



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 20 January 2022**

## VACANCIES

### ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Digital Solutions Division

Future Capability and Governance

Digital Health Record

Super User Coordinator

**Senior Officer Grade A \$155,107, Canberra (PN: 49822)**

Gazetted: 24 January 2022

Closing Date: 7 February 2022

**Details:** Are you a master coordinator who can juggle many tasks at once? The Digital Health Record Program has a vacancy for a Super User Coordinator to recruit and wrangle our 1,500+ super users across ACT public health services. This role is pivotal to the successful implementation of the Digital Health Record and will be our eyes and ears on the ground during go-live readiness activities across our many public health sites.

This autonomous role requires a highly organised and capable multi-tasker for tasks including rostering, briefing and communication. It is also essential that our successful candidate has recent working knowledge of the health system, preferably in the ACT context. 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.

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

**Note:** This is a temporary position available from 1 March 2022 until 1 March 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 two-page pitch response which addresses the Selection Criteria. Please also include 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.

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

Contact Officer: Rebecca Heland (02) 5124 9508 [rebecca.heland@act.gov.au](mailto:rebecca.heland@act.gov.au)

Population Health

Health Protection Service

Public Health Regulation and Projects

Senior Director

**Senior Officer Grade A \$155,107, Canberra (PN: 33181)**

Gazetted: 20 January 2022

Closing Date: 3 February 2022

**Details:** The occupant of this position will undertake high-level project and policy work, provide policy advice and respond to emerging and novel policy issues. The Public Health Regulation and Projects (PHRAP) section, as part of

the HPS, is responsible for the development and implementation of a wide range of policy and regulation items relating to environmental health e.g. food safety, recreational water quality, insanitary conditions, tobacco control and smoke-free, e- cigarettes, sexually transmissible infections and blood borne virus and other matters that may impact upon public health.

In undertaking such a broad body of work, the PHRAP section engages in a number of activities including the development of public information, policy and legislation, consultation material, ministerial briefings and contributing to related national public health initiatives. PHRAP also regulates health care facility licenses in the ACT and provides policy support to Communicable Disease Control, Environmental Health and Pharmaceutical Services Section.

**Eligibility/Other Requirements:**

Tertiary qualifications in a field relevant to environmental health and/or public health and experience in managing public health policy and legislation development functions is desirable.

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

**How to Apply:** Please provide a response addressing the Selection Criteria. Please also submit a curriculum vitae.

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

Contact Officer: Victor Martin (02) 5124 9262 Victor.Martin@act.gov.au

**Health Systems Policy and Research**

**Policy, Partnerships, and Programs**

**Legal Policy**

**Assistant Director**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 46892)**

Gazetted: 21 January 2022

Closing Date: 16 February 2022

**Details:** The Legal Policy Section consists of a small team which leads the ACT Health Directorates' (ACTHD) legal policy response on a wide range of health initiatives. Legal Policy Section is the first point of response for matters referred for legal policy advice in the ACTHD. Legal Policy provides strategic advice on legal policy development and implementation on all health initiatives in the ACTHD. The Legal Policy Section leads the ACTHD's engagement with the legislative cycle, contributes to the review of key legislation in the ACT and ensures that law reform initiatives are responsive to the health and wellbeing needs of the community. Legal Policy Section is a leading source of evidenced based legal policy advice and guidance for both the ACTHD and Minister for Health. The Assistant Director will assist with providing legal policy advice and guidance to program areas in the ACTHD on key law reforms. The Assistant Director will prepare a range of documents- including reports, cabinet submissions, correspondence.

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:**

Admission as an Australia Legal Practitioner or eligibility to practise as an Australian Legal Practitioner.

Completion of a Bachelor of Law degree (or combined Bachelor of Law Degree).

Experience working in a health or human services legal policy setting and a strong understanding of current and emerging issues in contemporary health legal policy will be highly regarded.

Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

**Note:** An order of merit will be established from this process to fill vacancies over the next 12 months. Where possible, Policy, Partnerships, and Programs Division is currently working from home. The ACTHD supports the ACT Government's ACTPS Flexible Working Arrangements Policy.

