



ACT Government Gazette

Gazetted Notices for the week beginning 19 August 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>

**Office of the Director General
Communication and Engagement
Online and Design
Multimedia Designer**

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 36822)

Gazetted: 25 August 2021

Closing Date: 8 September 2021

Details: The ACT Health Directorate is responsible for strategic direction and leadership of the health system in the ACT and provides a strong policy and population health capability based on a foundation of world-leading health and medical research. The Strategic Communication and Engagement Team delivers specialised services in strategic communication; campaigns; engagement strategy; media; social media; internal communication; digital, online and design. The Multimedia Design role is recognised as being a valuable addition to a great team and will play a vital role in many important health communication projects and campaigns. To be successful in this role you will need to have a passion for and be an expert in video production, photography and graphic design. You will work collaboratively within the communication team and across the Directorate to generate and produce content for our communication channels including social media, website and intranet.

We are seeking someone who has the ability to perform the following duties under limited direction:

Producing creative and innovative design products to support communication strategies and campaigns.

Capture, produce and edit tailored and engaging content including audio-visual, motion graphics and animation creation, for use on multiple communication channels.

Creating concepts and layout materials for electronic and hard copy use maintaining corporate branding and style requirements.

Creating concepts and layout materials for electronic and hard copy use maintaining corporate branding and style requirements.

Maintain and develop the organisations corporate image and video library.

Sourcing, producing and ensuring the quality of images and resolve production issues

Liaising with suppliers and staff at all levels about the production of work, including obtaining quotes, facilitating clearance and representing the section.

Interpreting creative briefs and providing professional guidance and creative direction to achieve desired outcomes.

Establishing and maintaining productive cooperative relationships with internal and external stakeholders

Working collaboratively with other members of the Branch to ensure delivery of high quality and responsive services to clients.

Managing the effective and consistent use of the ACT Government Branding Guidelines and ACT Health's brand and graphics standards.

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

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

How to Apply: Please submit a written application of no more than two pages, outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

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

Digital Solutions Division

Digital Health Record Analyst

Administrative Services Officer Class 6 to Senior Officer Grade B \$88,899 - \$148,344, Canberra (PN: 52924, 52968, 52967)

Gazetted: 23 August 2021

Closing Date: 8 September 2021

Details: The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system. The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record. The Digital Health Record Program team comprises approximately 135 staff with administrative, technical, clinical and nursing backgrounds. The Digital Health Record Program has an opening for a Digital Health Record Analyst within the Digital Health Record Program team. Digital Health Record Analysts will be responsible for guiding the workflow design, configuring and testing the system. Analysts will be designated to a focus area. This position will be focussed on the configuration required for dental services. There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director. ACT Health supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Note: This is a temporary position available until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period.

A merit pool may be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

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

Please make sure you address the Selection Criteria relevant to the classification at which you are applying. If you are shortlisted, please note that an aptitude test will be utilised as part of the selection process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Philippa Kirkpatrick (02) 5124 9342 ACTHealthCIO@act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Maternity

Registered Midwife

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (LP8429)

Gazette Date: 23 August 2021 Closing Date: 30 August 2021

Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvarycareers.mercury.com.au/>

Reference Number: 16527

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

Contact Officer: Jane Debaecker (02) 6201 6306 jane.debaecker@calvary-act.com.au

Calvary Public Hospital Bruce

Emergency

Emergency Registrar 2022 – 2023

Clinical Year Registrar 1-4/ Senior Registrar \$109,929 - \$154,436, Canberra (Various)

Gazette Date: 23 August 2021 Closing Date: 19 September 2021

Full position details can be seen on Calvary Public Hospital Bruce's website,
<https://calvarycareers.mercury.com.au/>
Reference Number: 16539
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>
Contact Officer: Dr Mechelle Smith mechelle.smith@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

Executive Director, Rehabilitation, Aged and Community Services
Temporary Vacancy
Canberra Health Services
Position: E370

(Remuneration equivalent to Executive Level 2.2)

Circulated to: ACTPS Senior Executive List
Date circulated: 24 August 2021

Expression of Interest sought for the position of Executive Director, Rehabilitation, Aged and Community Services at Canberra Health Services (CHS) to fill a nine month contract. Reporting to the Chief Operating Officer, the Executive Director, Rehabilitation, Aged and Community Services is a critical leadership role with accountability for the overall operations and performance of Rehabilitation, Aged and Community services, delivered University of Canberra Hospital, Canberra Hospital and in the community. The successful applicant will provide outstanding and strategically focused leadership, communicate professionally with internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex team. It is expected that the Executive Director will be an active contributor to the executive leadership group.

To apply: Interested candidates are requested to submit an application addressing the ACT Public Service Executive Capabilities, outlining relevant skills and experience, as well as a current curriculum vitae and the name and contact details of two referees to Ms Cathie O'Neill via email cathie.o'neill@act.gov.au by COB Tuesday 31 August 2021.

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

Remuneration: The position attracts a remuneration package ranging from \$291,186 - \$302,749 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$231,249.
Contact Officer: Cathie O'Neill (02) 5124 8688 cathie.o'neill@act.gov.au

Rehabilitation, Aged and Community Services
University of Canberra Hospital
Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 47833, several)

Gazetted: 23 August 2021

Closing Date: 30 August 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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>
The Division of Rehabilitation, Aged and Community Services is seeking a highly motivated and experienced Assistants in Nursing with exceptional communication and care delivery skills for an exciting opportunity to open a new Ward at the University of Canberra Hospital. The successful applicants will play an important role in supporting the ward manager to establish high standards and accountabilities. Cotter Ward will provide rehabilitation support for patients with limited tolerance or ability to participate in a full rehabilitation program.

Successful applicants must be available to work a rotating roster and work across both Canberra Hospital and University of Canberra Hospital campuses if/when required.

ABOUT YOU

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

Behavioural Capabilities

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

Ability to work independently and as part of a multidisciplinary team

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

High level leadership skills

High level communication skills and a strong self-directed learning ethic

Position Requirements/Qualifications:

Mandatory

Registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)

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

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

Desirable

Qualifications with a minimum of 2 years' experience in an acute or sub-acute setting preferred.

Hold a current driver's licence.

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

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.

Contact Officer: Maria Harman 0461 634 639 maria.harman@act.gov.au

Clinical Services

Medicine

Clinical

Hospital in the Home

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 18146, several)

Gazetted: 20 August 2021

Closing Date: 8 September 2021

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POSITION OVERVIEW

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Ability to work with a high degree of autonomy

Strong communication skills

Position Requirements/Qualifications:

Relevant, be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and experience working professionally in Clinical experience in rheumatology, ambulatory care, general medicine and/or chronic disease management 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:

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 three permanent positions available

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

Contact Officer: Louisa Andrews (02) 5124 3957 louisa.andrews@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Forensic and Mental Health Services

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 19611, several)

Gazetted: 20 August 2021

Closing Date: 21 September 2021

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POSITION OVERVIEW

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Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is and underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

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

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

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

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

This position is based at the AMC and may be in either the Assertive Response Team (ART) or the Clinical Management team depending on interest and experience. ART is a 7-day acute mental health service that operates between 08:30 and 18:00 hrs daily. Shifts include 08:30 to 17:00 or 10:30 to 19:00 hours. 4-7 weeks annual leave depending on roster. Weekends and public holidays attract penalty rates. Custodial and laundry allowance applies. Eligible applicants may also apply for post-graduate qualification allowance. (Please refer to the

ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019 for a full account of employment conditions).

The AMC allows smoking by detainees and as such staff may be exposed to intermittent secondary smoke in the line of their work.

ACT Forensic Mental Health Services is currently seeking an enthusiastic and flexible Senior Registered Mental Health Nurse with an interest in public Mental Health and/or Justice Services to join our team supporting people experiencing serious mental illness in the ACT's two correctional centres as part of our Custodial Mental Health team.

This is a permanent full-time position working limited shift work. Part time applications may be considered from suitable applicants. Please see the Duty Statement for full details of the role and conditions.

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Behavioural Capabilities

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate clinical concepts with influence and sensitivity.

Strong organisational skills with a high degree of drive.

Position Requirements/Qualifications:

Mandatory:

Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA. Minimum 3-year (preferably 5 years) post-qualification experience

Desirable:

Experience of working in a custodial setting or community mental health service.

Other:

The successful applicant will need to be available for weekend shifts and limited shift work between 0830hrs and 1900hrs.

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 National Police Check.

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

Contact Officer: Leigh Thompson (02) 5124 4677 leigh.thompson@act.gov.au

Canberra Hospital

Ward 7A

Stroke Nurse Navigator

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 29518)

Gazetted: 19 August 2021

Closing Date: 2 September 2021

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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/> CHS, Division of Medicine, is seeking an enthusiastic registered nurse who has highly developed interpersonal skills with demonstrated knowledge and clinical practice in stroke management to backfill in the role of Stroke Nurse Navigator (formerly Stroke Liaison Nurse). The Stroke Unit at the Canberra Hospital consists of 4 monitored acute stroke beds and 6 subsequent stepdown beds within Ward 7A. The Stroke Nurse Navigator is expected to work closely with the Ward 7A Clinical Nurse Consultant (CNC) and the multidisciplinary team to provide safe, timely and effective appropriate care for patients suffering stroke within Canberra and the surrounding region.

The Stroke Nurse Navigator will play a crucial role in the day-to-day co-ordination of the unit and patient flow. The Stroke Nurse Navigator, along with a team of Acute Stroke Nurses (ASN) who provide afterhours cover, provide acute assessment of patients presenting with stroke to the Emergency Department (ED), and in a collaborative multidisciplinary model work to expedite hyperacute treatment of stroke patients, through ambulance prenotification and Code Stroke. The Canberra Hospital provides Endovascular Clot Retrieval to South East New South Wales (NSW) in conjunction with NSW Telestroke Network. The successful applicant will have advanced clinical skills, experience in managing systems of clinical governance, leading quality improvement and participating in research; and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within an innovative service that will require someone with the ability to be flexible and manage change within the service.

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Behavioural Capabilities

Strong organisational and leadership skills with a high degree of drive
Adaptability and flexibility to accommodate change to provide responsive services to meet patient's needs.
Creative and innovative 'think outside the box' ideas regarding patient flow management.

Position Requirements/Qualifications:

Holds or is working towards relevant post graduate qualification relevant to nursing/management and a minimum of five years' experience working professionally in acute stroke care is preferred.

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

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

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

Be registered or be eligible for registration as Registered Nurse with the Australian Health Practitioner Agency (APHRA).

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

Undergo a pre-employment Police check.

Provide two professional references.

Contact Officer: Brett Jones 02 51245161 Brett.Jones@act.gov.au

Clinical Services

Medicine

Medical

Rheumatology Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 50374, several)

Gazetted: 20 August 2021

Closing Date: 8 September 2021

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POSITION OVERVIEW

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The Rheumatology Department at Canberra Hospital has a strong focus on clinical service delivery, supporting rheumatology patients within the ACT and surrounding regional areas. We provide leadership in musculoskeletal medicine; promote evidence-based practice and undertake clinical research to improve rheumatology patient outcomes. The Rheumatology Registered Nurse (RN) Level 2 will play a key role in providing day to day care and support to rheumatology patients and their families living with arthritis and autoimmune disease, ensuring appropriate referrals and timely access to care. In collaboration with the Rheumatology Advanced Practice Nurse (APN) and rheumatology medical team the Rheumatology RN2 coordinates investigations, appointments, clinical

care, and education for rheumatology patients, including patients undergoing biologic Disease Modifying Anti-Rheumatic Drug (bDMARD) therapy for inflammatory arthritis.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Relevant be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and experience working professionally in Clinical experience in rheumatology, ambulatory care, general medicine and/or chronic disease management 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:

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: This is a temporary position available for a period of 10 months

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

Contact Officer: Marg McManus (02) 5125 5164 margaret.mcmanus@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Creative Arts/Music Therapist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 40162)

Gazetted: 19 August 2021

Closing Date: 7 September 2021

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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 provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. We partner with our health care consumers, their family, carers, government and community organisations to ensure that they receive the best possible care during their treatment and recovery. All care that we provide is driven by our values of being kind, reliable, respectful and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected. The Adult Mental Health Rehabilitation Unit (AMHRU) is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psycho-social rehabilitation in all aspects of daily living for graduated community re-integration. The Adult Mental Health Day Service (AMHDS) is located adjacent to AMHRU at the University of Canberra Hospital, and focuses on the delivery of recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are experiencing moderate to severe mental health conditions. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders. Under routine supervision from the Allied Health Manager, the Creative Arts/Music Therapist is

responsible for the provision of high quality creative arts/music therapy services that will achieve sound outcomes for people within a therapeutic environment. The Creative Arts/Music Therapist role is an integral member of both the AMHRU and AMHDS teams at UCH, sharing their therapy expertise across both units. The Creative Arts Therapist role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Aboriginal and Torres Strait Islander Liaison Officers, Peer Recovery Workers, Psychiatry Registrars and Consultant Psychiatrists.

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Behavioural Capabilities

Ability to manage confidential and sensitive information.

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

Have an open-minded, non-judgemental, empathetic outlook.

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

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

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

Position Requirements/Qualifications:

Mandatory:

A Master's degree in Art Therapy (eg Art Therapy, Music Therapy, Creative Arts Therapy, and/or Dramatherapy).

Professional membership (or eligibility for professional membership) of Australian and New Zealand Arts Therapy Association (ANZATA) or the Australian Music Therapy Association as a Registered Music Therapist.

Minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

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

Highly Desirable:

Previous experience working with adults with mental health issues within a rehabilitative framework.

Current Driver's License.

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 Police check.

Note: This position is part-time at 22:05 hours per week (3 days) and the full-time salary noted above will be pro-rata.

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

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

Surgery

Ophthalmology

Visiting Medical Officer – Ophthalmology

Generic , Canberra (PN: Sessional VMO Contract)

Gazetted: 20 August 2021

Closing Date: 2 September 2021

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

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. A visiting medical officer ophthalmologist position is available at Canberra Hospital and Health Services. The position would be suitable for a Canberra based ophthalmologist with postgraduate vitreoretinal surgery training (at least 12 months surgical retina fellowship), and involves providing regular outpatient services, elective and urgent surgery, and contributing to the on-call roster. The Department of Ophthalmology is based at the Canberra Hospital. The Department's 5 Staff specialists and 5 VMOs support vitreo-retinal, medical retinal, corneal, glaucoma, neuro-ophthalmic, and emergency ophthalmic services at Canberra hospital, plus general ophthalmology, and cataract surgery at Calvary Hospital and the VMO's rooms. Other medical staff include two RANZCO-accredited Registrars, two unaccredited Registrar, and a resident (PGY2).

ABOUT YOU

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Position Requirements/Qualifications:

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

Fellowship of the Royal Australian New Zealand College of Ophthalmology or equivalent specialist qualifications.

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

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.

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

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

Desirable

Experience in retinopathy of prematurity screening and treatment would be highly desirable.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

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

Note: Visiting Medical Officers are engaged as independent contractors. Contracts will be for a 12-month term.

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

Contact Officer: Jenae Smith, jenae.smith@act.gov.au

Nursing and Midwifery

Patient Support Services

Mental Health Wardsperson

Health Service Officer Level 5 \$58,589 - \$61,498, Canberra (PN: 54085, several)

Gazetted: 20 August 2021

Closing Date: 3 September 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

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The Mental Health Wardsperson position is a support to the clinical staff and provides assistance with patient care. The Canberra Hospital is a 24-hour service that operates daily including weekends and Public Holidays. These positions are to assist with patient manual handling and transport throughout the hospital campus, and to assist in code response. The above Advertised positions are fulltime permanent positions working 38 hours per week and involves working 10.85 hour shifts on a rotating roster.

Duties

Under limited direction of the Operations Manager Patient Support Services, you will perform tasks that will ensure the patient journey is without undue stress and will achieve this by assisting the clinical teams with manual handling, patient transport and emergency response, movement of medical equipment, after hours courier duties, male pre-operative shaves and Mortuary duties.

Wardsperson team as part of the patient journey will ensure the correct patient is collected for transported while following the transport procedures, privacy and confidentiality and Patient safety. Wardsperson team aims to be helpful by assisting however we can while staying within our scope of practice.

You will:

Answer and attend all pagers for emergency response.

Top priority given to:

Code Blue	Medical emergency
Code Black	Personal Threat
Code T	Trauma
Code H	Helicopter
Code Red	Fire
Code Brown	External Disaster
Code Orange	Evacuation

Provide feedback to clinical staff on any changes they notice in a person's behaviour and respond and assist clinical staff as required.

Assist to maintain the safety of people, staff and others in the event of distress, agitation, or aggressive behaviour towards others. Under the direction of clinical staff, assist with restraint techniques using approved Occupational Violence techniques.

Assist in the safe manual or mechanical lifting and movement of patients, including the safe transport of patients, and safe infection control.

Participate in department quality improvement programs and training as required.

Assist with the orientation and training of new recruits throughout all areas of the Hospital excluding operating theatres.

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

About You

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Behavioural Capabilities

Good communication skills: To ensure effective teamwork and that all Hospital Assistants comply with policies and procedures that are relevant to their work performance.

Teamwork: An understanding of the importance of teamwork and the ability to work collaboratively to create a positive culture and deliver a quality service.

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

Position Requirements/Qualifications:

Desirable:

Experience working with people with a mental illness or disorder.

Understanding of Infection Prevention and Control Processes within a healthcare facility.

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

Hold a current driver's licence.

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

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

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

Undergo a pre-employment National Police check.

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

Be registered under the *ACT Working with Vulnerable People Act 2011*.

Contact Officer: Dragana Petreski (02) 5124 2610 dragana.petreski@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health

Social Worker

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 14464)

Gazetted: 23 August 2021

Closing Date: 8 September 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

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

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

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

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

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

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

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

ABOUT YOU

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Behavioural Capabilities

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively with complex and challenging clients

Resilience and calm in the face of conflict or uncertainty.

Curiosity

Position Requirements/Qualifications:

Mandatory:

Membership or eligibility for professional membership of the Australian Association of Social Work (AASW).

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

Minimum 1 year post-qualification experience.

Desirable:

Experience of working in public or acute mental health services or via other services engaged with public mental health clients

Notes: This position is based at the Alexander Maconochie Centre (AMC). Successful applicants will also be required to undergo ACTCS vetting and security awareness training.
AMC permits smoking by detainees. Staff working on site may be exposed to intermittent secondary cigarette smoke.

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

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

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.

Contact Officer: Leigh Thompson (02) 5124 4677 leigh.thompson@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Service (CAMHS)

Clinical Manager

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 41201)

Gazetted: 23 August 2021

Closing Date: 31 August 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

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/>
Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

Under the direction of the Manager of CAMHS Adolescent Mobile Outreach Service (AMOS), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise. The Health Professional Officer role is required to work rotating shifts including weekends and public holidays. Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

ABOUT YOU

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Behavioural Capabilities

Commitment to achieving positive outcomes for all people and their families and carers.

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

High level written and oral communication skills. Additionally, ability to communicate at different levels with multiple stakeholders i.e. from consumers to other health professionals.

Position Requirements/Qualifications: Mandatory for all disciplines:

Occupational Therapists

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

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

Psychologists

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

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

Highly Desirable for Psychology:

Approved or eligible for approval as a Psychology Board of Australia Supervisor.

Social workers

Degree in Social Work

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

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

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

Highly desirable for all disciplines:

A current Driver's Licence.

Experience and or knowledge of Eating Disorders

Experience working with children, young people, and adults with a Mental Illness.

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

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

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

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.

Undergo reference checks.

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.

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

Contact Officer: Sarah Toohey (02) 5124 1407 sarah.toohey@act.gov.au

Medicine

Gastroenterology and Hepatology Unit

Registered nurse - Liver clinic

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 16703)

Gazetted: 19 August 2021

Closing Date: 2 September 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

POSITION OVERVIEW

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The Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides services for both inpatients and outpatients The GEHU performs approximately 20, 000 occasions of service per year and provides an outpatient clinical service for patients with inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications: Relevant Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications.

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

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

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

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.

Contact Officer: Anne Blunn (02) 5124 4106 Anne.Blunn@act.gov.au

Women, Youth and Children

Booking and Scheduling

Administration Manager

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 42838)

Gazetted: 23 August 2021

Closing Date: 6 September 2021

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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/>

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in CHS, Community Health Centres, client's homes, schools and Child and Family centres.

The position provides management and leadership to Women Youth and Children Administration staff located at Centenary Hospital for Women and Children, as well as WYandC community Based services. The role involves managing staff who are performing front line services duties including; booking appointments, referral management, screening telephone calls, and clinic support. The role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS and Clinical Portal is required. Demonstrated ability in problem solving as well as small involvement in project management and quality and improvement is highly desirable. This role ensures high quality customer service standards are maintained and provides support and assistance to the Women, Youth and Children's Management team as necessary.

ABOUT YOU

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Behavioural Capabilities

Ability to collaborate with team members to share appropriate information to achieve shared goals.

Adaptability to accommodate change and new ideas.

Willingness to go the extra distance in delivering services to our clients.

Position Requirements/Qualifications:

Ability to type with speed and efficiency.

Experience in Microsoft applications; in particular Excel, Word and Outlook.

Hold a current driver's license.

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Mitchel Green Mitchel Green/ (02) 5124 7491 Mitchel.Green@act.gov.au

Infrastructure and Health Support Services

Sterilising Services

Assistant Manager

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 29388)

Gazetted: 25 August 2021

Closing Date: 8 September 2021

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POSITION OVERVIEW

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The Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. The Sterilising Services section is embedded within this Division. Sterilising Services provides sterilising services to Canberra Hospital (CH), including the Gastroenterology and Hepatology Unit, Calvary Public Hospital Bruce (CPHB), and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising Reusable Medical Devices (RMD). Sterilising Services provides reprocessing of RMD, purchasing, instrument repairs and maintenance. Sterilising Services is organised into the following functional areas:

Sterilising Services Unit at Mitchell, including management and administration

Sterilising Services Unit at CH

Sterilising Services Unit at CPHB

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

Under limited direction, the Sterilising Services Assistant Manager is responsible for managing day-to-day functions of Sterilising Services, to meet operational requirements while ensuring compliance with National Standards, AS/NZS4187, Infection Control guidelines, and CHS policy and procedures across all Sterilising Services operational areas. Assistant Managers are responsible for instrument management, effective human resource management, including rosters and all facets of staff management, equipment maintenance, and active involvement in quality improvement, audits, and other projects related to Sterilising Services. The Assistant Manager will effectively respond to customer enquiries, ensuring a patient focused quality product and service are delivered to each customer.

ABOUT YOU

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Behavioural Capabilities

Strong leadership and people management skills with a high degree of drive.

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

Strong organisational skills with an ability to think strategically to investigate issues and develop solutions.

Position Requirements/Qualifications:

Highly Desirable:

Certificate III in Sterilising and Certificate IV in Leadership and Management (BSB40215), or Certificate III in Sterilising, and other management qualification at certificate IV level and above, and a sound knowledge of AS/NZS4187:2014 is highly desirable. A minimum of five years' experience in Sterilising Services practices or infection control practices or relevant health sector experience. A current driver's license and experience in leading and mentoring teams is preferred. Understand 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 assessment and screening for vaccination/immunity status against specified infectious diseases and obtain a Compliance Certificate from the Occupational Medicine Unit (OMU).

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of nine months with the possibility of extension. The selection may be based on written applications and referee reports only. This position may be rotated between

the Canberra Hospital, Calvary Hospital and Mitchell Sterilising Service. Applications received for this EOI, may be used to backfill any temporary ASO 5 vacancies for the next 12 months.

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

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

Finance and Business Intelligence

Supply Services

Health Service Officer Level 4/5 \$55,637 - \$61,498, Canberra (PN: 20516)

Gazetted: 23 August 2021

Closing Date: 6 September 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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the FBI branch include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, Health Information Unit and Procurement and Supply. The position reports to the Senior Store Supervisor of Canberra Health Supply Services. This position is rotated between the Supply Services Warehouse, Mitchell, and Canberra Hospital.

ABOUT YOU

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Behavioural Capabilities

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

- Strong organisational skills with a high degree of drive.
- Understanding of supply chain processes within a warehouse environment.
- Adaptability and flexibility to accommodate change and provide responsive services.

Position Requirements/Qualifications:

Mandatory:

- Duties of the position include the requirement to drive vehicles, therefore possession of a driver's licence is required.
- Relevant work experience
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Registration under the *ACT Working with Vulnerable People Act 2011*
- Undergo a pre-employment National Police Check.

Notes: This is a temporary position available until the 17 November 2021.

Contact Officer: Jacqueline Williams (02) 6205 3230 Jacqueline.Williams@act.gov.au

Asset Data Coordinator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 33546)

Gazetted: 23 August 2021

Closing Date: 6 September 2021

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/>

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

- Capital project delivery;
- Facilities Management;
- Domestic and Environmental Services;
- Food Services;
- Sterilising Services;
- Security Services; and
- Fleet Management.

The Infrastructure and Health Support Services, Facilities Management Division, is responsible for planned and reactive maintenance, asset management, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT. The Asset Data Coordinator will report to the Strategic Asset Manager and will undertake activities to support the asset management team in the delivery of asset management plans and capital asset renewal programs as it relates to base building infrastructure and fixed assets across the CHS asset portfolio. The asset portfolio is a diverse and complex range of systems and essential infrastructure that support the critical nature of a Health service delivery model which includes multiple buildings at the Canberra Hospital and other Health facilities located across the ACT. The Asset Data Coordinator will have a unique understanding of the responsibilities and accountabilities of the role, being able to work collaboratively across a range of areas in CHS. The incumbent will communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

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Behavioural Capabilities

Extensive knowledge and significant proven experience managing asset information in a complex environment. High-level interpersonal skills in order to influence and provide key information to support decisions made by a diverse stakeholder group. Professional and personable with the ability to develop and maintain effective relationships with key stakeholders within the Directorate, across Government and industry to benefit the quality of service delivery from Facilities Management.

Position Requirements/Qualifications:

Highly Desirable:

Experience in relation to building services maintenance and/or asset management.

Experience using Computer-aided design (CAD) software.

Experience using enterprise asset management systems (EAM) or computerised maintenance management systems (CMMS).

Hold a current drivers' licence.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: John Kilday 0415 455 020 John.kilday@act.gov.au

Clinical Services

Medicine

Medicine Operational

Personal Assistant

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 13141)

Gazetted: 23 August 2021

Closing Date: 6 September 2021

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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/> The Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. This position is responsible for managing the daily activities of the Executive Director by preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of 11 months with the possibility of extension.

