakeholders to address need but also risk. An ability to juggle and prioritise is essential to ensure that all have an equitable opportunity to use resources within 220LC. The team lead needs to have excellent negotiation and liaison skills; an ability to think on their feet in response to a security or emergency incident; and manage technology of the space. The team lead should also drive innovation and efficiency in its function the team delivers.

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.

How to Apply: Applicants should address the criteria as individual points or in one statement - either should be no more than two and a half pages. A curriculum vitae and contact details for two referees should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Thompson (02) 6207 8207 kirsten.thompson@act.gov.au

Commercial Services and Infrastructure Group

Strategic HR and Corporate

Fleet and Accommodation

Fleet and Accommodation Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 49343)

Gazetted: 22 April 2021

Closing Date: 6 May 2021

Details: We are looking for a team orientated self-starter, who can also work independently and efficiently when required.

Your task will include:

Various Facilities functions including the management, organisation and tracking of requests for maintenance and repair activities; assisting with ordering and relocation of office equipment; ensuring meeting rooms are tidy, set up and organised and performing minor repairs/works under the direction of the supervisor/manager.

Fleet co-ordination, including oversight of the Electronic Booking System, issuing of PIN's, overseeing the scheduled vehicle maintenance program, management of the vehicles.

Office duties including querying, coding, and collating invoices, maintaining records, creating, and modifying documents using Microsoft Word, Excel, PowerPoint, and other various programs,

Issuing building security passes using Service Now and the Infinity software.

Ensuring the smooth running of Shared Services mail and parcel delivery (receiving, sorting, and delivery of mail and files).

Various WHS duties, including ordering of equipment and adjusting workstations and monitors.

Ensuring the operational organisation of resource rooms, including the delivery of resources, and the removal of recycling where necessary.

Ensuring tea points, kitchens and hygiene areas are kept stocked with cleaning materials.

Management of sustainability program under direction.

Front of house reception duties, when required.

Updating Standard Operating Procedures (SOPs) for Accommodation, Facilities and Fleet.

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:

A valid Class C driver's licence.

The capability to carry out manual handling tasks (for example: moving office furniture, stacking boxes, moving rubbish bins).

Experience with Booking Intelligence, Infinity, Gateway and Service Now systems is highly desirable. If you do not have experience in these programs the ability to quickly learn new systems is essential.

Notes: This is a temporary position available for a period of 10 June 2021 until 27 October 2021 with the possibility of extension and/or permanency. Selection may be based on your application and referee report only.

How to Apply: Please review the “What you will do” and “What you require” sections of the Position Description and provide a two page written response that provides evidence of your suitability for the position. Include examples that clearly demonstrate relevant experience, skills, knowledge, and behavioural capabilities. Please also include your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Morrissey (02) 6207 5557 michael.morrissey@act.gov.au

Shared Services and ACTIA

Executive Office

Executive Assistant

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 04437)

Gazetted: 23 April 2021

Closing Date: 30 April 2021

Details: Are you an expert at organising a busy executive? Do you have exceptional attention to detail?

The Office of the Executive Group Manager, Shared Services and ACT Insurance Authority (ACTIA) is currently seeking an organised, delivery focused person for the role of Executive Assistant to provide professional administrative support.

Shared Services enables the business of the ACT Government by providing a range of centralised corporate support services to directorates and agencies. This is including, but not limited to, financial functions (accounts payable, accounts receivable, salary packaging, financial reporting and advice and debt management services), payroll and payroll reporting, recruitment and new employee onboarding, and corporate functions (including service desk, mailroom, physical and electronic records management services).

Additional services include the ACT Insurance Authority which provides insurance protection, claims management and risk management advice for the ACT Government, covering physical assets and its associated liability exposures.

The position works alongside the Executive Officer to ensure the smooth operation of the Executive Group Manager's office. Responsibilities include diary management, minute taking, documentation co-ordination and maintaining efficient and effective office systems. The position requires commitment to quality customer service, and the ability to exercise sound judgement, and flexibility. A high level of independence, proactive approach, impartiality, and discretion are also important.

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: Previous experience as an Executive Assistant would be highly regarded.

Note: This is a temporary full-time position available immediately until 15 September 2021 with possibility for 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.

How to Apply: Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity. Use examples to demonstrate how your Skills, Knowledge, Behavioural Capabilities and experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

A Position Description is attached for your information. For further information about the role, please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Izzie Gosling (02) 6205 2043 izzie.gosling@act.gov.au

Economic Development Division

Sport and Recreation

ACT Academy of Sport

ACT Academy of Sport Head of Athletic Performance

Professional Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 15089)

Gazetted: 23 April 2021

Closing Date: 30 April 2021

Details: Sport and Recreation is seeking a suitably qualified and experienced person to join our ACT Academy of Sport (ACTAS) team as the ACTAS Head of Athletic Performance. Under direction from the ACTAS Assistant

Director Performance Services, the ACTAS Head of Athletic Performance will lead and manage the athletic performance team, and work collaboratively across all areas of ACTAS, including key stakeholders and service providers to ensure high-quality athletic performance services are delivered to ACTAS Athletes.

The Head of Athletic Performance will assist the ACTAS Director with providing timely advice for the Executive Branch Manager in relation to financial, staffing and administration matters; lead and manage the athletic performance operations with regards to athlete and sport requirements; provide athletic performance services to a range of sports in collaboration with external providers such as medical, facility and research providers; direct supervision of staff, manage the use of the Athlete Management System (AMS); assist the Performance Services Manager and ACTAS Sport Scientist with the implementation of quality assured sport science practices; liaise with Managers and maintain effective working relationships across the Branch and represent the Academy at various forums as required; and understand and work within the ACTPS Code of Conduct and values of respect, integrity, collaboration and innovation.

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:

Applicable University qualifications in Sport Science and/or Physical Education, or equivalent.

Obtained Australian Strength Conditioning Association (ASCA) Level 2 Accreditation or in the process of obtaining. ASCA Professional Membership.

Proven experience working in a leadership position(s) in a high performance sport environment.

Current Sports First Aid Qualification.

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.

Current Level 2 Sport Integrity Australia certificate.

Note: This is a temporary position available immediately until 31 December 2021, with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants must submit a current curriculum vitae and written response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gavin Thornley (02) 6207 4391 gavin.thornley@act.gov.au

Communications and Engagement

CMTEDD Communications and Engagement

Director (Whole of Government Communications and Engagement Services)

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 37698)

Gazetted: 23 April 2021

Closing Date: 30 April 2021

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a natural team leader with a passion for process and delivering high-quality business and procurement services within a communications and engagement team.

In this varied and busy role, you will manage the team to procure central services such as video editing, media monitoring and external creative services panels. The position will develop and maintain high quality whole of government advice on principles and practices as well as practical advice on using central services.

You will work closely with communication and engagement professionals across the ACT Government and apply a strong client focus to help communicate projects to key stakeholders.

The position delivers a range of communication and education as part of a professional development program to Communications and Engagement professionals across the service.

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: An ACT Government CMTEDD Baseline clearance may be required for this position. The ability to work flexibly under limited supervision is required.

Knowledge of ACT Government procurement processes would be highly beneficial.

Notes: This is a temporary position for six months with the possibility of extension or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Please note, 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.

Contact Officer: Jody Gleeson (02) 6205 1876 Jody.Gleeson@act.gov.au

Communications and Engagement

CMTEDD Communications and Engagement

Content

Assistant Director (Content)

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 19773)

Gazetted: 27 April 2021

Closing Date: 4 May 2021

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a talented communications professional with a passion for delivering high-quality, audience focused content.

In this varied and busy role, you will manage media and communication issues and create and implement engaging content across various whole-of-government print and digital communication channels. You will work closely with other members of the Communication and Engagement team and apply a strong community focus to help communicate the Directorate's important work to key stakeholders and the 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: Relevant tertiary education qualifications or a minimum of three years' experience working in Communication, Journalism, Media and/or Public Relations is desirable. The ability to work flexibly under limited supervision is required.

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

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience in relation to the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Amy Linnane (02) 6207 7466 Amy.Linnane@act.gov.au

Commercial services and infrastructure group

ACT Property Group

Customer and tenancy management

Leasing and Property Support Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 51360)

Gazetted: 27 April 2021

Closing Date: 13 May 2021

Details: Do you have attention detail and are seeking an opportunity to use your administrative skills in an operational environment? This position could be for you!

This role suits someone who is keen to utilise their administrative skills in a property management environment. The role will provide an opportunity to assist with drafting and executing sub-leases and licenses. The role also involves liaising with colleagues, non-government and government organisations and doing administrative work that requires a high level of attention to detail. Working with the Director and others in the team, the person in this role provides support to both the Lease and Transaction Management and Customer Relationship Management teams to support the occupancy of ACT Property Group managed buildings. This role assists with managing customers in properties, enquires about leasing of ACT Property Group managed properties, assisting with the drafting of new sub-leases, record keeping and data collation. To ensure a high quality service, the occupant needs to have experience and expertise in public sector administration and/or commercial/community property administration.

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

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:

Qualification/s (Certificate IV or higher) in Property Management, Commercial Real Estate, building trades or similar are desirable.

A current driver's licence

Notes: This is a temporary position available immediately for a period up to 12 months. Selection may be based on application and referee reports only. this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Aditya Rastogi (02) 6207 5602 aditya.rastogi@act.gov.au

Economic Development

Minister and Executive Coordination Team

Director, Minister and Executive Coordination Team

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 39366)

Gazetted: 22 April 2021

Closing Date: 6 May 2021

Details: The Minister and Executive Coordination Team (MECT) within Economic Development are seeking a proactive and highly organised individual to manage a small team within CMTEDD. MECT is the primary liaison point for all coordination activities across Economic Development and is responsible for the management and coordination of information and advice for the Directorate Executive and all Ministers served by Economic Development. Working closely with the Deputy Director General, Economic Development, the successful candidate will require strong communication and negotiation skills, and the ability to work effectively in a fast-

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

Notes: Selection may be based on application and referee reports only. A merit pool may be created to fill identical vacancies in the next 12 months. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. 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.

