



ACT Government Gazette

Gazetted Notices for the week beginning 13 January 2022

VACANCIES

ACT Audit Office

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

Financial Audit

Assistant Director, Financial Audit

Audit Manager \$116,911 - \$126,055, Canberra (PN: 10742)

Gazetted: 18 January 2022

Closing Date: 10 February 2022

Details: ABOUT THE ACT AUDIT OFFICE

Vision: An accountable and highly performing ACT Public Sector

Role: To provide an independent view to the ACT Legislative Assembly and the community on the accountability, efficiency and effectiveness of the ACT Public Sector.

Values: Independence, Integrity, Professionalism, Respect, Learning and Innovation.

The ACT Auditor-General is an independent Officer of the ACT Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory.

The ACT Audit Office conducts independent financial and performance audits on ACT Government agencies and entities that receive ACT Government funding or resources. The results of these audits are reported to the ACT Legislative Assembly and the community.

ABOUT THE ROLE

The ACT Audit Office is seeking suitable applicants with the highest level of personal integrity and excellent accounting, audit, information technology, investigatory, communication and interpersonal skills to join the financial audit team. The Assistant Director under the guidance of the Director, and/or Senior Director is responsible for:

planning, managing and coordinating the completion of audits of financial statements and reporting the results of these audits; including leading and managing audit teams consisting of auditors, contractors and consultants; delivering high quality work that is efficiently completed in accordance with Australian Auditing Standards and the ACT Audit Office's financial audit methodology;

assisting in the effective administration of the ACT Audit Office as required; and

maintaining effective and constructive relationships with auditees and providing professional and technical audit and accounting advice.

The ACT Audit Office offers a range of flexible working conditions including the ability to work from home to balance staff circumstances with the needs of the Office. The Office makes significant investment in developing and supporting staff by providing them with learning and development opportunities including a career path. Staff are also provided with training and support to obtain relevant professional post-graduate qualifications.

Eligibility/Other Requirements: Qualifications - Relevant tertiary professional accounting, audit, data analytics and information technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable (e.g. CPA, CA and CISA).

Position of Trust - All ACT employees are required to undergo employment screening. This position is a *Position of Trust 1* and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance.

Note: The position is classified at the ACT Audit Office - Audit Manager classification. New staff will be offered a salary of between \$116,911 to \$126,055 plus employer superannuation contributions and other conditions of service. The conditions of employment of staff members are those contained in the *ACT Public Sector Management Act 1994* and related Public Sector Management Standards, except as provided for in the 'ACT Public Sector Administrative and Related Classifications Enterprise Agreement 2021-2022'.

How to Apply: To apply, you will need to submit:

a cover letter of no more than two pages outlining your relevant Skills, Knowledge and Experience against the Selection Criteria;

a current curriculum vitae and;

provide the names and contact details of two referees. One referee who is a current/recent supervisor and one referee who is a staff member who reports to you. Referees will be contacted with your prior approval.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jatin Singh (02) 6205 1158 jatin.singh@act.gov.au

ACT Electoral Commission

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

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

ACT Electoral Commission

Elections ACT

Deputy Electoral Commissioner

Executive Level 1.3 \$240,095 - \$249,378 depending on current superannuation arrangements, Canberra (PN: E1223)

Gazetted: 03 January 2022

Closing Date: 14 January 2022

Details: The ACT Electoral Commission is an independent statutory authority responsible for the conduct of elections and referendums for the ACT Legislative Assembly and the provision of electoral advice and services. It also provides electoral advice and services to a wide range of stakeholders; researches electoral matters; and promotes public awareness through education and information programs. The office of the Electoral Commissioner and the Commissioner's staff are referred to under the operating title of Elections ACT.

The Deputy Electoral Commissioner is responsible for leading the implementation of key strategic reform programs for Elections ACT in the areas of cyber security, staff training, and election planning. The position maintains operational oversight of the functional branches of Elections ACT in the areas of election operations, funding and disclosure, corporate services, and community information and education. The position also leads the operational implementation of modernisation projects related to the conduct of ACT elections and maintains oversight of ICT business processes and systems to ensure continuity of effective governance and administration of Elections ACT functions. The Deputy Electoral Commissioner is occasionally required to act in the position of the ACT Electoral Commissioner.

Experience in electoral management, electoral systems, and a technical working knowledge of relevant electoral legislation is highly desirable.

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

Eligibility/Other Requirements: This role requires you to obtain and maintain an Australian Government Negative Vetting 1 (NV1) security clearance, which will be sponsored by the ACT Electoral Commission. To be eligible for an NV1 security clearance, you must be an Australian citizen. Approval to commence employment prior to obtaining the security clearance may be granted by the ACT Electoral Commissioner. Continued employment is conditional on gaining of the necessary security clearance.

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

How to Apply: Please provide a curriculum vitae, contact details for two referees, and respond to the Selection Criteria (in no more than three pages) addressing the three headings (Executive Capabilities, Highly Desirable and Compliance requirements) as outlined in the duty statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Damian Cantwell AM CSC (02) 6205 0033 damian.cantwell@act.gov.au

ACT Executive

ACT Executive

Minister Steel's Office

Senior Adviser

Senior Adviser Level 1 \$122,062 - \$128,110, Canberra (PN: 44650)

Gazetted: 19 January 2022

Closing Date: 04 February 2022

Details: Chris Steel is the ACT Minister for Transport and City Services, Skills and Special Minister for State. We are looking for a driven and enthusiastic Senior Adviser who is passionate about policy and service delivery reform to join our team.

About the role

The Senior Adviser provides high quality strategic advice and policy input on issues related to the Minister's portfolios. They will steer and coordinate a specific set of portfolio issues, depending on the chosen candidate's background and experience.

The Senior Adviser also contributes to the work of the Minister's office in a range of other ways, including coordinating Legislative Assembly business; preparing advice, briefings, speeches and other outputs for the Minister; and working closely with other policy advisers both within the office and across the ACT Government to effectively integrate government initiatives.

This role would suit someone with five to seven years of experience in public policy, parliaments or a related field. In addition to subject matter expertise, being a great senior adviser requires judgment, integrity, being self-directed and a strong interest in making the ACT an even better place to live and work for all Canberrans.

What we offer

- An inclusive workplace that values different backgrounds, unique perspectives and diversity.
- A commitment to work life balance that considers individual circumstances and family needs.
- Great remuneration with a total salary package of between \$142,716 and \$149,788 including allowances and superannuation.
- Broader conditions as outlined in the ACT Legislative Assembly Member's Staff Enterprise Agreement.

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

How to Apply: To be considered for this role please provide a one-page statement outlining why you'd like to work with us and how your skills and experience are aligned with this role. Please also provide an up-to-date curriculum vitae including the names of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Jennifer Rayner jennifer.rayner@act.gov.au

ACT Health

**Selection documentation for the following positions may be downloaded from
<http://www.health.act.gov.au/employment>.**

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

Executive Branch Manager, Preventive Health Coordinator

Temporary Vacancy

Position: E711

31 January 2022 to 4 March 2022

(Remuneration equivalent to Executive level 1.3)

Circulated to SOG A and Band 1 Executives: 14 January 2022

Closing Date: 21 January 2022

ACT Health is seeking an experienced senior manager with a strong commitment to providing high quality population health services and programs to help implement the ACT Government's preventive health agenda as part of the Population Health Division.

The Population Health Division enables transformational change to better manage the demand on health services, to help control health costs to governments and to improve long term health outcomes. The Division leads and coordinates all strategic population health policy and stakeholder engagement activities for ACT Health. Reporting to the Executive Group Manager Population Health, the Executive Branch Manager is a critical leadership role in the Division and is responsible for a systems approach to Health Promotion, Epidemiological activities, and population health policy.

To apply: Applicants should submit a 'one page pitch' and resume addressing their suitability and availability for the role to Fiona Barbaro via email to Fiona.barbaro@act.gov.au by COB Friday 21 January 2022.

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 \$242,735 - \$253,218 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$209,671

Contact Officer: Fiona Barbaro on 0435 572 241

Health Systems, Policy and Research

Preventive and Population Health

Preventive Health Policy/ Health Promotion

Policy and Project Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 22564, several)

Gazetted: 19 January 2022

Closing Date: 2 February 2022

Details: Several exciting opportunities for enthusiastic and dedicated Project Officers exist in the Preventive and Population Health branch within the ACT Health Directorate. The branch provides strategic leadership and policy advice in relation to matters affecting the health of the ACT and has carriage of the development and delivery of health promotion programs and initiatives to improve the health and wellbeing of the ACT population.

Notes: These are temporary positions available from 07 February 2022 until 30 June 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.

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

Contact Officer: Lynn Spratt (02) 5124 9480 Lynn.Spratt@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.

Corporate and Governance

People Strategy and Culture

Industrial Relations

Strategic IR Advisor

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 55435)

Gazetted: 19 January 2022

Closing Date: 26 January 2022

Details: The People Strategy and Culture Branch is responsible for: implementing the recommendations arising from the Independent Review of Culture within ACT Public Health Services implementation of the cultural review, and developing and delivering a range of strategic human resource management interventions to support the Directorate.

The Strategic IR Advisor will support the Senior Director, IR by providing strategic and operational advice on industrial and workplace relations issues both internally to the Directorate and that impact the public health system.

The role will support the programming, leading and representing the interests of the ACT public health and ACT public service with enterprise agreements and engaging with partners and stakeholders. The role will also be responsible for supporting the application, programming, coordination and interpretation of Public Sector employment related legislation across the ACT public health system.

The Directorate expects the occupant of this position to be a motivated and skilled person who can demonstrate they have the necessary industrial relations experience and knowhow to provide advice and to represent the Directorate on workplace relations matters. They will be highly professional, have exceptional attention to detail, possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality and discretion.

Eligibility/Other Requirements:

Knowledge of relevant industrial law frameworks, legislation and practice and experience in developing innovative solutions to pragmatically apply the legal framework is highly desirable.

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

How to Apply: Applications must include a current curriculum vitae (no more than two pages) and a one page pitch outlining the professional skills and experience which makes them suitable for the role.

Applicants should include their referees contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bernadette Panek (02) 5124 3086 Bernadette.Panek@act.gov.au

Policy, Partnerships and Programs

Aboriginal and Torres Strait Islander Health Partnerships

Assistant Director

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 54004)

Gazetted: 14 January 2022

Closing Date: 16 February 2022

Details: We offer a values-based culture in which we pride ourselves on inclusion, respect, and integrity. We provide interesting, diverse work in a unique government environment where you can see the impact you have on the Aboriginal and Torres Strait Islander Canberra community.

The broader division (Policy, Partnerships and Programs Division - PPP) provides strategic leadership, direction and action that improves the health of our community and ensures our public health system meets our community's needs, now and into the future. PPP delivers strategic health policy advice on issues including primary care, NDIS, workforce, Aboriginal and Torres Strait Islander health, aged care, LGBTIQ+, inter-governmental negotiations, social and emotional wellbeing and suicide prevention, and legal matters.

We are seeking a values-based team member for the role of Assistant Director. This requires someone who can coordinate the work of our capable Aboriginal and Torres Strait Islander Health Partnerships team. This involves managing and coordinating policies, Cabinet, ACT Legislative Assembly, Ministerial, briefings, Directorate coordination and other related issues impacting on the health and wellbeing of Aboriginal and Torres Strait Islander people in the ACT. You will be a key part of ensuring coherent, timely, high-quality advice, briefing and information to Ministers, the Director-General, Directorate executives and other internal and external stakeholders as required across the range of ACT Health policy and program delivery.

If you are highly organised, and lead with integrity, diligence, and respect at all times, especially under time pressure and in some challenging scenarios, and if business improvement measures and client orientated approach to the work of your team excites you, we would love to hear from you!

This position involves direct supervision of staff.

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:

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.

The ACT Health Directorate recognises the value of individual differences and encourages diversity in ACTPS workplaces in order to improve the way we deliver services to our Aboriginal and Torres Strait Islander ACT community. In order to support the employment of Aboriginal and Torres Strait Islander people.

Note: This is a permanent position available immediately. 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) including working from home arrangements. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If you are interested in applying for this position, please provide a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities of the Position Description, your curriculum vitae and contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ginibi Robinson (02) 5124 0000 ginibi.robinson@act.gov.au

Digital Solutions Division

Digital Health Record Program Hub

Director, Digital Health Record Program and Governance

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 45436)

Gazetted: 18 January 2022

Closing Date: 3 February 2022

Details: The Digital Health Record Program has an opening for a Director of Program and Governance. This person will be responsible for coordination of governance-related activities for the Program including managing risks and issues, developing reports and coordinating governance committees. The person will also be responsible for the management of the DHR Program and Governance Officer, who will support these activities as well as responding to communications coming in to the DHR mailbox. This is a critical position to the Program and we are looking for someone with strong organisational and communication skills, as well as an understanding of Program management and the ability to support executives in this area.

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 with the Executive Group Manager, Digital Health Record.

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.

Notes: 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: Sandra Cook (02) 5124 9129 Sandra.Cook@act.gov.au

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Office of the Chief Nursing and Midwifery Officer

Administrative Assistant

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 36273)

Gazetted: 19 January 2022

Closing Date: 2 February 2022

Details: The Office of the Chief Nursing and Midwifery Officer is looking for an enthusiastic, motivated and skilled administration extraordinaire to join our dynamic team. This position is suitable to individuals looking to advance their career and gain hands-on experience in a thriving and supportive environment.

The role is busy and fast-paced, but we like to enjoy ourselves at the same time. The main focus of the role is to provide administration, secretariat, project and event support. The successful candidate will work with many areas of the Office and assist with exciting events, programs and projects.

The Office is located in Bowes Street, Woden although at the moment we are mostly working from home.

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: Please submit a two-page written response to the Professional/Technical Skills and Behavioural Capabilities in the Position Description, a current curriculum vitae and contact details of at least two referees, one of which is your current manager. Shortlisted candidates may be required to submit two written referee reports prior to interview.

Contact Officer: Paige Hughes (02) 5124 9794 Paige.Hughes@act.gov.au

Office of the Director General

People Strategy and Culture

Communications and Engagement

Workplace Culture Communications and Engagement Officer

Senior Officer Grade C/Senior Officer Grade B \$113,397 - \$150,347, Canberra (PN: 55512)

Gazetted: 18 January 2022

Closing Date: 3 February 2022

Details: The ACT Health Directorate (ACTHD) is responsible for the strategic direction of the ACT Health system. The ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The Assistant Director Internal and Change Communication will have a dual reporting line to the Executive Branch Manager, People Strategy and Culture, and the Senior Director of Strategic Communications. The position provides day to day communication management and support for the Culture Review Implementation Team and the implementation of recommendations from the Independent Review of Culture within ACT Public Health Services. You will be responsible for engaging with staff, business teams and executive to develop and implement a change management and communication strategy for the community, patients/consumers and staff across all public health services, including ACT Health Directorate, Canberra Health Services and Calvary Public Hospitals.

You will be responsible for building effective relationships and providing high-level strategic communication advice, so excellent stakeholder relationship skills and the ability to develop and maintain networks are a must.

This is a great opportunity for an experienced communication professional to join an enthusiastic and committed team and lead a high profile and important communication initiative.

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

Notes: This is a temporary position available immediately until 30 June 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 written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below

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

Covid-19

Administrative Support Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 51427)

Gazetted: 14 January 2022

Closing Date: 21 January 2022

Details: ACT Health is seeking people with Executive Support experience to join the COVID-19 Response Division.

The Executive Support Officer will be an integral part of a small team providing executive support functions to Branch EBM and coordination of activities to the broader COVID Operations team. We are looking for someone with previous Executive Assistant and Office Management experience. This is a fast-paced environment and would suit an individual who can adapt to change.

Eligibility/Other Requirements:

The successful application will need to undergo a pre-employment National Police Check and hold the mandatory qualifications for a social worker, counsellor or psychologist.

Notes: This is a temporary position available until 30 June 2022. 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 you are interested in joining this exciting team, you can apply by providing a written statement up to two pages in length addressing the Selection Criteria, curriculum vitae and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kimberly Owen (02) 512 46244 Kimberly.Owen@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service / ACT Government Analytical Laboratory - Forensic Chemistry

Assistant Director Forensic Chemistry

Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 36674)

Gazetted: 17 January 2022

Closing Date: 2 February 2022

Details: The Forensic Chemistry Unit of the ACT Government Analytical Laboratory is seeking a motivated, suitably qualified and innovative individual to join the small friendly close-knit forensic chemistry team. The suitable applicant will be required to demonstrate an ability to meet the technical skills and capabilities outlined in the position description and display the knowledge and personality required to provide high quality leadership within a scientific team environment.

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

Eligibility/Other Requirements:

Applicants must hold undergraduate degree in science (Major and/or postgraduate studies in Chemistry highly desirable).

Applicants must hold a current driver's licence

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

Notes: The position is full time permanent. An order of merit may be established to fill identical vacancies for a period of 12 months.

How to Apply: Applicants should provide a written application of no more than four pages addressing their capabilities against the required skills and behaviours outlined in the position description.

Two referee reports should be provided. It is requested that one referee be a recent manager or supervisor and the other a staff member recently supervised, managed or trained by the applicant.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Andres (02) 5124 9224 Daniel.Andres@act.gov.au

Strategic Infrastructure

Strategic Infrastructure

Infrastructure Client Services

Senior Director, Infrastructure Client Services

Senior Officer Grade A \$153,041, Canberra (PN: 12237)

Gazetted: 14 January 2022

Closing Date: 28 January 2022

Details: The ACT Health Directorate's Strategic Infrastructure Division is responsible for Territory-wide health infrastructure policy, strategy and design, including public hospital campus planning. The division also has responsibility for ACT Health's territory wide property portfolio. The Division is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven.

As the Senior Director, Infrastructure Client Services, you will have responsibility for managing relationships with clients including ACTHD staff, and tenants in ACTHD owned assets. The position is also responsible for overseeing asset management projects as well as managing a small team responsible for the Directorate's vehicle fleet and the accommodation at ACTHD's main office in Woden. You will be an enthusiastic team player who is results driven and has an excellent manner with our clients.

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

Note: Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively.

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Jones (02) 6207 6100 david.jones@act.gov.au

Canberra Health Services

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

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

Alcohol and Drug Services

Police and Court Drug Diversion Service

Police and Court Drug Diversion Case Manager

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 28456, several - 01ZXK)

Gazetted: 18 January 2022

Closing Date: 3 February 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

Alcohol and Drug Services provides information, advice, referral, intake, assessment, and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

The Police and Court Drug Diversion Service, ADS is an evidence-based service providing high quality care, guided by principles of harm minimisation. The Police and Court Drug Diversion Service is a multi-skilled team of health professionals and services are provided to the community both within community health centres and custodial environments.

The Alcohol and Drug Service's Police and Court Drug Diversion Service are seeking Alcohol and Drug (AOD) Workers to work with clients referred by ACT Policing and ACT Courts for assessment and referral to treatment to address alcohol and drug use and associated issues.

The successful applicants will be required to provide assessment, treatment planning and referral, and case management to people referred by the ACT Police and ACT Courts. It will involve liaison with services within the Alcohol and Other Drug (AOD) sector, Justice Services, and other stakeholders.