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

Contact Officer: Cathie Smith (02) 5124 3659 cathie.smith@act.gov.au

Psychologist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 45175, several)

Gazetted: 23 August 2021

Closing Date: 23 September 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

POSITION OVERVIEW

ACT Forensic Mental Health Services is currently seeking an enthusiastic and flexible Senior Psychologist with an interest in conducting specialist assessments and interventions for people experiencing serious mental illness in the ACT who may be in contact with, or be at risk of becoming in contact with, the criminal justice system as part of the Forensic Consultation and Intervention Service (FoCIS). This is a permanent full-time position working business hours. Part time applications may be considered from suitable applicants. Please see the Duty Statement for full details of the role and conditions. 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/> Forensic Mental Health Services is a unit of Justice Health Services which is responsible for the delivery of high quality mental health care to mental health clients who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison, and court settings. The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

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

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

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

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

Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement: <https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

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

Adaptability and flexibility to accommodate change and respond to novel situations.

Ability to communicate effectively and with influence on clinical issues

Resilience and calm in the face of conflict or uncertainty.

Curiosity

Position Requirements/Qualifications:

Mandatory:

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

Minimum three years (ideally five years) post-qualification work experience

Desirable:

Area of practice endorsement in either clinical or forensic psychology.

Approved or eligible for approval as a Psychology Board of Australia Supervisor.

Knowledge and experience in the use of structured risk assessment tools for risk of offending behaviours.

Current driver's licence.

Other:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with CHS credentialing and scope of clinical practice requirements for Allied Health Professionals.

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

Contact Officer: Gillian Sharp (02) 5124 2785 gillian.sharp@act.gov.au

Child and Adolescent Mental Health Service

Eating Disorders Clinical Hub

Duty Officer

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 55197)

Gazetted: 23 August 2021

Closing Date: 6 September 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

The Eating Disorders Clinical Hub (The Hub) is seeking a dynamic and experienced Registered Nurse level 2 to undertake the role of the duty officer. Under the direction of the Senior Manager, the Registered Nurse will provide expertise in referral management and mental health eating disorder assessment including risk and physical assessment. Other key responsibilities will include system co-ordination, ability to provide brief individual and group interventions and education and training programs to promote healthy eating and living behaviours within a recovery orientated framework. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. 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 and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include:

Director of Nursing.

Director of Allied Health.

Territory Wide Mental Health Services.

Community Mental Health Services.

Alcohol and Drug Services (ADS).

Child and Adolescent Mental Health Services (CAMHS).

Justice Health Services (JHS).

The Eating Disorder Clinical Hub is an Eating Disorder Service and is part of the Child and Adolescent Mental Health (CAMHS) Program within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)

The Hub is a specialist community based centralised service for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The Hub's core business includes, assessment and treatment, consultation and liaison, education and training and system integration to strengthen eating disorders services across the Territory. The Hub is seeking a dynamic and experienced Registered Nurse level 2 to undertake the role of the duty officer. Under the direction of the Senior Manager, the Registered Nurse will provide expertise in referral management and mental health eating disorder assessment including risk and physical assessment. Other key responsibilities will include system co-ordination, ability to provide brief individual and group interventions and education and training programs to promote healthy eating and living behaviours within a recovery orientated framework. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The successful applicant will be based within The Hub. The position is temporary for 6 months with a possibility of extension

Duties

Under limited direction of the Senior Manager for the Eating Disorders Clinical Hub the duty officer will:

Take the primary responsibility for intake, conducting high quality mental health eating disorder assessment and timely risk assessments, including the provision of brief evidence-based treatments and collaborative recovery and treatment planning with individuals and their families/carers within a community and hospital setting.

Provide clinical nursing expertise regarding physical health assessments, including physical health observations, pathology, weighing and pharmacology treatment

Provide system co-ordination, consultation and liaison to carers/ families, primary care clinicians, GP's, Tertiary Specialist Services , Government and the Non-government sector.

Develop and facilitate group therapy, in-services, education and training programs on eating disorders, comorbidities and health promotion to clinicians, carers/families, the Government, and Non-government sector.

Maintain high quality health care records, data spreadsheets including, file notes and outcome measurement tools in accordance with policies and procedures.

As an active team member, participate in clinical supervision, professional development activities, clinical governance, quality improvement, monitoring, research, and evaluation of care.

Work within the Mental Health Act and other relevant legislation.

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

About You

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

Behavioural Capabilities

Commitment to achieving positive outcomes for all people and their families and carers.

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

High level written and oral communication skills. Additionally, ability to communicate at different levels with multiple stakeholders i.e. from consumers to other health professionals.

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications in Nursing.

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

Must hold a current driver's licence.

Experience in mental health.

Highly desirable for all disciplines:

Experience and or knowledge of Eating Disorders

Experience working with children, young people, and adults with a Mental Illness.

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

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

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

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.

Be available for weekend and on call work when necessary.

Note: This is a temporary part-time position available at 0.70FTE (30hrs per week) for a period of six months with the possibility of extension. The full time salary noted above will be paid pro rata. Selection may be based on written application and referee reports only.

Contact Officer: Kalvinder Bain 02 5124 6544 kalvinder.bain@act.gov.au

Women Youth and Children

Maternity and Gynaecology Outpatients

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 43877, several)

Gazetted: 24 August 2021

Closing Date: 9 September 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

Position Overview

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

The CHS division of Women, Youth and Children, provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital, Centenary Hospital for Women and Children and Health Services, Community Health Centres, client's homes, schools and Child and Family centres.

Duties

Under limited direction of the Clinical Midwifery Manager you will perform the role of a Level 2 Midwife throughout the Outpatient Department, including Early Pregnancy Assessment Unit, Fetal Medicine Unit, Antenatal Clinics, Childbirth Education, Midcall and the Gynaecology Clinic.

You will:

Provide comprehensive, women-centred and autonomous, evidence based midwifery care to women in accordance with the National Midwifery Guidelines for Consultation and Referral and Canberra Health Services Policies and Procedures.

Role model professional workplace behaviour, leadership and collaboration within the multidisciplinary health care team of Maternity and Gynaecology to deliver high quality, safe and effective care.

Participate in the orientation of new and /or less experienced staff across the Maternity Outpatients Department, and participate in the completion of performance development agreements as required.

Demonstrate a commitment to, and an understanding of the National Safety and Quality Health Service Standards and ensuring a positive patient experience.

Actively participate in professional development, continuing education, clinical research, maternity clinical guideline development, quality improvement, reflective practice and risk management to ensure safe and effective high quality midwifery care.

Demonstrate a high level of time management skills and ability to coordinate clinical pathways for women and provide a supportive educational environment to enable women and their families to make informed choices about their care.

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

About You

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Behavioural Capabilities

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

Promote positive workplace behaviours and be committed to role modelling these

Be committed to collaboration to optimise the safety and quality of care.

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

Position Requirements/Qualifications:

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

Have an understanding of how the National Safety and Quality Health Service Standards (NSQHSS) 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:

Provide suitable references

Undergo a pre-employment National Police Check.

Note: These are temporary position's available for a period of 11.5 months with the possibility of permanency.

Contact Officer: Emmalee Hamilton 51247368 emmalee.hamilton@act.gov.au

Quality, Safety Innovation and Improvement

Performance Standards and Monitoring

Senior Director, Performance Standards and Monitoring

Registered Nurse Level 5.5 \$166,958, Canberra (PN: 51797)

Gazetted: 24 August 2021

Closing Date: 10 September 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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements. The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation. Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

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

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient/consumer/carer focus

High level of emotional intelligence and strong engagement skills

Proactive with strong organisational skills, able to work independently and within a team environment

Position Requirements/Qualifications:

Relevant: Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of 4 years' experience working professionally in a health care setting 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.

Note: This position is multi-classified. Applicants to ensure they respond to the job advertisement relevant to their classification. 01XKM - RN5.5; 01XKO – SOGA; 01XKK - HP6

Previous applicants need not apply.

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

Contact Officer: Karen Grace (02) 5124 8129 karen.grace@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Unit

Occupational Therapist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 37371)

Gazetted: 24 August 2021

Closing Date: 16 September 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

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, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including 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

Justice Health Services

Child and Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

Dhulwa Mental Health Unit (DMHU) and the Gwangal Mental Health Unit (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Gwangal Mental Health (GMHU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce.

The GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition.

Both units are managed by MHJHADS Division.

At this level it is expected this role will be an integral member of the Multi-disciplinary team and will provide, under reduced supervision, high quality occupational therapy services that will achieve sound outcomes for people within a therapeutic secure environment. In addition to core skills in mental health practice, the occupational therapist will offer a range of assessments, therapeutic interventions and high-quality programs specifically targeted at promoting people's optimal engagement and participation in meaningful activities, as well as addressing functional and occupational issues.

The Occupational Therapist will contribute to all stages of a person's journey, from the time of admission through to their preparation and transition to other settings. All staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

Duties

Under limited direction of the Allied Health Manager you will perform:

Provide appropriate skilled clinical assessment and intervention to specialised client group/s with appropriate direction, supervision and support within a therapeutic secure environment.

In collaboration with the Allied Health Manager, lead in the planning, delivery and evaluation of the therapeutic programme.

Exercise independent judgment on routine matters under reduced professional supervision (as expertise/experience increases) when performing novel, complex or critical tasks.

Liaise with family/carers and other service providers as required.

Complete case and program records to high standards and meet data collection requirements.

Supervise and assist education of Health Professional 1, Health Professional 2, students, technical, non-clinical and other staff as appropriate.

Participate in education programs for the area of clinical service delivery.

Undertaking other duties appropriate to this level of classification which contribute to the operation of the division.

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

Strong organisational skills with a high degree of initiative.

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

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

Effective communication, including active listening skills, and an ability to negotiate.

Position Requirements/Qualifications:

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

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

Previous experience in mental health service or forensic/custodial service.

Previous experience in an inpatient mental health facility.

Hold a current Drivers Licence.

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

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

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

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.

Contact Officer: Ajish lukose 0251241955 Ajish.lukose@act.gov.au

Senior Director, Performance Standards and Monitoring Health Professional Level 6 \$153,041, Canberra (PN: 51797)

Gazetted: 24 August 2021

Closing Date: 10 September 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

POSITION OVERVIEW

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

The Quality, Safety, Innovation and Improvement Division (QSII) supports the delivery of CHS' strategic approach to patient safety, quality improvement, national standards and accreditation with a focus on continuous quality improvements. The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

- Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies,
- reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.
- Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

ABOUT YOU

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Behavioural Capabilities

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient/consumer/carers focus

High level of emotional intelligence and strong engagement skills

Proactive with strong organisational skills, able to work independently and within a team environment

Position Requirements/Qualifications:

- Relevant tertiary qualifications and a minimum of 4 years' experience working professionally in a health care setting 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:

- 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 position is multi-classified. Applicants to ensure they respond to the job advertisement relevant to their classification. 01XKM - RN5.5; 01XKO - SOGA; 01XKK - HP6
Previous applicants need not apply.

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

Contact Officer: Karen Grace (02) 5124 8129 karen.grace@act.gov.au

Senior Director, Performance Standards and Monitoring

Senior Officer Grade A \$153,041, Canberra (PN: 51797)

Gazetted: 24 August 2021

Closing Date: 10 September 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

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/>
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- Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.
- Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement.

ABOUT YOU

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Behavioural Capabilities

Display a high-level understanding of quality and clinical governance frameworks and the National Safety and Quality Health Service Standards.

Patient/consumer/carers focus

High level of emotional intelligence and strong engagement skills

Proactive with strong organisational skills, able to work independently and within a team environment

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of four years' experience working professionally in a health care setting 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:

Undergo a pre-employment National Police Check.

NOTES

This position is multi-classified. Applicants to ensure they respond to the job advertisement relevant to their classification. 01XKM - RN5.5; 01XKO - SOGA; 01XKK - HP6

Previous applicants need not apply.

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

Contact Officer: Karen Grace (02) 5124 8129 karen.grace@act.gov.au

Clinical Services

Women Youth and Children

Clinical Support and Projects

Clinical Support Midwife

Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 22219)

Gazetted: 20 August 2021

Closing Date: 8 September 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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>
The Clinical Development Midwife position supports all midwives within the Centenary Hospital for Women and Children. This position also provides support for newly graduated midwives, through an intensive orientation program and provide extensive educational and clinical support throughout the Maternity Unit for all staff through department wide in-service and education activities. The Clinical Development Midwife will be supported by the Clinical Support Midwife, Clinical Midwife Managers and Clinical Support Manager to work within their full midwifery scope of practice across all areas of Maternity.

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

A strong, women centred midwifery philosophy

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

Adaptability and flexibility to accommodate change and provide responsive services to meet the needs of the Maternity Unit

Resourcefulness and adaptability to meet these changing needs within a dynamic environment.

Position Requirements/Qualifications:

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

Eligibility for membership of the Australian College of Midwives

Extensive experience as a Registered Midwife across the full scope of practice

Postgraduate qualifications in relevant field e.g. Midwifery, Child, and Family Health and/or Clinical Leadership (desirable)

The successful applicant will be required to undertake “Train the Assessor” training through Capability if they do not hold a similar qualification such as Certificate 4 in Training and Assessment.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary full-time position available up till 23 January 2023 with the possibility of extension. Part-time hours will be considered and the full-time salary noted above will be pro-rata.