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: Susan Hanns (02) 6207 4534 susan.hanns@act.gov.au

Access Canberra

Environment Protection Authority

Environmental Quality

Environment Protection Officer (Waste)

Technical Officer Level 3 \$75,985 - \$85,873, Canberra (PN: 02638)

Gazetted: 28 April 2021

Closing Date: 18 May 2021

Details: Are you looking for an opportunity to kick off your career in environment protection in the public service? Do you have a passion for the environment and regulation? Then a role in our team might be just what you are looking for.

The Environment Protection Authority (EPA) is the primary environmental regulator for the ACT.

Our Mission is to protect and enhance the well-being of the environment and community as the ACT's primary environmental regulator. Our Vision is a sustainable environment for future generations.

In the role of the EPA's waste officer you will learn about the risk/harm principle of regulation which helps to protect our environment. You will be responsible for the environmental regulation of the ACT's waste industry including the administration of EPA waste licences and waste classification, tracking and disposal. The position will also review new applications, undertake inspections and compliance activities and make recommendations relating to applications for approvals and licences. If this sounds like a role for you call the contact officer and apply.

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

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 working in waste management and compliance and environmental regulation will be an advantage.

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

How to Apply: Please submit a two-page pitch outlining why you're the best person for the job, providing examples which demonstrate your suitability against the Skills, Knowledge and Behaviour outlined in the attached Position Description. Accompanying your pitch please provide your curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: DAVID POWER (02) 6207 5311 DAVID.POWER@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

Construction, Utilities and Environment Protection

**Utilities Technical Regulation
Engineer (Water)**

Technical Officer Level 4 \$87,715 - \$100,388, Canberra (PN: 50978)

Gazetted: 28 April 2021

Closing Date: 21 May 2021

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

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2203/~utilities-technical-regulation.

An engineer with qualifications and experience relevant to the regulation of water and sewerage utilities, dams and/or storm water harvesting systems is required to support the regulation of licensed and unlicensed water utilities.

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:

An environmental or civil engineering degree or demonstrably relevant engineering degree or degree in applied science is required for this position.

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

How to Apply: A two page pitch addressing responses to selection criteria and a current curriculum vitae are sought from people with suitable qualifications and experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Grice (02) 6205 3078 simon.grice@act.gov.au

**Digital, Data and Technology Solutions
Customer Engagement Services Branch
ICT Support Officer**

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 05087)

Gazetted: 28 April 2021

Closing Date: 12 May 2021

Details: Customer Engagement Services branch under Digital, Data, Technology Solutions (DDTS) is seeking an enthusiastic, driven and proactive person who thrives in a fast-paced environment and enjoys a challenge to fill the position of Information and Communication Technology (ICT) Support Officer within the Education ICT embedded team. As part of the Education ICT Hardware Team, the ICT Support Officer is required to provide technology advice and guidance, as well as ensuring consistency of service delivery, by prioritising and managing workflows and supporting the team to achieve deliverables in an Information Technology Infrastructure Library (ITIL) environment.

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

Eligibility/Other requirements: Applicants will have a high level of organisational skills, excellent attention to detail and can quickly adapt to a fast-paced environment. Experience in the use of ServiceNow and Excel would be considered advantageous.

Notes: This is a temporary position available for an immediate start until 15 January 2022 with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" section and submit a personal pitch, of no more than two pages, that provides evidence of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Please include your curriculum vitae and the names of two referees.

Contact Officer: Anthony Amit (02) 6205 8489 Anthony.Amit@act.gov.au

Policy and Cabinet

Executive Assistant

Administrative Services Officer Class 4/5 \$73,248 - \$86,168, Canberra (PN: 51100, several)

Gazetted: 28 April 2021

Closing Date: 14 May 2021

Details: CMTEDD's Policy and Cabinet Division is seeking motivated self starting Executive Assistants to support the wider Division in its administrative operations.

The successful applicant will be someone who is energetic, proactive, thorough and professional. You will be willing to work flexibly in support of a range of business areas that have impacts across the ACT public service and the community. You will have high level organisational, time management and communications skills that will help your teams stay on top of their busy workloads and provide high quality services to government and the Canberra community. You'll also be willing to learn about the core business of your teams so that you can be proactive and collaborative in your support for your Executive and the broader Division.

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 positions will be filled at either the ASO4 or ASO5 level depending on skills and experience. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description 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.

Applicants must submit the following:

A pitch no longer than 1000 words 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. A current Resume 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: Alexandra Slobodian (02) 6205 5461 Alexandra.Slobodian@act.gov.au

Access Canberra

Parking Operations

Operation Coordinator

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 51232)

Gazetted: 28 April 2021

Closing Date: 12 May 2021

Details: Do you have a keen interest in road and public safety? Are you willing to promote this through community engagement, education, and compliance activities? Can you lead, support, and develop a team to achieve common goals? If your answer is yes to all these questions, you may be the person we are looking for.

Access Canberra Parking Operations is seeking an enthusiastic and dedicated person with exceptional people and organisation skills to fill the Operations Coordinator role. The successful applicant will have working knowledge within a regulatory environment and an understanding of parking compliance functions. Experience leading and organising field-based operations is highly desirable. The Operations Coordinator will be responsible for coordinating enforcement activities across the ACT, providing leadership and support to large team of team leaders and team members, and conducting investigations into parking related matters. Exceptional customer service will be required while displaying a high level of emotional intelligence and resilience when addressing agitated customers. The successful applicant will possess excellent communication, administrative and leadership skills, and the ability to use and maintain IT software systems. We are seeking a leader that is proactive with Workplace Health and Safety and committed to providing improved road safety outcomes for the 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: You must be an Australian citizen or permanent Australian resident to be appointed as an Authorised Person under Road Transport Legislation. A current driver's licence is also required. You may be required to undergo a health assessment prior to employment.

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

How to Apply: Please review the Position Description and job advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge, and Behaviour Capabilities in relation to the Duties/Responsibilities listed in the Position Description. Please submit a written application of no more than one page, in the form of a pitch, indicating your capacity to perform the duties and responsibilities at the specified classification while responding to the statement below. Please include contact details of at least two referees and current curriculum vitae.

Outline your ability, experience, and qualifications and how they make you the best person for this role.

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Customer Coordination

Contact Centre

Information Management and Business Support Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 31280)

Gazetted: 28 April 2021

Closing Date: 12 May 2021

Details: The Contact Centre provides a whole of government service to callers, across a broad range of information, payments, services and emergency support. The contact centre delivers quality customer service for various business functions on behalf of the ACT Government, including specialist teams for Road Transport, Municipal Services, as well as a referral service for callers. The Access Canberra Contact Centre also delivers emergency information to the community on behalf of the ESA and assists SES callers in times of need. The Contact Centre operates extended hours, with 24-hour back-up support.

Applicants are sought from suitably experienced and motivated individuals to fill the role of the Operations and Business Support Officer in the Access Canberra Contact Centre team. This position will be required to support the Contact Centre Management team in sourcing and coordination of the intake of information and appropriate dissemination across the Access Canberra Contact Centre and other appropriate areas. Administer internal information systems including assisting with the upgrades and implementing new functionality i.e. Customer Relationship Management (CRM), Sharepoint based communication threats and email. Develop and implement content management procedures and processes in alignment with other Access Canberra areas. Provide input to continuous improvement change programs. Assist with the implementation of agreed solutions to meet customer needs to ensure the achievement of efficiency improvements. Assist as required with Contact Centre customer related activities including supervising, call handling, email and webchat. Provide input into a range of administrative and reporting requirements to ensure deadlines are met. 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:

Essential:

This position requires that applicants are available to assist outside our business hours during emergency events.

Preferred: Minimum of 12 months experience in a call or contact centre environment.

Very well-developed keyboard skills and computer literacy including Internet access and general knowledge of the MS Office suite of applications

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

How to Apply: Please submit a one to two page pitch outlining how your Skills, Knowledge and Behaviour will allow you to be a high-performer in this role, a current curriculum vitae including details of work history (roles, timing, responsibilities, achievements) and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karl Spulak (02) 6205 3949 karl.spulak@act.gov.au

Commercial Services and Infrastructure Group

Shared Services

Finance Services

Assistant Accountant

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 07306)

Gazetted: 28 April 2021

Closing Date: 5 May 2021

Details: Expression of Interests are sought from a suitably experienced assistant accountant to work within the Reporting Team of Shared Services Finance Services.

The successful team member will be responsible for the provision of a wide range of services to several agencies; including the preparation of monthly and annual financial statements, reconciliations, the preparation of BAS and FBT returns, and the coordination of payment runs and salaries.

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.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than two pages, outlining experience and/or ability in the above areas and a current curriculum vitae with contact details for at least two referees.

Applications should be submitted to the Contact Officer.

Contact Officer: Mark Lapthorne (02) 6207 0564 mark.lapthorne@act.gov.au

Corporate

People and Capability

Safety and Wellbeing

Director WHS Technical Advisor and Capability Development

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51551)

Gazetted: 28 April 2021

Closing Date: 5 May 2021

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is a diverse and exciting Directorate. We are looking for a Director WHS Technical Advisor and Capability Development to contribute, as part of the Safety and Wellbeing Team, to enhancing the directorate's safety and wellbeing capability through the provision of specialist advice and guidance to support wellbeing initiatives and activities.

The position will operate as part of a small, outcomes focused team that performs a broad range of functions to support the development and implementation of our safety management system. The successful applicant will have proven technical experience and the ability to provide expert advice and support the strategic implementation of various WHS initiatives and projects. A key focus of the role will be the development of WHS capabilities and competencies within the directorate, facilitating capacity building through consultation, coordination and cooperation with HSRs, WHS Coordinators, Executives, and managers.

The successful applicant will have demonstrated WHS leadership skills, including the ability to mentor and upskill key staff and cultivate executive engagement, proven technical expertise in health and safety, and a commitment to work as part of a team to deliver key health and safety projects.

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 qualifications and technical expertise in safety/occupational health and safety or related discipline, or equivalent experience highly desirable.

Certificate IV in Training and Assessment is highly desirable.

Lead auditor WHS Management Systems Qualification is desirable.

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

How to Apply: Applicants should provide a two page pitch, addressing their claims against the Selection Criteria, along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Raphaela Higginbotham (02) 6205 0290 Raphaela.Higginbotham@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Fair Trading Compliance

Assistant Director - Compliance

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 28801)

Gazetted: 27 April 2021

Closing Date: 4 May 2021

Details: Are you a solutions-focussed people person with an appreciation of how to achieve positive regulatory outcomes? Do you enjoy bringing an innovative approach to you work and are capable of demonstrating the positive impacts of the team's work? If so, we love to hear how you could lead, support and shape our Compliance team's program and outputs.