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

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

Contact Officer: Liesl Oliver-Burger (02) 512 46976 liesl.oliver-burger@act.gov.au

**Health System Planning and Evaluation**

**Local Hospital Network, Commissioning**

**Assistant Director, LHN Commissioning**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 52805, several)**

Gazetted: 20 January 2022

Closing Date: 3 February 2022

Details: Several opportunities exist for people with aspirations as future leaders in the Health sector. The Local Hospital Network (LHN) Commissioning team (ACT Health Directorate) works directly with service providers in the ACT LHN, principally Calvary Public Hospital Bruce, to improve the quality of public hospital services in the Territory.

You might be working in another part of the health system right now and are looking to broaden your experience because you are a future leader. You might be working for one of the Australian Government Health agencies and you wish to add experience at the State/Territory level to your resume. Or you might work for one of the larger states where it is difficult as a small fish in a big pond to make a difference.

The ACT hospital network is a small network and you have the opportunity of making a real difference in our system. We have roles which ask for people to provide intelligent, quality analysis of hospital performance data/information, and to be able to translate that analysis into strategies for improving access to services, quality of services and services efficiency.

We are also looking for people who can work on hospital funding and financial matters, whether you have direct experience to offer in this area or you are wishing to develop your experience in this regard. We are interested in you whether you would like to work with us for a short period, on a temporary or secondment basis from your home organisation, to add to your stock of work experience, or if you wish to consider moving over to the ACT Health Directorate permanently.

Notes: We continue to work remotely or in a hybrid home-office arrangements and so can also consider people who located outside of Canberra.

How to apply: Applicants should provide a current curriculum vitae, written application addressing the Professional and Behavioural requirements, contact details for at least two referees who have current or recent experience of your work performance. In addition to the written application, applicants are encouraged to provide an example of a piece of work that is substantially their own which supports their suitability for the positions available. Any such materials will be treated confidentially.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret Stewart (02) 5124 9420 [Margaret.Stewart@act.gov.au](mailto:Margaret.Stewart@act.gov.au)

**Digital Solutions Division**

**Technology Operations**

**Critical Systems and Infrastructure Hub**

**Support Officer**

**Information Technology Officer Class 1 \$72,935 - \$83,023, Canberra (PN: 54860)**

Gazetted: 24 January 2022

Closing Date: 7 February 2022

**Details:** Are you an ICT Professional with experience working in a healthcare environment that's up for a challenge? Do you have experience supporting ICT infrastructure and communications systems? Do you want to work with a team of absolute rock stars responsible for supporting and maintaining ACT Health's critical systems and ICT infrastructure? Are you committed to developing your skills and experience and are able to apply them in an everchanging and challenging environment to help make a difference supporting staff and the community? The Digital Solutions Division within ACT Health is looking to hire suitably qualified and energetic individuals to help us deliver on our ICT infrastructure program of work. You will assist in the support, installation and operational commissioning of all things ICT for new and refurbished facilities for ACT Health and Canberra Health Services (CHS).

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. Apply to work with us to enable exemplary person-centred care through digital innovation.

**Eligibility/Other requirements:** This role requires you to obtain and maintain an Australian Government NV1 Security Clearance. To obtain this, 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 you have already commenced, your employment will be terminated.

**Note:** This is a temporary position available from 1 February 2022 until 31 January 2023 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 written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

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

Contact Officer: Nicole Wang (02) 6205 2392 [nicole.wang@act.gov.au](mailto:nicole.wang@act.gov.au)

### **ACT Integrity Commission**

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

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

#### **Corruption Prevention and Education**

##### **Senior Communications and Engagement Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 54669)**

Gazetted: 21 January 2022

Closing Date: 14 February 2022

Details: About the ACT Integrity Commission

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

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

About the position

The Senior Communications and Engagement Officer supports the Senior Director, Corruption Prevention and Education to identify, plan, implement and assess the Commission's communication and engagement activities.

You will support the establishment of positive long-term relationships with a diverse group of external stakeholders within the ACT public sector, the ACT community and nationally by ensuring the Commission maintains a contemporary understanding of our stakeholder's priorities, and current and emerging issues in our external operating environment.