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

Contact Officer: Fiona Cameron (02) 5124 7737 fiona.cameron@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

Board and CEO

Chief Executive's Office

Director to the Chief Executive Officer, CIT

Senior Officer Grade A \$153,041, Canberra (PN: 37350)

Gazetted: 25 August 2021

Closing Date: 8 September 2021

Details: The Canberra Institute of Technology (CIT) is a dynamic, connected and diverse provider of vocational education and training (VET), and is at the centre of a vibrant, constantly adapting ecosystem of students, industry and the community. CIT plays a major role in the development of the ACT's future workforce and in building the skill base of the economy.

This position reports directly to the Chief Executive Officer (CEO), working closely with the executive team to review, analyse and provide advice to ensure the strategic alignment of the CIT Strategic Compass, business strategies and government and CIT Board priorities.

The Director to the CEO requires a broad knowledge of the VET sector, with the ability to be flexible and versatile in a changing, complex and evolving work environment and being comfortable with ambiguity.

The role specifically is looking for demonstrated experience in high level representational, verbal and written communication skills and managing highly sensitive and complex issues on behalf of the CEO.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications to underpin the duties outlined in the position description are highly desirable.

Experience working within the ACT Government.

A broad understanding of the administrative, regulatory and policy issues associated with the vocational education sector will be of advantage.

Notes: This is a temporary position available from 20 September 2021 until 16 September 2022.

How to Apply: Interested applicants may provide a submission of no more than two pages and a current curriculum vitae outlining relevant skills and experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leanne Cover (02) 6207 3107 Leanne.Cover@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

Policy Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52863)

Gazetted: 25 August 2021

Closing Date: 13 September 2021

Details: Working with the Whole of Government Industrial Relations and Public Sector Employment Branch, you will inform and shape our workforce through the formulation of leading-edge policy and legislation to foster a positive and adaptive workforce culture which contributes to making Canberra and our public service vibrant, inclusive and thriving. Your responsibilities will include developing and reviewing employment and governance policies and legislation, providing advice on employment and governance matters, contributing to the implementation of a range of employment and governance projects and supporting the work of the Remuneration Tribunal, Public Sector Standards Commissioner and other whole of government bodies.

To be successful in this position, you will:

Bring experience in developing and implementing employment policies and legislation;

Have strong written and oral communication skills;

Enjoy problem solving and have a keen eye for detail;

enjoy working in a fast-paced environment, be flexible and open to change; and

Be supported by whole of government guidelines, policies and procedures, and guided by a diverse, inclusive and passionate team.

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 qualifications in Law, Public Administration, Business or Human Resources will be highly regarded.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Melinda Hughes (02) 6207 6502 Melinda.Hughes@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Service Management

Website Developer

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 52878, several)

Gazetted: 25 August 2021

Closing Date: 8 September 2021

Details: Customer Engagement Services Branch are looking for an experienced Web Developer with a background of working on an online content management system or experience with a service management platform such as ServiceNow. Our team is passionate about innovation and improving the delivery of ACT Government services for approximately 22,000 internal customers. These services cover multiple functions including Finance, Human Resources and Information Communication Technologies. The Website Developer will develop, maintain and improve websites (service portals) that fall within the responsibility of Customer Engagement Services Branch. A primary goal of the role will be to develop a new website applying adaptive design within the bootstrap frontend framework. If you're seeking an opportunity to join a dynamic team with a major role in transforming service delivery, apply now. 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 with ServiceNow and experience in the development of forms and workflows is highly desirable. Experience with CSS, HTML and JavaScript is essential.

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

How to Apply: Your suitability for this position will be assessed based on your Skills, Knowledge and Behaviours in relation to the duties/responsibilities detailed in the position description. If you think you're up for it, please send us your curriculum vitae and a pitch containing no more than 800 words. Your pitch should include your greatest achievement(s) in the last two years and why you think you're the best person for this job.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Hingston (02) 6205 1269 David.Hingston@act.gov.au

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

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 15206)

Gazetted: 25 August 2021

Closing Date: 8 September 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 ICT Support Officer within the Education ICT embedded team. As part of the Education ICT Software and Licensing 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 details and can quickly adapt to a fast-paced environment. Experience in the use of ServiceNow or any other ITSM tool, and Excel would be considered advantageous.

Notes: This is a temporary position available until 3 January 2022 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: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do".

Addressing the criteria listed under the "What you require" section, please submit a personal pitch, of no more than two pages.

Use the STAR model providing evidence-based examples of your capabilities, highlighting your skills and experience and attributes that you could bring to the role. Refer to: [Applicant-Information-Kit.pdf \(act.gov.au\)](#). Please include your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sergio Soto (02) 6207 0786 Sergio.Soto@act.gov.au

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

Support Officer

Information Technology Officer Class 1 \$71,963 - \$81,917, Canberra (PN: 40387, several)

Gazetted: 25 August 2021

Closing Date: 8 September 2021

Details: This position works within the Community Services Directorate (CSD) ICT Team and is responsible for being the first point of contact for CSD ICT requests and incidents raised by customers. The Support Officer position is primarily responsible for being the first point of contact for CSD ICT requests and incidents raised by customers. As part of the ICT team, you will contribute to achieving positive service results within team key performance indicators. The role will include:

Answering phone calls

Responding to emails

First-level troubleshooting

Monitoring the team queue

Recording ICT requests or incidents

There is also the requirement to provide face to face on-site field support.

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

Notes: This is a temporary position available from 1 October 2021 until 30 April 2022 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: After reviewing the “What you require” section of the Position Description, please submit a two-page ‘pitch’ along with a curriculum vitae. The SFIA assessment verification documents are not mandatory.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mamun Khandakar (02) 6207 4757 Mamun.Khandakar@act.gov.au

Economic Development

Skills Canberra

Branch Coordination and Governance

Executive Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 02388)

Gazetted: 24 August 2021

Closing Date: 9 September 2021

Details: Skills Canberra is seeking an Executive Officer to join its team. Skills Canberra is responsible for Vocational Education and Training (VET), Adult Community Education (ACE) and skilled migration policy and programs in the ACT. Skills Canberra gathers and interprets data from a wide range of sources to predict industry trends, identify future training and skilled migration requirements, and implements initiatives and programs to deliver on ACT Government priorities. As Executive Officer in the Branch Coordination and Governance team, you will: work closely with all Skills Canberra teams to support the provision of timely, high quality information and advice for the Branch, Directorate and Ministers; manage VET-related ACT Legislative Assembly, Cabinet and government reporting commitments, and implement both leading practice Public Sector governance and effective business practices. The successful candidate must have strong organisational skills, with the ability to manage competing priorities in a high pressure environment. You must be able to write clearly and be able to communicate complex technical ideas clearly and effectively, both in writing and verbally. You should have experience in negotiating and collaborating with internal and external stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Notes: Selection may be based on written application and referee reports only. A merit pool may be established from this recruitment process to fill future identical vacancies over the next 12 months. Please note, this position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, 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: Applicants should address the Professional/Technical skills and Behavioural Capabilities located in the Position Description with a pitch of no more than two pages, including a current curriculum vitae and contact details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Aimee Vassallo (02) 6205 4040 Aimee.Vassallo@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Power Platform Specialist

Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 49234)

Gazetted: 23 August 2021

Closing Date: 16 September 2021

Details: Technology Services Branch are seeking a motivated person to take on the role of Power Platform Specialist. DOTS is in the process of expanding the service offerings from the existing Power BI service to Power Automate, Power Apps and other products in the Power Platform. The Power Platform specialist whilst participating in initial service and environment/s design is primarily responsible for:

Using the Power Platform COE (Centre of Excellence) toolset and their knowledge of CI/CD pipelines to act as a low-code build master for the emerging customer base;

Providing good practice advice (excluding Power BI as this is covered by existing resources) to low-code developers, via matrix mode/BizDevOps delivery; and

Developing canvas PowerApps and Cloud Flows to customer requirements as well as providing scrum master services for customer development sprints. 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: Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to rapidly obtain and maintain a certificate is mandatory

Notes: This is a temporary position available immediately for a period up to 12 months with the possibility permanency. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

How to Apply: After reviewing the Position Description please provide a written response to each of the individual seven capabilities listed in the "What you require" section of the Position Description, describing experience and claims of suitability for each capability separately. Applications should be limited to applicant curriculum vitae, not more than two pages of capability response, and SFIA assessment verification documents if applicants have them. The SFIA assessment verification documents are not mandatory.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kieran Steele (02) 6205 2701 kieran.steele@act.gov.au

Construction and Utilities

Building and Planning Compliance

Construction and Planning Investigations

Building Investigator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 41161)

Gazetted: 23 August 2021

Closing Date: 6 September 2021

Details: Do you want to help make Canberra a better place to live? Are you interested in implementing change? Do you want to help raise the quality of building in the ACT? This might be the job for you. Access Canberra are looking for an investigator to assist in driving regulatory reform in the ACT building industry. As a member of the Construction and Planning Investigations Team you will operate with a high degree of integrity to undertake multiple complex investigations relating to complaints under the *Building Act 2004*, the *Planning and Development Act 2007*, and the *Construction Occupations (Licensing) Act 2004*. You will be motivated and independent, be able to think strategically, apply a risk-based approach to managing investigations and promoting compliance and show initiative when undertaking investigations, enforcement action and building inspections. You will have excellent attention to detail and the ability to liaise with internal and external stakeholders. You will have a great team to work with and support you in one of the most diverse and interesting agencies in the ACT Government. If this sounds like you then we would love to hear about why you would be the best person for the job. 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 qualifications or experience in investigations/compliance/enforcement is highly desirable

Current driver's licence is essential

Notes: This is a temporary position available immediately until 30 June 2022 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process that can be used to fill vacancies over the next 12 months.

How to Apply: If you think you're up for the job, please provide

Your curriculum vitae; and

A two-page response to the 'Skills, Knowledge and Behaviours' included in the Position description; and

The names and contact details of at least two referees who can attest to your work performance, ability, and attitude (one of whom is to be a current or very recent supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Pascoe (02) 6205 0773 adam.pascoe@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.

Treasury

Strategic Human Resources and Corporate

Assistant Director, Learning and Development

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 38769)

Gazetted: 23 August 2021

Closing Date: 8 September 2021

Details: Who we are

The Strategic Human Resources and Corporate Branch provides HR advice and support to various business units within Chief Minister Treasury and Economic Development Directorate (CMTEDD). Our team is focussed on being a valued business partner in Learning and Development, Diversity and Inclusion, Strategic Recruitment and providing other HR expertise.

What you will do

You will be responsible for understanding business needs and linking these to the identification, development, delivery and ongoing review of engaging Learning and Development solutions. These will be delivered across a variety of methods and platforms including blended learning and eLearning. You will facilitate workshops with varied audiences and group sizes as well as lead and inspire your team to manage various entry level programs, such as Graduates and Trainees.

What we require

To thrive in the role, you will need to have successfully managed organisation-wide end-to-end LandD initiatives. Your advanced proficiency in adult learning, instructional design and training evaluation will be key to your success, and a tertiary qualification in HR and/or Training and Assessment is highly desirable.

You will be exceptional at establishing and maintaining effective and diverse business partnerships to ensure key capability development outcomes. Your expert communication and influencing skills will be heavily relied on, as well as your ability to analyse and find solutions to complex problems. You will excel in this position if you are resilient, flexible and able to adapt to changing circumstances while managing multiple priorities and demands. 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: This is a temporary position available for an initial period of 10 months the possibility of permanency.

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two page written response to support your application. Please provide evidence of your suitability for the role by including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

You will be asked to attach a current Curriculum Vitae and provide details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Jordan (02) 6205 3230 Jennifer.Jordan@act.gov.au

Digital, Data and Technology Solutions

ACT Data Analytics Centre

Policy Officer

Administrative Services Officer Class 5/6 \$82,506 - \$101,743, Canberra (PN: 40126, several)

Gazetted: 23 August 2021

Closing Date: 30 August 2021

Details: Wherever you are at in your career, ACT Data Analytics Centre (ACTDAC) can help you take it further. We are a diverse, innovative and professional team of data and policy experts. We are empathetic, curious, and respectful: working in the best interest of Canberrans and our ACTPS partners. Our people thrive in rapid decision and learning cycles, enabled by digital tools, and empowered with a common purpose to drive change across the ACTPS. We have several expected vacancies for policy officers at the ASO5 to ASO6 level. Successful applicants will use their strong conceptual and analytics skills to guide planning and policy development, communicate with influence to drive policy outcomes, and engage across the data governance and management landscape of the ACT Government and wider public sector. You will be an evangelist for change, not only working to establish evidence-driven policy, but also help to implement whole of government frameworks and practice in conjunction with ACT Government directorates. Please review the Position Description for more details about this role and its duties/responsibilities. 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 professional qualifications/certifications, and/or extensive relevant experience are desirable.

Notes: There are several expected vacancies for policy officers at the ASO5 to ASO6 level which will be filled depending on 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. 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: If you think you are the right person we are looking for, please submit your curriculum vitae (including the contact details of two referees) and a personal pitch by the application closing day.

Your pitch should be no more than two pages addressing the Section Criteria by outlining:

Which level you are applying for (ASO 6 or ASO 5); and

Why you are interested in the opportunity and what skills and experiences you will bring to the position and ACTDAC

Applications should be submitted via the Apply Now button below.