Access Canberra is a straight talking, innovative and exciting place to be. As an Assistant Director you will have a direct impact on making Canberra a better place to live. You will operate with a high degree of independence and make major contributions to the service delivery and regulatory landscape in the ACT.

Fair Trading and Regulatory Strategy comprises a number of units responsible for ensuring legislative compliance relating to consumer protection and regulatory compliance (including liquor, security, fair trading, gaming and racing, working with vulnerable people, agents). This branch achieves its objectives through a combination of inspections, investigations, education, compliance action and enforcement.

The Compliance team is responsible for providing information to businesses and consumers to ensure they are informed and confident when trading or making purchases and to minimise any harm to individuals or the community through the conduct of proactive compliance programs, responding to complaints or enquiries from members of the public and/or regulated industries and through the conduct of investigations.

The team interacts with other teams within Access Canberra and external agencies in order to collect and share information that supports meeting stated strategic objectives and to enhance and refine current practices to ensure we are operating to a 'best practice' standard.

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.

Notes: This is a temporary position available immediately until 30 June 2021 with a possibility of extension and or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. The nature of the work will require occasional availability to work in an inspection-related role outside of normal working hours. Please note, this position works in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response of no more than two pages detailing how your skills, knowledge and behaviour will support you in delivering the duties and responsibilities of the position as outlined in the Position Description. Application should be submitted by the Apply Now button below and must also include a current curriculum vitae.

Contact Officer: Richard Muir (02) 6205 4303 Richard.Muir@act.gov.au

City Renewal Authority

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

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

Place Experience and Marketing

Director Place Experience and Marketing

Senior Officer Grade A \$151,002, Canberra (PN: 41909)

Gazetted: 27 April 2021

Closing Date: 11 May 2021

Details: The City Renewal Authority is looking for a dynamic Director to lead our Place Experience and Marketing Team to deliver creative, strategic and audience centred marketing activities and advice. If you have extensive marketing experience and expertise, a proven track-record in campaign, activations and place management and a strong understanding of the Government Sector we would love to hear from you.

The City Renewal Authority is established under section 7 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act). The Authority commenced operations on 1 July 2017. The objectives of the Authority are set out in section 8 of the Act and include:

the encouragement and promotion of a vibrant city through the delivery of design-led, people-focussed urban renewal

the encouragement and promotion of social and environmental sustainability; and operational effectiveness, delivering value for money using sound risk practices

The key responsibilities of the role are outlined in the Position Description.

Eligibility/Other Requirements:

Relevant tertiary qualifications and significant experience working professionally in the field of marketing is preferred.

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

The ability to work flexibly with some out-of-hours work is 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.

How to Apply: Please provide your response in a two page pitch addressing the Selection

Criteria and demonstrating why you are best fit for the role. Please include in your response your greatest

achievement in the last two years. Please also attach with your written response a copy of your latest curriculum vitae, including the details of referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Annette Zerial (02) 6207 9274 Annette.Zerial@act.gov.au

Community Services

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

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

Children, Youth and Families

Child and Youth Protection Services

Case Manager, Assessment and Support

Child and Youth Protection Professional Level 3 \$102,353 - \$107,566 (up to \$112,639 on achieving a personal upgrade), Canberra (PN: 16541)

Gazetted: 23 April 2021

Closing Date: 12 May 2021

Details: Child and Youth Protection Services (CYPS) Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management.

As a Case Manager in the Assessment and Support team, you will undertake a range of assessments which focus on the best interest of the child with regard to permanency planning. This may include taking matters to court to seek an adoption or other permanency order such as an enduring parental responsible order (EPR).

We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, demonstrated ability to undertake analytical and considered assessments and case management skills, undertake planning, and have high level written and communication skills.

The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples and those from diverse cultural backgrounds.

Eligibility/Other requirements:

Essential qualifications and experience

Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline.

Two years' experience working with children, youth and/or families in a social work/case management role.

Current Driver's Licence

Additional Information

Educational, suitability and professional qualification checks may be carried out prior to employment.

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.

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

How to Apply: Please include your written response to the Selection Criteria located in the Position Description along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenna Schoer (02) 6205 3283 jenna.schoer@act.gov.au

Housing ACT

Infrastructure and Contracts

Capital and Strategy

Finance Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 11509)

Gazetted: 23 April 2021

Closing Date: 7 May 2021

Details: The Capital and Strategy team seek a motivated Finance Officer to join our busy team.

The Financial Officer will assist in the appropriate, accurate and complete recording of Capital Program transactions and events, as well as assist in the reporting of Capital Program performance to branch and directorate executives, and to Treasury.

The position will also assist in the development, monitoring and maintenance of Capital Program budgets, the timely provision of data to the Finance section for end of month processing will be an important role of the position, along with the processing of Capital Program invoices and works closely with various teams throughout Housing ACT to consult and share information, including providing secretariat duties for several cross-branch panels and meetings. More information can be found in the position description

Notes: This is a temporary position available immediately for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit an Expression of Interest of no more than 500 words addressing the Selection Criteria in the attached Position Description. Please also submit a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mitch Parker (02) 6207 2308 Mitch.Parker@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Legal Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 10948, several)

Gazetted: 22 April 2021

Closing Date: 11 May 2021

Details: The Legal Officer SOGC is responsible for the provision of legal service delivery including the management of litigation, appearing in routine court matters, briefing contested matters to the ACT Government Solicitors' Office, providing training for Case Managers on legal aspects of their role, including preparation for Court.

The functions of Child and Youth Protection Services (CYPS) Legal Services include:

Representing the Director-General in:
the ACT Children's Court on care and protection and youth justice matters
Supreme Court, Family Court (FCA), Coroner's Court and Federal Circuit Court (FCC)
Court ordered meetings and mediations
Provides specialist advice, guidance or practical assistance on legal matters
Manages and monitors court matters
Processes Notices of Risk under the Family Law Act 1975
Interstate liaison functions

Eligibility/Other Requirements:

Essential qualifications and experience:

Experience and/or desire to work in a community services environment.

Desirable qualifications and experience:

Experience in the preparation of court documents and knowledge of the court and tribunal system and relevant procedures is desirable.

Admission (or eligibility for admission) as a barrister and/or solicitor of Australian Supreme Court.

Additional Information:

Educational, suitability and professional qualification checks may be carried out prior to employment.

Notes: These are temporary position available for a period of 12 months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please include your written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Martens (02) 6205 8025 anne.martens@act.gov.au

Housing ACT

Infrastructure and Contracts

Capital and Strategy

Senior Finance Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 11230)

Gazetted: 22 April 2021

Closing Date: 6 May 2021

Details: The Capital and Strategy team are seeking a motivated Senior Finance Officer to join our busy team. The position is responsible for ensuring the appropriate, accurate and complete recording of Capital Program transactions and events, as well as the reporting of Capital Program performance to branch and directorate executives, and to Treasury.

The position will also be responsible for the development, monitoring and maintenance of Capital Program budgets, the timely provision of data to the Finance section for end of month processing will be an important responsibility, along with the processing of Capital Program invoices and works closely with various teams throughout Housing ACT to consult and share information, including providing secretariat duties for several cross-branch panels and meetings. More information can be found in the position description.

Notes: This is a temporary position available immediately for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit an Expression of Interest of no more than 500 words addressing the Selection Criteria. Please also submit a curriculum vitae.

Contact Officer: Mitch Parker (02) 6207 2308 Mitch.Parker@act.gov.au

Education

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

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

Service Design and Delivery

Student Engagement

Clinical Practice

Senior Psychologist

Senior Psychologist \$136,941, Canberra (PN: 02823)

Gazetted: 27 April 2021

Closing Date: 13 May 2021

Details: Are you a leader in providing psychology services for children, young people and their families? ACT Education is seeking an experienced psychologist to fulfil the role of Senior Psychologist within Clinical Practice. As a Senior Psychologist you will:

Support the Executive Branch Manager, Senior Director and Director to lead the strategic direction of the Student Engagement Branch within the Directorate and collaborate in the development of policies and processes.

Collaborate with the senior psychology leadership group to deliver a dynamic, supportive, professional and evidence-based School Psychology service.

Provide clinical supervision and professional practice support to school psychologists to improve student learning and wellbeing outcomes.

Utilise well developed communication and interpersonal skills, along with high level contemporary psychological knowledge to provide consultation and advice to ACT Public School students, families and staff.

Support the Student Engagement Branch respond to critical incidents in schools in line with current evidence-based emergency management response and Directorate processes.

Develop and deliver professional learning both within and external to the Education Directorate.

Apply a range of strategies, assessments, and interventions in direct work with children and / or young people to improve learning and psychological wellbeing.

Reflect and regularly review one's own practice and performance to identify and respond to continuous professional development needs.

Maintain registration requirements as a Psychologist with the Australian Health Practitioners Regulation Agency (AHPRA).

Adhere to the Australian Psychological Society Code of Ethics and Ethical guidelines.

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

Eligibility/Other Requirements:

Prior to commencing in this role applicants require:

full registration as a psychologist with the Psychology Board of Australia.

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

It is highly desired the applicant has a minimum of five (5) years' experience as a fully registered psychologist, experience working with children, young people and families, is a Psychology Board of Australia Approved Supervisor and holds a current Australian drivers' licence.

Notes: This is a permanent position available for immediate start. An order of merit will be established from this selection process and may be used to fill identical vacancies on a permanent or temporary basis over the next 12 months. These positions are under the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022* and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees. For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022*.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the selection criteria outlined in the application package (maximum five pages) and two referees including your current supervisor. Please also include a copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People card.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joan Webb (02) 6205 9555 EDUClinicalPractice@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.

Business Services

Communication, Engagement and Government Services

Ministerial and Corporate Reporting

Ministerial Liaison Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 09401)

Gazetted: 23 April 2021

Closing Date: 7 May 2021

Details: The Ministerial and Corporate Reporting team provides the critical connection between the Directorate and Government.

The team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly and Ministerial business. The team coordinates significant input to government commitments, annual reporting, performance and accountability and attendance at committee hearings.