Successful applicants require recent clinical experience, knowledge of AOD sector and issues impacting on this client group, excellent verbal and written communication skills and ability to work as part of a multidisciplinary team.

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

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

You will have a demonstrated track record of working in a multi-disciplined team environment.

Supporting and contributing to a healthy workplace that embraces diversity.

Encouraged to participate in collaborative teamwork.

Comply with all the applicable regulatory and legislative requirements set out for such a role.

Position Requirements/Qualifications:

Mandatory:

Certificate IV in Alcohol and Other Drug Studies; or a tertiary Qualification with 4 Core competencies in AOD studies or working towards this achievement required.

Registration under the ACT Working with Vulnerable People Act 2011

Previous recent experience working in AOD services.

Desirable:

Current driver's license.

Prior to commencement successful candidates will be required to:

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 Police check.

Notes: This is a temporary position available for five months with the possibility of extension. A merit list will be established from this process and may be used to fill similar vacancies over the next 12 months.

Contact Officer: Kate Gardner (02) 5124 1592 kate.gardner@act.gov.au

Acute Allied Health Service

New Graduate Social Worker

Health Professional Level 1 \$65,402 - \$85,685, Canberra (PN: 18975 - 0209F)

Gazetted: 13 January 2022

Closing Date: 26 January 2022

Details:

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

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

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/>

An exciting opportunity to work as a new graduate social worker at the Canberra Hospital in the division of Acute Allied Health Services.

The Acute Allied Health Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post-acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from acute crisis support through to treatment, rehabilitation, recovery and harm minimisation. Services are delivered at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and other community settings including people's homes. These services include (and are not limited to):

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Community Mental Health Services

Justice Health Services

Mental Health Inpatient Services

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The successful applicants will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. Social workers promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

Successful applicants will be part of a large network of social workers. You will have access to internal training and education targeted at early career allied health professionals, as well as clinical supervision to support development of your social work skills and professional identity.

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

Behavioural Capabilities

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

Ability to manage confidential and sensitive information.

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

Commitment to achieving positive outcomes.

Position Requirements/Qualifications:

Mandatory:

Tertiary qualification in Social Work.

Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW).

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

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:

Hold a current Passenger Vehicles Driver's licence preferable but not essential depending on area of work.

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 Police check.

Note: This is a temporary position available for 12 months with the possibility of extension and permanency. Depending on the team the position is in, some new graduate social workers may be required to participate in overtime, weekend, after-hours, on call, and/or shift work with a rotating roster.

How to Apply: Please visit the Canberra Health Services website [here](#).

Contact Officer: Patrice Higgins (02) 5124 2316 patricia.higgins@act.gov.au

Executive Director Medical Services

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 020EM)

Gazetted: 18 January 2022

Closing Date: 1 February 2022

Details: Canberra Health Services (CHS) is a world class tertiary health care organisation which delivers a range of high quality, patient centred services for patients and consumers across the ACT and surrounding Southern NSW region. Services are delivered through a range of health facilities and networks including Canberra Hospital, University of Canberra Hospital, Walk-in Centres and Community Health Centres. CHS has strong academic and research partnerships with the Australian National University, the University of Canberra and the Australian Catholic University and is one of the largest employers in the region, with a workforce of c8,000. CHS is now seeking an outstanding Executive Director Medical Services (EDMS).

Reporting to the CEO, the EDMS will:

Provide expert professional and clinical leadership in the strategic and operational management of medical services and medical workforce across CHS, ensuring the delivery of effective, safe and high quality care;

Work closely with, and advise, the executive leadership team and stakeholders on all professional medical workforce issues;

Contribute to achieving overall strategic and operational objectives of CHS, during an exciting period of growth, investment, redevelopment and change;

In conjunction with the Executive Director of Nursing & Midwifery and Patient Support Services and the Executive Director Allied Health, lead the creation and implementation of world class clinical governance and patient safety strategies;

Model a patient centred approach to care with a focus on the total patient experience, ensuring service delivery across CHS is based on global best practice and reflects the highest standards;

Forge collegial relationships across a variety of stakeholders including ACT Health, academic and research partners, community groups, private hospitals, primary health and other health services;

Act as an ambassador for CHS, ensuring that the needs and views of CHS are fairly represented in external forums;

Foster a responsive, future focused and contemporary culture which supports all staff to deliver true excellence.

We are seeking an experienced medical leader who has ideally held an EDMS / DMS (or potentially deputy role) within a comparable health service and who has a track record of leading and driving successful transformation.

The person may hold a RACMA Fellowship, we equally value Fellowship from another Medical College. Critical to the person's success will be their proven track record of leading medical workforce and clinical governance teams and initiatives within a complex hospital or health service. The person will demonstrate strong communication and engagement skills at all levels, solid financial awareness and a track record of successfully forging powerful relationships with medical staff, the executive team and the broader clinical community. Professionally, CHS offers the flexibility to balance this role with other activities such as research and teaching or clinical practice, depending upon individual aspirations and preferences.

This represents an exciting opportunity to support world class healthcare across this thriving community. It also offers the prospect of living in the beautiful and picturesque ACT region and becoming part of the friendly and community centred culture which the area is renowned for.

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.

Note: This is temporary full-time opportunity for a period up to three years.

To download a copy of the Candidate Information Pack which includes details about the organisation, the role, and how to apply, please visit www.derwentsearch.com.au and search reference number 29213. To discuss further,

please contact Rob Macmillan, Partner at Derwent Search or Hannah Majcic at healthservices@derwentsearch.com.au or call 02 9091 3266.

Applications close: Tuesday 1st February 2022

Please note applications will only be accepted through www.derwentsearch.com.au and search reference number 29213. To discuss further, please contact Rob Macmillan, Partner at Derwent Search or Hannah Majcic at healthservices@derwentsearch.com.au or call 02 9091 3266.

Do not apply through e-recruitment

Contact Officer: Rob Macmillan, Partner at Derwent Search or Hannah Majcic (02) 90913266 healthservices@derwentsearch.com.au

Cancer and Ambulatory Services

Enrolled Nurse - COVID Testing and Vaccination Centres

Enrolled Nurse Level 1 \$65,056 - \$69,505, Canberra (PN: 48382, several)

Gazetted: 13 January 2022

Closing Date: 13 January 2022

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/>

Enrolled Nurses required to work in COVID Testing and Vaccination. Full Time and Part Time positions available.

The COVID centres provide services for COVID-19 testing and immunisation throughout the Canberra region.

Enrolled Nurses work in a team with Registered Nurses and AIN's to screen for eligibility, collect specimens and provide education to consumers. Enrolled Nurses provide assistance to the Registered Nurse's undertaking immunisation and pre and post immunisation observation. There are multiple centres, including both drive through and in centre, and the staff work flexibly across all sites.

The COVID centres operate 7 days a week and have varying shift times. Staff may work full or part time and flexible work hours are available.

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

Good Communication Skills

Ability to work well in a team nursing environment

Adaptable and Flexible to changes

Position Requirements/Qualifications:

Relevant Be registered or be eligible for registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications.

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

Have an understanding of how the National 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 Police check.

Note: Positions will be offered for three months with a possibility of extension.

How to Apply: For further information and to apply please visit the Canberra Health Services website [here](#).

Contact Officer: Josephine Forrest 0481 465 177 Josephine.forrest@act.gov.au

COVID Testing and Vaccination Centres - Registered Nurses

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 48873, Various - 020AG)

Gazetted: 13 January 2022

Closing Date: 13 January 2022

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/>

Seeking Registered Nurses to team lead and provide senior support in COVID 19 Vaccination and Testing Centres. Full time and part time positions available.

The COVID centres provide services for COVID-19 testing and vaccination throughout the Canberra region.

COVID Testing: Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. Staff also work in Hotel Quarantine and Medihotel.

COVID Vaccination: Registered Nurses provide vaccinations and pre and post vaccination care.

There are multiple COVID services, including both drive through and in centre, and the staff work flexibly across all sites.

Registered Nurse's (Level 2) provide senior clinical and leadership skills to junior staff, including Registered Nurses, Enrolled Nurses, Undergraduate Student Nurses and Assistant in Nurses. This role is also required to team lead on weekends and when required on weekdays in the COVID sites which are off-site to the main hospital services. When team leading they work cooperatively with team leaders for security and administration.

Registered Nurses with an interest in working in Vaccination are encouraged to apply. Vaccination clinics operate on both North and South Canberra.

The COVID centres operate 7 days a week and have varying shift times. Staff may work full or part time and flexible work hours are available.

Please

note: Due to the varying roles in the COVID centres it is not a requirement to have an immunisation certificate at this time.

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:

Good, calm leadership skills

Good communication skills

Good team working skills

Be adaptable and flexible to changes

Position Requirements/Qualifications:

Mandatory:

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

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

Undergo a pre-employment Police check.

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

Be registered under the Working for Vulnerable People Act.

These positions are open to both New Graduates and experienced Enrolled Nurses.

Desirable:

Hold a current driver's license

Holds an Immunisation Certificate

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.

Note: These positions will be offered on a temporary basis for three months with the possibility of extension.

How to Apply: For further information and to apply, please visit the Canberra Health Services website [here](#).

Contact Officer: Josephine Forrest [tel:0481 465 177](tel:0481465177) Josephine.forrest@act.gov.au

Undergraduate Student Nurse or Midwife(Vaccination Worker)

\$58,100, Canberra (PN: C11965, several - 020AJ)

Gazetted: 13 January 2022

Closing Date: 20 January 2022

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/>

As you may have heard the government has decreased the timeframes between boosters and made COVID-19 Vaccinations available to 5–11-year-olds. To ensure that eligible Canberrans can quickly receive the required vaccines CHS is ramping up its vaccination availability. To do this we need help.

We are looking for third year nursing/midwifery students to undertake vaccinations at our various sites around the ACT, you will be engaged on a casual basis.

To be eligible you will need to be able to demonstrate:

enrolment in your third year of Bachelor of Nursing and/or Midwifery degree

be an Australian Citizen, permanent resident or able to work on an eligible visa; and

be physically capable to work in a COVID vaccination or testing site with extended periods of time on your feet required.

Applicants will need to be available for weekend and a rotating roster of Morning, Evening and Night shifts.

This casual position is based in the **Canberra Health Services, Division of Nursing and Midwifery, Patient Support Services Unit** and will provide direct support to the community in the response to COVID-19 in providing COVID-19 vaccinations and testing.

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

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

Ability to work a flexible rotating roster
High level communication skills

Position Requirements/Qualifications:

Currently in your third year of a bachelor's degree in Nursing or Midwifery.

The successful applicant will need to be available for weekend and a rotating roster of Morning and Evening shifts
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:

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

Undergo a pre-employment National Police Check.

Note: These are casual positions located in various locations across the ACT.

How to Apply: For further information and to apply, please visit the Canberra Health Services website [here](#).

Contact Officer: Josephine Forrest 0481 465 177 Josephine.forrest@act.gov.au

COVID Testing and Vaccination Centres - Registered Midwife

Registered Midwife Level 1 \$71,730 - \$95,818, Canberra (PN: 51785, various - 020BH)

Gazetted: 13 January 2022

Closing Date: 13 January 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 COVID centres provide services for COVID-19 testing and vaccination throughout the Canberra region.

COVID Testing: Registered Nurses work in a team to screen for eligibility, collect specimens and provide education to consumers. Staff also work in Hotel Quarantine and Medihotel.

COVID Vaccination: Registered Nurses provide vaccinations and pre and post vaccination care.

There are multiple COVID services, including both drive through and in centre, and the staff work flexibly across all sites.

Registered Nurses with an interest in working in Vaccination are encouraged to apply. Vaccination clinics operate on both North and South Canberra.

The COVID centres operate 7 days a week and have varying shift times. Staff may work full or part time and flexible work hours are available.

About You

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

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:

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

Desirable:

Hold a current driver's licence.

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

Undergo a pre-employment Police check.

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

Note: These are temporary positions for three months with the possibility of extension. Full-time and part-time positions are available and positions will be located across Canberra.

How to apply: For further information and to apply visit the Canberra Health Services website [here](#).

Contact Officer: Josephine Forrest 0481 465 177 josephine.forrest@act.gov.au

Rehabilitation, Aged and Community Services

Executive Office

Executive Assistant

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 17633 - 0208V)

Gazetted: 14 January 2022

Closing Date: 28 January 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

There are six Community Health Centres as part of Canberra Health Services. These health centres are located at Belconnen, Gungahlin, Dickson, City, Phillip, and Tuggeranong. Four of these health centres have Walk-In Centres co located with them. Weston Creek Health Centre and Walk-In Centre is also a COVID testing facility.

The Executive Assistant is responsible for providing high level administrative support to the Executive Director, Rehabilitation, Aged and Community Services (RACS). The position supports the Executive Director on day-to-day matters and is part of the Executive support team with the Executive Officer, RACS. The position is based at University of Canberra Hospital but may be required to support the Executive Director, RACS at other Canberra Health Services locations.

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

Good organisational skills with a high degree of initiative.

Good communication and interpersonal skills.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner.

Position Requirements/Qualifications:

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

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

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

Desirable:

Previous experience working in the health sector.

Proficiency in the use of TRIM

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Applicant may be selected on written application and referee report only.

Contact Officer: Jo Morris (02) 5124 4776 jo.morris@act.gov.au

Rehabilitation, Aged and Community Services

Nursing

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$129,103, Canberra (PN: 22401 - 020AI)

Gazetted: 14 January 2022

Closing Date: 28 January 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

This is an exciting opportunity for a dynamic and enthusiastic Registered Nurse to fill the Clinical Nurse Consultant position in the Acute Care of Elderly Ward 11A at Canberra Hospital. RACS is seeking a suitably qualified person who has a passion for Aged Care to fill this rewarding permanent position.

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/>

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centre's and Village Creek Centre in Kambah. ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra commenced operations in July 2018. The new hospital, the University of Canberra Hospital (UCH) is part of the Canberra Health Services network of health facilities designed to meet the needs of our ageing and growing population. The inpatient Rehabilitation units are now located in the University of Canberra Hospital.

This position is an exciting opportunity for a dynamic and enthusiastic Registered Nurse (RN) to fill the Clinical Nurse Consultant (CNC) position in the Acute Care of the Elderly ward 11A at Canberra Hospital. RACS is seeking a suitably qualified person who has a passion for Aged Care to fill this rewarding position.

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

Progressive, adaptable, and flexible with ability to successfully introduce change and provide responsive services to meet clients' needs

A strong focus on person centred, exceptional care and a commitment to quality outcomes

Position Requirements/Qualifications:

Relevant be eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) with a minimum of 3 years' experience working professionally in the Aged Care environment in management role 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 Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious diseases

Contact Officer: Mercy Lukose 0434674442 Mercy.Lukose@act.gov.au

Mental Health, Justice Services, Alcohol and Drug Services

Director of Allied Health

Health Professional Level 2

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 40169 - 0204L)

Gazetted: 18 January 2022

Closing Date: 3 February 2022

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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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-psychosocial 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.

DUTIES

Exercising independent professional judgement on routine matters and under routine professional supervision for more complex tasks:

Under minimal supervision, provide a high level of appropriate skilled clinical assessment and interventions across a range of clinical areas.

Liaise with carers and other service providers to facilitate effective service provision.

Contribute to planning, development and evaluation of client programs and services including the initiation and coordination of quality improvement activities in areas of specialty.

Provide and participate in supervision and continuing professional development activities within the team.

Consult and liaise with external community agency/groups to develop partnerships for health promotion and other service delivery activities identified in the Model of Care.

Complete the clinical and administrative data collection and evaluation to standard.

Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of person and family centred, safe and high-quality patient care.

About You

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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.

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.

Mandatory:

For Occupational Therapy:

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

Be eligible for professional membership of Occupational Therapy Australia

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

For Psychology:

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

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

For Social Work:

Hold a degree in Social Work

Be eligible for membership of the Australian Association of Social Workers

Be registered under the Working with Vulnerable People Act 2011 (ACT)

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

Highly Desirable:

Current driver's licence.

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

Note: Applicants are encouraged to speak to the contact officer prior to applying.

Contact Officer: Kannan Sakthivel 5124 0150 kannan.sakthivel@act.gov.au

Mental Health, Justice Health, Drug and Alcohol Services

Secure Mental Health Services

Clinical Nurse Educator

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 37270 - 020B9)

Gazetted: 18 January 2022

Closing Date: 4 February 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Gwanggal Mental health (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 providing 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 Gwanggal Mental Health Unit (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 the Clinical Nurse Educator (CNE) is responsible for clinical teaching and the development of nursing practice within a therapeutic secure environment. This position reports to the Assistant Director of Nursing and will liaise with the Clinical Nurse Consultant to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working at the DMHU.

In this role you will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

About You

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Behavioural Capabilities:

Strong leadership and management skills.

The ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.
Higher level communication skills and the ability to develop and maintain networks across CHS and external parties with the ability to work within a multi-disciplinary team.

Individual initiative with strong problem solving and consultation skills

Position Requirements/Qualifications:

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

Holds or is working towards post graduate qualifications in health education or Certificate IV in Training and Assessment.

Minimum three years nursing experience in mental health with a sound understanding of forensic mental health; and

Current driver's license.

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

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

Desirable:

Holds or is working towards a post graduate qualification in health education, and/or has demonstrated experience in adult education and clinical practice development.

Post Graduate Qualification in Mental Health Nursing.

Experience in managing and influencing teams, processes, and practice improvement in a health environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check

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

Contact Officer: Peta Kleinig 512 41663 peta.kleinig@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Program

Occupation Therapy Services

Occupational Therapist

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 20650 - 020BK)

Gazetted: 18 January 2022

Closing Date: 4 February 2022

POSITION OVERVIEW

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/>

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

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

Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care

Occupational Therapy also provides services for the National Disability Insurance Scheme (NDIS) participants as well as Commonwealth Home Support Program clientele.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of initiative.

Adaptability and flexibility to accommodate change.

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

Capacity to obtain and interpret information.

Position Requirements/Qualifications:

- Degree in Occupational Therapy
- Be registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current driver licence
- Experience working with participants of the NDIS (desirable)
- Experience working with participants of the Commonwealth Home Support Program (desirable)
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.
- Undergo a pre-employment National Police Check.

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

Selection may be based on written application only. An order of merit will be established from this selection process and may be used to fill part-time and full-time, temporary, or permanent identical positions within RACCS over the next 12 months.

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

Contact Officer: Emily Peelgrane (02) 5124 1212 emily.peelgrane@act.gov.au

Medicine

Infectious Diseases

IPCU Clinical Lead

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 24763 - 01273)

Gazetted: 13 January 2022

Closing Date: 17 January 2022

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/> Applications are invited from suitably qualified medical graduates with Fellowship of the Royal Australasian College of Physicians who have or are eligible for medical specialist registration with the Medical Board of Australia.

Infectious Diseases provides specialist inpatient, outpatient, and Hospital in the Home care to patients with infectious diseases including, but not limited to, serious bacterial infections, prosthetic joint infections, long-term antibiotic use, splenectomy. Infectious Diseases supervises two advanced trainee positions for registrars and assists in the training of a third.