Contact Officer: Olivia Jiang (02) 6205 4276 olivia.jiang@act.gov.au

Access Canberra

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 48642, several)

Gazetted: 23 August 2021

Closing Date: 13 September 2021

Applications are sought from suitably experienced and motivated individuals to fill a range of permanent and temporary vacancies at both full-time and part-time working arrangements in the role of Administrative Service Officer across the several branches of Access Canberra below:

Construction and Utilities,

Customer Coordination including Contact and Service Centres,

Engagement Compliance and Covid-19 Response,

Environment Protection Authority,

Fair Trading and Compliance Regulatory Strategy,

Licensing and Registrations, and

Projects, Governance and Support.

These positions will work collaboratively in a large team environment and be responsible for delivering superior customer service on behalf of Access Canberra, please refer to the position description attached. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a cultural or linguist background we are especially welcoming of your application. Access Canberra is comprised of ACT community members helping other ACT community members and representation and visibility of our central connectedness is key to our mission.

Note: Working hours and arrangements may vary from role to role. A Merit Pool will be established from this process to fill future permanent and/or temporary vacancies that may arise over the next 12-months

All ACTPS employees in the Access Canberra Contact Centre or Service Centre will be employed as Scheduled workers and have their working hours scheduled in accordance with subclauses O9.15 to O9.31 of the ACT Public Sector Administrative and Related Classifications Enterprise Agreement 2018 – 2021. A Merit Pool will be established from this selection process and will be used to fill future permanent and/or temporary vacancies that may arise over the next 12-months. Selection may be based on application and referee reports only.

Successful applicants must be prepared to:

Work weekends;

Work to a 7 day scheduled roster that may involve commencing work at 6:50am and/or finishing at 8:00pm;

Work from any Access Canberra location as required;

Wear a uniform if supplied;

Participate in extended hours during Emergency or SES events.

How to Apply: To apply, applicants should submit:

A response of no more than two pages that demonstrates your suitability for this position based on your skills, knowledge and behaviour in relation to the duties/responsibilities (details are in the position description); and

A copy of your curriculum vitae.

Additionally, if there is a branch in the Agency that you would not like to work in, please identify this in your application and outline why.

If you would like to be considered for part time hours, please clearly articulate this in your application and the hours you are available to work. The advertised salary will be paid pro-rata for part-time hours.

Applicants can contact the Contact Officer for more information on these roles.

Contact Officer: Cai Wilden (02) 6207 7518 Cai.Wilden@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, Data and Technology Solutions

Policy Officer

Administrative Services Officer Class 5/6 \$82,506 - \$101,743, Canberra (PN: 40126, several)

Gazetted: 19 August 2021

Closing Date: 19 August 2021

Details: Wherever you are at in your career, ACT Data Analytics Centre (ACTDAC) can help you take it further. We are a diverse, innovative and professional team of data and policy experts. We are empathetic, curious, and respectful: working in the best interest of Canberrans and our ACT Public Service (ACTPS) partners. Our people thrive in rapid decision and learning cycles, enabled by digital tools, and empowered with a common purpose to drive change across the ACTPS. We have several expected permanent vacancies for policy officers. Successful applicants will use their strong conceptual and analytics skills to guide planning and policy development, communicate with influence to drive policy outcomes, and engage across the data governance and management landscape of the ACT Government and wider public sector. You will be an evangelist for change, not only working to establish evidence-driven policy, but also help to implement whole of government frameworks and practice in conjunction with ACT Government directorates. Please review the Position Description for more details about this role and its duties/responsibilities. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant professional qualifications/certifications, and/or extensive relevant experience are desirable.

Notes: This position will be filled as an Administrative Services Officer Class 5 or 6 depending on suitability or the role. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If you think you are the right person we are looking for, please submit your curriculum vitae (including the contact details of two referees) and a personal pitch by the application closing day.

Your pitch should be no more than two pages addressing the section criteria by outlining:

Which level you are applying for (ASO 6 or ASO 5); and

Why you are interested in the opportunity and what skills and experiences you will bring to the position and ACTDAC.

Applications should be submitted via the Apply Now button below.

Contact Officer: Olivia Jiang (02) 6205 4276 Olivia.Jiang@act.gov.au

Digital, Data and Technology Solutions

Strategic Business

Contracts and Licensing Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 00016)

Gazetted: 19 August 2021

Closing Date: 9 September 2021

Details: The Contracts and Licensing Officer plays a key role in supporting software licensing functions and in recording and monitoring ICT contracts. The position involves co-ordination of tasks relating to approval of new software for use by the ACT Government. The Contracts and Licensing Officer also works with team members to ensure that new ICT contracts are correctly uploaded to a Contracts Register and placed on the ACT Government Notifiable Contracts portal. The position requires a high level of aptitude in Microsoft Excel, and a willingness to learn new systems and processes. There are good prospects for advancement for the right candidate. 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: Please respond with your curriculum vitae and a short (4 page) supporting document addressing the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoff Fietz (02) 6205 8050 geoff.fietz@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

Housing ACT

Client Services

Tenant Experience

Community Development Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52882)

Gazetted: 24 August 2021

Closing Date: 7 September 2021

Details: We are seeking a highly motivated person to fill the role of Community Development Officer with the Connected Communities portfolio within the Tenant Experience Section of Housing ACT. The Community Development Officer is required to have an understanding of and experience in working with vulnerable clients with complex needs and a commitment to innovation and flexible service responses to assist clients to achieve better housing and social outcomes. Connected Communities is responsible for the management of tenancies within Housing ACT's Multi Unit Properties. The Community Development Officer works alongside the Housing Managers to support social connectedness throughout five of the multi-unit properties with the goal to grow and enhance strong communities within those complexes. The position will work closely with Government and non-Government community organisations to provide appropriate support options to clients and stakeholders. It requires an understanding of Asset Based Community Development and the ability to practically apply its principals in a community development setting and demonstrated experience in delivering community development programs including the ability to lead projects from implementation through to close out. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements

Essential 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.

Current driver's licence

Desirable

Relevant tertiary qualifications in Community Development and/or a minimum of three years working with in communities with clients with complex needs are highly desirable.

Notes: This is a temporary position available for a period up to 12 months

How to Apply: Please submit a two-page expression of interest outlining your experience and skills against the Position Requirements (Selection Criteria), keeping in mind the duties outlined in the Position Description attached, along with your current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennelle Irwin (02) 6207 2560 jennelle.irwin@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.

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

Flexible Education

Transitions Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 30530)

Gazetted: 25 August 2021

Closing Date: 1 September 2021

Details: The Flexible Education team is looking for an individual with the ability to utilise a coordinated service delivery model, to assess the needs of and develop plans for vulnerable young people attending Murrumbidgee School inside Bimberi Youth Justice Centre, including Aboriginal and Torres Strait Islander young people and their families. They will provide support for Aboriginal and Torres Strait Islander and Non-Aboriginal students to assist them in transition to their home school or other education program, training and/or employment program. The successful application will need a sound knowledge and understanding of the ACT Education Directorate's commitment to Cultural Integrity in ACT Public Schools, the issues important to Aboriginal and Torres Strait Islander people, and the importance of schools meeting the needs and aspirations of all Aboriginal and Torres Strait Islander students.

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. This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Notes: This is a temporary position available immediately until 13 May 2022 with the possibility of extension up to 12 months and or/permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a response to the selection criteria (maximum four pages), a current curriculum vitae and details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sasha Posthuma (02) 6207 3528 Sasha.Posthuma@act.gov.au

School Improvement and Performance Division

Palmerston District Primary School

Finance Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 56583)

Gazetted: 23 August 2021

Closing Date: 6 September 2021

Details: Palmerston District Primary School is looking for an enthusiastic and dedicated person, with exceptional customer service skills to join our school support team. Working closely with the Principal and the Business Manager, the position provides high level support in all aspects of the financial procedures and processes within the school. The role sits within the front office team to provide administrative, finance and business services to support the needs of the school community. The role requires excellent organisation and administration skills with proficiency with a variety of computer applications, databases and spreadsheets, and a focus on best practice business processes. Palmerston District Primary School is a P – 6 school located in the Gungahlin suburb of Palmerston. The current student enrolments are 852 with a staff of approx. 90.

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.

Desirable: A First Aid Certificate or a willingness to undertake appropriate training. Working knowledge of Sentral School Administration System (SAS) and Xero financial management software.

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

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria (Professional/Technical Skills and Knowledge and Behavioural Capabilities), together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Brown (02) 6142 1440 kirsty.brown@ed.act.edu.au

System Policy and Reform

Education and Care Regulation and Support

Quality Assurance Officer

Professional Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 43974)

Gazetted: 20 August 2021

Closing Date: 7 September 2021

Details: Are you an experienced early childhood professional looking for an exciting opportunity to expand your knowledge and further your career? Are you committed to continuous quality improvement in the education and care sector and have a thorough understanding of the National Quality Framework? Do you have exceptional interpersonal skills, high level written skills and well-developed priority management capabilities?

If so, Children's Education and Care Assurance (CECA) is currently undertaking recruitment for a temporary vacancy in the Quality Assurance Team. Quality Assurance Officers are responsible for assessing quality against the National Quality Standard and work in partnership with education and care providers in promoting quality for children and their families in education and care settings under the *Education and Care Services National Law (ACT) Act 2011*. CECA is a team within the Education and Care Regulation and Support (ECRS) branch of the ACT Education Directorate. The Quality Assurance team sits within CECA and is staffed by qualified early childhood professionals with experience across Government and non-Government education and care services.

Eligibility/Other Requirements: Tertiary qualifications in early childhood education and care are required. Related qualifications may be considered. The successful applicant will also undertake an Authorised Officer Training program delivered by ACECQA.

Note: This is a temporary position available from September 2021 for up to 12 months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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 relative to the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications as outlined in the Position Description, contact details of at least two referees and a current curriculum vitae.

Interested applicants are encouraged to contact the contact officer prior to submitting an application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Annerley 02 6207 8092 jessica.annerley@act.gov.au

Environment, Planning and Sustainable Development

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

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

Environment, Heritage and Water

Conservation and Water Policy and Planning

Parks Planning and Policy

Director, Parks Planning and Policy

Senior Professional Officer Grade B \$131,773 - \$148,344, Canberra (PN: 14989)

Gazetted: 20 August 2021

Closing Date: 3 September 2021

Details: The Parks Planning and Policy Section of the Environment, Planning and Sustainable Development Directorate is responsible for preparing statutory management plans for conservation reserves to protect biodiversity, and promote appropriate recreational, educational and scientific uses within reserve areas. The section also prepares policies, plans and strategies for the management of key natural resources in reserves, reviews existing reserve management plans and prepares implementation reports.

All processes require the preparation of associated documents, advice to the Minister and extensive stakeholder and public consultation.

The section also provides conservation advice to the ACT Government on a broad range of government policies and strategies.

What we are looking for

A committed, enthusiastic person to lead in a small team and partner with the community to protect, conserve and enhance the natural and cultural values of the ACT.

A leader who will foster a team culture of respect, innovation, collaboration and integrity.

A person with demonstrated experience in natural resource management and a sound knowledge of conservation planning issues related to the ACT

A person with excellent written and oral communication skills, project management skills and experience in preparing documents related to the management of public land reserves, and

A person with excellent facilitation skills who will develop and maintain effective relationships with multiple stakeholders.

Eligibility/Other Requirements:

Tertiary qualifications in a relevant field of natural resource management, environmental planning or related discipline

A current manual driver's licence.

Notes: This is a temporary position available from 20 September 2021 until 1 December 2022 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. This position is required to work within an activity-based working environment (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please send your curriculum vitae, details of two referees, and a response addressing the Selection Criteria (detailed in the Position Description) with no more than half a page per criteria. Applications that do not address the Selection Criteria will not be assessed.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jasmyn Lynch (02) 6205 4815 Jasmyn.Lynch@act.gov.au

Development and Implementation

Asbestos Response Taskforce

Senior Director

Senior Officer Grade A \$153,041, Canberra (PN: 53014)

Gazetted: 19 August 2021

Closing Date: 26 August 2021

Details: Do you have a passion for leading complex projects and teams that shape our city? The Asbestos Response Taskforce is seeking applications for the position as Senior Director to lead our team of highly skilled and dedicated policy, engagement, personal support and project management experts as they enter the final phase of work of the Taskforce. The *Asbestos Response Taskforce* is responsible for managing the Government's response to loose fill asbestos insulation in ACT homes, including:

policy advice and operational support to the Minister, Chief Minister and the Cabinet;

demolition of houses, sale of sites and reporting as part of the Loose Fill Asbestos Insulation Eradication Scheme;

Providing support for affected homeowners to understand their options for management of their Mr Fluffy properties;

administration of the Government's financial assistance package; and

development of appropriate responses to short, medium and long term issues associated with asbestos in the built environment.

The Asbestos Response Taskforce will end its role in June 2022. The Taskforce has been an exemplar for the development of sound governance and process in a complex and previously unexplored environment and has positioned itself as a national leader in the management of loose fill asbestos in homes. Senior Director position will lead the 'ending well process' to complete the work of the taskforce leading up to June 2022. Applicants

should have demonstrated excellent governance, collaboration, stakeholder management and project management skills as it relates to an ACT Government setting. Applicants should also have high emotional intelligence to lead the sensitive and at times difficult work of the team. The ACT Public Service is committed to building a culturally diverse workforce and 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 qualifications are highly desirable.

Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

Notes: This is a temporary position available immediately up till 30 June 2022. 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) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit a pitch style response of no more than two pages addressing the position Selection Criteria, and a curriculum vitae including the contact details of at least two referees.