The team also provides secretariat support for critical stakeholder engagements and manages the Directorate's stakeholder engagement frameworks.

The Ministerial Liaison Officer reports to the Assistant Director, Ministerial, Assembly and Cabinet and works within the Communications, Engagement and Government Support branch.

The ideal candidate will have excellent interpersonal and communication skills, with the ability to work under pressure and achieve deadlines in an environment of competing priorities. The position requires a high level of attention to detail and the ability to operate as an effective team member, working collaboratively to foster effective relations with a range of stakeholders.

Notes: This is a temporary position available immediately for a period of six months with the possibility of extension and/or permanency. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

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:

In two pages or less tell us: how your skills align to this role; what you would bring to the role, in particular what experience you could apply to this position; and describe an achievement that you are most proud of that is relevant to the role.

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vicki Page (02) 6207 3765 vicki.page@act.gov.au

School Performance and Improvement

North Canberra Gungahlin Network

Dickson College

Executive Teacher of Assessment, Certification and Secondary Introductory English Centre

School Leader C \$126,542, Canberra (PN: 02701)

Gazetted: 23 April 2021

Closing Date: 7 May 2021

Details: Dickson College is looking for a dynamic and agile School Leader C to join its Executive Team. The role would suit an individual who has the capacity to deal with a diverse workload that impacts all students across the College, as well as supporting the needs of EAL/D learners in our Secondary Introductory English Centre (SIEC). As a member of the school Executive Team, the applicant will be expected to provide leadership and management that supports the School Improvement Plan and is consistent with the policies of the Education Directorate and the College. The successful applicant will be expected to coordinate and lead the SIEC and Library teams, as well as lead Assessment and Certification processes across the College.

Key responsibilities for this position include:

Work as an effective leader within the school Executive Team and lead all aspects of teaching and learning for the SIEC program and the College Library.

Lead enrolment processes for the SIEC, liaising with college staff, families, referring schools and the EAL/D team within the Education Support Office's Learning and Teaching section.

Lead and manage all assessment and certification procedures across the College, including consultation with BSSS. Lead the collection and analysis of college assessment and certification data to inform scaling and meshing processes at the College.

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.

How to Apply: Applicants should supply a supporting statement that addresses all the Selection Criteria for a School Leader C, to a maximum of four pages, along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Edwards (02) 6142 0140 craig.edwards@ed.act.edu.au

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

Service Design and Delivery

Student Engagement

Flexible Education

Flexible Education Executive Teacher

School Leader C \$126,542, Canberra (PN: 45602)

Gazetted: 23 April 2021

Closing Date: 12 May 2021

Details: Student Engagement is seeking an experienced, skilled and dynamic individual to work as part of the multidisciplinary team in the Flexible Education team. Flexible Education is a future focused learning program for students in Years 7 – 10 and it delivers personalised, holistic and trauma informed education, particularly for young people with complex and challenging needs.

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.

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

How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the Position Description (maximum five pages) and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennie Lindsay 0422 064 641 jennie.lindsay@ed.act.edu.au

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

Turner School

Primary Executive Teacher

School Leader C \$126,542, Canberra (PN: 03726)

Gazetted: 22 April 2021

Closing Date: 6 May 2021

Details:

Position involves a classroom teacher role and leadership role in the school

Collaboratively develop and achieve whole-school strategic goals and implement the school plan as we are in the final year of our Strategic Plan and will be under review.

Assist the Principal and Deputy Principal to manage the operational requirements including human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

Lead, inspire and manage a staff area team with a focus on contemporary pedagogy and current researched practices of growing student agency, teaching from an inquiry approach and promoting 'learning how to learn' through learner dispositions.

Lead actions in implementing curriculum, assessment and reporting.

Develop and manage productive staff relationships through supervising, mentoring and coaching, and work as a collaborative instructional leader in the primary sector.

Promote a culture of inclusion and lead support for all children in line with the Turner Safe and Supportive School Guidelines.

In conjunction with the Principal be responsible for the maintenance of positive student, parent, and community relations.

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.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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 standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome. Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

How to Apply: Questions about individual school leader positions should be directed to the relevant Contact Officer. This can help when preparing your submission as the contact officer be able to share with you more detailed information about the position, allowing you to tailor your response.

Conducting some research about the Directorate, the ACT Government and the ACT Public Service before making a submission can also provide you with insights to help make your responses more relevant.

The aim of a written response is to provide the selection panel with clear, concise information and evidence about your demonstrated suitability and potential to perform the role effectively.

Before you start your written response, check the format and style that is being requested as this may differ from other formats and styles you've prepared previously. Any written response should be persuasive with evidence-based examples to demonstrate your abilities.

Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages).

Statement of claims based on the Position Information and School Leader Capability Framework:

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Curriculum vitae:

Your curriculum vitae 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 via the Apply Now button below.

Contact Officer: Allison Edmonds (02) 6142 2433 Allison.Edmonds@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

Planning and Urban Policy Division

Land Strategy

Policy Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 33462)

Gazetted: 27 April 2021

Closing Date: 11 May 2021

Details: A policy officer position that would suit your keen interest, knowledge and understanding of land development, land supply, planning, the housing market and related policy issues. The team you will work with is a small team focussed on providing evidenced based strategic advice on land economics, land strategy and policy related matters including the government's indicative land release program, land development and land custodianship.

Eligibility/Other requirements: A background in planning and/or land economics and policy is highly desirable.

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

How to Apply: To apply provide a two page written response to the Skills, Knowledge and Behaviour described in the Position Description. Along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Finlay (02) 6205 5289 jennifer.finlay@act.gov.au

Office of the Deputy Director-General

Environment, Water and Emissions Reduction

Executive Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 39350)

Gazetted: 27 April 2021

Closing Date: 4 May 2021

Details: The Environment, Planning and Sustainable Development Directorate are looking for a new Executive Officer to join the team. The Executive Officer will work directly to the Deputy Director-General Environment, Water and Emissions Reduction and gain knowledge and exposure to a wide variety of issues and topics. As an Executive Officer you will be charged with the coordination of advice through the Office of the Deputy Director-General, managing issues and sensitive information for your portfolio and liaising with your divisional areas as well as stakeholders, Ministerial Offices and other Executive Officers across the service. The role of an Executive Officer is fast-paced and requires an individual who is able to manage competing priorities, give succinct and clear advice to their Executive and work within a small team environment. At the conclusion of the 12 month period you will have gained significant knowledge and experience within the EPSDD portfolio.

Eligibility/Other requirements: Experience of background qualifications in the portfolio areas of environment, heritage, water, energy, climate change or corporate are desirable.

Notes: This is a temporary position available for a period of 12 months. Selection may be based on application and referee reports only. This position operates within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a two page Expression of Interest addressing the Position Description, along with your current curriculum vitae and two referee contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Magee (02) 6207 2136 alexandra.magee@act.gov.au

Planning and Urban Policy

Territory Plan

Senior Director, Territory Plan

Senior Officer Grade A \$151,002, Canberra (PN: 36612)

Gazetted: 27 April 2021

Closing Date: 11 May 2021

Details: An exciting opportunity exists for a suitably skilled and experienced leader to manage the highly dynamic and fast paced Territory Plan team.

The Senior Director, Territory Plan, works as a member of the Division's integrated leadership group and has specific responsibility for the strategic, technical and project management of the Territory Plan team and its work. The Senior Director works closely with the Statutory Planning Division and with colleagues within other

parts of the Planning and Urban Policy Division, and the Development and Implementation and Environment divisions of the Directorate.

Eligibility/Other Requirements:

Qualifications and experience in town planning, architecture, landscape architecture, urban design, environmental planning or a related discipline highly desirable.

Notes: This is a temporary position available immediately until 8 April 2022. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a response to the selection criteria of no more than 300 words per criteria. Please also submit a curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erin Brady (02) 6205 4522 Erin.Brady@act.gov.au

Development and Implementation

Strategic Projects and Infrastructure

Director, Urban Renewal Projects

Infrastructure Officer 4 \$131,141 - \$148,993, Canberra (PN: 35453)

Gazetted: 26 April 2021

Closing Date: 10 May 2021

Details: Do you have a passion for cities and sustainable urban renewal and want to play a role in how our city is shaped into the future? The Urban Renewal Division of the Environment, Planning and Sustainable Development Directorate is seeking applications for an Infrastructure Officer to join our team of highly skilled and dedicated team of planners, designers and policy experts.

The Infrastructure officer position will contribute to the planning and delivery for significant urban renewal and revitalisation projects across the ACT and we are looking for someone who is enthusiastic, flexible and knowledgeable about planning and urban renewal.

Applicants should have demonstrated project management skills in relation to planning and land development issues. In addition, experience in government procurement and qualifications in project management, planning, architecture, economics or landscape architecture would be highly valued.

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.

Skills

Ability to approach urban renewal projects with big picture strategic thinking, taking a long term view to consider a wide range of possibilities and analysing these to draw sound evidence based recommendations and outcomes.

Skills and experience in project managing complex land based projects to deliver key project objectives and within the required time frames and budget, including managing a range of both government and non government stakeholder relationships and multi disciplinary consultant teams

Knowledge

Experience, qualifications, understanding and knowledge of urban renewal and property development processes including project due diligence, business planning, design, delivery, and sales processes.

High level understanding and experience in the following areas: environmental and planning approvals processes, project and contract management, community consultation, financial analysis and control, and high-level reporting.

Behaviour

Ability to build productive networks through establishing and maintaining relationships, diplomatic handling of conflict and an ability to forge partnerships across organisations and agencies.

Proven ability to work both individually and as part of a team to originate action, actively influence outcomes and be self-starting.

Proven ability to add value to the team, Division, EPSDD and ACT Government based on the ACT Government Signature Values and Behaviours and the Directorate culture as described in the Division Overview.

Eligibility/Other Requirements:

Pre-requisite Qualifications and/or Experience Positions classified as an Infrastructure Officer require the occupant to:

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

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lea Durie (02) 6205 0477 Lea.Durie@act.gov.au

City Renewal Authority

Communications and Engagement

Communications Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 37998)

Gazetted: 22 April 2021

Closing Date: 7 May 2021

Details: Would you like to contribute to making the city more liveable and loveable? The City Renewal Authority is charged with shaping the growth of the central parts of Canberra to make it a great place to live, explore and enjoy. In partnership with the community, the City Renewal Authority aims to create a vibrant city heart through the delivery of design-led urban renewal with a focus on social and environmental sustainability.