The successful applicant will be expected to have a role in undergraduate teaching and assessment within the Australian National University Medical School and be regularly involved in education and training of medical students and junior medical staff. The successful applicant will also be expected to be active in clinical and/or basic research, quality assurance activities and continuing medical education.

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

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

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

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

Note: This position is available full time for a period of 11.5 months with the possibility of extension.

To be available to perform these duties at Canberra Hospital and Calvary Public Hospital Bruce as required; and in the case of telephone advice, to affiliated NSW hospitals within the surrounding region.

Remuneration: \$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super

Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

About You

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Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australasian College of Physicians and/or equivalent specialist recognition, including sub-specialty training in Infectious Diseases; and eligible for registration as an Infectious Diseases Specialist with the Medical Board of Australia or equivalent specialist qualifications.

Membership in good standing with the Australian Rheumatology Association.

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.

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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.

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

Contact Officer: Ashwin Swaminathan (02) 5124 2105 ashwin.swaminathan@act.gov.au

Rehabilitation Aged and Community Services

University of Canberra Hospital

Assistant Director of Nursing - University of Canberra Hospital

Registered Nurse Level 4.3 \$147,398, Canberra (PN: 12773 - 020AA)

Gazetted: 17 January 2022

Closing Date: 31 January 2022

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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/>

University of Canberra Hospital is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population.

Apply to be part of the team that has established Canberra's first purpose-built rehabilitation hospital. Canberra's first purpose-built rehabilitation hospital supports people recovering from surgery or injury or experiencing mental illness. The University of Canberra Hospital is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community-based rehabilitation services. actions and remains accountable in providing patient care. The Assistant Director of Nursing (ADON) will be responsible for the operational management of the rehabilitation wards and support the Director of Nursing (DON) to manage the nursing services to ensure an efficient and effective patient centred service is provided. The successful applicant for this role will be enthusiastic about change, have strong negotiation skills and excellent organisation skills to manage the complexity of recruitment in this initial period.

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.
Innovation, adaptability and flexibility to drive change and provide responsive services to meet clients' needs.
A strong focus on person centred care and a commitment to quality outcomes.

Position Requirements/Qualifications:

Mandatory:

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

Current driver's licence.

Desirable:

Post graduate qualifications in health management and/or

Post graduate qualifications in Nursing

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.

Contact Officer: Maria Harman 0466 634 639 maria.harman@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Adult Mental Health Rehabilitation Unit

Registered Nurse

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 21894 - 0209T)

Gazetted: 17 January 2022

Closing Date: 4 February 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

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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, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides 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.

AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration.

Under the general direction of the AMHRU Clinical Nurse Consultant, the Registered Nurse role within AMHRU is responsible for the provision of individual and group rehabilitation and healthy lifestyle programs with the aim of graduated community re-integration. This involved completing assessments, providing pharmacotherapy, and evidence based and person-centred care within a recovery orientated and therapeutic environment.

The Registered Nurse role is required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses.

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

This position is be required to participate in afterhours, on call and/or rotation roster.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

The ability to priorities and work independently

Positive team spirit.

Adaptability and flexibility to accommodate change.

Position Requirements/Qualifications:

Relevant tertiary qualifications, be registered (or be eligible for registration) as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum of one years' experience working professionally in a mental health setting is preferred.

The successful applicant will need to be available for afterhours, on call and/or rotation roster

Post Graduate Qualification (or equivalent) in Mental Health Nursing, or working towards

Current Driver's licence

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 reference checks

Undergo a pre-employment National Police Check.

Contact Officer: Susan Jacques (02) 5124 0220 Susan.Jacques@act.gov.au

Allied Health

Acute Support

Speech Pathologist

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 42994, several - 020DQ)

Gazetted: 19 January 2022

Closing Date: 4 February 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

Seven community health centres: providing a range of general and specialist health services to people of all ages. A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Acute Allied Health Services Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra Hospital and Health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma. This position will be responsible for delivery of clinical speech pathology services to an assigned adult and/or paediatric caseload and contribution to an active teaching and quality improvement program with strong professional support.

This position may participate in a rotational weekend roster at the Canberra Hospital including on-call responsibilities depending on operational requirements.

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:

Excellent communication skills,

Ability to work collaboratively with the multidisciplinary and speech pathology teams,

Adaptability and flexibility to accommodate, change and be responsive to clinical needs,

Organisational skills and motivation.

Position Requirements/Qualifications:

Mandatory:

A degree in Speech Pathology from a recognised tertiary institution.

Eligibility for practicing membership of Speech Pathology Australia.

Be registered under the Working for Vulnerable People Act.

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

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

Desirable:

Hold a current driver's licence.

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

Undergo a pre-employment Police check.

If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

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

Notes:

This is a temporary, full-time HP2 Speech Pathologist position in the Canberra Hospital Speech Pathology team for 11.9 months with the possibility of extension or permanency at the same or altered hours depending on available positions in the department.

This recruitment round will be used to create a merit list for the next twelve months.

Applicants may be selected based on written application alone if appropriate.

Applicants are encouraged to contact the hiring manager prior to applying.

Applicants may address the selection criteria under "What you require" individually or as one statement in their written applications. There is no word limit applied to written applications.

Contact Officer: Timothy Tooke (02) 5124 2230 Timothy.Tooke@act.gov.au

Nursing and Midwifery and Patient Support Services Occupational Medicine Unit (OMU)

Registered Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 38190 - 0206U)

Gazetted: 13 January 2022

Closing Date: 31 January 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Occupational Medicine Unit (OMU) sits within the Division of Nursing, Midwifery and Patient Support Services and reports to the CHS Infection Prevention Control Unit. The OMU staff support the guiding principles associated with the clinical response of a pandemic by protecting the workforce, patients, and the community. This support includes undertaking qualitative fit testing of N95/P2 respirators for health care workers in high-risk areas. The OMU staff provide an occupational assessment, screening, and vaccination program for CHS staff including: Immunisation: Hepatitis B, measles, mumps, rubella, varicella (chickenpox), diphtheria, tetanus, and pertussis (Whooping cough) and annual influenza vaccination

Screening / serology: Hepatitis B, measles, mumps, rubella, varicella (chickenpox), and annual blood borne viruses (staff who perform invasive exposure prone procedures)

Management of staff with blood and body fluids exposures such as needlestick, sharps, splash, and scratch/bites.

Respiratory Mask Fit Tester has a direct reporting line to the CNC OMU.

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, you will have a demonstrated track record of working in a multi-disciplinary team environment while supporting and contributing to a workplace that embraces diversity, encourages collaborative teamwork and complies with all applicable regulatory and legislative requirements. It is expected the successful candidate will have the following attributes:

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

Strong communication skills and a high attention to detail.

Position Requirements/Qualifications:

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

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

Completed a certificate of immunisation course (or working towards completion).

Undergo a pre-employment National Police Check

Highly Desirable:

Minimum five years recent full time equivalent post registration experience.

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

Contact Officer: Kendra Kemister 0481 060 809 kendra.kemister@act.gov.au

Rehabilitation, Aged and Community Services

Rehabilitation Medicine

Specialist 1-5/Senior Specialist – Rehabilitation Medicine

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 54845 - 02000)

Gazetted: 13 January 2022

Closing Date: 24 January 2022

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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/>

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

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

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

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

In addition to a range of ambulatory care services, the Department of Rehabilitation Medicine provides inpatient care to 120 beds at the University of Canberra Hospital, Specialist Centre for Rehabilitation, Recovery and Research.

The University of Canberra Hospital (UCH) is a purpose-built rehabilitation hospital located on the University of Canberra campus on the corner of Aikman Drive and Ginninderra Drive. UCH forms part of a planned network of ACT Health hospitals and facilities designed to meet the needs of our ageing and growing population. It contributes to the continuum of rehabilitation services provided across the Division of Rehabilitation, Aged and Community Services (RACS) through the Canberra Health Services.

At full capacity UCH will have 140 inpatient beds, 75-day places and additional ambulatory clinics and services. This will allow some patients to be discharged earlier and still receive the rehabilitation therapy they require.

The Canberra Hospital is the principal tertiary referral and teaching hospital for the region and serves a population of 500,000. It is modern hospital of approximately 500 beds and provides most major medical and surgical sub-specialty services.

Remuneration: \$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super

Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise.

About You

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Position Requirements/Qualifications:

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

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

Fellowship of Australasian Faculty of Rehabilitation Medicine (Royal Australasian College of Physicians) –FAFRM (RACP) or equivalent specialist qualifications.

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.

The successful applicant will need to be available for rostered after hours and on call work.

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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.

Provide three referees for reference checks.

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

Contact Officer: Dr Chris Katsogiannis 0428 540 851 chris.katsogiannis@act.gov.au

Medicine

Infectious Diseases

Specialist/Senior Specialist - Infectious Diseases

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 01ZS8)

Gazetted: 13 January 2022

Closing Date: 17 January 2022

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/> Applications are invited from suitably qualified medical graduates with Fellowship of the Royal Australasian College of Physicians who have or are eligible for medical specialist registration with the Medical Board of Australia.

Infectious Diseases provides specialist inpatient, outpatient and Hospital in the Home care to patients with infectious diseases including, but not limited to, serious bacterial infections, prosthetic joint infections, long-term antibiotic use, splenectomy. Infectious Diseases supervises two advanced trainee positions for registrars and assists in the training of a third.

The successful applicant will be expected to have a role in undergraduate teaching and assessment within the Australian National University Medical School and be regularly involved in education and training of medical students and junior medical staff. The successful applicant will also be expected to be active in clinical and/or basic research, quality assurance activities and continuing medical education.

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

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

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

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

Note: This position is available full time for a period of 11.5 months with the possibility of extension.

Remuneration: \$284,320 - \$383,585 inclusive of salary, applicable allowances and 11.5% super Note: Starting salary will be negotiated within this classification for the successful candidate, depending on experience and expertise

About You

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Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australasian College of Physicians and/or equivalent specialist recognition, including sub-specialty training in Infectious Diseases; and eligible for registration as an Infectious Diseases Specialist with the Medical Board of Australia or equivalent specialist qualifications.

Fellowship in good standing with the Royal Australasian College of Physicians (FRACP).

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.

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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.

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

Contact Officer: Ashwin Swaminathan (02) 5124 2105 ashwin.swaminathan@act.gov.au

Finance and Business Intelligence

Finance and Business Intelligence Executive

Chief Finance Officer

Executive Officer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 50492 - 02094)

Gazetted: 13 January 2022

Closing Date: 27 January 2022

POSITION OVERVIEW

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Executive Officer position reports to the Business Manager and works closely with Divisional colleagues, the Canberra Health Services Executive and key staff in Ministerial offices and across other ACT Government Directorates.

The Executive Officer is responsible for the coordination of all incoming and outgoing correspondence within the Office, liaison with the CHS Executive team, Divisional senior leaders and other projects and priorities for the Chief Financial Officer. The position will also provide high level support and advice to the Chief Financial Officer and Business Manager, undertaking a range of coordination functions, including preparation of briefings, reports and other correspondence.

ABOUT YOU

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Behavioural Capabilities

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

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

Ability to adapt and be flexible to accommodate change and provide response services to meet the Chief Financial Officer's needs.

Position Requirements/Qualifications:

Relevant Public Sector management qualifications or experience working in the health sector is desirable.

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

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current resumé, and

A response to the selection criteria under “what you require” in no more than two pages.

Where possible include specific relevant examples of your work.

Contact Officer: Tasfia Khan 0403 707 414 Tasfia.khan@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Services

CAMHS Community Services

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 29841 - 01ZXQ)

Gazetted: 18 January 2022

Closing Date: 25 January 2022

POSITION OVERVIEW

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

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

Territory Wide Mental Health Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will manage the office/administrative aspects of the community-based team by provision of high-quality customer service to people accessing CAMHS Services, their networks and to CHS Health personnel.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, you will have a demonstrated track record of working in a multi-disciplined team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

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

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

Commitment to achieving positive outcomes for children and young people, their families and/or carers.

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

Be flexible, adaptable and comfortable with a changing working environment.

Position Requirements/Qualifications:

Mandatory:

Must hold a current drivers licence.

Experience in working within the Mental Health sector.

Desirable:

Experience in working with children and young people.

Experience with medical terminology would be an advantage

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

Undergo a pre-employment National Police Check

Note: This is a temporary position available for 11 months with the possibility of extension and/or permanency. Be available to work within all program areas of CAMHS as service needs arise.

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

Contact Officer: Kieran Hay (02) 5124 1407 kieran.hay@act.gov.au

Medical Students COVID Casual Pool

Technical Officer Level 1 \$61,765 - \$64,757, Canberra (PN: 020DO)

Gazetted: 18 January 2022

Closing Date: 28 January 2022

Details: Under current Public Health Emergency Directions all Canberra Health Services staff are required to be fully vaccinated against COVID-19. In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation. As you may have heard the government has decreased the timeframes between boosters and made COVID-19 Vaccinations available to 5–11-year-olds. To ensure that eligible Canberrans can quickly receive the required vaccines CHS is ramping up its vaccination availability. In late 2021 the Poisons Act was amended to allow Medical Students who are in their 3rd year to vaccinate people aged 12 years of age and older. To deliver booster vaccines to the Canberra population we need your help. Canberra Health Services (CHS) is calling on Technical Officers to form part of our casual pool, to assist with our response to the COVID19 situation. We are presently accepting applications only from third year Medical Students to undertake booster vaccinations at the Australian Institute of Sport Mass Vaccination Centre, who meet the following criteria: a medical student enrolment in your third year of Bachelor of Medicine degree; and entered on the student register in an approved program of study under the Health Practitioner Regulation National Law; has completed at least their first year of full-time study (or part time equivalent); and can provide evidence of successful completion of the subject requirements for pharmacology and undertaken at least one clinical placement in a hospital setting or has had clinical exposure to patients be an Australian Citizen, permanent resident or able to work on an eligible visa; and be physically capable to work in a COVID vaccination site with extended periods of time on your feet required. Applicants will need to be available for weekend and a rotating roster of Morning, Evening and Night shifts. Please be aware that we are only offering shifts to Medical Students at the AIS Mass Vaccination centre at this time. 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. Duties of the Role: A Medical Student COVID Worker is a person who meets the definition of the definition set out above and who has completed all required training. Where authorised under Medicines, Poisons and Therapeutic Goods (COVID-19 Vaccine Administration) Approval 2021 (No 2) and under direct supervision, administer COVID-19 vaccine in accordance with the provisions of Schedule 1, Item 8 which states that a student doctor may: administer, obtain, possess, or supply a COVID-19 vaccine; and May only administer a COVID-19 vaccine to a patient aged 12 years or older under direct supervision. Under supervision, conducts tests for COVID-19; Assist other qualified staff in administering COVID-19 tests and vaccinations; Prioritise patients presenting for COVID-19 testing within parameters set by the latest public health advice; Support patient flow within Vaccination Centres; Provide visual observation of patients following vaccination and escalate any concerns as appropriate; Provide administrative

support where required; and Undertake other duties appropriate to this level of classification in support of the COVID-19 testing and vaccination programs. If you have a current National Police Check (less than 12 months old) or a Working with Vulnerable People check, please also upload a copy to assist us in expediting your application. Thank you for your interest in the role and assisting Canberra with our response to COVID19. Contact Officer: Canberra Health Services Recruitment Hotline (02) 6207 1450

Office Chief Executive Officer

COVID Casual Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$56,482 - \$62,885 (up to \$64,757 depending on qualification level), Canberra (PN: CV0024, several - 020IL)

Gazetted: 18 January 2022

Closing Date: 28 January 2022

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

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POSITION OVERVIEW

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These casual positions are short term during the COVID19 Pandemic, intended to support the health professional workforce during periods of high service demand and /or if the workforce is depleted. Roles and duties as a result will vary, and under the supervision and direction of a health professional may include deployment to support:

Implementation of therapeutic health professional services in the inpatient and community sectors

Delivery of ADL equipment to support patient safety

COVID19 surge services

Administrative support

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of initiative.

Flexible and adaptive approach to work.

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

Position Requirements/Qualifications:

Final year allied health student

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.

Be registered under the Working for Vulnerable People Act.

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

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

Contact Officer: Felicity Martin 0417 082 200 felicity.martin@act.gov.au

Office Chief Executive Officer

COVID Casual Pharmacy Technician

Technical Officer Level 1 \$61,765 - \$64,757, Canberra (PN: CV0019, several - 020IM)

Gazetted: 18 January 2022

Closing Date: 28 January 2022

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

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POSITION OVERVIEW

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

About Pharmacy

Pharmacy sits within the Medical Services Group which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

CHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, and administration staff. The department provides a range of clinical services to inpatients and outpatients including several specialised services. The pharmacy team charter is *"Our competent and professional team will provide a contemporary and forward-thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community"*

Position summary

The role of a pharmacy technicians is to participate as an active member of the pharmacy team to promote and provide exceptional patient care by ensuring the safe, efficient, and cost-effective distribution of pharmaceutical in CHS while working alongside and under the supervision of a registered pharmacist.

This role is short term to support the activities of the Pharmacy Department during the COVID-19 pandemic, tasks will be assigned under the supervision of a Pharmacists and will include dispensing prescriptions.

ABOUT YOU

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Behavioural Capabilities

Attention to detail

Self-motivated and enthusiastic

Excellent communication skills

Position Requirements/Qualifications:

Essential requirements:

Final year Pharmacy Student in an accredited Pharmacy Program

Highly desirable requirements:

Professional membership with Society of Hospital Pharmacists of Australia

The successful applicant is required to:

be available for regular weekend and after-hours work

work across multiple sites within CHS

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:

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.

Contact Officer: Felicity Martin 0417 082 200 felicity.martin@act.gov.au

Women Youth and Children

Children's Hearing Service

Audiologist

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 45162 - 01ZTK)

Gazetted: 17 January 2022

Closing Date: 2 February 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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.

Canberra Health Services is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities and aligning them with ACT Health's Territory Wide Services Framework.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community-based services of Canberra Health Services include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

More information can be found on the CHS website: <https://www.health.act.gov.au/>

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

An understanding of your own expertise and scope of practice in order to seek advice and assistance when required

An ability to work in a small team setting

Enjoys working with toddlers, children and adolescents

Kindness

Position Requirements/Qualifications:

Relevant qualifications

Mandatory:

Eligibility for full membership with Audiology Australia with Certificate of Clinical Practice (CCP)

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:

Provide confirmation of education/professional body accreditation

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.

Notes: This is a temporary part-time position at (16) hours per week available for six months with the possibility of extension and/or permanency. The above full-time salary will be pro-rata.

Contact Officer: Catherine Whitehead 0408648945 Catherine.Whitehead@act.gov.au

Women, Youth and Children

Maternity

Childbirth Education Coordinator

Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (PN: 52926 - 0207T)

Gazetted: 17 January 2022

Closing Date: 2 February 2022

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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.

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

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:

Provide suitable references.

Undergo a pre-employment National Police Check.