Your suitability for this position will be assessed based on your Skills, Knowledge and Behaviour Criteria in relation to the duties/responsibilities outlined in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lea Durie (02) 6205 0164 lea.durie@act.gov.au

Independent Competition and Regulatory Commission

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

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

Deputy CEO

Senior Officer Grade A \$153,041, Canberra (PN: 42852)

Gazetted: 25 August 2021

Closing Date: 20 September 2021

Details: The Independent Competition and Regulatory Commission is an independent agency in the Treasurer's portfolio that delivers a diverse range of regulatory services to the ACT community and advises the ACT Government on contentious industry and competition issues. Reporting directly to the CEO, the Deputy CEO position is an ideal opportunity for a regulatory professional, ideally with at least 5-10 years' experience in applying economic and regulatory principles and leading teams to deliver outcomes, to develop their strategic and organisational leadership skills. As small agency with a broad and varied workload, the commission offers interesting and challenging work where you will work across a diverse range of stakeholders, including ministers, policy departments, regulated electricity, gas and water utilities, consumers, small businesses, environmental groups, and other community groups. The deputy CEO supports the CEO in advising the commission and contributes to shaping the commission's strategic approach and building strong stakeholder relationships. This is a great opportunity to develop expertise in running a small agency, by assisting the CEO in producing the commission's annual report and other strategic documents, overseeing the budget and financial position, and undertaking other governance and corporate functions. In this role you will influence policies and programs that affect most ACT residents and businesses, make a real difference to improving the wellbeing of the ACT community and see the outcomes of the commission's decisions. 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: 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: Before applying, please obtain selection documentation from the Executive Intelligence Group vacancies page www.executiveintelligencegroup.com.au Ref. No. 772. If, after reading the selection documentation, you require further information please contact Tricia Searson or Karina Duffey on (02) 6232 2200. Contact Officer: Tricia Searson or Karina Duffey (02) 6232 2200 admin@execintell.com.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

Executive Branch Manager, People, Culture and Training
Temporary Vacancy (11 September 2021 – 15 October 2021)
Justice and Community Safety Directorate
ACT Emergency Services Agency
Position: E838

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 23 August 2021

The Justice and Community Safety Directorate (JACS) is seeking expressions of interest for an experienced senior executive to fill the role of Executive Branch Manager, People, Culture and Training within the Emergency Services Agency (ESA) commencing 11 September 2021 to 15 October 2021. The Executive Branch Manager, People, Culture and Training works closely with all ESA services as part of the unified ESA Executive to ensure ESA has the appropriate people capability through its paid employees and volunteers to deliver responsive emergency services. The role also works in close consultation with the Directorate's human resource function. Current key deliverable for this position are in the areas of ESA wellness, training and development and workforce strategies.

Eligibility/Other requirements: The position requires a person with demonstrated experience in a HR related field and requires a current Working with Vulnerable People registration. A driver's licence is essential.

To apply: Interested candidates are requested to submit an EOI of no more than two pages addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Georgeina Whelan via email, georgeina.whelan@act.gov.au by COB Monday 30 August 2021.

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

Remuneration: The position attracts a remuneration package ranging from \$240,095 - \$249,378 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$185,671.

Contact Officer: Georgeina Whelan, ESA Commissioner on (02) 6207 8409 or georgeina.whelan@act.gov.au

Programs Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 47898, several)

Gazetted: 25 August 2021

Closing Date: 20 September 2021

Details: A challenging and genuinely rewarding career opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated and values-driven professional to fill the role of Programs Officer (ASO6), within Offender Reintegration. This will be a challenging and rewarding position that includes extensive stakeholder engagement and community involvement. In this role, you will be working closely with other Programs Officers, under the direction of the Team Leader, you will facilitate a range of offence specific, offence related, psychoeducational and wellbeing group work and counselling programs to detainees in the Alexander Maconochie Centre (AMC) and offenders engaged with Community Corrections. In addition, you will undertake program suitability assessments of detainees and offenders, liaise with case managers, program facilitators and professional supervisors to ensure program delivery integrity and participate in evaluating programs, contributing to a continuous process of review to ensure program quality, integrity, contemporary practice and effectiveness is maintained and enhanced. To be successful in this role, you will be able to demonstrate an understanding of and commitment to, contemporary best practice in relation to program facilitation. You will also be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in trauma informed practice, research, planning, as well as well-developed group facilitation skills. You will have a proactive approach to detainee and offender management, including the ability to liaise with internal stakeholders and professional supervisors and an ability to compile and contribute to verbal and written reports.

Eligibility/Other Requirements:

Experience working with offenders is highly desirable.

Tertiary qualifications in a relevant discipline, such as Psychology, Education, Social Work or Behavioural Sciences are highly desirable.

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

The successful candidate may be required to undertake some evening work and may be provided the opportunity to perform some weekend work.

Background police checks will be conducted.

Driver's licence is essential.

Note: There are several positions available. A merit list may be established from this process to fill identical vacancies at level over the next 12 months.

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 resume with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of their current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally Fitzmaurice (02) 6205 4890 Sally.Fitzmaurice@act.gov.au

ACT Corrective Services

Corporate Services

Finance and Business Services

Senior Contracts and Procurement Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 23637)

Gazetted: 24 August 2021

Closing Date: 9 September 2021

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals to temporarily fill a part time position as a Senior Contracts and Procurement Officer with the Finance and Business Services Unit. The successful applicant will work across a wide range of procurement and contract management projects, with support from the Director - Contracts and Procurement, Finance and Business Services and be the primary point of contact for all ACTCS's procurement needs. In this role you will have the opportunity to engage with stakeholders across ACTCS, the ACT Government and neighbouring jurisdictions; the role will include a significant level of engagement with Procurement ACT and Major Projects Canberra. This role will offer the opportunity to work in an exciting and challenging environment with tangible impacts on detainees and the wider community, manage your own priorities and outputs, and directly supervise staff within the Contracts and Procurement team. 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:

Formal qualifications in Procurement and Contracting, is desirable for this position

Driver's license Class C is essential.

This position does require a pre-employment medical

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

Note: This is a temporary part time job sharing opportunity that is available at three days per week (22.05 hours per week) up until 30 June 2022. The full-time salary noted above will be pro-rata.

How to Apply: To apply, applicants are required to submit three items: (1) a two page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of their current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

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

Legislation, Policy and Programs

Justice Reform Branch

Policy/Programs Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 42677, several)

Gazetted: 23 August 2021

Closing Date: 6 September 2021

Details: The Justice Reform Branch drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The team develops and administers policy and program initiatives related to reducing recidivism, crime prevention, Aboriginal and Torres Strait Islander justice, restorative practices, and victims of crime. It is also responsible for progressing JACS' role in progressing the raising the minimum age of criminal responsibility reforms, publishing criminal justice statistics, and managing the ACT Policing Arrangement and Purchase Agreement. Policy/Program Officers work with government and community stakeholders to develop and implement strategic justice policy and initiatives. Current priorities include:

Reducing Recidivism

Victims of crime policy

Raising the minimum age of criminal responsibility

Policing and crime prevention

Canberra as a Restorative City

Research and evaluation

This is an opportunity to join a dynamic team and deliver policy and programs that make a significant contribution to the Government's justice reform agenda with a tangible impact on the community.

Eligibility/Other Requirements: Relevant tertiary qualifications or experience in similar justice policy or program roles is highly desirable but not essential.

Notes: These are temporary position available immediately up till 30 June 2022 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: In two pages or less, tell us why you are the best person for the role addressing the Skills, Knowledge and Behaviour Capabilities outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Simon Matuzelski (02) 6207 3923 simon.matuzelski@act.gov.au

ACT Corrective Services

Offender Reintegration

Programs and Reintegration

Director, Reintegration

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 30868)

Gazetted: 20 August 2021

Closing Date: 8 September 2021

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Director, Reintegration (SOGB), in the Programs and Reintegration Unit. This will be a challenging and rewarding position that includes extensive stakeholder engagement and community involvement. The successful applicant will be responsible for managing the reintegrative elements of the Programs and Reintegration unit, including the Extended Throughcare Program, the Transitional Release Program and program activities within the Transitional Release Centre – focussed on supporting successful community reintegration of detainees and offenders managed by ACTCS. Further to this, you will be responsible for implementing and promoting strategies to enhance opportunities for detainee employment upon release and providing management and support to operational units, ensuring a positive approach to enhancing reintegrative activities. In addition, you will manage new projects and ongoing initiatives including the implementation and periodic review of policies, procedures, contracts, agreements and services and coordinate the implementation of quality assurance measures, compliance monitoring and risk management practices. To be successful you will possess exceptional communication and interpersonal skills in addition to demonstrating strong leadership and management qualities. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements

Experience in liaison and negotiation with the public, private and not for profit sector is essential.

Demonstrated experience and/or willingness to work with offenders and detainees is essential.

Relevant tertiary qualifications and/ or equivalent correctional experience are desirable.

A current driver's license is essential.

The successful candidate may be required to undergo a criminal record check.

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

Notes: This is a temporary position available for a period of 12 months with the possibility of permanency.

How to Apply: To apply, applicants are required to submit three items:

A one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements;

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and A copy of their current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tamara Graham (02) 6207 5935 tamara.graham@act.gov.au

Public Information and Warnings Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: U02096)

Gazetted: 23 August 2021

Closing Date: 6 September 2021

Details: The ACT Emergency Services Agency (ACTESA) Public Information and Engagement team is seeking application for a Public Information and Warnings Officer. The Public Information and Warnings Officer plays a key role in the preparedness for, response to and recovery from emergencies specifically in regard to public information and engagement. The Public Information and Warnings Officer will be a member of a small team working to deliver efficient, effective and educated communications and engagement function. In particular, this position takes a lead role in developing and delivering public information and updates during an emergency incident, and the ongoing management of emergency communications before, during and after an emergency. The Public Information and Warnings Officer will need to be available for weekend and after hours work on a rostered basis. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you are an Aboriginal or Torres Strait Islander, if you require extra supports to engage in the workforce due to a disability, if you are a veteran, or identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application.

Eligibility/Other Requirements: The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Demonstrated extensive experience in preparing, responding to, and distributing emergency information, alerts and warnings, appropriate for a number of communications channels and to a number of audiences.

Demonstrated ability to produce high-quality, audience and insights driven communications materials on complex and sensitive issues across internal and external channels.

Behavioural Capabilities

Demonstrated ability to liaise and negotiate effectively with a range of internal and external stakeholders such as Ministerial and Executive staff, stakeholders, contractors and media.

Demonstrated ability to manage competing priorities, exercise initiative and work in a high-pressure environment, under limited supervision in a complex and dynamic work environment.

Understanding of and demonstrated commitment to the implementation of the ACTPS Values, Code of Conduct, Respect, Equity and Diversity Framework and Workplace Health and Safety initiatives.

Compliance Requirements/Qualifications

Experience in the preparation and distribution of emergency alerts, warnings and communication is highly desirable.

Experience working in an operational emergency communications role is highly desirable.

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

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

How to Apply: Please submit a supporting statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description, and a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kaylee Rutland (02) 6205 6746 Kaylee.Rutland@act.gov.au

Corporate

Executive Branch Manager, ICT Capital Works and Infrastructure

Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E710)

Gazetted: 24 August 2021

Closing Date: 31 August 2021

Details: The Justice and Community Safety (JACS) Directorate is seeking expressions of interest for a temporary vacancy in the role of Executive Branch Manager, ICT Capital Works and Infrastructure commencing 13 September 2021 to 22 October 2021 with the possibility of extension to 5 November 2021. The ICT Capital Works and Infrastructure (ICT CWI) branch provides a broad range of services including development and delivery of projects, Infrastructure and ICT strategic advice, strategic asset management planning, facilities management, procurement advice, sustainability, corporate fleet management, ICT operational assurance and project governance advice. The Executive Branch Manager works collaboratively with JACS Senior Executives to deliver strategic priorities and projects and helps position the Directorate to best meet its future ICT and CWI challenges. You will be the Directorate's key advisor on ICT and CWI strategic, operational and projects activities; and in conjunction with Business Units and the whole-of-government service providers (eg: SSICT, Office of the CDO, IFCW, Property Group and Procurement), ensure effective governance, performance and compliance frameworks are implemented and that project deliverables are managed efficiently and effectively.

The Executive Branch Manager should have a record of leadership in the delivery of major projects and in strategic infrastructure and/or ICT planning and management. You will need to display strong business and people management skills, as well as superior skills in stakeholder engagement, collaborative partnerships, balanced decision making and issue management.

Remuneration: The position attracts a remuneration package ranging from \$254,933 - \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

Note: This is a temporary opportunity from 13 September 2021 to 22 October 2021 with the possibility of extension to 5 November 2021. Selection may be based on written application and referee reports only and is open to current ACTPS employees.

How to Apply: Interested candidates should submit an Expression of Interest of no more than two pages and current curriculum vitae (including the contact details of two referees) via email to danielle.krajina@act.gov.au by COB 31 August 2021.

Contact Officer: Danielle Krajina (02) 620 74813 or email danielle.krajina@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

Infrastructure Delivery Partners

Civil Project Management

Senior Project Manager

Infrastructure Officer 4 \$132,911 - \$151,004, Canberra (PN: 01408)

Gazetted: 24 August 2021

Closing Date: 7 September 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! In this position, under limited direction and in line with corporate objectives you will apply high order project management and procurement skills to a broad range of design and construction projects for the ACT Government.