Using your knowledge of the external operating environment, you will identify opportunities for the Commission to contribute to local, national, and international anti-corruption and integrity discussions, and support the Commission's participation in these forums, including through the development of submissions and preparation of presentations.

Working closely with the Assistant Director, Corruption Prevention, you will develop a broad suite of written, visual and digital content which supports the corruption prevention and education functions of the Commission. You will also contribute your expertise to the communication and engagement priorities for other areas of the Commission as required.

You will be responsible for managing the Commission's primary communication and information channels, including the website and social media channels.

You will work collaboratively with other Commission officers - including assessment officers, investigators, and legal officers - to understand the scope and nature of corruption within the ACT public sector and ensure the Commission's communications are designed and targeted where they will have the greatest impact.

Eligibility/Other Requirements:

Section 50 of the *Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the five (5) years immediately before the day of the proposed appointment, been an ACT public servant.

The successful applicant will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV1) classification.

A full driver's licence is preferred but not essential.

The position may involve some domestic travel.

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

How to Apply: Applications for the position should be submitted online via the [jobs.act.gov.au](http://jobs.act.gov.au) website.

Applications must include:

A current curriculum vitae, and

A written response (a pitch) of no more than one A4 page which:

demonstrates that you have the capabilities outlined in the 'What you require' section of the position description, and

outlines why you believe you are the best person for the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nick Kimpton (02) 6205 1937 [prevention@integrity.act.gov.au](mailto:prevention@integrity.act.gov.au)

### **ACT Long Service Leave Authority**

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

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

#### **Finance**

##### **Chief Finance Officer**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN:15026)**

**Gazetted: 21 January 2022**

**Closing Date: 6 February 2022**

The Chief Finance Officer (CFO) plays a significant role in the leadership and management of the Authority, reporting directly to and providing key support to the CEO/Registrar. The CFO coordinates and implements financial and statutory compliance strategies to ensure the Authority's assets are prudently managed and sufficient to meet its liabilities, with financial and corporate risks effectively mitigated by robust internal controls. The CFO also leads the Authority's external compliance team and serves as the head of internal audit supporting the CEO, Governing Board, and Audit Committee in matters of corporate governance, internal reviews, legislative and contractual compliance.

The Authority provides staff with flexible working arrangements, access to a range of roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate quality customer service and teamwork skills, be willing to continuously improve, be outcome focused and accountable for their actions.

Further information relating to the ACT Long Service Leave Authority can be found at

<http://www.actleave.act.gov.au/>

Eligibility/Other Requirements: Finance or accounting tertiary qualification and CA or CPA certification is highly desirable.

Note: This is a temporary position available immediately until 03 March 2023. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applications from potential candidates should include a supporting statement outlining experience and/or capabilities outlined in the Selection Criteria, located in the Position Description. Please include a current curriculum vitae and contact details of at least two referees.

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

Contact Officer: Tracy Savage on [tracy.savage@actleave.act.gov.au](mailto:tracy.savage@actleave.act.gov.au) or (02) 6247 3900

### **Calvary Public Hospital Bruce**

#### **Physio Department**

##### **Physiotherapy Outpatients Senior and Student Coordinator**

**Health Professional Level 4 \$111,887- \$120,436 Canberra (PN: LP8294)**

Gazette Date: 26 January 2022

Closing Date: 15 February 2022

Full position details can be seen on Calvary Public Hospital Bruce's website,  
<https://calvarycareers.mercury.com.au/>  
Reference Number: 17791  
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>  
Contact Officer: Jeanie Weber 02 6201 6194 [jeanie.weber@calvary-act.com.au](mailto:jeanie.weber@calvary-act.com.au)

#### **Emergency Department**

##### **Senior Staff Specialist**

##### **Senior Staff Specialist \$250,812 Canberra (PN: LP8261)**

Gazette Date: 26 January 2022  
Closing Date: 1 February 2022  
Full position details can be seen on Calvary Public Hospital Bruce's website,  
<https://calvarycareers.mercury.com.au/>  
Reference Number: 17922  
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>  
Contact Officer: Narelle Comer (02) 6201 6594 [narelle.comer@calvary-act.com.au](mailto:narelle.comer@calvary-act.com.au)