Contact Officer: Sheree Barr 51247368 sheree.barr@act.gov.au

Women, Youth and Children

Maternity

Level 2 Midcall Midwife

Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (PN: 43866 - 0207S)

Gazetted: 17 January 2022

Closing Date: 2 February 2022

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

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Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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.

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

Resourcefulness, adaptability and flexibility to accommodate change and provide responsive services to meet clients' and teams needs.

Promote positive workplace behaviours and be committed to role modelling these.

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

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

Position Requirements/Qualifications:

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

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

Hold a current drivers' licence

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

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:

Provide suitable references

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.

Notes: This is a temporary position available for 11.5 months.

Contact Officer: Sheree Barr 51247368 Sheree.barr@act.gov.au

Mental Health, Justice Services, Alcohol and Drug Services

Perinatal and Infant Mental Health Specialist Service

Perinatal Mental Health Clinician

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 18756 - 0208P)

Gazetted: 19 January 2022

Closing Date: 2 February 2022

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Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Perinatal and Infant Mental Health Consultation Service (PIMHCS) is a community based, multidisciplinary service for women with moderate to severe mental health problems who are planning pregnancy, are pregnant, and in the first year after birth. We aim to provide specialist perinatal consultation, mental health assessment and advice to clients and to referring services.

The role will require the team member to provide triage, assessment and clinical interventions to perinatal women and their families, experiencing mental health with complex psychosocial issues.

Health Professional Officers within the CAMHS 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.

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:

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

Commitment to achieving positive outcomes for mother, their infants, families and/or carers.

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

Be flexible, adaptable and comfortable with a changing working environment.

Position Requirements/Qualifications:

Mandatory for all disciplines:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of one years' post-qualification experience working professionally in respective field.

A current Driver's Licence.

Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

Psychologists must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).

Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the *ACT Working with Vulnerable People Act 2011*

Highly desirable for all disciplines:

Experience working with mothers, infants and adults with a mental illness.

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

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

Prior to commencement successful candidates will be required to:

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

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.

Note: This is a temporary position available for 11 months with the possibility of extension and/or permanency. An Order of Merit may be used to fill future identical full time and part time temporary vacancies across CAMHS within a 12-month period. Selection may be based on written application and referee reports only

Contact Officer: Bridget Dillon Bridget Dillon 5124 3133 bridget.dillon@act.gov.au

Rehabilitation Aged and Community Services

Nursing

Assistant In Nursing- Ward 11A

Assistant in Nursing \$55,182 - \$57,050, Canberra (PN: 32399 - 0206R)

Gazetted: 17 January 2022

Closing Date: 2 February 2022

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

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Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/>

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

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:

Good communication skills

Positive attitude

Good team spirit

Position Requirements/Qualifications:

Relevant nursing qualifications and a minimum of two years' experience working professionally in Acute Geriatrics setting is preferred.

Certificate III in Health Services Assistance or be working towards a Diploma in Nursing or Bachelor of Nursing or recognised equivalent.

Be registered under the Working for Vulnerable People Act.

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:

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

Bring two referee reports, with one from your current line manager

Undergo a pre-employment National Police Check.

Notes: This is a permanent part-time position available at (22) hours per week. The above full-time salary will be pro-rata.

Contact Officer: Shimmy Davis 0408135203 shimmy.davis@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Perinatal and Infant Mental Health Specialist Service

Child and Adolescent Mental Health Services

Perinatal Mental Health Clinician

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 49493 - 0208U)

Gazetted: 13 January 2022

Closing Date: 27 January 2022

POSITION OVERVIEW

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Perinatal and Infant Mental Health Consultation Service (PIMHCS) is a community based, multidisciplinary service for women with moderate to severe mental health problems who are planning pregnancy, are pregnant, and in the first year after birth. We aim to provide specialist perinatal consultation, mental health assessment and advice to clients and to referring services.

The role will require the team member to provide triage, assessment and clinical interventions to perinatal women and their families, experiencing mental health with complex psychosocial issues.

Health Professional Officers within the Child and Adolescent Mental Health Services (CAMHS) 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.

An exciting opportunity to join a busy specialist mental health team which focuses on early therapeutic support of mothers and their infants who experience severe mental health and complex psychosocial issues.

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:

- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Commitment to achieving positive outcomes for mother, their infants, families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable and comfortable with a changing working environment.

Mandatory for all disciplines:

- Relevant degree in Social Work/Psychology/Occupational Therapy qualifications and a minimum of one years' post-qualification experience working professionally in respective field.
- A current driver's licence.
- **Occupational Therapists** must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

- **Psychologists** must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).
- **Social workers** must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the *ACT Working with Vulnerable People Act 2011*

Highly desirable for all disciplines:

- 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.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. An Order of Merit may be used to fill future identical full time and part time temporary vacancies across CAMHS within a 12-month period. Selection may be based on written application and referee reports only. Selection may be based on written application and referee reports only.

How to apply: Applications must be submitted through the e-recruitment system.

Applications must include a copy of a current resumé, and

A pitch of no more than two pages outlining your skills, knowledge and experience and why you should be considered for this role. You should take into consideration the selection criteria under “what you require” when drafting your response.

Where possible include specific relevant examples of your work.

CHS Contact: Bridget Dillon (02) 5124 3133 bridget.dillon@act.gov.au

Contact Officer: Bridget Dillon (02) 5124 3133 bridget.dillon@act.gov.au

Canberra Institute of Technology

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

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

CIT Industry Engagement and Strategic Relations

CIT Strategic Growth and Transformation

Project Officer Strategic Growth and Stakeholder Engagement

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 28759)

Gazetted: 18 January 2022

Closing Date: 1 February 2022

Details: Are you a customer focused team player who can grow and strengthen connections? Have you worked in project environments and assisted others to overcome challenges and see the opportunities to ensure the best outcome for your customers?

As the Project Officer, CIT Strategic Growth and Transformation at CIT you will report directly to the Director, Strategic Growth and Transformation and work closely with CIT Marketing, CIT Renewables and CIT departments and colleges more broadly.

You will foster relationships, perform a range of project work and event management, oversee efficient and effective administration of the Strategic Growth and Transformation area to support the CIT Director, Strategic Growth and Transformation and CIT more broadly

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

Notes: This is a temporary position available from 12 March 2022 until 26 August 2022.

How to Apply: Interested applicants may provide a pitch of no more than two pages and a current curriculum vitae outlining relevant skills and experience, and the contribution they believe they can make to CIT's objectives within the CIT Strategic Compass.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jayne Miller (02) 6205 3515 Jayne.Miller@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

Executive Branch Manager, VisitCanberra

Temporary Vacancy (17 January 2022 to 4 April 2022)

Chief Minister, Treasury and Economic Development Directorate

Economic Development

Position: E674

(Remuneration equivalent to Executive Level 1.4)

Date circulated: 12 January 2022

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

VisitCanberra leads the ACT and capital region tourism industry to create and implement a range of marketing and partnership programs that aim to grow the value of tourism to the ACT economy. Economic Development is looking for applicants who can demonstrate a history of building and maintaining high level collaborative relationships with a broad cross section of stakeholders with a focus on the tourism sector. The successful candidate will report to the Executive Group Manager, Operations, Economic Development.

This position is responsible for collaboratively developing and implementing high quality, evidence-based events policy and programs, to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy, to create a vibrant community for Canberrans and for people visiting Canberra.

To apply: If you think you have what it takes to take on the challenge of this important role to support the on-going success of Economic Development, please provide your two-page pitch (including the contact details of two referees) to Daniel Bailey via email, daniel.bailey@act.gov.au by COB Wednesday 19 January 2022.

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 \$257,573 - \$268,725 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$223,039.

Access Canberra

Engagement, Compliance and COVID-19 Response

Communication and Community Education

Director Communication and Community Education

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 50116)

Gazetted: 17 January 2022

Closing Date: 24 January 2022

Details: Are you a communications professional with a relentless drive to provide clear information to our community and to business – in the way they want to receive it?

Have a knack at working collaboratively with all stakeholders to ensure the audience is at the centre of all you do?

Do you think creatively and push the boundaries in how information is presented to achieve cut-through and effect behaviour change?

Then we want you!

Access Canberra is on the hunt for an experienced and motivated communication professional, someone who is a strategic thinker and a good stakeholder manager, to help a busy team deliver on multiple priorities simultaneously.

You will be joining a great, supportive and enthusiastic team and will work autonomously and with strong support from executive.

If you're successful, your role in the team will be to develop, deliver and improve content to support the way in Access Canberra engages and educates industry to achieve positive outcomes – as well as many other professional challenges!

This is a great opportunity to work in a diverse, challenging, and dynamic organisation where each day you will have the opportunity to do something different – so get in quick to express your interest 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: Relevant tertiary qualifications and experience working professionally in the fields of strategic engagement, strategic communications, media, or public relations will be highly regarded.

Note: This is a temporary position available immediately until December 2022. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: To apply for this role please submit a maximum two-page pitch addressing the Skills, Knowledge and Behaviours listed in the Selection Criteria and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachael Short (02) 6205 3614 rachael.short@act.gov.au

Digital, Data and Technology Solutions

ACT Data Analytics Centre

Assistant Director - Data Analytics

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 40123)

Gazetted: 17 January 2022

Closing Date: 04 February 2022

Details: As the Assistant Director - Data Analytics, you will lead the ACT Data Analytics Centre's creation of modern data products. This data expertise will create actionable insights that build a data driven Canberra and guide the development of ACT Government policies and services. Your management of the ACT Government's open data portal will provide more open data for Canberrans. Finally, your experience will enhance ACTDAC's data analytics expertise as well create rich data driven services for the ACTPS and Canberrans.

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:

- 3+ years in a data analytics or data science role.
- Demonstrated experience leading data teams in an agile environment.
- Demonstrated experience with Data science tools and languages including Python, R and SQL.
- Experience with big-data platforms (particularly MapR or Hadoop-based platforms) is highly desirable.
- Knowledge of data policy, governance and management policies 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. Current and former ADF members are encouraged to apply. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. 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 responding to the required Selection Criteria in the Position Description
- Current curriculum vitae
- Contact details for two referees, one of which is your current manager.

Contact Officer: Patrick Drake-Brockman (02) 6205 0971 Patrick.Drake-Brockman@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

Strategic Business

Portfolio Services

Project Manager

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 17997)

Gazetted: 19 January 2022

Closing Date: 11 February 2022

Details: Reporting to the Program Manager, Portfolio Delivery Office, Education Program, project manage a range of IT infrastructure and software projects for the Education Directorate. The infrastructure projects will range from minor refurbishments of schools, through to the build of brand new schools. Note that you will only be responsible for the IT components of these works.

Demonstrated ability to manage multiple projects, work to competing deadlines and achieve results in a busy, small team environment with limited supervision.

The Project Manager role is part of a multi-disciplinary team within Strategic Business, Portfolio Delivery Office, Education Portfolio Delivery. This position involves the direct supervision of ASO level staff, who will provide the technical knowledge to assist with the delivery of the projects. You will also be required to liaise with other technical teams, key Directorate stakeholders and vendors as required.

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 Requirement:

Relevant highly developed knowledge and understanding of project management and/or business analysis processes and their application.

Relevant formal qualifications in a recognised business analysis or project management discipline would be highly desirable.

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

Note: This is a temporary position available immediately up until 1 August 2022 with the possibility of extension for a further six months. The role includes the requirement to attend sites that are subject to vaccination mandates under a public health direction, the successful candidate must be willing and able to comply with all relevant public health directions in the performance of the advertised role.

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

How to Apply: In two pages or less tell us:

why you want the role

what you would bring to the role

what you would get out of it

about an achievement that you are most proud of

A current curriculum vitae

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Duffy 0409 557 857 Nicole.Duffy@act.gov.au

Property and Shared Services

Partnership Services

Operations Team Leader

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 46739)

Gazetted: 14 January 2022

Closing Date: 2 February 2022

Details: Do you have experience in leading and managing teams? Do you have excellent communication skills and the ability to provide high level support developing and implementing new procedures and policies, to achieve set outcomes?

Record Services/ Physical Records Support has the perfect opportunity for you. Record Services/Physical Records Support is seeking an experienced team leader to join the team as Operations Team Leader.

The successful applicant will be responsible for managing the day-to-day operations of the Physical Record Support (PRS) team. This role includes providing high level customer service, leading, and monitoring team's performance and the performance of individuals. Assists in the development and implementation of procedures, identifies training requirements, and delivers training to ensure a well-skilled and high performing team. Further to this manages the team's workload through the customer management system and ensures KPI's are met across the field of operations.

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: This position requires the ability to work in a manual handling environment.

Note: This is a temporary position available immediately until 30 June 2022 with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this process and future vacancies maybe used from this process within the next 12 months. Previous applicants will be considered and need to reapply.

How to Apply: If you feel that you are the perfect candidate and have the necessary skills and capabilities to fill this role, please send a personal pitch (two page maximum) in response to the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description, your current curriculum vitae, and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dana Milton (02) 6207 2068 dana.milton@act.gov.au

Corporate

Corporate Management

Corporate and Coordination Services

Performance Reporting and Coordination Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 35903)

Gazetted: 19 January 2022

Closing Date: 2 February 2022

Details: CMTEDD Corporate is looking for an enthusiastic and experienced officer to provide a coordination role within the team. This role is also responsible for providing reporting functions for the Corporate Group and for maintaining the Corporate Group information on the directorate's intranet. The role also assists the Lead in coordinating and preparing the CMTEDD Annual Report, Budget Statements and Statement of Performance. You will need to have excellent communication and negotiation skills, an eye for detail and an ability to work to deadlines.

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

How to Apply: Please provide your statement against the Selection Criteria, details of two referees and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Corinne Thompson (02) 6207 3743 Corinne.Thompson@act.gov.au

Workforce Capability and Governance

Office of the Deputy Director General

Executive Assistant to Deputy Director General Workforce Capability and Governance

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 42022)

Gazetted: 17 January 2022

Closing Date: 31 January 2022

Details: An exciting opportunity exists for an enthusiastic and dedicated Executive Assistant to work in the Deputy Director General's Office within Workforce Capability and Governance / Workplace Safety and Industrial Relations, CMTEDD. This role will suit a highly energetic and experienced Executive Assistant who thrives in a fast paced and often high-pressure environment. The role would give the successful individual the opportunity to gain experience working in a central agency in an area with a whole of government focus and the responsibility for setting and clarifying the direction of the ACT Public Service (ACTPS) workforce to meet current future capability needs. This position is part of a key team that leads and facilitates responsive governance approaches through policy, legislation and the investigation of misconduct. The team provides strategic, high level advice to the Deputy Director General, Head of Service Office and leaders across the Service each day.

This role reports to the Deputy Director General through the Executive Officer and also works closely with the Executive Management team. The successful individual will liaise broadly across the Service with various senior stakeholders, whilst maintaining a high level of confidentiality and discretion, responding quickly to business needs to adhere to tight timeframes.

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: After reviewing the 'What you will do' and 'What you require' sections in the Position Description, submit your application as a two page written response addressing these criteria, accompanied by a curriculum vitae and the details of two referees. Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fay Prowse (02) 6205 0358 Fay.Prowse@act.gov.au

Finance and Budget Group

Financial, Reporting and Framework Branch

Assistant Director - Accounting Policy

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 10932)

Gazetted: 14 January 2022

Closing Date: 28 January 2022

Details: Are you an accounting professional looking for an escape from traditional number crunching?

This role is not your traditional number based financial reporting focussed position. You will have the opportunity to use your skills to work predominately on conceptual accounting issues and advice by developing and managing accounting policy, financial frameworks and providing accounting advice on a wide breadth of issues in the ACT Government. The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for an Assistant Director – Accounting Policy who is an experienced Accountant with expertise in the provision of policy and technical advice in relation to accounting standards, taxation and financial management frameworks to join the team. The position provides a great opportunity to see the inside workings of ACT Treasury, and to contribute to delivering the Government's key policy priorities including planning and oversight of financial management and frameworks in the ACT. The position will allow for flexibility and encourages work/life balance for the right candidate.

The successful applicant will be required to give strategic and robust advice, and will have the ability to exercise initiative, have excellent communication skills, use sound judgement and be flexible in handling complex policy, financial, and administrative issues. The successful applicant will have well developed accounting, policy and analytical skills, and the demonstrated capacity to work effectively in a team environment, plan work, balance competing priorities and meet deadlines. Well-developed written and oral communication skills, including liaison and negotiation skills are also required.

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

Eligibility/Other Requirements:

Tertiary or post graduate qualifications in business, accounting, commerce, economics, finance or a similar field are highly desirable or, alternatively, tertiary qualifications in another field combined with strong numeracy skills gained through experience in financial analysis and reporting.

Membership of a professional accounting body would be highly desirable.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. These positions are based in a workplace designed for activity-based working (ABW). 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 work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret Barnes (02) 6207 5653 Margaret.Barnes@act.gov.au

CMTEDD Corporate

Workforce Strategy, Business Support and Information Governance

Culture, Engagement and Workforce Planning

Assistant Director, Inclusion and Belonging

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 41798)

Gazetted: 13 January 2022

Closing Date: 30 January 2022

Details: Corporate provides a range of strategic, governance, organisational development, administrative and human resource functions for the Chief Minister, Treasury and Economic Development Directorate in ACT Government.

As an Assistant Director in the Culture, Engagement and Workforce Planning team you will be committed to the ongoing development of a diverse and inclusive workplace culture. In partnership with Executives, key stakeholders and staff you will be responsible for developing, implementing and monitoring culture, diversity and inclusion initiatives that support Directorate and Whole of Government objectives.

To succeed in the role, you will be an experienced diversity and inclusion practitioner with expertise in embedding positive organisational culture. You will be a strategic thinker who uses your influence to develop and roll out a range of initiatives that contribute to an engaged, inclusive and culturally aware workforce.

Your exceptional communication skills will be essential in liaising with stakeholders and developing material which supports our strategic priorities. Your sound judgement and ability to analyse information and recommend solutions to complex problems will enable you to achieve results in this position.

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 human resources or organisational development are highly regarded while extensive experience in a diversity and inclusion role is essential.

Notes: This is a temporary position available for 12 months with the possibility of extension. The duties of this position can be arranged to suit flexible start and finish times for full time hours or reasonable part time hours, subject to negotiation prior to commencement. A merit list will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two-page written response that provides evidence of your suitability to the role. Include examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities.

Please also attach a current curriculum vitae and provide names and contact details for two referees (one of whom should be your current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Jennifer Bell (02) 6205 0683 Jennifer.Bell@act.gov.au

Economic Development

Business and Innovation

Business Advocacy and Creative Industries

Program Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 48032)

Gazetted: 13 January 2022

Closing Date: 27 January 2022

Details: Calling all problem solvers, writers and team players. If you enjoy grappling with issues and developing solutions in partnership with the local community then the Program Officer role within the Business and Innovation (BandI) branch is the place for you. We are looking for a candidate to support our work in the small business, Aboriginal and Torres Strait Islander business development, Creative industries and Screen areas. Work in these areas will ensure you play a central role in contributing towards the Government's target of having 250,000 jobs in the ACT by 2025.