We are a small and dynamic team, looking for a communications officer to hit the ground running. If you are passionate about Canberra, love creating engaging written and visual communication content and thrive in a small team environment then we want to hear from you. You will be given the opportunity take on a wide range of tasks and learn new skills in this role.

The successful applicant will have experience working in a similar role, creating engaging communication materials for different target audiences both online and for traditional channels. They will have well-developed communications skills and a commitment to customer service.

Eligibility/Other Requirements: Tertiary qualifications in communications, marketing, community engagement, public relations or journalism is highly desirable.

Note: This is a temporary position available until 26 November 2021, with the possibility of permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only. How to Apply: Expressions of Interest are sought from potential candidates and should include responses to the Selection Criteria listed in the attachment (please limit responses to a maximum of 350 words per criterion), contact details of at least two referees and a current curriculum vitae. Applications should be submitted via the Apply Now button below.

Contact Officer: Melanie Skinner (02) 6205 1294 melanie.skinner@act.gov.au

Statutory Planning

Development Assessment/ Gateway

Development Assessment Officer/ Gateway Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 03099)

Gazetted: 22 April 2021

Closing Date: 10 May 2021

Details: Have you ever wanted to be a part of shaping Canberra's future and have great customer service skills? The Statutory Planning Division is seeking a motivated and enthusiastic person to assist the division in a wide range of functions associated with development applications. In this role, you will assist in assessing a variety of Development Applications and provide planning advice to a range of individuals including community members, the development industry and other ACT Government Directorates. You will need excellent communication skills and customer service skills as well as the ability to work within a team and individually.

Eligibility/Other requirements: Qualifications in Urban Planning, Architecture or another relevant professional area would be desirable.

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: An application outlining experience and/or ability in relation to the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Trent Varlow (02) 6207 9997 Trent.Varlow@act.gov.au

Statutory Planning

Development Assessment/ Gateway

Development Assessment Officer/ Gateway Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 42881)

Gazetted: 22 April 2021

Closing Date: 10 May 2021

Details: Have you ever wanted to be a part of shaping Canberra's future and have great customer service skills? The Statutory Planning Division is seeking a motivated and enthusiastic person to assist the division in a wide range of functions associated with development applications. In this role, you will assist in assessing a variety of Development Applications and provide planning advice to a range of individuals including community members, the development industry and other ACT Government Directorates. You will need great communication skills and customer service skills as well as the ability to work within a team and individually.

Eligibility/Other requirements: Qualifications in Urban Planning, Architecture or another relevant professional area would be desirable.

Notes: This is a temporary position that has the opportunity to become permanent. 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: An application outlining experience and/or ability in relation to the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Trent Varlow (02) 6207 9997 Trent.Varlow@act.gov.au

City Renewal Authority

Place Experience and Marketing

Marketing Project Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 34857)

Gazetted: 22 April 2021

Closing Date: 6 May 2021

Details: Would you like to contribute to making the city more liveable and loveable? The City Renewal Authority is charged with shaping the growth of the central parts of Canberra to make it a great place to live, explore and enjoy. In partnership with the community, the City Renewal Authority aims to create a vibrant city heart through the delivery of design-led urban renewal with a focus on social and environmental sustainability. We are a small and dynamic team, looking for a marketing project officer to hit the ground running. If you are passionate about Canberra, love developing place experience and marketing activities and thrive in a small team environment then we want to hear from you. You will be given the opportunity take on a wide range of tasks and learn new skills in this permanent role. The successful applicant will have experience working in a similar role, with solid knowledge of marketing and experience creating engaging communication materials. They will have well-developed communications skills and a commitment to customer service.

Eligibility/Other Requirements: Tertiary qualifications in business or marketing, or a relevant field is highly desirable.

Note: This is a permanent position. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest are sought from potential candidates and should include responses to the Selection Criteria listed in the attachment (please limit responses to a maximum of 350 words per criterion), contact details of at least two referees and a current curriculum vitae. Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Ramsay (02) 6205 7164 jennifer.ramsay@act.gov.au

Justice and Community Safety

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

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

ACT Human Rights Commission

Victim Support ACT

Client Services Team

Case Coordinator

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 37856)

Gazetted: 28 April 2021

Closing Date: 14 May 2021

Details: Victim Support ACT (ACT Human Rights Commission) is seeking a highly motivated Case Coordinator with strong skills and experience to join the Victim Services team. Victim Support ACT is a dynamic workplace that provides support to people to recover from the impacts of crime and contributes to systemic change through assisting people to realize their rights as victims of crime.

Duties of the Case Coordinator include:

Providing trauma-informed intake and case coordination services to victims of crime.

Coordinating the provision of professional brokered services.

Providing victims with information, assistance, and advocacy in relation to the justice system, including assistance to access the Financial Assistance Scheme.

Providing support to the Client Services team leader as required.

Case Coordinators work closely with multidisciplinary team members across Victim Support ACT to deliver high quality, responsive services to clients.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

Eligibility/Other requirements: Qualifications in social work, human services delivery, or related disciplines is highly 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: Please review the Position Description for the role and provide a written pitch of up to two pages demonstrating your ability and experience to perform the role, addressing both the Professional/Technical Skills and Knowledge and the Behavioural Capabilities. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margo Lilley (02) 6207 0686 margo.lilley@act.gov.au

Legislation, Policy and Programs

Governance and Business Support

Executive Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 36587)

Gazetted: 27 April 2021

Closing Date: 11 May 2021

Details: Governance and Business Support provides governance, executive and business support; co-ordinates compliance and reporting including financial management, human resources, work safety, IM/ICT, risk management, business continuity, records management; develops and co-ordinates LPP's contribution to directorate and whole-of-government processes.

The Executive Officer is required to undertake a Senior Executive Assistant/ Executive Officer role to provide strategic, operational and administrative support to the Executive Group Manager and Executive Branch Manager. This position is also responsible for the coordination of the division's cabinet processes including, but not limited to, coordinating input on cabinet briefs, cabinet comments, the division's input on national forums, monitor Ministerial Correspondence and preparing high quality correspondence/documents to a wide variety of requests for advice and responses from internal and external stakeholders.

The Executive Officer liaises across the ACT Government with various stakeholders, whilst maintaining a high-level of confidentiality and discretion, responds quickly to business needs and adheres to tight timeframes.

The Executive Officer is required to exercise a considerable degree of independence, consistently exercise sound judgment and engage in continual problem solving, complex and sensitive issues management. The Executive Officer will have outstanding multi-tasking skills and the capacity to constantly prioritise tasks.

Eligibility/Other Requirements:

Experience in an Executive Officer or similar support role is desirable.

An understanding of Cabinet, Ministerial, Legislative Assembly and Machinery of Government processes is desirable.

How to Apply: Interested applicants should submit a supporting statement (no more than two to three pages) outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities, a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cherry Wang (02) 6205 3441 Cherry.Wang@act.gov.au

ACT Corrective Services

Corporate Services

Contracts and Procurement

Contract Administrator

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 36757)

Gazetted: 28 April 2021

Closing Date: 12 May 2021

Details: ACT Corrective Services (ACTCS) is looking for an experienced and highly motivated person to fill the position of Contract Administrator (SOGC), in the Contracts and Procurement team.

Under limited supervision, the Contract Administrator will be responsible for the establishment, management, refinement and ongoing administration of various contracts within ACTCS. This will include providing advice, guidance and support to officers within ACTCS. In addition, you will build productive working relationships to achieve individual, team and organisational objectives. This includes undertaking a range of procurement and contract management activities, such as, contract negotiation, contract management and deliverable assessment. Further to this, you will manage and monitor existing contracts for various requirements within ACTCS and assist in the development and establishment of new contracts. To be successful, you will be required to demonstrate skills in procurement and contract management and project management, as well as exceptional communication, interpersonal and leadership skills.

Eligibility/Other Requirements:

Qualifications in Procurement, Contract Management, or a relevant field is desirable.

A National Police Check

Current driver's licence (minimum C Class) is essential.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

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

How to Apply: To apply, applicants are required to submit three 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 with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shanez DeSilva (02) 6205 5341 Shanez.DeSilva@act.gov.au

ACT Courts and Tribunal

Registry Operations

Court Services

Registry Support Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 43615, several)

Gazetted: 23 April 2021

Closing Date: 7 May 2021

Details: We are looking for new team members to join our team! The Registry is the backbone of the Supreme and Magistrate Courts operations. In the last year alone, we assisted the Courts to finalise over 14,000 criminal and civil matters, across all their jurisdictions. And that's not counting thousands of other files which we handled in the background.

Our work is interesting and engaging because it is such a dynamic environment. It's like solving puzzles.

Here's one for you: how do you work out which matter – out of some 100 daily matters listed – goes where and when, and for how long and to which court, before which judge or magistrate and in which room, all while you're making sure the file with all its paperwork gets to the right spot...? Put simply, there is never a dull moment in the Registry Operations team!

How do we do all this? Well, our people are our superpower. As a team, we are a diverse group of individuals, but we have a few key things in common. We are passionate about justice! We love providing great client service. We are a closely-knit bunch who have each other's backs. And good administration and governance run in our veins. We have a few vacancies (current and future) across our teams and we're looking for entry-level officers to join the Registry Operations team.

To be successful in being selected for these roles, you'll have well-developed administrative, client service and communication skills. You'll be a self-starter who takes initiative and works in a team. You must be prepared to meet deadlines while achieving high levels of quality and accuracy. Your digital skills will be polished, especially in MS Office, and so will be your ability and aptitude to quickly learn our IT systems.

Note: These are temporary position's available for a period of up to six months with a possibility of extension or permanency. The merit pool will be established from this selection process and it may be used to fill future identical vacancies across the business unit.

How to Apply: Please submit a one-page pitch, your up-to-date curriculum vitae (max three pages) and details of your two referees (one of which must be your current supervisor/manager).

In your one-page pitch, please outline why you are interested in this role, what you would bring to it, and how you and your experiences to date demonstrate the Skills, Knowledge and Capabilities required for the role (as outlined in the Position Description). There is no need to address each capability separately.

As part of the selection process, the applicants may be asked to attend complete a work sample test, attend an interview or have their referees contacted for a reference.