#### **Physio Department**

##### **Allied Health Assistant - Physiotherapy**

##### **Allied Health Assistant 2, \$56,482 - \$64,757 Canberra (PN: Expected)**

Gazette Date: 27 January 2022  
Closing Date: 15 February 2022  
Full position details can be seen on Calvary Public Hospital Bruce's website,  
<https://calvarycareers.mercury.com.au/>  
Reference Number: 17773  
Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>  
Contact Officer: Jason Whittingham [jason.whittingham@calvary-act.com.au](mailto:jason.whittingham@calvary-act.com.au)

#### **Canberra Health Services**

Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>  
Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

#### **Division of Nursing and Midwifery and Patient Support Services**

##### **Patient Support Services**

##### **Wardsperson**

##### **Health Service Officer Level 3/4 \$54,613 - \$58,546, Canberra (PN: 18953, several - 0206V)**

Gazetted: 20 January 2022  
Closing Date: 4 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/>  
The Wardsperson position is a support to the clinical staff and provide assistance with patient care. The Canberra Hospital is a 24-hour service that operates daily including weekends and Public Holidays. These positions are to

assist with patient manual handling and transport throughout the hospital campus, and to assist in code response. The above Advertised positions are fulltime permanent and part time permanent positions.

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

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

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

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

##### **Desirable:**

Understanding of Infection Prevention and Control Processes within a healthcare facility

Knowledge of Wardsperson duties and understanding of the Patient Support Services commitment to client services and outcomes.

Ability to work shift work at 76 hours a fortnight as required within all areas of the Hospital including theatre and mental health

Hold a current driver's licence

The successful applicant may 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:

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: Neil Howlett 02 5124 2610 [neil.howlett@act.gov.au](mailto:neil.howlett@act.gov.au)

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

### **Senior Dental Officer**

**Dentist Level 3 \$155,855, Canberra (PN: 35710 - 020C8)**

Gazetted: 24 January 2022

Closing Date: 3 February 2022

#### **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 Dental Health Program is in the division of Surgery, Oral Health and Imaging and offers a range of dental services to the community, these include:

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

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

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

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

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

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



Under broad direction, the successful applicant will play an important role in providing leadership and professional support to the Dentists, Dental Therapists and Prosthetists. Duties will include but are not limited to providing patient care, contribute to clinical governance of the service and general administrative tasks to manage the delegation.

The successful applicant will be required to work at all OHS service delivery locations and participate in the on-call dental emergency roster for the Canberra Hospital.

#### DUTIES

You will:

Provide and coordinate dental services to eligible clients across all OHS service delivery locations, these locations include the Belconnen Health Centre, Civic Health Centre, Phillip Health Centre, Tuggeranong Health Centre, Gungahlin Health Centre, Hume Health Centre within the Alexander Maconochie Centre and the OHS Mobile Dental Clinics, as well as the major hospitals.

Provide leadership and professional support to other clinicians and be accountable for the quality of clinical services, clinical governance and standards provided by the Oral Health Services.

Participate in the development, implementation and management of clinical policies within OHS to ensure effective clinical governance.

Represent the Oral health services and ACT Health at appropriate forums, liaise and negotiate with key stakeholders within the dental profession and provide high level clinical advice as required.

Investigate complaints and provide advice regarding medicolegal matters including liaising with the ACT Government solicitor's office and writing reports to lawyers.

Participate in the on-call roster.

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

#### ABOUT YOU

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

Position Requirements/Qualifications:

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

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

Current driver's licence

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

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

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

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

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

How to Apply: For further information and to apply visit the Canberra Health Services website here.