You will work within a supportive team in a fun and fast paced environment which aims to deliver high quality work aligned with Ministerial and Senior Executive priorities. Your excellent interpersonal and written communication skills will help you to deliver good results.

BandI spans a broad work area within the Economic Development Division which means you will be well-engaged during your time here. We're a supportive branch with an active social program adapted to evolving health restrictions. We are firm supporters of providing learning and development opportunities aligned to your career development goals.

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

Note: This is a temporary position available immediately until 31 March 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.

How to apply: If you are interested, please submit a pitch of no more than 500 words addressing the Selection Criteria and a curriculum vitae.

Contact Officer: Eamon Ritchie (02) 6205 8761 Eamon.Ritchie@act.gov.au

Finance and Budget Group

Executive Branch Manager, Central Agencies, Transport and Development Policy Branch

Executive Level 1.4 \$257,573 - \$268,725 depending on current superannuation arrangements, Canberra (PN: E749)

Gazetted: 13 January 2022

Closing Date: 25 January 2022

Details: ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an appropriately qualified person to fill the position of Executive Branch Manager, Central Agencies, Transport and Development Policy Branch.

As Executive Branch Manager, you will be responsible for providing policy and financial advice to the Treasurer and Cabinet on issues relating to transport and city services, central agencies, environment, planning and sustainable development. This role also leads a team assisting in the development of the Territory's budget and analysing and reporting on agency and business financial performance, and resource allocation. The Branch Manager reports to the Executive Group Manager FABG and supports the Deputy Under Treasurer and Under Treasurer.

The role requires a high-level strategic understanding of whole of government and directorate budget and financial management.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in business, accounting, commerce, economics, finance or a similar field are highly desirable or alternatively, tertiary qualifications in another field combined with strong numeracy skills gained through experience in financial analysis and reporting.

Remuneration: The position attracts a remuneration package ranging from \$257,573 to \$268,725 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$223,039.

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

How to Apply: Please provide a curriculum vitae, contact details for two referees, and provide a response of now more than two pages addressing the Executive Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Whybrow 0434 537 612 mark.whybrow@act.gov.au

Economic Development

Skills Canberra

Analytics and Policy Services

Analyst

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 03335)

Gazetted: 17 January 2022

Closing Date: 31 January 2022

Details: Skills Canberra is seeking to fill a temporary vacant position in the Analytics and Policy Services Team.

What will you do:

As an analyst you will undertake data analysis, research and consultation tasks of a complex nature encompassing a major area of Skills Canberra's operations. Your work will assist in answering critical questions for decision makers and guide allocation of training expenditure. You will also provide high level analytics support to other teams within Skills Canberra.

What you require:

You will have highly developed ability to analyse vocational education and training statistics and financial data to inform evidence-based recommendations. You will bring your high standards of customer service, together with your aptitude for cultivating productive working relationships to assisting Skills Canberra meet a range of deliverables and timelines. Your excellent ability to deliver results and behave ethically and with accountability will set you apart from the rest.

About Skills Canberra:

Skills Canberra is responsible for the provision of strategic advice and overall management of vocational education and training (VET). Skills Canberra also manages Commonwealth and ACT funding directed to VET programs in the ACT.

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

Note: This is a temporary position available from 1 February 2022 to 22 December 2022 with the possibility of extension up to 12 months and/or permanency. The successful candidate will be decided based on their application, a work sample task, referee reports and an interview. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role. This position is usually in an activity-based working (ABW) environment.

How to Apply: Please review the attached Position Description and email the following:

A current curriculum vitae.

The names of two referees, including your current manager or supervisor.

A supporting statement, of no more than 1800 words, addressing each Selection Criteria and providing evidence of your suitability for the role. Include examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities.

Shortlisted applicants will be required to provide reports from two referees prior to their interview. It is preferable that one of your referees is your current manager or supervisor. Referees must use the official referee report template which can be found at <https://www.jobs.act.gov.au/how-we-hire/selection-forms>.

Applications should be submitted via the Apply Now button below.

Contact Officer: Asterie Twizeyemariya (02) 6205 7060 Asterie.Twizeyemariya@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

Inclusion and Participation

Office for Multicultural Affairs

Assistance Director, Office for Multicultural Affairs

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 52960)

Gazetted: 19 January 2022

Closing Date: 2 February 2022

Details: Progressing the ACT Government's Welcoming Cities membership and accreditation is led by the Office for Multicultural Affairs. The Office for Multicultural Affairs is seeking an organised and strategic-minded individual to lead the next stage of the ACT's Welcoming Cities accreditation at the 'advanced' level and manage the ACT Government's membership of Welcoming Cities, including as host city for the 2022 National Welcoming Cities Symposium. As an assistant director, you will be part of a small team undertaking complex tasks and shaping whole of government policy. You will work across the Community Services Directorate, ACT Government and key stakeholders to identify and strengthen policies, programs and initiatives that contribute to a welcoming and inclusive Canberra. The interdisciplinary nature of the work means you should be a 'big picture' thinker, with a strong ability to link information from different sources. You also have the ability to produce high-quality written documents and presentations for senior management and external stakeholders.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applications should include a curriculum vitae and a pitch of no more than two pages addressing the Selection Criteria (Professional/Technical Skills and Knowledge and Behavioural Capabilities).

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenny Wells (02) 6207 9432 Jenny.Wells@act.gov.au

Inclusion and Participation

Office for Women

Programs Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 36576)

Gazetted: 19 January 2022

Closing Date: 2 February 2022

Details: Inclusion and Participation Division is seeking an experienced Program Officer.

The successful candidate will be responsible for the coordination and delivery of the Women's Return to Work Grants Program and providing support for the Programs Team which includes administrative duties and stakeholder engagement.

The ACT Women's Return to Work Program is an ACT Government initiative that assists women to achieve increased financial independence by helping them prepare for, obtain and maintain employment.

The Office for Women works to enhance the status of women in the ACT and in doing so, assists in the creation of a community where women are safe, healthy, equally represented, and valued for their contribution to society.

The Office for Women manages a range services within an integrated and collaborative service model, through policy development and relationship management of key community stakeholders and partnerships that provide strategic direction for the ACT Government regarding all areas of women and girls lives in the ACT.

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

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

Note: This is a temporary position available immediately for eight months. A Merit Pool will be established from this selection process and will be used to fill vacancies across Inclusion and Participation Division over the next 12 months.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the Skills, Knowledge, and Behavioural Selection Criteria. Specific examples should be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: JenniferE Lewis (02) 6205 1317 JenniferE.Lewis@act.gov.au

Housing ACT

Policy Business Transformation

Quality Management Risk Response and Review

Senior Review Officer and Response Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 40734)

Gazetted: 13 January 2022

Closing Date: 27 January 2022

Are you looking for a part time opportunity? Up to 22 hours per week (Monday Wednesday, Thursday) in a fast-paced environment? Do you enjoy producing and coordinating high quality written correspondence for a range of audiences, including formal responses for clients, complainants, the Minister and Executives.

The ACT Government Community Services Directorate (CSD) has responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services and policy, children, youth and family support services and policy, Child and Family Centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, and community disaster recovery.

CSD provides staff with flexible working arrangements, access to a range of varied and interesting roles and training that is tailored to career goals. Staff working in CSD are expected to demonstrate quality customer service, problem solving and teamwork skills, be willing to continuously improve, adapt to change, be outcome focused and accountable for their actions.

Quality Management, Risk, Review and Response team with the Policy and Transformation Branch in Housing ACT are responsible for quality assurance and broad risk management and complaint handling functions for the division.

As the Senior Review Officer and Response Officer you will provide a key role to support the CRR team deliver its objectives. You will Manage the intake and triage activity and all communication activity, collate, critically assess, and analyse information and produce high quality written correspondence. You will also manage complaints in accordance with the urgency, seriousness/escalation of the issues raised, including intake, triage, assessing, reviewing, recording, resolving, and referring as required.

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

Eligibility/Other Requirements:

Desirable skills and knowledge:

Diploma in Social Housing or equivalent, e.g Social Work, Psychology, Social Welfare, Social Science or related discipline.

Proficiency with Microsoft Office Programs

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

Notes: This is a temporary part-time position up to 22 hours per week, (Monday, Tuesday, Thursday), available immediately for up to 12 months. The full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Applicants must provide a copy of your current curriculum vitae and a written pitch of no more than two single sided A4 pages addressing the Selection Criteria and listing two referees and their contact details.

Contact Officer: Sarah Cavanagh (02) 6205 2202 sarah.cavanagh@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.

Children Youth and Families

Children and Families

Child Development Service

Clinical Leader Occupational Therapy

Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 36164)

Gazetted: 18 January 2022

Closing Date: 3 February 2022

Details: An exciting opportunity exists to join the Child Development Service (CDS) as a Clinical Leader – Occupational Therapy.

CDS Health Professional 4 Clinical Leader roles are focussed on providing strong leadership to build an integrated multidisciplinary team that supports effective, and culturally safe and inclusive service delivery. You will be required to provide leadership and management to a multidisciplinary team of health professionals and allied health assistants who deliver services to clients of the Child Development Service, with a particular focus on Occupational Therapy services. You will maintain a clinical load, and also undertake other duties which include administration, coordination and oversight of professional practice, performance management, training, and project and portfolio management.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Tertiary qualifications in Occupational Therapy.

At least 5 years of experience delivering Occupational Therapy services.

Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA)

Eligibility for Membership with Occupational Therapy Australia (OTA)

Current Driver's Licence

Experience in the planning, delivery, and oversight of early intervention programs is highly desirable

How to Apply: Applicants are required to address the Selection Criteria in the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melinda Connor (02) 6205 9004 Melinda.Connor@act.gov.au

Education

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

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

Executive Group Manager, System Policy and Reform

Temporary Vacancy (11 February 2022 to 15 March 2022)

Education Directorate

System Policy and Reform

Position: E718

(Remuneration equivalent to Executive Level 2.4)

Date circulated: 10 January 2022

Circulated to: ACTPS Senior Executive List

The Education Directorate has a short term vacancy from 11 February to 15 March 2022 to fill the position of Deputy Director-General, System Policy and Reform.

The Deputy Director-General, System Policy and Reform plays a key role in leading the development of strategic education policy and programs to ensure educational outcomes improve for all Canberrans. The position is responsible for strategic policy across all schooling sectors and performs a key role in shaping and setting the direction for ACT school education.

The Deputy Director-General, System Policy and Reform performs a significant role in achieving ACT actions, milestones and targets for national education reforms, including providing leadership in the implementation of bilateral agreements and the national policy initiatives within the National School Reform Agreement. This position

coordinates the ACT's contribution to national education reforms including those progressed through COAG's Education Council.

The Deputy Director-General, System Policy and Reform must also have a comprehensive understanding of early childhood education and care

system-wide reforms including the Future of Education Strategy, the Early Childhood Strategy and the Review of the Education Act (2004)

national and territory level data and analytics which inform school and system improvement

strategic school capacity planning and enrolment policy and practice relating to school planning;

Key to this position will be the ability to lead complex policy and service delivery programs and the provision of reliable, detailed and timely advice to the Director-General in relation to the policies, programs and procedures which inform and shape education across the Territory.

The role requires a person of exceptional leadership, communication and organisational skills. The individual should have a proven record in executive-level management in a government agency, monitoring and reporting of corporate policy and education service delivery.

The successful candidate will have a strong and established record in implementing reform agendas at a senior executive level, as well as demonstrable skills in strategic planning, building and maintaining key relationships, managing resources efficiently and effective educational leadership. Relevant tertiary qualifications are highly desirable.

The position is directly responsible to the Director-General and will work closely with other senior executives within the Directorate, including key contributions to the agency's response to the COVID-19 pandemic. There will also be significant contact with other agencies' executives and the Office of the Minister, requiring a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines.

To apply: Your application should include an EOI of no more than one page outlining what they could contribute to this critical role, details of two referees, a current curriculum vitae and confirmation of your availability and sent to Deb Efthymiades via email, deb.efthymiades@act.gov.au by COB Monday 17 January 2022.

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 \$335,516 - \$350,179 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,258.

Contact Officer: Deb Efthymiades, Deputy Director-General System Policy and Reform, ACT Education Directorate (02) 6205 9171 deb.efthymiades@act.gov.au

Business Services

Governance

Risk, Security and Emergency Management

Assistant Director Emergency and Agency Security Advisor

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 09400)

Gazetted: 19 January 2022

Closing Date: 9 February 2022

Details: The ACT Education Directorate is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education.

Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient, and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning.

The Directorate is seeking highly motivated, experienced and suitable individuals to apply for the permanent position of Assistant Director, Emergency and Agency Security Advisor. The Assistant Director will support the Senior Director Risk, Security and Emergency Management (RSEM) in the delivery of the ACT Education Directorate's protective security and emergency management capabilities. More broadly the Assistant Director will lead and guide the RSEM team in matters relating to risk, security and emergency management.

The successful applicant will be responsible for leading the development of security and emergency management frameworks and supporting policies, plans and projects; supporting the Senior Director in promoting a safety culture across the Directorate; lead governance of security and emergency management; contribute to ACT Government projects relating to security and emergency management; progress portfolio initiatives with the ACT Education Directorate and ACT Government partners.

The successful applicant will demonstrate their professional/technical skills and behaviour capabilities within the context of an emergency management environment where leadership and management, building and maintaining relationships and high level communication and governance is essential.

The Directorate 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 Requirement:

Successful applicant must have Negative Vetting 1 (NV1) clearance or the ability to apply and maintain NV1.

Experience in security, emergency management and the risk governance environment is essential and relevant qualifications are highly regarded.

The ability to perform work outside of standard hours including the weekends to support the RSEM Duty Officer responsibilities and Liaison Officer duties on behalf of the Directorate.

Registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required to be maintained to occupy this position.

Driver's licence is essential.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: To demonstrate your ability to undertake the requirements outlined in the Position Description submit:

1. A written supporting statement of no more than two pages addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities within the context of the Position Description.
2. A current curriculum vitae, that includes, two referees with a thorough knowledge of your work performance. Please ensure one of your referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Allen (02) 6207 7007 Tracey.Allen@act.gov.au

Business Services

Communications, Engagement and Government Support

Ministerial and Corporate Reporting

Assistant Director, Corporate Reporting and Stakeholder Management

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 09406)

Gazetted: 17 January 2022

Closing Date: 31 January 2022

Details: The Ministerial and Corporate Reporting team provide the critical connection between the Directorate and Government. Our team manages and supports the Directorate to meet its obligations around Cabinet, Legislative Assembly and ministerial business. The team coordinates significant input to government commitments, annual reporting, performance and accountability and attendance at committee hearings. The team also provides secretariat support for critical stakeholder engagements and manages the Directorate's stakeholder engagement frameworks. We are looking for someone to join us - As the Assistant Director, Corporate Reporting and Stakeholder Management, you will provide the coordination and provision of secretarial support for the Director-General's key stakeholder meetings. You will also be challenged by being part of the coordination, preparation and delivery of key corporate reporting and accountability functions for the Directorate including the annual report, non-financial components of the budget papers, the Statement of Performance process; Parliamentary and Governing Agreement reporting and other whole of government reports.

As a member of a team with both corporate reporting and corporate secretarial responsibilities, we need someone with strong coordination skills, an ability to work independently, who is self-driven, and has a willingness to assist others if required. Our ideal candidate will be pro-active, organised and can work well under pressure in a busy environment.

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

Note: This is a temporary position available immediately for a period of up to 12 months. This position works in an activity-based workplace (ABW) structure. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply:

Please provide the following:

A maximum two page statement of claims against the Selection Criteria that outlines your experience and/or abilities against the requirements (professional/technical skills and knowledge; and behavioural capabilities) in relation to the stated duties outlined in the Position Description.

A current curriculum vitae.

The contact details of at least one referee.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rochelle Bessey (02) 6207 2620 rochelle.bessey@act.gov.au

Business Services

Communications Engagement and Government Support

Communications and Engagement

Assistant Director Communications and Engagement

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 17860)

Gazetted: 19 January 2022

Closing Date: 3 February 2022

Details: Are you looking to for a rewarding and engaging role? Are you passionate about public education and love engaging with school communities? The Education Directorate is seeking to fill a key role in our dynamic Communications and Engagement team. We are looking for an experienced and motivated communication and engagement professional who is keen work with school communities and tell the great stories behind the expansion and building of great new schools for our growing city. The ACT Education Directorate delivers quality public school and early childhood education to shape every child's future and lay the foundation for lifelong development and learning. We deliver high quality education across 90 public schools educating over 50,000 students from early childhood through to college. We also regulate the early childhood sector in the ACT and register non-government schools in the ACT. Our [Strategic Plan 2018-21: A Leading Learning Organisation](#) explains what we do, what we want our organisation to become, what we want to achieve, how we will achieve it and how we will hold ourselves to account.

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

develop and implement communications and engagement plans in collaboration with the senior executive, other directorates and the Minister to support business priorities and outcomes

provide strategic communications, engagement and issues management advice to executives and business stakeholders on a wide range of directorate programs and projects

prepare a range of products including digital content for online and social media channels, and other material as required, deliver information campaigns and support community engagement activities

work collaboratively on cross-government projects to ensure integrated communications and engagement solutions to support the ACT community

support and participate in best practice communications and engagement response at the Public Information Coordination Centre (PICC) or Directorate Response Team in times of a Territory emergency

understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

undertake other duties appropriate to this level of classification that contribute to the directorate

supervise and mentor team members.

Eligibility/Other Requirements:

Tertiary qualifications in communications, public relations or journalism, with a record of achievement in the design and delivery of community engagements is preferred.

Notes: This is a temporary position available for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: To apply refer to the relevant Selection Criteria (attached) and submit a two-page Expression of Interest addressing the Selection Criteria and detailing your relevant skills and experience, and reason for applying, along with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyn Larkin (02) 6205 0837 Lyn.Larkin@act.gov.au

Business Services

Governance

Risk, Security and Emergency Management

Support Officer, Risk, Security and Emergency Management

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 34299)

Gazetted: 18 January 2022

Closing Date: 8 February 2022

Details: The Education Directorate is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education. Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient, and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning. The Directorate 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.

The Risk, Security and Emergency Management (RSEM) section within the Governance Branch, is seeking suitable individuals to apply for the Support Officer, Risk, Security and Emergency Management position. The Support Officer is an active member of the RSEM team, undertaking a range of administrative functions. The successful applicant will be a highly motivated member of the team, required to multi-task and actively engage in range of situations where problem-solving and managing complex and sensitive issues with discretion and confidence is required. They will also be an active contributor to the incident management response and planning capability. The successful applicant will be competent in ICT systems including software application and electronic management systems and manage the inward and outward facing content including emails, assist in the drafting of documents and provide project management support. Working in a fast-paced environment the Support Officer is an effective communicator with strong interpersonal oral and written communication skills, networking with key internal and external partners.

Eligibility/Other Requirements:

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

Experience in the areas of risk, emergency management or protective security will be highly regarded.

Experience in electronic management system such as TRIM, Wire or Objective will be an advantage.