Infrastructure Delivery Partners provides:

Advice to government on major infrastructure projects;

Advice and administration on capital works procurement and vendor prequalification;

Managing and delivering the majority of ACT Government funded capital works projects;

Infrastructure and capital works procurement and delivery on behalf of directorates and agencies;

Coordination of Work Health and Safety Active Certification Policy for ACT Government construction sites; and

Managing the Territory's prequalification system, and developing, implementing and managing a range of capital works-related policies.

The Civil Infrastructure Branch is structured into teams of experienced Project Officers and Project Managers led by experienced Program Managers and Directors who provide planning, procurement, contract administration, design and construction delivery services. Partner areas include:

Justice and Community Services Directorate

Chief Minister, Treasury and Economic Development Directorate

Environment, Planning and Sustainable Development Directorate

Transport Canberra and City Services Directorate

City Renewal Authority

Suburban Land Authority

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. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

Eligibility/Other Requirements

Mandatory:

hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

Desirable:

Specific expertise in civil infrastructure project delivery industry 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. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Baker (02) 6205 5094 stephen.baker@act.gov.au

Project Development and Support

Ministerial, Governance and Corporate Support

Governance

Assistant Director, Governance and Strategic Reporting

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 46402)

Gazetted: 23 August 2021

Closing Date: 16 September 2021

Details: Are you our new our new Assistant Director, Governance and Strategic Reporting? 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? Are you interested in helping to build Major Projects Canberra's ability to set strategic direction and meet community expectations about how we deliver infrastructure for the Canberra community? Are you an excellent writer who can take technical information and turn it into policy, processes and tools that will help people understand how to do their jobs better? Are you able to work quickly in a fast-paced environment, developing innovative solutions within available resourcing? Do you like taking charge of a work program and managing multiple priorities? Then this is the job for you! We are looking for someone with analytical skills, proficient writing and presentation skills and an ability to work in an environment that is dynamic and responsive to changes in our operating environment. You'll be responsible, among other duties, for:

Developing performance information for our budget papers and annual reports.

Supporting strategic planning and business reporting across the Directorate.

Managing our Quality Management System and Quality Review Cycle in collaboration with people across the Directorate.

This is a substantial SOGC position and will suit someone who has policy writing skills, as well as a strong understanding of how government and the public sector works.

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: 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. Current and former ADF members are encouraged to apply.

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. Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Clare Guest (02) 6205 3534 clare.guest@act.gov.au

Suburban Land Agency

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

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

Director, Housing Choice – Strategy and Planning

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 53056)

Gazetted: 23 August 2021

Closing Date: 14 September 2021

Details: The Suburban Land Agency is looking for an enthusiastic and organised team member to support us in delivering strategic options for housing choice and affordability. Working to research innovative solutions and engage with stakeholders, applicants should have knowledge of housing markets and housing affordability in the ACT, along with experience in feasibility and market analysis. We are looking for candidates who can be flexible and adapt to new situations, with excellent liaison and communication skills. You should be able to establish relationships and develop persuasive business cases for specific projects and strategic initiatives. We are looking for a valuable team member with high quality writing skills, who can work with stakeholders on housing choice projects and initiatives. This is an exciting opportunity to work with a small team to develop innovative housing solutions that the Suburban Land Agency can deliver.

Notes: This position will be working within 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 attached Position Description for details of the duties and responsibilities for this role. Applicants should submit: A response of no more than two pages addressing the skills, knowledge and behavioural capabilities outlined in the attached Position Description, that tells the Selection Committee how your skills and experience give you the capacity to perform this role and why you are the best person for the job.

A current curriculum vitae including details of your work history.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Hillcrest (02) 6205 8476 Jessica.Hillcrest@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

Business Analytics and Support

Project Enablement Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 41140)

Gazetted: 24 August 2021

Closing Date: 16 September 2021

Details: Are you a project manager with business analysis skills?

Or are you a business analyst with project management skills?

Ever wondered how waste and recycling are managed?

Are you looking to join an innovative and improvement-focused team?

We are looking for a passionate and driven individual who is seeking an opportunity to make a difference in the everyday experience of Canberra residents with waste and recycling services by supporting the launch of two major systems in 2021-22.

A team player willing to learn about the quickly-evolving environment we are operating in and wanting to contribute positively to our digital transformation.

Who are we?

ACT NoWaste manages contracts and service agreements for a range of waste and recycling activities to residents and businesses. 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 (BAandS) team is a key enabler and provides support, analysis and advice by:

Ensuring ACT 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;

Leading project management and administration contributions to ACT NoWaste business systems – weighbridge system and Salesforce platform modules (kerbside collection services system, contract management system and licensing and compliance system);

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

Providing customer support on requests for kerbside collections; and,

Providing input in to TCCS and external data reporting requirements.

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

Notes: This is a temporary position available immediately for 12 months with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: In order to apply, please submit your resume and a cover letter discussing your experience and aptitudes against the technical skills and knowledge as well as against the behavioural capabilities listed. Your cover letter may not exceed three pages. Shortlisted applicants will be required to undertake a written test as part of their interview process. This test will be offered at 480 Northbourne Avenue, Dickson or virtually depending on COVID restrictions.

Applications should be submitted via the Apply Now button below.

Contact Officer: Valerie Papin (02) 6207 0342 Valerie.Papin@act.gov.au

City Services

City Operations

Development Coordination Branch

Assessment Officer

Infrastructure Officer 2 \$89,008 - \$102,403, Canberra (PN: 23548)

Gazetted: 24 August 2021

Closing Date: 7 September 2021

Details: The position is responsible for assisting the technical review and approval of planning and design submissions, acceptance and commissioning of constructed assets to be handed over to Roads and/or City Presentation for ongoing maintenance. The position assists in ensuring all civil infrastructure assets that are designed, constructed and handed over to TCCS, meet relevant design standards, specifications and codes so that they are safe, fit for purpose. In consultation with subject matter experts provide coordinated technical responses on behalf of the asset owner/s as well as confirm acceptance of assets once constructed. 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: University degree in Civil Engineering (or similar), or suitable equivalent experience with the ability to be eligible for Chartered Status with Engineers Australia.

Minimum of 3 years' experience in relevant fields. 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; Have significant building or Infrastructure knowledge and/or project management experience.

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

How to Apply: Applicants should provide their curriculum vitae, including the name and contact details for two referees, along with a written statement of claims of no longer than two A4 pages in total. Applicants should show evidence of their skills, knowledge and experience with consideration for the Position Description and Selection Criteria. 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Abu Sayem Chowdhury (02) 6205 9091 AbuSayem.Chowdhury@act.gov.au

Territory and Business Services

Canberra Cemeteries

Executive Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 39708)

Gazetted: 23 August 2021

Closing Date: 30 August 2021

Details: Canberra Memorial Parks is seeking applications from a highly skilled and experienced Executive Officer. Based at Gungahlin Cemetery, the Executive Officer is responsible for providing ongoing professional executive, secretarial, and administrative support to the Chief Executive Officer (CEO). The position requires initiative and discretion in a highly sensitive, high pressure environment. The Executive Officer is responsible for managing workflows with changing priorities and is also accountable for developing executive and ministerial briefings, policies and procedures, speaking notes, presentations, correspondence and other materials in accordance with the *Cemeteries and Crematoria Act 2020*. The Executive Officer will have proven high level interpersonal and representational skills and the ability to consult, educate, partner, influence, negotiate and liaise with a wide range of stakeholders. Whilst not mandatory, previous experience working in a statutory authority environment would be beneficial. The Executive Officer will be required to assist officers elsewhere in the organisation to meet unplanned absences and workloads while ensuring the completeness and accuracy of their own workload at all times.

Eligibility/Other Requirements:

Permanent Resident of Australia.

Minimum six months experience in the cemetery industry.

A current non-restricted Drivers Licence (C-class) is mandatory.

Preparedness to work anywhere across multiple sites in the ACT when required.

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

How to Apply: Please submit your application comprised of your curriculum vitae and a written response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Philip Shelley (02) 6207 0026 philip.shelley@act.gov.au

Chief Operating Officer

Assistant Director, Safety and Wellbeing

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 36340)

Gazetted: 19 August 2021

Closing Date: 7 September 2021

Details: Transport Canberra and City Services (TCCS) is a value-based organisation where all employees are expected to embody the core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours. Join our team of close to 2,000 employees already at work in one of our 50+ locations across Canberra and help us shape our city for tomorrow. The Safety and Wellbeing Branch is responsible for protecting and improving the safety and wellbeing of everyone within TCCS. The Safety and Wellbeing Branch is responsible for the TCCS Work Health and Safety Management System (SafetyNet) and supports a workforce that is mindful of and committed to safety. The Assistant Director Safety and Wellbeing is required to work under limited direction and is responsible for the development and implementation of targeted and systematic health and safety initiatives and proactive programs that promote health and wellbeing across the Directorate. The Assistant Director Safety and Wellbeing will help to lead the Safety and Wellbeing Branch to further embed a positive safety culture and the TCCS Safety Management System - SafetyNet. The Assistant Director Safety and Wellbeing will work with TCCS Business Units and Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on matters relating to staff Safety and wellbeing. 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:

Minimum Certificate IV in Workplace Health and Safety is highly desirable.

A Certificate IV in Training and Assessment (TAE) is desirable.

Qualifications and/or experience in WHS auditing is desirable.

Driver's licence C-class is essential.

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: Applications are sought from potential candidates and should include: A supporting statement of no more than two-pages outlining how your professional experience aligns with the primary responsibilities or capabilities for the role.

Contact details of two referees.

A current curriculum vitae.

Copies of qualifications/licences are not required at this stage.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Whelan 0466 425 140 Laura.Whelelan@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

Administration Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 52691)

Gazetted: 24 August 2021

Closing Date: 31 August 2021

Details: The position will work in the Corporate Team and is required to assist with various administrative tasks including the provision of advice and coordination of responses to incoming queries in accordance with policies and procedures; drafting of correspondence and the contribution to the daily administration support of the area; onboarding and offboarding facilitation; involvement in team meetings; asset and fleet management; provision of administrative and regulatory support to agency staff; and other duties as required.

Eligibility/Other Requirements: Previous experience working in an administrative support role in a dynamic operational or regulatory setting. Demonstrated experience in providing extensive administrative support in an office environment including ability to use Microsoft Office, data bases, accurate data entry and checking, form processing and filing.

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

How to Apply: Please provide a two page pitch addressing the criteria under 'Ideal Candidate', a current curriculum vitae and one written referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Craig (02) 6207 5415 Andrew.Craig@worksafe.act.gov.au

Assistant Director (Regulatory Toxicology Policy Officer)

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52977)

Gazetted: 19 August 2021

Closing Date: 26 August 2021

Details: The role of Assistant Director, Occupational Hygiene traverses both strategic regulatory policy and operations. The team is responsible for researching and developing regulatory strategies related to Occupational Hygiene and testing and implementing these strategies through operational plans and materials. The team provides expert advice to the Senior Leadership Team, inspectors and the Minister on occupational hygiene issues and builds operational capability in this field. The Assistant Director will:

- Support the Senior Director and Director and the rest of the Senior Leadership Team.
- Manage the day-to-day functions of the team.
- Collaborate across the inspectorate to deliver on strategic projects.
- Develop evidence-based regulatory policy to inform WorkSafe ACTs strategic priorities.

The Assistant Director will be expected to play a key role in meeting our strategic commitment to regulatory excellence. The work we do carries with it an obligation to act in the public interest. It requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence and trust in our work.

Eligibility/Other Requirements:

Ability to perform the functions of an authorised Inspector in accordance with relevant legislation.

Current unrestricted drivers' licence.

Relevant qualifications are highly desirable.

A background in occupational hygiene, regulatory toxicology, Work Health and Safety (WHS) policy or practice, or related fields is highly desirable.