Contact Officer: Kireet Tanja, Director of Oral Health Services (02) 5124 1732

#### Clinical Services

##### Medicine

##### Gastroenterology and Hepatology Unit

##### Clinical Development Nurse

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 30329 - 020FI)**

Gazetted: 25 January 2022

Closing Date: 8 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/> The Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides the following endoscopic services for both inpatients and outpatients:

- Gastroscopy
- Endoscopic retrograde cholangiopancreatography
- Colonoscopy
- Bronchoscopy and endoscopic ultrasound
- Endoscopic ultrasound
- Ano-rectal manometry services

The unit performs approximately 6000 procedures per year. The GEHU performs approximately 10,000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions.

At this level it is expected that the Clinical Development Nurse (CDN) will provide high level clinical leadership and guidance to the nursing workforce, as well provide clinical support to assist in the clinical nursing care, treatment, and recovery of patients within the service. You will provide regular input into and form an integral part of the multidisciplinary team. All team members are required to undertake professional development and supervision and participate in quality initiatives in the GEHU.

#### ABOUT YOU

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

#### Behavioural Capabilities

1. Strong organisational skills with a strong work ethic.
2. Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
3. 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:

- Registered Nurse or eligible for nursing registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications.
- Two years' experience working professionally in the field of Gastroenterology is preferred.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Note: This is a temporary position available for six months with the possibility of extension. The CDN position is 0.5FTE and you would also be required to work 0.5FTE with the endoscopy unit roster and "on call". The successful applicant will need to be available for weekend and after-hours work, as part of the "on-call" roster.

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

Contact Officer: Sharon Chambers (02) 5124 3488 [sharon.chambers@act.gov.au](mailto:sharon.chambers@act.gov.au)

#### Clinical Services

##### Women, Youth and Children

##### Maternal and Child Health

##### Maternal and Child Health Nurse

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 19716 - 02064)**

Gazetted: 25 January 2022

Closing Date: 11 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/>

Women, Youth and Children Community Health Programs (WYCCHP) deliver a range of primary health care community-based services to children, families, and women. These services include support, education, and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team. Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children, and their parents/carers. These services aim to support early identification and intervention for child development concerns, and information and support for parenting. This is the only child and family health service across the ACT. MACH nurses/midwives are guided by the National Standards of Practice for Maternal, Child and Family Health Nurses in Australia (2017) and support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context. Supporting families, parents and carers to build skills and confidence in their parenting role is a core element of the ACT Children and Young People Plan 2015-2025. The WYCCHP seeks to contribute to this objective by providing MACH support for families with a primary health care approach, recognising the importance of optimal health and physical and mental wellbeing of parents and other primary carers. Universal child and family health services also contribute to the health of the general population through health promotion and preventive health initiatives such as breastfeeding promotion immunisation programs, child safety and parenting support. MACH services are delivered across ACT from health centre locations to outreach clinic sites and in client's homes. The positions are an opportunity for registered nurses, level 1, with graduate certificate in Child and Family Health qualifications to work in MACH for 12 months whilst working towards completing the Graduate Diploma in Child and Family Health or registered nurses, level 1, that has completed the Graduate Diploma in Child and Family Health and wish to start their career in MACH.

**ABOUT YOU**

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**Behavioural Capabilities**

- Strong organisational skills with a high degree of drive and able to contribute positively to team culture
- Strong communication and interpersonal skills.
- Demonstrates kindness to colleagues and clients
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

**Mandatory:**

- Be eligible for nursing/midwifery registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Completed Graduate Certificate in Child and Family Health and willing to work towards the Graduate Diploma qualification in Child and Family Health

**OR**

- Hold a Graduate Diploma qualification in Child and Family Health
- Hold a current driver's licence

**Desirable:**

- International Board-Certified Lactation Consultant.
- Family Partnership Model Training (or commitment to complete training, Circle of security Training).
- 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 for 11 months with the possibility of extension and/or permanency. Part-time hours will be considered and the full-time salary noted above will be pro-rata.

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.