Applications should be submitted via the Apply Now button below.

Contact Officer: Felicity Perkins (02) 6207 1386 felicity.perkins@courts.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.

Human Rights Commission

Victim Support ACT

Victim Services

Senior Case Coordinator

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 51519, several)

Gazetted: 23 April 2021

Closing Date: 12 May 2021

Details: Victim Support ACT is seeking two highly motivated Senior Case Coordinators with strong skills and experience working with victims of violence to join the Victim Services team within the ACT Human Rights Commission.

Duties of the Senior Case Coordinator include:

providing trauma-informed intake and case coordination services to victims of crime;

coordinating the provision of professional brokered services;

providing victims with information, assistance, and advocacy in relation to the justice system, including assistance to access the Financial Assistance Scheme; and

providing support to the Client Services team leader, including supervision of less experienced team members.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer. Senior Case coordinators work closely with multidisciplinary team members across Victim Support ACT to deliver high quality, responsive services to clients.

Notes: there is one permanent full-time position available immediately. There is a second temporary full-time position available for six months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a pitch addressing the Selection Criteria of up to two pages. Please also submit a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margo Lilley (02) 6207 0686 Margo.Lilley@act.gov.au

Office of the Director-General

Executive Officer

Senior Officer Grade B/A \$130,018 - \$151,002, Canberra (PN: 13047)

Gazetted: 22 April 2021

Closing Date: 6 May 2021

Details: The Director-General of the Justice and Community Safety Directorate, Richard Glenn is seeking an Executive Officer from July 2021 for a period of 12 months. The successful applicant will be engaged at either the Senior Officer Grade B or A level (or equivalent) – depending on their current level, skills and experience.

The Executive Officer provides high-level executive support to the Office of the Director-General (ODG) to:

Proactively identify priority issues requiring the Director-General's early attention

Provide timely strategic and procedural advice on directorate and government matters

Support the ODG's engagement with Minister's Ministers' Offices, other Directors-General and their agencies

Support Senior Executives' engagement with ODG

Coordinate and/or prepare briefings and correspondence for the Director-General.

Undertake projects, conduct research and analysis for the Director-General and manage sensitive appointments

Prepare speeches and talking points for Director-General participation at events

The successful applicant should have a good knowledge, or capacity to quickly gain good knowledge, of the functions of the Directorate and a strong understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes. Strong communication abilities, attention to detail and commitment to working as part of a small team are also important attributes for undertaking the role.

The position also requires the highest degree of integrity and trust due to exposure to highly sensitive materials and classified documents.

Interested individuals are encouraged to contact the current Executive Officer, Julie Beddoe, on 620 74264 or by email julie.beddoe@act.gov.au for further information about the role.

Eligibility/Other requirements:

Possession of, or the ability to acquire, a Negative Vetting (NV 1) national security clearance.

Notes: This is a temporary position available from July 2021 for 12 months. This position will be filled at either the SOGA or SOGB level depending current level, skills and experience. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants should provide a one to two page pitch outlining their Professional/Technical Skills and Knowledge and Behavioural Capabilities, along with an up-to-date curriculum vitae, including contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Beddoe (02) 6207 4264 Julie.Beddoe@act.gov.au

ACT Corrective Services

Community Operations

Administrative Assistant

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 49897, several)

Gazetted: 23 April 2021

Closing Date: 7 May 2021

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the vacancy of Administration Assistant with ACT Corrective Services, Community Operations. Administrative services work closely with Community Corrections and Release Planning staff and managers, providing administrative and clerical support across a range of branch business units.

The successful candidate will Co-ordinate a range of financial and administrative support activities efficiently and complete designated tasks fully in accordance with established timelines, legislation, policy, procedures and standards. You will also manage manual and computerised records, accurately and securely, ensuring accessibility and confidentiality are maintained. Further to this, the successful candidate will also liaise with the Court and interpret complex information in Court documents in order to maintain systems that support workflow and compliance.

To be successful, you will have sound administrative and organisational skills attention to detail and possess excellent customer service and communication skills.

Eligibility/Other Requirements:

- Background police checks will be conducted.
- Driver's licence is essential.
- 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* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: There is one permanent and one temporary position available immediately up until 10 January 2022.

How to Apply: 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; and (3) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all items.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Fulton (02) 6207 5558 david.fulton@act.gov.au

Corporate

Office of the Chief Operating Officer

Executive Assistant

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 38349)

Gazetted: 22 April 2021

Closing Date: 10 May 2021

Details: The Office of the Chief Operating Officer is looking for a highly motivated and organised individual to fill the role of the Executive Assistant. The successful applicant will provide high-level administrative support to the Chief Operating Officer (COO) and Business Support. This position is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. The Executive Assistant will also provide a range of administrative and Human Resource functions for JACS Corporate including but not limited to reviewing of salary reports, recruitment and onboarding/offboarding processes.

Notes: This is a temporary position commencing late May for 12 months with the possibility of extension and/or permanency. The Office of the Chief Operating Officer is located at 220 London Circuit which is an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a one to two page pitch outlining your Professional/ Technical Skills and Knowledge, and Behavioural Capabilities relevant to the position, with a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Tanchevski (02) 6207 1123 Natalie.Tanchevski@act.gov.au

Major Projects Canberra

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

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

Project Development and Support

Project Management Office

Assistant Director – Systems and Reporting

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 51400)

Gazetted: 28 April 2021

Closing Date: 12 May 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!

The Project Management Office Branch is part of the Project Development and Support Group. The PMO Branch consists of the Project Controls Team; Prequalification and Contracts Team and the Project Management and Reporting System (PMARS) Team. The position is within the Project Controls Team and the PMARS Team.

The Project Controls Team are responsible for providing project management leadership and delivering review, verification and validation of project controls functions to the Designated Projects and the Infrastructure Delivery Partner Group.

The PMARS Team is responsible for the administration and support of the PMARS system and therefore for the maintenance of processes to support quality data input and robust capital works reporting outputs for MPC and across government.

The Assistant Director Reporting and Systems will report to the Senior Director, Reporting. The Assistant Director Reporting and Systems will also work closely with the Director, PMARS. The key task for the position is to work collaboratively between the Reporting team and the PMARS team to progress the development and implementation of the Capital Works Reporting Framework and provide the operational requirements thereafter.

The role will require the close consultation and collaboration with the PMARS Team, Directorates and across MPC. 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:

Desirable Qualifications, Skills and Experience

Tertiary qualifications (or equivalent experience) in engineering, architecture, project management, business/administration management, financial management or construction law.

An understanding of the principles and importance of managing organisational change.

An understanding of the ACT Government's capital works program.

Notes: This is a temporary position available for a period of two 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 and contact details of two referees.

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

Contact Officer: Richard Hutch (02) 6205 9757 richard.hutch@act.gov.au

Project Development and Support

Ministerial, Governance and Corporate Services

Ministerial and Government Business

Cabinet Liaison Officer

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 10047)

Gazetted: 27 April 2021

Closing Date: 25 May 2021

Details: MPC is seeking applications from highly motivated, self-starting, organised people to fill the role of Cabinet Liaison Officer. If you enjoy the challenge of working in a fast-paced area, this position could be for you. The role is part of the Ministerial and Government Business team, responsible for Ministerial, Cabinet, Assembly, and Project Board secretariat services for Major Projects Canberra.

The Cabinet Liaison Officer will have previous experience with Cabinet processes and possess strong time management, liaison and written skills. General duties include, but are not limited to:

Coordination, preparation and review of sensitive Cabinet and Assembly documentation;

Preparation of ministerial Cabinet briefs;

Providing advice in accordance with the Cabinet Handbook.

Eligibility/Other Requirements:

Mandatory:

Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

Highly Desirable:

Experience with Assembly, Cabinet and Ministerial processes.

Experience in managing sensitive and classified information in accordance with Cabinet protocols and the Protective Security Policy Framework (PSPF).

Desirable:

A good working knowledge of Objective, SharePoint and TRIM would be an advantage.

Notes: This is a temporary position available for up to 12 months with the possibility of extension. 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 a two page pitch addressing the capabilities and your suitability for the role, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Bobos (02) 6207 2829 Megan.Bobos@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

Infrastructure Delivery and Waste

ACT NoWaste

Waste Education and Partnerships

Project Officer, Waste Avoidance

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 51411)

Gazetted: 27 April 2021

Closing Date: 13 May 2021

Details: If you are committed to working with business and the community to achieve great sustainability outcomes, then this is the role for you.

ACT NoWaste has an overarching goal of achieving less waste in landfill. The ACT is one of the leading jurisdictions in waste recovery in Australia, but we remain committed to doing more, progressing towards a goal of 90% resource recovery by 2025. To contribute to this goal, the Waste Education and Partnerships (WEP) team aims to inspire and support Canberrans to avoid waste and increase resource recovery.

The Project Officer, Waste Avoidance will coordinate engagement and community education to implement single use plastics legislation. In March 2021 the ACT Government passed the Plastics Reduction Act 2021. The legislation will come into effect in July 2021, with three phases:

Phase 1 (July 2021) – Introduce a ban on single-use plastic cutlery, single-use plastic stirrers, single-use expanded polystyrene takeaway food and beverage containers.

Phase 2 – Introduce a ban on single-use plastic straws, fruit and vegetable ‘barrier bags’ and oxo-degradable plastics 12 months after the initial regulatory ban.

Phase 3 – likely to introduce a ban on plastic-lined single-use coffee cups and lids, single-use plastic dinnerware, and cotton ear buds (with a plastic stick). The Project Officer, Waste Avoidance will be responsible for the engagement, education and promotion to support businesses and community organisations to be prepared and motivated to comply with the new legislation and transition away from the banned items.

We are looking for someone with excellent relationship management skills, project management skills, event coordination skills, communications and marketing skills, strong written communication skills and an ability to work in a fast-paced environment.

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

Eligibility/Other Requirements: Occasional weekends and after business hours required. Drivers licence preferred but not essential.

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

How to Apply: To apply, please provide:

A statement of no more than two pages addressing the ‘What you require’ and ‘Compliance requirements/qualifications’ sections of the attached Position Description.