Driver's licence is 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. 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: To demonstrate your ability to undertake the requirements outlined in the Position Description applicants must submit:

1. A written supporting statement of no more than two pages addressing the professional/technical skills and knowledge, behavioural capabilities within the context of the position description.
2. A current curriculum vitae, that includes, two referees with a thorough knowledge of your work performance. Please ensure one of your referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Allen (02) 6207 7007 Tracey.Allen@act.gov.au

School Improvements

North Canberra/Gungahlin

Margaret Hendry School

Defence School Mentor

School Assistant 2/3 \$50,861 - \$62,020, Canberra (PN: 41345)

Gazetted: 18 January 2022

Closing Date: 1 February 2022

Details Margaret Hendry School is a P-6 school experiencing rapid growth. Our K-6 learning communities are multi-age and multistage. Margaret Hendry School is innovative in approach to learning as we bring to life the Education Directorates Future of Education Strategy. Please visit our website for further information at <http://www.margarethendryschool.act.edu.au>

We are seeking to appoint a Defence School Mentor (DSM) who is passionate about the wellbeing of children and young adults as part of the Defence School Mentor Program (DSMP). This program, delivered in schools, is designed to provide practical assistance to Defence families and support the social and emotional wellbeing of Defence students within their schools.

The role provides specialised, on-site support to meet the needs of Defence students and their families within the school community. The primary objectives include but are not limited to:

Supporting the integration of new Defence students into the school environment.

Supporting Defence students experiencing any social, emotional or academic challenges.

Supporting Defence students experiencing the impacts of Defence-related parental absence and relocation.

Directing students to school, Defence or external programs, services or opportunities that meet their support needs.

Organising specific whole school events in the annual calendar to recognize and celebrate the service of the defence force in our country

Increasing the awareness and appreciation of the unique Defence lifestyle and associated challenges for students in schools and local communities.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* maybe required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, staff members working at Margaret Hendry School must provide evidence of their vaccination status.

Applicants for this position will be required to provide evidence of full vaccination against COVID-19.

Note: This is a temporary full time position available from 14 Feb 2022 until 14 Feb 2023. The standard working hours for the role are 8:30am-3:30pm, Monday – Friday. There may be requirement to fulfill other LSA responsibilities as part of this role.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the Selection Criteria, together with your curriculum vitae and contact details 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: Aimee Simpson (02) 6142 2800 aimee.simpson@ed.act.edu.au

School Improvement

North Canberra/ Gungahlin

Margaret Hendry School

Staffing Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 52309)

Gazetted: 17 January 2022

Closing Date: 24 January 2022

Details: Margaret Hendry School is a P-6 school experiencing rapid growth. Our K-6 learning communities are multi-age and multistage with preschool, K-2, 3-5, and year 6 groupings. Margaret Hendry School is innovative in approach to learning as we bring to life the Education Directorates Future of Education Strategy. Please visit our website for further information at <http://www.margarethendryschool.act.edu.au>

We are seeking a highly motivated, experienced Staffing Officer. The successful applicant will undertake the managing of staff/human resource processes in accordance with legislative/policy requirements. Manage staff data associated records in a confidential and sensitive manner. This position requires managing relief teaching and Learning Support Assistant (LSA) staff, managing bookings, staff leave and assisting the Principal with the overall staffing for Margaret Hendry School.

In this position the applicant will need the ability to develop, implement and maintain processes that contribute to the efficient and effective management of the school. The successful applicant will also support the Business Manager in day-to-day activities, undertake administrative duties in our front office, prepare and publish public

communications assist in the management of school events, and support the whole-school administrative functions.

The successful applicant will possess excellent communications skills, have experience in working within a team of executive staff, and a proven ability work within a busy work environment that has competing demands.

Eligibility/other requirements: In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, staff members working at Margaret Hendry School must provide evidence of their vaccination status.

Applicants for this position will be required to be fully vaccinated against COVID-19.

Highly desirable:

Knowledge of school operations

Desirable:

Business qualifications or experience in a business-related role

Certificate IV or equivalent e.g., Business Administration, Government (School Support Services), Government

Excellent knowledge of Microsoft Outlook, Word and Excel

First Aid Certificate or a willingness to undertake appropriate training

Knowledge of school specific software including Sentral, SSEM and SIMs

Note: This is a temporary position available from 25 January 2022 until 24 January 2023 with the possibility of extension and/or permanency.

How to apply: Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the Selection Criteria, together with your curriculum vitae and contact details 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.

Contact Officer: Ann-Marie Pesticcio (02) 6142 2800 Ann-Marie.Pesticcio@ed.act.edu.au

Teachers – Specialist and Disability Education

Ambulance Paramedic 2 \$91,751 - \$103,053 plus penalties, Canberra (PN: 112021)

Gazetted: 13 January 2022

Closing Date:

Teachers – Specialist and Disability Education

Join ACT Education as a Teacher specialising in creating positive outcomes for students with a disability or with additional learning and support needs. Out specialist/disability educators deliver programs across a wide range of settings from mainstream classrooms in the primary, secondary and college sectors, specialised Learning Support Units and our four Specialist Schools.

As a Specialist or Disability Educator in the ACT Education Directorate you will help in the creating and delivering specialised learning programs for students who have a range of learning difficulties and disabilities.

The Future of Education

The [Future of Education Strategy](#) is an ACT education strategy in place for the next 10 years. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

Strengthened systems to focus on equity with quality

Placing students at the centre of their learning

Empowering teachers, school leaders and other professionals to meet the learning needs of all students

Building strong communities for learning

Australia's leading employment conditions for Teachers.

The ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 (Teaching Staff EA) means teachers in the ACT will be the highest paid and will have some of the best employment conditions in the country. Our Agreement leads the sector in Australia. It includes:

Dedicated new educator program with mentoring and professional development supported by reduced contact hours

Highest wages in Australia and best superannuation benefits in the country

A reduction in face to face teaching hours to ensure the on-going professional development for teachers and quality learning for students across the ACT

Agreed class sizes

Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption, and permanent care leave

Even more benefits to working with us

With Canberra being one of the fastest growing cities in Australia the ACT needs more teachers now and into the future. This growth presents more opportunities to teachers within our unique Directorate:

Within the Directorate, you can have a career without needing to move towns every three to five years.

As a small city we benefit from close connections between all our learning environments

Support and mentoring for beginning teachers

Opportunities for professional learning and career development

Professional learning programs tailored to the differing needs of teachers and school contexts.

Generous relocation package of \$12,000 + dependant's allowance with prior approval and receipts

Your skills and experience

Qualifications and/or significant experience in teaching students with disability, complex needs and/or a trauma background.

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the [ACT Government Respect, Equity and Diversity Framework](#) and lead safe work practices that are in accordance with [Cultural Integrity](#) and the [Directorate's Work Health and Safety](#) policies, procedures and roles and responsibilities.

Requirements for employment

A minimum of 4 years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification

To be eligible for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment

Current Working with Vulnerable People registration

Australian citizenship and/or permanent residency status

You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

Further information

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

For any questions regarding this recruitment process please contact:

Education HR on 02 6207 3046 or 02 6205 5000 or eduemployment@act.gov.au

Please follow this link to complete the application process:

<https://forms.gle/oRUeYGwMFIPZuU4n7>

For further information about our Directorate and the ACT Public School system visit our website at

www.education.act.gov.au/home

Environment, Planning and Sustainable Development

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

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

Executive Group Manager, Development and Implementation

Temporary Vacancy (1 March 2022 to 30 June 2022)

Environment, Planning and Sustainable Development Directorate

Development and Implementation

Position: E1030

(Remuneration equivalent to Executive Level 2.2)

Date circulated: 06 January 2022

Circulated to: ACTPS Senior Executive List

The Environment Planning and Sustainable Development Directorate (EPSDD) is seeking an experienced leader to fill the position of Executive Group Manager Development and Implementation (previously called Urban Renewal), commencing 1 March 2022 – 30 June 2022.

The Executive Group Manager, Development and Implementation reports to the Deputy Director-General Planning and Sustainable Development.

The Executive Group Manager of Development and Implementation Division is responsible for the delivery of projects and programs including work toward the development of Government-owned land for release for residential, commercial, industrial, community and urban purposes. The Division manages key government priorities and projects including:

implementing the actions of the Asbestos Response Taskforce;

assessing sites for potential future release and development, and undertaking due diligence to support the ACT Government's Indicative Land Release Program;

procurement and project management of consultant, civil and landscape construction works;

infrastructure projects and planning as they relate to future release of government owned sites.

The Executive Group Manager is responsible for leading several business units in providing sustainable, innovative, and best practice development and delivery of services for Government.

The Executive Group Manager represents the Directorate at Government, industry and community forums on matters that span the Directorate's operations.

The role requires exceptional leadership, executive management, and negotiation skills across a range of portfolio areas including development processes, policy, financial management, human resources, government, the wider community, and business issues.

The Executive Group Manager will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Group Manager will also contribute to broader whole of service initiatives relating to workforce management, planning, and safety.

The Executive Group Manager will also have a key role in the research and development of innovative approaches for development and service delivery.

Eligibility/Other Requirements: An established record in managing infrastructure projects including construction at the executive level and demonstrated capability in building and maintaining relationships with key internal and external stakeholders. Strong leadership skills and the ability to motivate and inspire others to work together to through change and to achieve Government policy outcomes is critical.

Relevant tertiary qualifications are mandatory.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Isabella Cullen via email, Isabella.cullen@act.gov.au by COB Thursday 20 January 2022.

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 \$293,881 - \$306,669 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$255,749.

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

Corporate Services and Operations

Finance, Information and Assets

Strategic Finance Financial Systems

Administrator Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 43288)

Gazetted: 13 January 2022

Closing Date: 08 February 2022

Details: Financial Systems Administrator provides an exciting opportunity for a motivated individual to make a valuable contribution to Environment, Planning and Strategic Development. Within this role you will be responsible for development and maintenance of reports and other solutions within TM1 and other software. You will work closely with other stakeholders to ensure development and maintenance of various databases and systems to capture information. The role also involves development of solutions to capture financial information and provide advice regarding proposed financial systems and solutions. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience in similar role developing and maintaining a TM1 database and environment.

Strong computer skills and use of Microsoft Excel.

Experience with PowerBI and Oracle are both highly desirable.

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

How to apply: Please provide a two page written 'pitch' addressing the skills and experiences you will bring to the position, along with a current curriculum vitae.

Contact Officer: Stuart Wall (02) 6205 0760 Stuart.Wall@act.gov.au

Statutory Planning

Leasing Services

Assistant Director, Leasing Services

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 13612)

Gazetted: 19 January 2022

Closing Date: 2 February 2022

Details: The Statutory Planning Division is seeking a motivated and enthusiastic person to manage, assess and determine development applications of varying complexity, as well as assist in the review, determination and oversight of lease variation charges and other matters relevant to the ACT leasehold system generally. The successful applicant will also be expected to provide expert evidence in the ACT Civil and Administrative Tribunal or other courts in relation to development applications. This position requires experience or the ability to undertake complex development assessments, strong analytical skills, high level communication skills, and a strong focus on working with the development industry, the community, agencies and other ACT Government directorates. The successful applicant will also have demonstrated leadership skills, be an advocate for change, for improving processes; and be able to manage, motivate and inspire staff.

If this sounds like you, we would love to hear from you!

Eligibility/Other requirements: Experience and qualifications in Urban Planning, Law, or Government Administration or a similar field, are highly desirable.

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

How to Apply: 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 the Selection Criteria, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Aaron Oshyer (02) 6205 8394 Aaron.Oshyer@act.gov.au

Corporate Services and Operations

Governance, Compliance and Legal

Director, Governance, Assurance and Performance

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 34448, several)

Gazetted: 19 January 2022

Closing Date: 2 February 2022

Details: The Governance, Assurance and Performance team at the Environment, Planning and Sustainable Development Directorate (EPSDD) is responsible for the design and delivery of systems, solutions and practices that support the Directorate's operational and strategic performance. The team is multi-disciplinary and operates across organisational governance and business continuity; strategic performance and enterprise reporting; and assurance and risk management. We are seeking to fill two permanent positions at the SOGB level with people who are strategic and analytical thinkers, and who enjoy challenging work, have experience managing projects and programs within a governance or corporate management setting, a can-do attitude and a keen eye for detail. The positions will be responsible for a number of projects spanning the performance reporting, assurance and governance space. If you have relevant experience to take on one of these roles see the position description for more detail, we want to hear from you! The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment,

Aboriginal and Torres Strait Islander peoples, people with disability, veterans, and those who identify as LGBTIQ+ are encouraged to apply.

Notes: This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk and are free to work in environments suited to the needs and demands of their day.

How to Apply: Please provide an application of no more than four pages addressing the criteria under Skills, Knowledge and Behaviour categories. You should do this in reference to examples of prior work, and specifically address your contribution and approach.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chantel Potter (02) 6207 4780 Chantel.Potter@act.gov.au

Corporate Services and Operations

Governance, Compliance and Legal

Legal Policy and Integrity

Director

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 39173)

Gazetted: 19 January 2022

Closing Date: 2 February 2022

Details: Do you have a passion for the natural and built environments and want to make a positive and meaningful contribution to the conservation and sustainable development of the Territory? Do you have experience in Legal Policy and Legislative reform? Then we want to hear from you! The Legal Policy and Integrity team is responsible for the provision of legal policy support and development of legislation for the Environment, Planning and Sustainable Development Directorate. These functions are diverse, and include drafting and reviewing legal instruments, development of legislation, procurement of legal advice from the ACT Government Solicitor and integrity support to the Senior Executive Responsible for Business Integrity Risk. We are seeking an experienced Senior Officer to fill the permanent position of Senior Officer Grade B Director. We are seeking people who are strategic and analytical thinkers, and who enjoy challenging work, have experience in managing legislative projects, a can-do attitude, a keen eye for detail and a commitment to providing superior client service. The successful applicant will play a key role as a member of the Directorate's corporate support team as it supports the operations of the Directorate's divisions.

The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, and those who identify as LGBTIQ, veterans and people from a culturally and linguistically diverse background are encouraged to apply.

Eligibility/other requirements: Qualifications in Law from an Australian tertiary institution, or a comparable overseas qualification, and/or experience in providing Legal Policy support, are desirable.

Notes: This position is based in a new workplace designed for activity-based working (ABW) at the ACT Government's Dickson Office Block @480 Northbourne Avenue. Under ABW arrangements, officers do not have a designated workstation/desk. Current COVID-19 restrictions and policies provide for the ability to work from both home and in the office, although the restrictions and policies are subject to change. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Part-time hours will be considered and the full-time salary noted above will be pro-rata.

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

Suitability for this position will be assessed on your demonstrated skills, experience, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

a statement addressing the Selection Criteria, limited to a maximum of 350 words per criterion

a current resume/curriculum vitae

contact details of at least two referees

Contact Officer: Adam Roach (02) 6207 7803 Adam.Roach@act.gov.au

Chief Operating Officer

Finance, Information and Assets

Strategic Finance

Director, Financial Reporting

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 46487)

Gazetted: 18 January 2022

Closing Date: 25 January 2022

Details: Environment, Planning and Sustainable Development (EPSDD) Strategic Finance is looking for a Director in Financial Reporting for a 12 month period.

To be a strong contender for this role you will have a strong accounting background with a proven record in delivering high quality annual financial statements and accounting policy advice. You will have the ability to manage complex financial projects, good communication skills and able to balance competing timeframes.

The primary responsibilities for the position are to:

Manage the financial reporting activities of the Directorate, including cash management and forecasting, accounts receivable, accounts payable and salary reporting.

Co-ordinate the monthly financial reporting process, including monthly reconciliations, Balance Sheet reports to management and submissions to ACT Treasury.

Co-ordinate the annual financial statements process, including preparation of reconciliations, collection of data from internal and external stakeholders and managing the external audit.

Develop quality assurance frameworks and policies relevant to the operations of the financial reporting team and in adherence to relevant accounting standards.

Develop and maintain financial framework policies and instructions for the Directorate.

Develop and maintain complex financial reporting reconciliations and reports.

Contribute to delivery of the day-to-day activities of the Strategic Finance team with a view to delivering the team's common business goals and objectives.

Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements:

Highly Desirable: Qualifications in Accounting or Commerce and membership of a professional body, such as the Institute of Chartered Accountants or CPA Australia.

Experience working with TM1 and the ACT Government's Oracle financial management information system is highly desirable.

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

Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the office is anticipated, but with the flexibility to continue working from home some days. This position is located in the new Dickson Office Building that is designed for activity-based working. Under ABW arrangements, officers will not have designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please provide a two page statement addressing your suitability for the role based on your Skills, Knowledge, and Behaviour in relation to the duties/responsibilities and selection criteria listed in the Position Description and a copy of your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Tetley (02) 6207 2388 melissa.tetley@act.gov.au

Suburban Land Agency

Office of Chief Executive Officer

Executive Office

Senior Director - Executive Support Team

Senior Officer Grade A \$155,107, Canberra (PN: 55426)

Gazetted: 17 January 2022

Closing Date: 31 January 2022

Details: Take a look at this new and exciting role as the Senior Director and leader of the Executive Support Team at Suburban Land Agency (the Agency). This position is key to the Agency and will be responsible for providing direction and management of Ministerial and Government business correspondence including submissions on behalf of the CEO including Ministerial responses, coordinating and quality assurance of briefs, assembly business including question time briefs, questions on notice and submissions.

So who are we looking for? You will be a proactive and agile individual who can positively engage a range of stakeholders to support the outcomes of the Agency. You will lead and manage a small team that supports our Executives and senior leaders across the Agency.

The ideal candidate we are looking for is;

A strong team leader and people manager who positively engage and build individual and team capability whilst managing a diverse range of policy work, both strategic and responsive

Has demonstrated experience in supporting senior executive and can foster productive working relationships with executive and stakeholders.

Experience working on Cabinet, Ministerial and Government business, specifically in the ACT Government and or Government context.

Uses sound judgment, leads with integrity including the ability to problem-solve, present solutions, and to work effectively within a sensitive and confidential work environment.

Someone who has strong written skills and the ability to 'value add' by ensuring strong quality assurance, editing and consistency is applied to produce high level documentation.

Who has an eye for detail and is driven to provide the best possible products and outcomes

Excellent interpersonal skills who can create, collaborate to build relationships and partnerships.

Well organised with the ability to multi-task and work under pressure whilst managing competing priorities.

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 requirement: Experience working on Cabinet, Ministerial and Government business, specifically in the ACT Government.

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

How to apply: Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than three A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: John Dietz (02) 6205 7346 John.Dietz@act.gov.au

Office of the Director General

Communications, Engagement and Media

Media

Media Manager

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 29256)

Gazetted: 19 January 2022

Closing Date: 7 February 2022

Details: The Environment, Planning and Sustainable Development directorate is seeking a talented Media Manager who has a passion for developing compelling and creative media content to inform and engage Canberrans.

As part of a small team, you will be working on proactive and reactive media and issues management projects that are community-focussed and help to communicate the Directorate's important work to key stakeholders and the Canberra community.

You will be responsible for developing and producing high quality media and communications content to support outputs across a variety of different media types and channels.

If this sounds like you, we encourage you to apply!