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

How to Apply: Your application should include an up to date curriculum vitae, a one page pitch addressing the criteria under 'Ideal Candidate' and 'Essential and Highly Desirable Requirements' and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jackii Shepherd (02) 6205 4654 Jackii.Shepherd@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Health Professional Level 2 \$568,809 - \$94,461

Nethanel Farr, Section 68(1), 31 August 2021

Administrative Services Officer Class 2 \$59,016 - \$65,167

Natarsha Mitchell, Section 68(1), 17 August 2021

Senior Information Technology Officer Grade B \$131,773 - \$148,344

Peter Thomson, Section 68(1), 25 August 2021

Canberra Health Services

Administrative Services Officer Class 3 \$66,867 - \$71,963

Kathleen Fisher, Section 68(1), 21 August 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Jarrod Gammell, Section 68(1), 17 August 2021

Technical Officer Level 1 \$60,942 - \$63,894

Sarah Hall, Section 68(1), 23 August 2021

Technical Officer Level 3 \$77,011 - \$87,032

Abdul Khan, Section 68(1), 30 August 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Jaime Locke, Section 68(1), 30 August 2021

Administrative Services Officer Class 2 \$59,016 - \$65,167

Mian Wang, Section 68(1), 20 August 2021

Canberra Institute of Technology

Teacher Level 1 \$78,538 - \$104,793

Fiona Bartel-Stevens, Section 68(1), 24 August 2021

Chief Minister, Treasury and Economic Development

Senior Officer Grade C \$111,887 - \$120,436

Jason Fairbrother, Section 68(1), 23 August 2021

Senior Officer Grade C \$111,887 - \$120,436

Richard Lewis, Section 68(1), 23 August 2021

Senior Officer Grade C \$111,887 - \$120,436

Amanda McCormack, Section 68(1), 10 August 2021

Senior Officer Grade A \$153,041

Paula Naughton, Section 68(1), 23 August 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Bridie O'Donohoe, Section 68(1), 23 August 2021

Information Technology Officer Class 1 \$71,963 - \$81,917

Mohammad Rahman, Section 68(1), 13 August 2021

Senior Officer Grade A \$153,041

Claire Shrewsbury, Section 68(1), 18 August 2021

Information Technology Officer Class 1 \$71,963 - \$81,917

Dylan Thornthwaite, Section 68(1), 23 August 2021

Senior Officer Grade B \$131,773 - \$148,344

Peadar Troy, Section 68(1), 16 August 2021

Senior Officer Grade C \$111,887 - \$120,436

David Voysey, Section 68(1), 23 August 2021

Community Services

Child and Youth Protection Professional Level 4 \$118,626 - \$127,282

Jillian Kelly, Section 68(1), 19 August 2021

Administrative Services Officer Class 5 \$82,506 - \$87,331

Madeleine Parker, Section 68(1), 16 August 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Evelyn Schneider, Section 68(1), 23 August 2021

Environment, Planning and Sustainable Development

Senior Park Ranger 3 \$82,506 - \$87,331

Stephen Bruce, Section 68(1), 20 August 2021

General Service Officer Level 5/6 \$58,133 - \$63,979

Matthew Kelly, Section 68(1), 23 August 2021

Justice and Community Safety

Administrative Services Officer Class 4 \$74,237 - \$80,381

Anton Conos, Section 68(1), 23 August 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Lalit Malla, Section 68(1), 19 August 2021

General Service Officer Level 8 \$71,486 - \$75,539

Cameron Mortimer, Section 68(1), 19 August 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Jonathon Papadopoulos, Section 68(1), 23 August 2021

Senior Officer Grade C \$111,887 - \$120,436

Karissa Slavin, Section 68(1), 25 August 2021

Office of the Legislative Assembly

Senior Officer Grade A \$153,041

David Monk, Section 68(1), 10 May 2021

Transport Canberra and City Services

Bus Operator - Training \$72,609

John Alfaro, Section 68(1), 16 August 2021

Bus Operator - Training \$72,609

Bernard Brennan, Section 68(1), 16 August 2021

Bus Operator - Training \$72,609

Perry Kirby, Section 68(1), 16 August 2021

General Service Officer Level 3/4 \$52,441 - \$57,268

Angela Lukic, Section 68(1), 1 September 2021

General Service Officer Level 5/6 \$58,133 - \$63,979

Rebecca Makic, Section 68(1), 16 August 2021

Senior Officer Grade C \$111,887 - \$120,436

Samuel Palmer, Section 68(1), 23 August 2021

Bus Operator - Training \$72,609

Harbhajan Singh, Section 68(1), 16 August 2021

General Service Officer Level 3/4 \$52,441 - \$57,268

Scott Wyatt, Section 68(1), 1 September 2021

Worksafe ACT

Regulatory Inspector 5 \$82,506 - \$87,331

Anthony O'Bryan, Section 68(1), 23 August 2021

TRANSFERS

Canberra Health Services

Karli Axelby

From: Registered Midwife Level 2 \$94,409 - \$100,061 Canberra Health Services

To: Registered Midwife Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 45730) (Gazetted 15 July 2021)

Brett Jones

From: \$139,701

Canberra Health Services

To: Registered Nurse Level 4.2 \$131,034

Canberra Health Services, Canberra (PN. 33771) (Gazetted 17 June 2021)

Thomas Mathew

From: Assistant in Nursing \$52,301
Canberra Health Services
To: Assistant in Nursing \$52,301 - \$54,070
Canberra Health Services, Canberra (PN. 40260) (Gazetted)

Stephanie McNamara

From: Administrative Services Officer Class 2/3 \$68,540
Canberra Health Services
To: Administrative Services Officer Class 3 \$66,867 - \$71,963
Canberra Health Services, Canberra (PN. 28973) (Gazetted 28 April 2021)

Chief Minister, Treasury and Economic Development

Steven Bailey

From: Information Technology Officer Class 1 \$81,917
Chief Minister, Treasury and Economic Development
To: Information Technology Officer Class 1 \$71,963 - \$81,917
Chief Minister, Treasury and Economic Development, Canberra (PN. 22779) (Gazetted 9 December 2020)

Joshua Brown

From: Administrative Services Officer Class 3 \$66,867
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 3 \$66,867 - \$71,963
Chief Minister, Treasury and Economic Development, Canberra (PN. 43795) (Gazetted 11 January 2021)

Mai Miller

From: Administrative Services Officer Class 3 \$70,206
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 3 \$66,867 - \$71,963
Chief Minister, Treasury and Economic Development, Canberra (PN. 53098) (Gazetted 11 January 2021)

Risto Papadopoulos

From: Information Technology Officer Class 1 \$74,237
Chief Minister, Treasury and Economic Development
To: Information Technology Officer Class 1 \$71,963 - \$81,917
Chief Minister, Treasury and Economic Development, Canberra (PN. 50515) (Gazetted 9 December 2020)

Andrew Stafford

From: Administrative Services Officer Class 6 \$88,899
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$88,899 - \$101,743
Chief Minister, Treasury and Economic Development, Canberra (PN. 36235) (Gazetted 2 July 2021)

Jacob Turner

From: Information Technology Officer Class 1 \$74,237
Chief Minister, Treasury and Economic Development
To: Information Technology Officer Class 1 \$71,963 - \$81,917
Chief Minister, Treasury and Economic Development, Canberra (PN. 14629) (Gazetted 9 December 2020)

Education

Kristin Beyer

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Community Services

To: School Assistant 4 \$68,175 - \$73,820

Education, Canberra (PN. 28855) (Gazetted 20 July 2021)

Major Projects Canberra

Steven Farr

From: Infrastructure Manager/Specialist 1 \$170,489

Environment, Planning and Sustainable Development

To: Infrastructure Manager/Specialist 1 \$170,489

Major Projects Canberra, Canberra (PN. 14835) (Gazetted 23 March 2021)

PROMOTIONS

Canberra Health Services

Canberra Health Services

Claire Campbell

From: Health Professional Level 2 \$68,809 - \$94,461

Canberra Health Services

To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 20897) (Gazetted 12 November 2020)

Eartha De Guzman

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 37390) (Gazetted 1 October 2021)

Rachel Hetenyi

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

Canberra Health Services

To: Registered Midwife Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 22448) (Gazetted 15 September 2020)

Julie Irving

From: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services

To: †Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 44825) (Gazetted 25 June 2021)

Canberra Health Services

Ella Luttrell

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. 10539) (Gazetted 5 July 2021)

Clinical Services

Charmaine Nicoll

From: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)
Canberra Health Services
To: †Health Professional Level 4 \$111,887 - \$120,436
Canberra Health Services, Canberra (PN. 25282) (Gazetted 27 July 2021)

Canberra Health Services

Kate Sorensen

From: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services
To: †Registered Nurse Level 3.1 \$108,237 - \$112,691
Canberra Health Services, Canberra (PN. 44427) (Gazetted 23 March 2021)

Catherine Whitehead

From: Registered Nurse Level 3.2 \$122,360
Canberra Health Services
To: †Registered Nurse Level 4.1 \$122,360
Canberra Health Services, Canberra (PN. 28564) (Gazetted 11 June 2021)

Rosemary Winter

From: Health Professional Level 4 \$111,887 - \$120,436
Canberra Health Services
To: †Health Professional Level 5 \$131,773 - \$148,344
Canberra Health Services, Canberra (PN. 36955) (Gazetted 13 July 2021)

Chief Minister, Treasury and Economic Development

Revenue Management

Operations

Faye Hollands

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$82,506 - \$87,331
Chief Minister, Treasury and Economic Development, Canberra (PN. 11146) (Gazetted 24 June 2021)

CSI - Shared Services

PSG

Commercial Services- Digital Records Support

Megan Levy

From: Administrative Services Officer Class 2 \$59,016 - \$65,167
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$74,237 - \$80,381
Chief Minister, Treasury and Economic Development, Canberra (PN. 51572) (Gazetted 21 July 2021)

Revenue Management

Operations

Tyson Probyn

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$82,506 - \$87,331
Chief Minister, Treasury and Economic Development, Canberra (PN. 02110) (Gazetted 24 June 2021)

Technology Services

Network Communication Services

Michelle Walker

From: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 14276) (Gazetted 23 June 2021)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Amanda Allan

From: Child and Youth Protection Professional Level 2 \$75,012 - \$100,983

Community Services

To: Child and Youth Protection Professional Level 3 \$103,735 - \$109,018 (up to \$114,160 on achieving a personal upgrade)

Community Services, Canberra (PN. 07366) (Gazetted 22 September 2020)

Housing ACT

Policy and Business Transformation

Housing and Homelessness Strategy and Policy

Timothy Dixon

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Community Services

To: †Senior Officer Grade C \$111,887 - \$120,436

Community Services, Canberra (PN. 14397) (Gazetted 10 June 2021)

Housing ACT

Client Services Branch

Gateway Services

Samantha Henry

From: Senior Officer Grade B \$131,773 - \$148,344

Community Services

To: †Senior Officer Grade A \$153,041

Community Services, Canberra (PN. 50931) (Gazetted 9 July 2021)

Housing ACT

Client Services Branch

Tenant Experience

Kylie-Ann Petroni

From: Senior Officer Grade B \$131,773 - \$148,344

Community Services

To: †Senior Officer Grade A \$153,041

Community Services, Canberra (PN. 45337) (Gazetted 9 July 2021)

Children, Youth and Families

Child and Youth Protection Services

Child and Youth Protection Services

Mari Ruuskanen

From: Child and Youth Protection Professional Level 2 \$75,012 - \$100,983

Community Services

To: Child and Youth Protection Professional Level 3 \$103,735 - \$109,018 (up to \$114,160 on achieving a personal upgrade)

Community Services, Canberra (PN. 07458) (Gazetted 28 May 2021)

Education

Business Services

Infrastructure and Capital Works

Asset Strategies

Emmanuel Majok

From: Administrative Services Officer Class 2 \$59,016 - \$65,167

Education

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Education, Canberra (PN. 17694) (Gazetted 1 June 2021)

Office for Schools

Belconnen Network

Miles Franklin Primary School

Georgina Sofatzis

From: School Leader C \$130,338

Education

To: †School Leader B \$151,757

Education, Canberra (PN. 39212) (Gazetted 10 June 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

Office of Director General

Engagement and Executive Support

Communication and Engagement

Laura Jack

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$111,887 - \$120,436

Environment, Planning and Sustainable Development, Canberra (PN. 16616) (Gazetted 20 May 2021)

Justice and Community Safety

Emergency Services

ACT Ambulance Service

Ambulance Operations

Melissa Carmody

From: Graduate Paramedic Intern \$75,404 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$78,680 - \$88,512 plus penalties

Justice and Community Safety, Canberra (PN. 48661)

Emergency Services

ACT Ambulance Service

Ambulance Operations

Megg Graham

From: Graduate Paramedic Intern \$75,404 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$78,680 - \$88,512 plus penalties

Justice and Community Safety, Canberra (PN. 44111)

Emergency Services

ACT Ambulance Service

Ambulance Operations

Hannah Le Breton

From: Graduate Paramedic Intern \$75,404 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$78,680 - \$88,512 plus penalties

Justice and Community Safety, Canberra (PN. 48656)

ACT Corrective Services

Community Operations

Samantha Pegram

From: Graduate Administrative Assistant \$74,237 - \$76,511

Justice and Community Safety

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Justice and Community Safety, Canberra (PN. 52450) (Gazetted 2 July 2021)

Emergency Services

ACT Ambulance Service

Ambulance Operations

Dane Rickwood

From: Graduate Paramedic Intern \$75,404 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$78,680 - \$88,512 plus penalties

Justice and Community Safety, Canberra (PN. 48659)

Emergency Services

ACT Ambulance Service

Ambulance Operations

John-Paul Van Rensburg

From: Graduate Paramedic Intern \$75,404 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$78,680 - \$88,512 plus penalties

Justice and Community Safety, Canberra (PN. 48658)

Office of the Legislative Assembly

Parliamentary Support

Committee Support

Samuel Thompson

From: Administrative Services Officer Class 3 \$66,867 - \$71,963 ACT Parliamentary Counsel's Office

To: Senior Officer Grade C \$111,887 - \$120,436

Office of the Legislative Assembly, Canberra (PN 258) (Gazette 23 June 2021)

Transport Canberra and City Services

City Services

Roads ACT

Road Maintenance

Dean Downes

From: Infrastructure Officer 1 \$73,786 - \$87,181

Transport Canberra and City Services

To: Infrastructure Officer 2 \$89,008 - \$102,403

Transport Canberra and City Services, Canberra (PN. 52323) (Gazetted 11 June 2021)

City Services

Roads ACT

Road Maintenance

Nahin Rahman

From: Infrastructure Officer 2 \$89,008 - \$102,403

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$112,145 - \$123,104

Transport Canberra and City Services, Canberra (PN. 52324) (Gazetted 10 June 2021)

Worksafe ACT

Brooke Grey

From: Senior Officer Grade B \$131,773 - \$148,344

Worksafe ACT

To: †Senior Officer Grade A \$153,041

Worksafe ACT, Canberra (PN. 53115) (Gazetted 23 July 2021)