A current curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Naomi Lee (02) 6207 8854 naomi.lee@act.gov.au

Chief Operating Officer

People and Capability

Internal Communications

Assistant Director Internal Comms and Engagement

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 47765)

Gazetted: 27 April 2021

Closing Date: 11 May 2021

Details: Transport Canberra and City Services (TCCS) Internal Communications and Engagement team is looking to fill position of Assistant Director Internal Communications and Engagement. This role will be responsible for the development and delivery of a communications and engagement strategy to support Enterprise Bargaining. Whilst the role will have a whole of directorate focus, emphasis and priority will be given to communication and engagement of the Transport Canberra Operations (ACTION) Enterprise Agreement 2018-2021.

The successful candidate will be a hands-on collaborative leader with extensive experience managing strategic, corporate and operational communications and implementing effective engagement practices using innovative and diverse communication channels.

They must have a sound understanding of government and governance and an ability to work within a sensitive, complex and at times demanding operational environment. In addition, they must be able to anticipate, identify, mitigate and where necessary manage risks and issues.

Eligibility/Other requirements:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in the fields of corporate communication, strategic engagement, media management, or public relations is highly desirable. Experience working within an industrial landscape and sound familiarity of the public transport sector as it relates to communication and engagement will be well regarded.

Notes: This is a temporary position available immediately for a period up to 31 December 2021 with the possibility of extension up to less than 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit an Expression of Interest with your response of approximately two pages addressing the Selection Criteria (What you Require) in the Position Description, your current curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Ackland (02) 6205 1820 daniel.ackland@act.gov.au

City Services

Birrigai Outdoor School

Facilities Officer (Gardens and Grounds Maintenance)

General Service Officer Level 5/6 \$57,359 - \$63,127, Canberra (PN: 38172)

Gazetted: 27 April 2021

Closing Date: 13 May 2021

Details: Are you interested in working in a beautiful rural setting alongside a great team of dedicated and high energy professionals?

Birrigai Outdoor School offers a range of cultural and environmental education programs to ACT, regional, and national students ranging in age from preschool to Year 12. We provide day programs and overnight camps with activities themed around the Australian environment and biodiversity, Indigenous culture and arts, and we also offer outdoor adventure activities such as bushwalks, high ropes and team building programs. Birrigai also provides services to a range of community and corporate groups and offers onsite accommodation for up to 200 people with facilities for self-catering, or fully catered menu options.

Birrigai is seeking to permanently appoint an experienced, dedicated and responsible Facilities Officer to undertake routine maintenance activities in and around the site buildings, and to conduct garden and grounds maintenance across our large, unique site. If you are passionate about working in the natural environment, are skilled and experienced and highly self-motivated, you could be the person we are looking for.

Eligibility/Other requirements: Mandatory:

- Permanent Resident of Australia
- Drivers Licence (C-class)
- Senior First Aid Certificate or willingness to complete

- Current Hepatitis A and Tetanus (dT or dTpa) vaccinations or willingness to obtain
- Basic Chainsaw certification or willingness to complete
- Chemical Certificate III or willingness to complete
- Asbestos Awareness certification or willingness to complete

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.

Notes: This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Birrigai is located two kilometres from Tidbinbilla Nature Reserve on Tidbinbilla Road and is 15km from Gordon in the Tuggeranong valley. There is no public transport to Birrigai therefore a driver's licence and a reliable vehicle are essential for this role. Please note a travel allowance is paid to staff working at Birrigai.

How to Apply: Applicants are required to submit a current curriculum vitae and include a cover letter which addresses the applicant's suitability against the Selection Criteria.

Contact Officer: Kirsten Galafass (02) 6207 8044 Kirsten.Galafassi@act.gov.au

Chief Operating Office

Legal and Contracts

Senior Director (Legal and Contracts)

Senior Professional Officer Grade A \$151,002, Canberra (PN: 02157)

Gazetted: 23 April 2021

Closing Date: 18 May 2021

Details: The Senior Director of Legal and Contracts will lead the provision of advice on commercial law matters as well as supporting interpretation of some administrative and legislative legal matters, the role also manages the Freedom of Information team who manage Freedom of Information (FOI) responses for the directorate under tight timeframes as well as managing the accuracy of the legislation for which the directorate is responsible.

As a senior leader 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 enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development, as well as develop and engage the right people to the right roles.

Eligibility/Other requirements: Tertiary qualifications in Law – Bachelor of Laws (LLB) or equivalent are required. Practising Certificate valid for practice in the ACT or ability to obtain ACT practising certificate if qualified in another jurisdiction is mandatory.

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

How to Apply: Applicants are required to submit a response of no more than two pages addressing the selection criteria. Please also include current curriculum vitae and the names and contact details of two referees.

Contact Officer: Kristine Scheul (02) 6205 5054 Kristine.Scheul@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.

Infrastructure Delivery and Waste

ACT NoWaste

Waste Education and Partnerships

Engagement Officer, Multi-Unit Developments

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 51410)

Gazetted: 23 April 2021

Closing Date: 12 May 2021

Details: If you have a passion for building networks and achieving great sustainability outcomes, then this is the role for you.

ACT NoWaste, as part of City Services Division, manages projects, contracts and service agreements for a range of waste and recycling activities to residents and businesses.

ACT NoWaste has an overarching goal of achieving less waste in landfill. The ACT is one of the leading jurisdictions in waste recovery in Australia, but we remain committed to doing more, progressing towards a goal of 90% resource recovery by 2025. To contribute to this goal, the Waste Education and Partnerships (WEP) team aims to inspire and support Canberrans to avoid waste and increase resource recovery.

The Engagement Officer, Multi-Unit Developments will coordinate stakeholder engagement build the success of the ACT bulky waste service in Multi-Unit Developments (MUDs). The Engagement Officer will develop positive relationships with strata and building managers as well as resident committees and real estate agents. This will require delivery of engagement events and activities, including informal events, training sessions and meetings.

We are looking for someone with excellent relationship management, consultation and engagement skills, who is an organised project and event coordinator. Strong communication skills and an ability to be self-directed and to work in a fast-paced environment will also be important.

Please see the attached position description for more information about the role.

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

Eligibility/Other Requirements: Occasional weekends and after business hours required. Drivers licence preferred but not essential.

Notes: This is a temporary position available immediately for six months with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please apply by providing:

A statement of no more than two pages addressing the 'What you require' and 'Compliance requirements/qualifications' sections of the position description

A current curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Naomi Lee (02) 6207 8854 Naomi.Lee@act.gov.au

City Services

ACT NoWaste

Waste Policy

Senior Policy Officer - Waste Policy

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 00332)

Gazetted: 23 April 2021

Closing Date: 12 May 2021

Details: The Waste Policy team is looking for a passionate and highly motivated individual who has experience in waste management and resource recovery policy and regulatory reform to support objects and outcomes of the *Waste Management and Resource Recovery Act 2016* (ACT), *ACT Waste Management Strategy 2011-2025* and *Waste Feasibility Study Roadmap and recommendations*. The Senior Policy Officer will carry out a wide range of duties that directly and critically support the broader work of the Branch. The role undertakes research and data analysis, and supports the delivery of the waste agenda through policy development and delivery, engaging with a range of stakeholders, developing integrated cross-directorate approaches to sustainable waste management, and managing a range of official processes including submissions to Cabinet or the Commonwealth.

Notes: This is a temporary position available immediately until 30 April 2022. This position is part of a workplace designated for Activity Based Working (ABW).

How to Apply: Please submit a response to the Selection Criteria contained within the Position Description (two page maximum), as well as contact details for two referees and current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Alexander (02) 6207 1542 David.Alexander@act.gov.au

City Services

ACT NoWaste

Business Analytics

Director, Business Analytics

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 35577)

Gazetted: 22 April 2021

Closing Date: 6 May 2021

Details:

ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. These services are provided at a number of facilities across the ACT as well as residential kerbside collections. ACT NoWaste designs, commissions and manages outsourced waste and recycling services which aim to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations.

ACT NoWaste Business Analytics and Support (BAS) team is a key enabler in NoWaste and provides support, analysis and advice to ACT NoWaste by;

Ensuring NoWaste budgets are managed in the short and long term;

Providing insightful data, commercial and financial analysis for policy development, budget development, procurement, and contract management;

Ensuring data capture and reporting are streamlined whilst ensuring data accuracy and quality;

Administer business systems – Weighbridge system and Bin management system (red and yellow bins);

Ensure governance on account receivable, debt management and account payable processes;

Provide Customer support on requests for bins (red and yellow bins); and,

Provide input in to TCCS and external data reporting requirements.

What you will do

The primary responsibilities for this position under supervision of the Director, Business Analytics include;

Leading the strategic design, delivery and maintenance of the information management and business intelligence programs that will support the Branch and the Directorate's priorities;

Lead data, and analytics requirements for the branch in its project management, procurement, asset management activities;

Responsible for data and performance reporting for ACT NoWaste to internal and external stakeholders;

Collaboratively and extensively investigating, analysing and interpreting business information needs based on a strong understanding of business processes, drivers and priorities;

Coordinate, prepare and maintain the annual budget for the Branch (internal and external) in collaboration with TCCS Finance and ACT Treasury;

Ensure governance on budgetary control for the branch and management of its resources;

Assist in the coordination of strategic and operational activities within the Branch including project support, coordination, collation of information, reporting and data analysis;

Manage the Business Analytics team, overseeing team objectives and the delivery of business performance solutions.

Eligibility/Other Requirements:

Tertiary qualifications in Financial Management or a related field and CA/CPA is highly desirable.

Experience with standard statistical tools and techniques (for example, Excel etc).

Experience with TM1 and the Oracle financial management information system would be an advantage.

Permanent resident of Australia.

Notes: An order of merit may 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 statement against the Selection Criteria of no more than four pages. Please also submit a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Haraldson (02) 6207 5345 Anthony.Haraldson@act.gov.au

WorkSafe ACT

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

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

Compliance and Enforcement

Psychosocial

WorkSafe Inspector

Regulatory Inspector 5 \$81,407 - \$86,168, Canberra (PN: 49547)

Gazetted: 22 April 2021

Closing Date: 11 May 2021

Details: WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection and investigation. It is responsible for monitoring and enforcing compliance by duty holders with the *Work Health and Safety Act 2011* (WHS Act), *Workers Compensation Act 1951* and *Dangerous Substances Act 2004* (DS Act). WorkSafe ACT is a fully independent office headed by the Work Health and Safety (WHS) Commissioner, who is the Territory's regulator. We are implementing a program of work to improve our operational efficiency and effectiveness. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator.