Eligibility/other requirements: Relevant tertiary qualifications and a minimum of five years' experience working professionally in the fields of Journalism, Strategic Communications, Media or Public Relations is preferred.

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

How to apply: If 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 Selection Criteria, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Magee (02) 6207 2136 Alexandra.Magee@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.

Justice and Community Safety

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

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

ACT Corrective Services

Community Corrections

Administrative Assistant

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 49908, several)

Gazetted: 19 January 2022

Closing Date: 2 February 2022

Details: ACT Corrective Services (ACTCS) is seeking motivated and conscientious people to fill vacancies for the role of Administration Assistant (ASO4) within Community Operations. These are temporary vacancies for up to six months, with the possibility of extension up to 12 months and/or permanency.

The successful applicants will work closely with Community Corrections staff and managers, providing administrative and clerical support.

In addition, you will co-ordinate a range of financial and administrative support activities efficiently and complete designated tasks fully in accordance with established timelines, legislation, policy, procedures and standards. You will also manage manual and computerised records, accurately and securely, ensuring accessibility and confidentiality are maintained

Further to this, you will liaise with the Courts and interpret complex information in Court documents in order to maintain systems that support workflow and compliance.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent customer service and communication skills.

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

Eligibility/Other Requirements:

Background police checks will be conducted.

Driver's license is essential.

This position requires a pre-employment medical.

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

Notes: These are temporary positions available for up to six months, with the possibility of extension up to 12 months and/or permanency.

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae, including the names and contact details of two referees (one of which should be your current Supervisor/Manager); and (3) a copy of their drivers licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danielle Edward (02) 6207 2808 Danielle.Edward@act.gov.au

Legislation, Policy and Programs

Civil and Regulatory Law

Civil Law

Policy Officer - Civil Law

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 42654, several)

Gazetted: 14 January 2022

Closing Date: 30 January 2022

Details: The Legislation, Policy and Programs Division advises on and develops policy and legislation in relation to all aspects of civil and criminal law in the Territory.

The Civil Law and Regulatory Branch develops and implements policy, law reform, legislation and programs relating to general civil law; administrative law; access to justice; legal assistance; courts and tribunal; citizens' rights and consumer protections; residential tenancies; defamation; human rights; discrimination; privacy; retirement villages; commercial law; property law; liquor, racing and gaming policy and a range of other regulatory matters.

Policy officers deliver critical legislation, law reform and projects and provide high quality advice. They are responsible for applying research, analytical and written skills to produce briefings, drafting instructions and issues papers across diverse areas of law.

Eligibility/Other Requirements: Relevant tertiary qualifications in law or a related field or significant study towards gaining qualifications would be highly desirable.

Note: There are several ASO6 Policy Officer positions currently vacant across the Civil Law and Regulatory Law Branch within Legislation, Policy and Programs. An permanent vacancy in the General Civil Law, Housing and Consumer Protection team, and a temporary vacancy in the Access to Justice team which may become available permanently. 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: Interested applicants should submit a supporting statement of no more than two pages outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities provided in the position description, a current resume and the name and contact details of two referees. Selection may be based on application and referee reports only.

Contact Officer: Samantha Grundy (02) 6205 2434 Samantha.Grundy@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

Social Project Management

Infrastructure Principal Project Manager

Infrastructure Officer 5 \$161,140, Canberra (PN: 54524, several)

Gazetted: 19 January 2022

Closing Date: 11 February 2022

Details: Would you like to make a positive difference to the world we live in through the delivery of critically important infrastructure in the health, emergency and corrective services, and policing sectors?

Do you like significant challenges and want to be a key member of a high performing team who work to support a healthy, safe, and secure city? Are you an outstanding Project Manager who understands and appreciates the complexity involved with safely producing infrastructure outcomes within "24 hours a day, 365 days a year" operational environments? Then this opportunity is for you!

The Social Infrastructure Project Management Branch within Major Projects Canberra's Infrastructure Delivery Partners Division is looking for high performing team members who will project manage the procurement, contract administration, and delivery of critically important infrastructure projects in partnership with ACT Health, Canberra Health Services, and Justice and Community Safety.

To be successful in this role you must be highly motivated and self-driven, with the ability to drive project success through effective stakeholder and risk management, in accordance with budget, schedule and scope requirements. You must be willing to deliver projects on your own, and to supervise and mentor other project officers.

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 Requirement:

Mandatory requirements:

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.

Ability to comply with any legal requirement to work in health or aged care sectors, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable).

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than three 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: DavidH Hughes (02) 6205 6744 DavidH.Hughes@act.gov.au

CIT Campus - Woden Project

Project Manager Design

Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 49571)

Gazetted: 19 January 2022

Closing Date: 2 February 2022

Details: Do you like a challenge and want to be a key part of a high performing team who work to deliver infrastructure to support an educated and vibrant city? Then this opportunity is for you!

The ACT Government is investing around \$230 million in a purpose-built CIT campus and youth foyer and a further \$50million in a new public transport interchange for Woden, stimulating the local economy and supporting the urban renewal of Canberra's southern hub.

CIT Campus – Woden will see 22,500sqm of educational, 1,500 sqm of community and transport facilities built in a central, well-connected part of Woden.

The CIT Campus - Woden Project Team is responsible for the planning, design and delivery of a new CIT Campus to be developed on the site of the existing Woden bus interchange and layover facilities. The project will also include development of a new transport interchange for buses and light rail alongside the new CIT Campus in Callam Street, Woden and supporting layover facilities in Launceston Street and in Easty Street.

The new CIT Campus at Woden will represent the largest single investment in CIT infrastructure and will create a future-proofed "Smart Campus" with innovative environmentally sustainable design and digital learning capability as well as contemporary face to face learning environments. The new world class campus facilities will provide students with a future focused campus experience, enhanced industry engagement, start-up incubation and a modernised urban realm for the Woden Community.

The project will also include a new building to be developed at the CIT Bruce Campus to accommodate a group currently located at CIT Reid.

The CIT Campus – Woden Project Team will lead the project design, procurement, delivery and eventual transfer of the new facilities, in close consultation with CIT, the CIT Campus-Woden Project Board and other key stakeholders.

The development of the CIT Campus-Woden will incorporate extensive environmentally sustainable design (ESD), Building Information Modelling (BIM) and Smart Precinct/Campus (SP/C) features in the context of the new CIT Campus and Transport Interchange.

The Project Manager Design is part of a Planning and Design section within the +CIT Campus-Woden Project Team and reports to the Director Planning and Design.

The Project Manager Design will be required to ensure the project adheres to the government's statutory processes and policies as well as implements value for money design solutions for each package of this project in line with the *Government Procurement Act 2001* (ACT), Secure Local Jobs Code, and the Capital Framework.

The Project Manager Design is required to provide technical leadership, contribute to the management of all project assignments within the team, and maintain and manage all business standards and documentation. The

candidate will also act on behalf of MPC to provide expert advice and direction on technical issues and policies, and their implications in project development and delivery.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. The CIT Campus-Woden is also a focus project supporting Objective 2 of the Second Action Plan from the Women's Action Plan – fostering gender equity in Canberra workplaces, in particular the participation of women in key male dominated industries such as construction. As part of these commitments, women, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory:

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

Hold a relevant building degree; or

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

Desirable:

Experience in managing Design and Construct, and/or the General Contract 21 (GC21) forms of contract.

Notes: This position is available immediately up to 3 years 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. 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 three pages addressing the capabilities and your suitability for the role, 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: Ben Evans (02) 6207 7892 Ben.Evans@act.gov.au

Project Development and Support

Finance

Assistant Director, Finance

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 22470)

Gazetted: 14 January 2022

Closing Date: 4 February 2022

Details: Are you our new Assistant Director Finance?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Finance supports Major Projects Canberra through the provision of a financial management and governance including, but not limited to:

Provision of strategic and operational financial support and advice in accordance with the ACT *Financial Management Act 1996*;

Development and allocation of internal and external budgets, including coordination of the Agency's input into development of the ACT Government's annual budget papers;

Preparation of financial performance reports for the Agency;

Accounts receivable and accounts payable processing;

Development and maintenance of financial management information systems and processes; and

Preparation of the Agency's annual financial statements.

As a member of the Project Development and Corporate Support team, this position is responsible for assisting the Chief Financial Officer in providing leadership to the team responsible for supporting the Financial Management of Major Projects Canberra.

The position assists in the delivery of a range of financial accountability functions for designated major capital works projects within Major Projects Canberra including the Canberra Hospital Expansion, Light Rail Stage 2 and CIT Woden capital works projects.

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

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

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

Contact Officer: Erica Wark (02) 6207 8222 Erica.Wark@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

City Services

Roads ACT

Traffic Management and Safety

Traffic Permits Officer

Infrastructure Officer 2 \$90,210 - \$103,785, Canberra (PN: 54440)

Gazetted: 14 January 2022

Closing Date: 8 February 2022

Details: Roads ACT are seeking candidates for the role of Traffic Permits Officer. The successful candidate will be responsible for the assessment and approval of all statutory and regulatory applications received within the section covering traffic control devices, traffic management plans, road closures, road opening permits, bridge permits, over-dimensional width and length permits.

Specifically the work will involve receiving and prioritising Temporary Traffic Management (TTM) applications, reviewing TTM plans and associated documentation to be able to authorise TTMs complying with current legislation and guidance.

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:

Professional / Technical Skills and Knowledge

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

hold a relevant building degree; or

have significant building or infrastructure knowledge and/or project management experience

Notes: 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 provide a response to the Selection Criteria (What you require in the position description) along with a current curriculum vitae (resume) and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Neil Pincombe (02) 6205 7067 Neil.Pincombe@act.gov.au

Territory and Business Services

Libraries ACT

Multicultural Learning Coordinator

Professional Officer Class 1 \$63,614 - \$88,207, Canberra (PN: 36211)

Gazetted: 13 January 2022

Closing Date: 31 January 2022

Details: Libraries ACT is a dynamic and responsive business unit which includes the ACT Heritage Library and the Home Library Service. Libraries ACT provides public library services for the community over nine sites, online and through a range of programs. The Multicultural Learning Coordinator leads development and delivery of library services, programs, and resources for culturally and linguistically diverse communities in Canberra. Significant

relationship development is required broadly in the community, and internal to Libraries ACT and ACT Government. The position works collaboratively with all library staff, especially other staff delivering outreach activities, branch coordinators, and Collections staff.

Eligibility/Other Requirements:

Tertiary qualifications (bachelor, graduate diploma or masters) in a relevant industry such as community development, education, or in library and information studies, as recognised by the Australian Library and Information Association.

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

This position does work a fortnightly weekend shift in public library branches.

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

How to Apply: Please complete selection criteria in full and submit with an up to date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Steed (02) 6207 5156 Sarah.Steed@act.gov.au

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

Transport Canberra and City Services

No Waste

Waste Education and Partnerships Team

Assistant Director, Waste Education

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 46126)

Gazetted: 18 January 2022

Closing Date: 10 February 2022

Details The Assistant Director, Waste Education is an exciting position. ACT NoWaste is looking for a supportive team leader who is a self-directed creative thinker with an analytical mindset. Experience delivering behaviour change or public education campaigns as well as strong project management skills are essential. Experience in staff management and team leadership is essential. Familiarity with a range of behaviour change strategies such as social marketing, partnership development, community education, public relations and events, campaign management, community development and market research will be highly regarded.

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Skills and Knowledge Capabilities

Demonstrated skills and knowledge in developing, implementing and evaluating behaviour change or public education programs including strong project management skills.

Demonstrated written and oral communication skills together with the ability to engage collaboratively and represent ACT NoWaste across Government and external stakeholders.

Demonstrated skills and knowledge in the procurement and project management of consultancies such as research and creative agencies.

Demonstrated skills and knowledge in leading and managing staff, with the ability to lead, inspire and develop direct reports in a team-oriented environment.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

Behavioural Capabilities

Service Commitment - provide high quality service in line with the team's objectives as per community/stakeholder needs

Community/Stakeholder Relationships - Work cooperatively with others and focus on achieving the best result for customers and the broader community.

Delivering Results - achieve agreed outcomes within the specified responsibilities and governance frameworks that apply to my role and ACTPS organisation.

Compliance Requirements/Qualifications

Degree level qualifications and/or experience in marketing, particularly social marketing or behaviour change (or equivalent experience and skills).

This position requires a current registration or the ability to gain a registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011*.

Driver's licence is preferred but not essential.

This position does not require a pre-employment medical.

Note: This is a temporary full time position available from 14 Feb 2022 until 13 Feb 2023.

How to Apply: Potential candidates should include a supporting statement of no more than two pages addressing their Skills and Knowledge Capabilities in relation to the primary duties/responsibilities and eligibility/other requirements of the role, and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

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

City Services

City Presentation

Assistant Director, Safety and Wellbeing

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 48479)

Gazetted: 13 January 2022

Closing Date: 27 January 2022

Details: The Assistant Director, Safety and Wellbeing will work in a central function to support the City Presentation workforce to embed and utilise the TCCS WHS Management System to achieve its necessary work health and safety objectives. The role operates as part of a small team responsible for safety related requirements for the Branch and will work closely and cooperatively with the TCCS Corporate Safety team. As the Assistant Director, you will recommend and implement best practice safety and wellbeing outcomes across a diverse team of technical professionals that deliver horticulture, arboriculture, facilities and asset management, and regulatory outcomes for the Canberra community.

City Presentation is a Branch within the City Services Division of TCCS and is responsible for the management and maintenance of parks, open spaces and the public domain, including, lakes, street and parkland trees, public open space, sportsgrounds and city places. It protects the natural resources and amenity of the ACT and maintains the look of the city and its environs through its responsibilities that also include public land regulation and the protection of trees on public and private land.

The Branch consists of up to 380 staff, located in office and field operations across Canberra.

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

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 requirement is a Certificate IV in Workplace Health and Safety.

Experience in WHS auditing is desirable.

Drivers Licence (C-class) is mandatory.

How to Apply: Applications are sought from potential candidates and should include: A response to the Selection Criteria 'What you Require' outlining how your professional experience aligns with the primary responsibilities or capabilities for the role. Responses for each Selection Criteria should be limited to a page in length.

Contact details of two referees.

A current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Luke Halls (02) 6207 7112 Luke.Halls@act.gov.au

APPOINTMENTS

ACT Audit Office

Auditor/Senior Auditor \$67,770 - \$110,810

Xinyao Feng, Section 68(1), 17 January 2022

ACT Integrity Commission

Legal Officer Grade 2 \$152,603 - \$158,874

Jessica Vogel, Section 68(1), 12 January 2022

Canberra Health Services

Registered Nurse Level 1 \$71,730 - \$95,818

Laarni Abucal, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Neelam Adhikari, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Emma Andrews, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Arun Arun, Section 68(1), 7 February 2022

Registered Midwife Level 1 \$71,730 - \$95,818

Clare Ashby, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Olivia Ashton, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Alexandra Barnes, Section 68(1), 7 February 2022

Allied Health Assistant 2 (Qualified) \$56,482 - \$62,885 (up to \$64,757 depending on qualification level)

Melissa Battye, Section 68(1), 20 January 2022

Senior Officer Grade B \$133,552 - \$150,347

Eliza Beck, Section 68(1), 17 January 2022

Senior Officer Grade B \$133,552 - \$150,347

Amanda Bell, Section 68(1), 17 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Brigitte Bishop, Section 68(1), 7 February 2022

Enrolled Nurse Level 1 \$65,056 - \$69,505

Maddison Black, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Natalie Blood, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Daniel Boland, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Ella Boundy, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Kate Bowen, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Patrick Brownlie, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Sophie Buckley, Section 68(1), 13 January 2022

Radiation Therapist Level 2 \$72,681 - \$100,455

Ebony Burke, Section 68(1), 24 January 2022

Health Professional Level 2 \$69,738 - \$95,736

Claire Caldicott, Section 68(1), 13 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Kim Callaghan, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Liam Carey, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Sonam Choden, Section 68(1), 7 February 2022

Health Professional Level 1 \$65,402 - \$85,685

Joshua Clements, Section 68(1), 6 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Camille Coutant, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Tegan Davey, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Renee Davis, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Sanja Dhital Neupane, Section 68(1), 7 February 2022

Pharmacist Level 1 \$74,225 - \$85,685

Hannah Dunn, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Velouria Dunn, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Nikki Elesterio, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Georgia Evans, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Alys Farrell, Section 68(1), 7 February 2022

Allied Health Assistant 2 (Qualified) \$56,482 - \$62,885 (up to \$64,757 depending on qualification level)

Patrick Fry, Section 68(1), 30 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Gabrielle Galvin Staunton, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Samantha Glenie, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Kantamani Goundar, Section 68(1), 7 February 2022

Radiation Therapist Level 2 \$72,681 - \$100,455

Abbey Greig, Section 68(1), 17 January 2022

Health Professional Level 2 \$69,738 - \$95,736

Dilanka Gunathilake, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Prisca Hamandishe, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Elizabeth Healy, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Daniel Hesse, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Zoe Holgate, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Elyse Honeybone, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Rosannaugh Howard, Section 68(1), 20 January 2022

Radiation Therapist Level 2 \$72,681 - \$100,455

Taylor Hunter-Boyd, Section 68(1), 17 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Rikki Jones, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Bobymol Joseph, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Josen Joseph, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Thushara Joseph, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Rebekah Kinley, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Rajani Lamsal, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Adam Lawless, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Teresa Le, Section 68(1), 7 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Dema Lhamo, Section 68(1), 7 February 2022

Enrolled Nurse Level 1 \$65,056 - \$69,505

Mengshi Li, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Taylah Lloyd, Section 68(1), 7 February 2022

Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Michelle Loh Wei Yik, Section 68(1), 7 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Jessika Lomas, Section 68(1), 7 February 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Jacqueline Lovatt, Section 68(1), 6 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Caitlin Luchetti, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Philippa Macrae, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Kayla Margiotti, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Steven Marshall, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Carly Maxwell, Section 68(1), 7 February 2022

Enrolled Nurse Level 1 \$65,056 - \$69,505

Holly McCowen, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Katrina McHenry, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Ashley Meller, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Emma Mevius, Section 68(1), 6 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Jessica Morris, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Gabrielle Murphy, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Sally Musgrove, Section 68(1), 7 February 2022

Assistant in Nursing \$55,182 - \$57,050

Orun Namwong, Section 68(1), 25 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Abby Natali, Section 68(1), 7 February 2022

Enrolled Nurse Level 1 \$65,056 - \$69,505

Genevieve Neville, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Nhan-My Nguyen, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Chanda Niure, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Amy O'Dea, Section 68(1), 7 February 2022

Enrolled Nurse Level 1 \$65,056 - \$69,505

Tenzin Paldon, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Claudia Palombi, Section 68(1), 19 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Saloni Pandya, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Seema Parajuli, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Jana Pavlich, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Bradley Pevere, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Allanah Phillips, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Petra Playdon, Section 68(1), 19 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Charlotte Poyser, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Rachel Sadlier, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Jessica Schembri, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Sigi Schneider, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Enrico Scola, Section 68(1), 7 February 2022