Inspectors in the Psychosocial Inspector Team have the opportunity to undertake planned rotation through the various inspector teams within WorkSafe ACT. The Psychosocial Team is responsible for developing and implementing WHS and wellbeing strategies through the provision of expert information, advice, assistance, education and compliance and enforcement services that contribute to the reduction of harm and/or improved support for injured or ill workers in ACT workplaces.

You will need solid attention to detail and the ability, under limited direction, to manage and complete multiple tasks in collaboration with various stakeholders including unions, industry associations and other government agencies. You will be responsible for building trusted relationships across the Territory to ensure best practices are imbedded in workplaces to increase the safety and health of workers.

Eligibility/Other Requirements:

Ability to perform the functions of an authorised Inspector in accordance with all relevant legislation, including completion of required mandatory training for Workers' Compensation legislation as a delegated/appointed person/Authorised officer by the WHS.

Certificate IV in Government (Workplace Inspections) or WHS or equivalent qualification and /or required to complete within 12 months of commencement.

Industry experience in a related discipline (eg human rights, industrial relations, community/social services, allied health, health services, social science services, investigations or WHS).

Current unrestricted driver's licence.

Willingness to:

participate in an after hours on-call and telephone roster when required

wear a uniform

participate in programmed after hours compliance activities when required, and

undergo a pre-employment police check.

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

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

How to Apply: Prepare a two page response addressing the Selection Criteria outlined in the Ideal Candidate section of the position description. Please ensure you demonstrate in your application that you meet the essential requirements. Please ensure you provide an up-to-date resume and the names of two referees, one of whom must be your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexis Wray (02) 6205 9958 Alexis.Wray@worksafe.act.gov.au

APPOINTMENTS

Canberra Health Services

Enrolled Nurse Level 1 \$61,658 - \$65,876

Margot Ainsworth, Section 68(1), 27 April 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Joanne Barron, Section 68(1), 28 April 2021

Registered Midwife Level 1 \$67,984 - \$90,814

Kellie Edwards, Section 68(1), 29 April 2021

Registered Midwife Level 1 \$67,984 - \$90,814

Emily Farlow, Section 68(1), 29 April 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Jacquelin John, Section 68(1), 29 April 2021

Registered Midwife Level 1 \$67,984 - \$90,814

Kylie Manning, Section 68(1), 29 April 2021

Enrolled Nurse Level 1 \$61,658 - \$65,876

Jessi McQueen, Section 68(1), 27 April 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Julie Parducci, Section 68(1), 1 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Reneesh Pottackal, Section 68(1), 29 April 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Prasansha Poudel Khadka, Section 68(1), 29 April 2021

Health Professional Level 2 \$67,892 - \$93,203

David Slater, Section 68(1), 27 April 2021

Senior Officer Grade C \$110,397 - \$118,832

Kireet Taneja, Section 68(1), 26 April 2021

Registered Midwife Level 1 \$67,984 - \$90,814

Christine Wilson, Section 68(1), 29 April 2021

Registered Midwife Level 1 \$67,984 - \$90,814

Paddy Winslade, Section 68(1), 29 April 2021

Registered Nurse 1 \$67,984 - \$90,814

Alex Thomas: 85792616, Section 68 (1)

Canberra Institute of Technology

Administrative Services Officer Class 6 \$87,715 - \$100,388

Amy Osborne, Section 68(1), 26 April 2021

Teacher Level 1 \$77,492 - \$103,397

Andreas Van Der Kouw, Section 68(1), 27 April 2021

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$73,248 - \$79,310

Theresa Barbaro, Section 68(1), 26 April 2021

Information Technology Officer Class 1 \$71,004 - \$80,826

Donald Cameron, Section 68(1), 29 April 2021

Information Technology Officer Class 1 \$71,004 - \$80,826

Rhys Jones, Section 68(1), 29 April 2021

Senior Officer Grade B \$130,018 - \$146,368

Meera Joyce, Section 68(1), 26 April 2021

Senior Officer Grade C \$110,397 - \$118,832

Shaun Loneragan, Section 68(1), 27 April 2021

Information Technology Officer Class 1 \$71,004 - \$80,826

Regin Mathew, Section 68(1), 27 April 2021

Information Technology Officer Class 1 \$71,004 - \$80,826

Tamyka Nguyen, Section 68(1), 28 April 2021

Community Services

Youth Worker 1 \$65,976 - \$71,004

Trent Berry, Section 68(1), 29 April 2021

Administrative Services Officer Class 4 \$73,248 - \$79,310

Leakhena Khuon, Section 68(1), 29 April 2021

Education

Administrative Services Officer Class 4 \$73,248 - \$79,310

Tahlia Toth, Section 68(1), 27 April 2021

Environment, Planning and Sustainable Development

Senior Officer Grade C \$110,397 - \$118,832

Emma Gillies, Section 68(1), 28 April 2021

General Service Officer Level 5/6 \$57,359 - \$63,127

Dylan Saunders, Section 68(1), 21 April 2021

Professional Officer Class 1 \$61,931 - \$85,873

William Steer, Section 68(1), 10 May 2021

Justice and Community Safety

Administrative Services Officer Class 6 \$87,715 - \$100,388

Daniel Harwood, Section 68(1), 27 April 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Stephen Huntley, Section 68(1), 26 April 2021

Legal Officer Grade 1 \$67,893 - \$136,739

Suzanne McDonald, Section 68(1), 28 April 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Judith McEwin, Section 68(1), 22 April 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Sophia Rimes, Section 68(1), 22 April 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Amelia Romei, Section 68(1), 22 April 2021

Major Projects Canberra

Senior Officer Grade C \$110,397 - \$118,832

Carole Caple: Section 68 (1), 29/04/2021

Suburban Land Agency

Senior Officer Grade A \$151,002

Ross Syme, Section 68(1), 27 April 2021

Transport Canberra and City Services

Senior Officer Grade C \$110,397 - \$118,832

Grace Buckle, Section 68(1), 23 April 2021

General Service Officer Level 3/4 \$51,742 - \$56,505

Lithana Panichit, Section 68(1), 29 April 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Jordan Pye, Section 68(1), 27 April 2021

Worksafe ACT

ORS Inspector 6 \$86,547 - \$99,051

Tyrone Smithers, Section 68(1), 27 April 2021

Senior Officer Grade C \$110,397 - \$118,832

Eva Wadie: Section 68 (1), 27/04/2021

TRANSFERS

Canberra Health Services

Ashleigh Dolan

From: \$83,646 - \$120,042

Education

To: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services, Canberra (PN. 40371) (Gazetted 10 February 2021)

Renae Nardi

From: Health Professional Level 3 \$110,397

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. 24334) (Gazetted 12 March 2021)

Ian Refuerzo

From: Registered Nurse Level 1 \$68,809

Canberra Health Services

To: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services, Canberra (PN. 49211) (Gazetted)

Director of Public Prosecutions

Harriet Slee

Director of Public Prosecutions

Legal

From: Prosecutor Associate \$73,248 - \$75,492

Director of Public Prosecutions

To: Prosecutor Associate \$73,248 - \$75,492

Director of Public Prosecutions, Canberra (PN:40046) (Gazetted 09/02/2021)

Education

Jason Moore

From: Regulatory Inspector 6 \$87,715 - \$100,388

Worksafe ACT

To: Professional Officer Class 2 \$87,715 - \$100,388

Education, Canberra (PN. 01635) (Gazetted 2 March 2021)

Justice and Community Safety

Matthew Colman

From: Senior Officer Grade B \$130,018 - \$146,368

Environment, Planning and Sustainable Development

To: Senior Officer Grade B \$130,018 - \$146,368

Justice and Community Safety, Canberra (PN. 50746) (Gazetted 15 March 2021)

Worksafe ACT

Vittorio Colosimo

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development

To: Regulatory Inspector 6 \$87,715 - \$100,388
Worksafe ACT, Canberra (PN. 01873) (Gazetted 27 January 2021)

PROMOTIONS

Canberra Health Services

Chief Operating Officer Clinical Services

Alexandra Bowman-Raath

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Canberra Health Services

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Canberra Health Services, Canberra (PN. 12121) (Gazetted 18 March 2021)

Chief Operating Officer Clinical Services

Godfrey Pisiao

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. 12439) (Gazetted 14 January 2021)

Chief Minister, Treasury and Economic Development

Shared Services

Finance Services

Finance Operations

Tsz Lai

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. 07161) (Gazetted 7 December 2021)

Treasury

Procurement ACT

Contracts and Category Management Team

Don Michael Odackal

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development, Canberra (PN. 03684) (Gazetted 9 April 2021)

Director of Public Prosecutions

Legal

Madison Fieldus

From: Prosecutor Associate \$73,248 - \$75,492

Director of Public Prosecutions

To: Prosecutor Grade 1 - 2 \$79,547 - \$124,348

Director of Public Prosecutions, Canberra (PN. 42178) (Gazetted 9 February 2021)

Education

Business Services

Beverley Gardner

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Community Services

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Education, Canberra (PN. 46692) (Gazetted 17 March 2021)

Belconnen High School

Rebecca Pearce

From: School Leader B \$147,337

Education

To: School Leader A 2 \$181,309

Education, Canberra (PN. 31659) (Gazetted 10 February 2021)

Business Services

School Cleaning Services

Sonam Phuntsho

From: Cleaning Services Officer 2 \$51,742 - \$53,670

Education

To: †Cleaning Services Officer 3 \$54,295 - \$56,505

Education, Canberra (PN. 56395) (Gazetted 4 March 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.

Environment, Planning and Sustainable Development

Suburban Land Agency

Program Solutions

Community Development and Engagement

Mayumi Piper

From: Senior Officer Grade B \$130,018 – 146,368

Environment, Planning and Sustainable Development

To: Senior Officer Grade A \$151,002

Environment, Planning and Sustainable Development (PN:55550) (Gazetted 18/12/2020)

Justice and Community Safety

ACT Corrective Services

Office of the Commissioner

Ministerial Support Unit

Bregje van Spijke

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety

To: †Senior Officer Grade C \$110,397 - \$118,832

Justice and Community Safety, Canberra (PN. 38296) (Gazetted 9 March 2021)