Enrolled Nurse Level 1 \$65,056 - \$69,505

Anjalyn Sharma, Section 68(1), 7 February 2022

Assistant in Nursing \$55,182 - \$57,050

Sabita Sharma, Section 68(1), 11 January 2022

Enrolled Nurse Level 1 \$65,056 - \$69,505

Sunita Sharma Chapagain, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Ashmita Shrestha, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Rojina Shrestha, Section 68(1), 20 January 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Agampodi Sohan Silva, Section 68(1), 13 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Naomi Sloan, Section 68(1), 10 January 2022

Health Professional Level 2 \$69,738 - \$95,736

Samuel Smith, Section 68(1), 20 January 2022

Enrolled Nurse Level 1 \$65,056 - \$69,505

Jasmine Sommariva, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Elisha Sparkes, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Piper Sparkes, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Catherine Stevens, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Kylie Stout, Section 68(1), 20 January 2022

Enrolled Nurse Level 1 \$65,056 - \$69,505

Muna Tamiru, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Sophia Tan, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Christie Thompson, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Amy Ticehurst, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Olivia Topp, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Dayon Trotter, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Georgia Tuano, Section 68(1), 20 January 2022

Health Service Officer Level 7 \$66,857 - \$70,601

David Tuff, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Nwamaka Uzoma, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Megan Van Bracht, Section 68(1), 7 February 2022

Registered Nurse Level 2 \$99,612 - \$105,575

Lynette Watkins, Section 68(1), 13 January 2022

Registered Nurse Level 3.1 \$114,201 - \$118,901

Alice Whitbread, Section 68(1), 11 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Tashi Yuden, Section 68(1), 17 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Jie Zhong, Section 68(1), 20 January 2022

Canberra Institute of Technology

Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Maddison Holdsworth, Section 68(1), 11 January 2022

Chief Minister, Treasury and Economic Development

Senior Officer Grade B \$133,552 - \$150,347

Robert Brigden, Section 68(1), 10 January 2022

Senior Officer Grade B \$133,552 - \$150,347

Guy Bromley, Section 68(1), 13 January 2022

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

Daniel Hay, Section 68(1), 17 January 2022

Administrative Services Officer Class 5 \$83,620 - \$88,510

Kavitha Kamath, Section 68(1), 17 January 2022

Administrative Services Officer Class 4 \$75,239 - \$81,466

Jane Lawrence, Section 68(1), 17 January 2022

Senior Officer Grade C \$113,397 - \$122,062

Thierry Nguyen Cuu, Section 68(1), 17 January 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Heather Ross, Section 68(1), 17 January 2022

Community Services

Child and Youth Protection Professional Level 1 \$72,526 - \$90,904

Beth Blackman, Section 68(1), 17 January 2022

Child and Youth Protection Professional Level 1 \$72,526 - \$90,904

William Gosper, Section 68(1), 17 January 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Chelsea Holloway, Section 68(1), 20 January 2022

Child and Youth Protection Professional Level 1 \$72,526 - \$90,904

Tahne Robertshaw, Section 68(1), 17 January 2022

Education

Administrative Services Officer Class 3 \$67,770 - \$72,935

Lelia Tarrant, Section 68(1), 4 January 2022

Senior Officer Grade C \$113,397 - \$122,062

David Wilson, Section 68(1), 20 January 2022

Senior Officer Grade B \$133,552 - \$150,347

Hui Zhi, Section 68(1), 13 January 2022

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$90,099 - \$103,117

Emily Flowers, Section 68(1), 17 January 2022

Justice and Community Safety

Administrative Services Officer Class 3 \$67,770 - \$72,935

Amber Allen, Section 68(1), 14 January 2022

Ambulance Paramedic 1 \$79,742 - \$89,707 plus penalties

Simone Boyce, Section 68(1), 17 January 2022

Ambulance Paramedic 1 \$79,742 - \$89,707 plus penalties

Samantha Burbidge, Section 68(1), 17 January 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Talia Gedik, Section 68(1), 13 January 2022

Ambulance Paramedic 1 \$79,742 - \$89,707 plus penalties

Natalie Kunicki, Section 68(1), 17 January 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

April Rich, Section 68(1), 18 January 2022

Ambulance Paramedic 1 \$79,742 - \$89,707 plus penalties

Michael Williams, Section 68(1), 17 January 2022

Major Projects Canberra

Infrastructure Officer 3 \$113,659 - \$124,766

Anusha Sivaruban, Section 68(1), 13 January 2022

Transport Canberra and City Services

General Service Officer Level 5 \$58,918 - \$62,023

Graham Cooper, Section 68(1), 13 January 2022

Senior Officer Grade C \$113,397 - \$122,062

Liyana Indrajith, Section 68(1), 17 January 2022

Capital Linen Service Band 3 \$60,230 - \$66,277

Gunjeet Singh, Section 68(1), 20 January 2022

Worksafe ACT

Regulatory Inspector 5 \$83,620 - \$88,510

Madeleine Settree, Section 68(1), 17 January 2022

TRANSFERS

Canberra Health Services

Erin Clark

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 33483) (Gazetted 6 October 2021)

Sarah Cooper

From: Health Professional Level 3 \$98,489 - \$103,779

Canberra Health Services

To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 40209) (Gazetted 16 November 2021)

Claire Manzoney

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 48590) (Gazetted 30 November 2021)

Maureen O'Brien

From: Registered Midwife Level 3.1 \$114,201
Canberra Health Services
To: Registered Nurse Level 3.1 \$114,201 - \$118,901
Canberra Health Services, Canberra (PN. 41264) (Gazetted 14 October 2021)

Maree Sullivan

From: Health Professional Level 4 \$111,887 - \$120,436
Canberra Health Services
To: Registered Nurse Level 2 \$99,612 - \$105,575
Canberra Health Services, Canberra (PN. 38812) (Gazetted 25 October 2021)

Chief Minister, Treasury and Economic Development

Jenny Copeland

From: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development, Canberra (PN. 53830) (Gazetted 16 November 2021)

Penelope Foudoulis

From: Senior Officer Grade B \$133,552 - \$150,347
ACT Health
To: Senior Officer Grade C \$113,397 - \$122,062
Chief Minister, Treasury and Economic Development, Canberra (PN. 49764) (Gazetted 30 November 2021)

Ashlea-Louise Tolsher

From: Administrative Services Officer Class 6 \$90,099
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development, Canberra (PN. 41161) (Gazetted 23 August 2021)

Education

Claire Clode

From: Senior Officer Grade C \$113,397 - \$122,062
Education
To: Senior Officer Grade C \$113,397 - \$122,062
Education, Canberra (PN. 32696) (Gazetted 24 September 2021)

Jacquelyn Dickson

From: School Assistant 3 \$57,626 - \$62,020
Education
To: School Assistant 3 \$57,626 - \$62,020
Education, Canberra (PN. 02321) (Gazetted 5 November 2021)

Victoria Donaldson

From: School Assistant 2/3 \$50,184 - \$61,194
Education
To: School Assistant 2/3 \$50,184 - \$61,194
Education, Canberra (PN. 52642) (Gazetted 6 October 2021)

Elizabeth Marman

From: School Leader B \$151,757
Education

To: School Leader B \$151,757
Education, Canberra (PN. 25798) (Gazetted 4 November 2021)

Claire Martins

From: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)
Community Services

To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)
Education, Canberra (PN. 37200) (Gazetted 17 June 2021)

Ashleigh Moore

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

To: School Assistant 3 \$56,858 - \$61,194
Education, Canberra (PN. 30880) (Gazetted 7 October 2021)

PROMOTIONS

ACT Audit Office

Financial Audit

Tehmina Mazhar

From: Auditor \$67,770 - \$88,510

ACT Audit Office

To: Auditor/Senior Auditor \$67,770 - \$110,810

ACT Audit Office, Canberra (PN. 42818) (Gazetted 17 November 2021)

ACT Health

Office of the Director-General

Communication and Government Relations

Ministerial and Government Services

Catherine Ellis

From: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$133,552 - \$150,347

ACT Health, Canberra (PN. 45489) (Gazetted 19 October 2021)

Health System Policy and Research

Office of Professional Leadership and Education

Paige Hughes

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

ACT Health

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

ACT Health, Canberra (PN. 53738) (Gazetted 2 November 2021)

ACT Long Service Leave Authority

Compliance

Jonathon Aoki

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Worksafe ACT

To: Administrative Services Officer Class 5 \$83,620 - \$88,510
ACT Long Service Leave Authority Canberra (PN. 55810) (Gazetted 22 January 2021)

Canberra Health Services

Chief Executive Officer

Nursing and Midwifery and Patient Support Services

Samir Adhikari

From: Enrolled Nurse Level 1 \$65,056 - \$69,505

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 47043) (Gazetted 3 June 2021)

Lachlan Boyce

From: Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Health Services, Canberra (PN. 23038) (Gazetted 29 October 2021)

Chief Executive Officer

Nursing and Midwifery and Patient Support Services

Alfred Cardona

From: Enrolled Nurse Level 2 \$70,621

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 47070) (Gazetted 3 June 2021)

Chief Executive Officer

Nursing and Midwifery and Patient Support Services

Rose Christensen

From: Enrolled Nurse Level 1 \$65,056 - \$69,505

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 47075) (Gazetted 3 June 2021)

Joann Clein-McAlister

From: Health Professional Level 1 \$65,402 - \$85,685

Canberra Health Services

To: Health Professional Level 2 \$69,738 - \$95,736

Canberra Health Services, Canberra (PN. 19555) (Gazetted 30 November 2021)

Mia Cotan-Utomo

From: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)

Canberra Health Services

To: †Health Professional Level 4 \$113,397 - \$122,062

Canberra Health Services, Canberra (PN. 19643) (Gazetted 29 September 2021)

Chief Executive Officer

Nursing and Midwifery and Patient Support Services

Elizabeth Cowie

From: Enrolled Nurse Level 1 \$65,056 - \$69,505

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 47077) (Gazetted 3 June 2021)

Chief Executive Officer

Nursing and Midwifery and Patient Support Services

Sangay Dema

From: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 54556) (Gazetted 3 June 2021)

Canberra Health Services

Maria Dmello

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Health Services, Canberra (PN. 11483) (Gazetted 24 November 2021)

Chief Executive Officer

Nursing and Midwifery and Patient Support Services

Belinda Farnsworth

From: Enrolled Nurse Level 1 \$65,056 - \$69,505

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 54619) (Gazetted 3 June 2021)

Chief Executive Officer

Nursing and Midwifery and Patient Support Services

Raelene Griffin

From: Enrolled Nurse Level 1 \$65,056 - \$69,505

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 54623) (Gazetted 3 June 2021)

Chief Executive Officer

Nursing and Midwifery and Patient Support Services

Cody Harris

From: Enrolled Nurse Level 1 \$65,056 - \$69,505

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 54630) (Gazetted 3 June 2021)

Maddison Hollands

From: Administrative Services Officer Class 2 \$59,813 - \$66,047

Canberra Health Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Health Services, Canberra (PN. 10997) (Gazetted 29 October 2021)

Chief Executive Officer

Nursing and Midwifery and Patient Support Services

Sabita Joshi Pant

From: Enrolled Nurse Level 1 \$65,056 - \$69,505

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 39558) (Gazetted 3 June 2021)

Allison Maher

From: Health Professional Level 2 \$69,738 - \$95,736

Canberra Health Services

To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 21560) (Gazetted 11 February 2021)

Sarah Manzano

From: Health Professional Level 2 \$69,738 - \$95,736

Canberra Health Services

To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 24334) (Gazetted 29 March 2021)

Chief Executive Officer

Nursing and Midwifery and Patient Support Services

Alexandra Marshall

From: Assistant in Nursing \$55,182 - \$57,050

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 54633) (Gazetted 3 June 2021)

Chief Executive Officer

Nursing and Midwifery and Patient Support Services

Sardar Mirza

From: Enrolled Nurse Level 1 \$65,056 - \$69,505

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 54615) (Gazetted 3 June 2021)

Chief Executive Officer

Nursing and Midwifery and Patient Support Services

Hyeseon Moon

From: Enrolled Nurse Level 1 \$65,056 - \$69,505

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 54613) (Gazetted 3 June 2021)

Chief Executive Officer

Nursing and Midwifery and Patient Support Services

Jake Parker

From: Enrolled Nurse Level 1 \$65,056 - \$69,505

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 54594) (Gazetted 3 June 2021)

Chief Minister, Treasury and Economic Development

Revenue Management

Compliance

Louise Amos

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 04769) (Gazetted 15 November 2021)

ACT Insurance Authority

Claims

Kiran Bhandari

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development, Canberra (PN. 54052) (Gazetted 9 August 2021)

Access Canberra
Customer Coordination
Service Centres
Joan Cantwell

From: Administrative Services Officer Class 4 \$75,239 - \$81,466
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 5 \$83,620 - \$88,510
Chief Minister, Treasury and Economic Development, Canberra (PN. 14431) (Gazetted 28 October 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.

Digital Data and Technology Solutions
Technology Services
Network Communication Services
Leah Jones

From: Administrative Services Officer Class 4 \$75,239 - \$81,466
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$90,099 - \$103,117
Chief Minister, Treasury and Economic Development, Canberra (PN. 48697) (Gazetted 23 June 2021)

Workforce, Capability and Governance
Business Enablement
Arthur Livanes

From: Administrative Services Officer Class 2 \$59,813 - \$66,047
Canberra Health Services
To: †Graduate Administrative Assistant \$75,239 - \$77,544
Chief Minister, Treasury and Economic Development, Canberra (PN. 13024) (Gazetted 21 June 2021)

Procurement
Policy and Capability
Economics, Data Analytics, GIS and Spatial Analytics
Birong Tang

From: Administrative Services Officer Class 2 \$59,813 - \$66,047
Canberra Institute of Technology
To: †Graduate Administrative Assistant \$75,239 - \$77,544
Chief Minister, Treasury and Economic Development, Canberra (PN. 35932) (Gazetted 21 June 2021)

Shared Services and ACT Property Group
ACT Property Group
Business Management - ACT Property Group
Jing Yang

From: Senior Officer Grade C \$111,887 - \$120,436
Environment, Planning and Sustainable Development
To: †Senior Officer Grade B \$133,552 - \$150,347
Chief Minister, Treasury and Economic Development, Canberra (PN. 13952) (Gazetted 6 October 2021)

Community Services

Housing ACT
Nyaree Bolas

From: Administrative Services Officer Class 4 \$74,237 - \$80,381
Environment, Planning and Sustainable Development
To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Community Services, Canberra (PN. 52313) (Gazetted 21 June 2021)

Children Youth and Families

Child and Youth Protection Services - Practice and Performance

Practice and Performance - CYRIS Team

Tashya Hettiarachchi

From: Child and Youth Protection Professional Level 3 \$106,450 - \$117,147

Community Services

To: †Senior Officer Grade C \$113,397 - \$122,062

Community Services, Canberra (PN. 53493) (Gazetted 21 October 2021)

Children, Youth and Families

Child and Youth Protection Services

Practice and Performance

Samantha Warne

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Community Services

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Community Services, Canberra (PN. 07362) (Gazetted 23 September 2021)

Education

School Improvement Group

Jacqueline Chapman

From: School Leader B \$151,757

Education

To: †School Leader A 1 \$173,364

Education, Canberra (PN. 01815) (Gazetted 7 October 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Improvement Group

Jacqueline Ford

From: School Leader A 1 \$173,364

Education

To: †School Leader A 2 \$186,748

Education, Canberra (PN. 01667) (Gazetted 7 October 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Improvement and Performance Division

South Weston

Canberra College

Cameron Foster

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 02724) (Gazetted 5 November 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.

Teaching and Learning

Belconnen Network

Canberra High School

Timothy Hartgers

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 02586) (Gazetted 3 November 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.

Business Services

Communications, Engagement and Government Support

Ministerial and Corporate Reporting

Vicki Page

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Education

To: †Senior Officer Grade C \$113,397 - \$122,062

Education, Canberra (PN. 14966) (Gazetted 27 July 2021)

Office for Schools

South Weston Network

Stuart Rendell

From: Scholl Leader C \$130,338

Education

To: †School Leader B \$151,757

Education, Canberra (PN. 25233) (Gazetted 15 November 2021)

Environment, Planning and Sustainable Development

Environment, Heritage and Water

Conservation Research

Overabundant Fauna Team

Claire Wimpenny

From: Professional Officer Class 1 \$63,614 - \$88,207

Environment, Planning and Sustainable Development

To: Professional Officer Class 2 \$90,099 - \$103,117

Environment, Planning and Sustainable Development, Canberra (PN. 37745) (Gazetted 1 January 2000)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General

Justice and Community Safety

ACT Corrective Services

Community Operations

Community Operations

Jocaine Gegg

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety

To: †Senior Officer Grade C \$113,397 - \$122,062

Justice and Community Safety, Canberra (PN. 43413) (Gazetted 17 November 2021)

ACT Corrective Services

Custodial Operations

David Masula

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Justice and Community Safety

To: Correctional Officer Class 1 \$68,508 - \$81,694

Justice and Community Safety, Canberra (PN. 39684) (Gazetted 27 July 2021)

**ACT Courts and Tribunal
Registrar's Office (ACAT)**

ACAT Operations

Izabela Raczynska

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Justice and Community Safety

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Justice and Community Safety, Canberra (PN. 53414) (Gazetted 25 June 2021)

Major Projects Canberra

Infrastructure Delivery Partners

Commercial

Liam Lupton

From: Infrastructure Officer 1 \$74,782 - \$88,358

Major Projects Canberra

To: Infrastructure Officer 2 \$90,210 - \$103,785

Major Projects Canberra, Canberra (PN. 21911) (Gazetted 11 November 2021)

Suburban Land Agency

Governance and Corporate Services

Legal Office

Ruth Price

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$113,397 - \$122,062

Suburban Land Agency, Canberra (PN. 53478) (Gazetted 3 November 2021)

Transport Canberra and City Services

Transport Canberra and Business Services

Territory and Business Services

Capital Linen Service

Mark Lewis

From: Capital Linen Service Band 2 \$56,030 - \$58,091

Transport Canberra and City Services

To: †Capital Linen Service Band 3 \$60,230 - \$66,277

Transport Canberra and City Services, Canberra (PN. 52655, several) (Gazetted 26 November 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.

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Benjamin McMahon

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Transport Canberra and City Services

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Transport Canberra and City Services, Canberra (PN. 09804) (Gazetted 28 November 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.

City Services

Roads ACT

TMS

Mark Norton

From: Infrastructure Officer 2 \$90,210 - \$103,785

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$113,659 - \$124,766

Transport Canberra and City Services, Canberra (PN. 23581) (Gazetted 20 December 2021)

CORRIGENDA

Canberra Health Services

Joann Clein-McAlister was processed in 6 January 2022 gazette as an appointment should have been a promotion. Amended and now in this weeks gazette.

ACT Health

Permanent appointment for Katrina Rasheed AGS: 84686360 gazetted 6 January 2022, date of effect should be 17 January 2022.

Chief Minister, Treasury and Economic Development

Promotion for Wasana Wijesuriya AGS 84696649 gazetted 06 January 2022 date of effect should be 10 February 2022.