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

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

### **Deputy Chief Executive Officer**

### **Territory Wide Surgical Services**

### **Central Waitlist Officer**

### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 36789 - 01ZWH)**

Gazetted: 25 January 2022

Closing Date: 11 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/>

Territory Wide Surgical Services forms part of the Clinical Operations Division within Canberra Hospital and Health Services of ACT Health and supports the provision of effective public surgical services in ACT public hospitals. The role of the Territory Wide Surgical Services Team is to establish, review and update policy that governs the management of elective surgery for ACT public hospitals. The service also provides support for initiatives to improve the efficiency and effectiveness for elective surgery including managing access to surgery through the Central Waitlist Service and the Telephone information Service. A key strategic priority for this service is to deliver timely access to effective and safe hospital care. Therefore, another key role of this service is to work collaboratively with all hospitals to develop and implement Territory Wide initiatives that are aimed at improving access to elective surgery and services.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

1. Strong communication, organisational and time management skills with a high level of drive and initiative
2. Ability to adapt and be flexible to accommodate change and provide response services to meet the department's needs
3. Ability to work as part of a small team displaying leadership skills, and is positive advocate and representative of the service

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

- Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential. A high level of keyboard and administrative skills in a health environment would be an advantage
- 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.

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

Contact Officer: Sue Simpson (02) 5124 8315 [sue.simpson@act.gov.au](mailto:sue.simpson@act.gov.au)

## Clinical Services

### Medicine

### Cardiology

### Cardiac Catheter

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 29058 - 020GQ)**

Gazetted: 25 January 2022

Closing Date: 11 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 focused 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 Cardiac Catheter Laboratory is a clinical specialty area that undertakes a range of cardiac diagnostic, interventional and electrophysiology procedures. Canberra Hospital has two laboratories staffed and equipped to provide a 24-hour service for patients with acute and chronic cardiac conditions. The Cardiac Catheter Laboratory also includes a Day Procedure Unit. Normal operational service is Monday to Friday, 07:00hrs to 18:00hrs with on-call coverage for STEMI activation outside of business hours.

Registered Nurses are members of the multidisciplinary team and have a key role in caring for patients admitted to the Cardiac Catheter Laboratory.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Registered Nurse with recent experience in interventional cardiovascular nursing in the Cardiac Catheter Laboratory.

#### Position Requirements/Qualifications:

- Relevant Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA) qualifications, and a minimum of two years' experience working professionally within the acute hospital setting is essential.
- Post registration experience and/or post graduate qualification in cardiac and/or acute care is desirable.
- Following a period of training and achieved competency in Advanced Life Support the position includes an on-call commitment.
- Recent Cardiac Catheter Laboratory experience is required to be eligible for this position.
- 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: The successful applicant will need to be available for after-hours work including evenings and weekends if deemed necessary. A consultation process is currently proposed regarding extended hours of service in the Cardiac Catheter Laboratory. Following a suitable orientation period this position includes an after-hours on-call commitment.

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.

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

Contact Officer: Alison Baldwin (02) 5124 3691 [Alison.Baldwin@act.gov.au](mailto:Alison.Baldwin@act.gov.au)

## **Clinical Services**

### **Women, Youth and Children**

#### **Paediatric Nursing**

##### **Registered Nurse Level 1**

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 26940, several - 020HV)**

Gazetted: 25 January 2022

Closing Date: 11 February 2022

#### **POSITION OVERVIEW**

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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.

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

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

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

We are committed to staff excellence, with rich culture of ongoing professional development in the specialty of Paediatrics. You will meet undergraduate and post graduate nursing, allied health and medical students who are studying to gain qualification, and we greatly value our strong.

#### **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:

1. Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
3. An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating leadership

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

1. Registered Nurse with a minimum of one years' experience working professionally in Paediatrics is preferred.
2. The successful applicant will need to be available rotational shift work roster which includes weekends and night duty.
3. Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
4. 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: There are several positions available, permanent and temporary for up to 11 months. Part-time hours will be considered and the full-time salary noted above will be pro-rata. These are rotating roster positions. It is an expectation that successful applicants will be required to work morning, evening, night shifts and weekends.

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.

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

Contact Officer: David Harris (02) 5124 7689 David.j.harris@act.gov.au

## **Clinical Services**

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

#### **Justice Health Services**

#### **Alcohol and Other Drug**

#### **Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 45093 - 020IH)**

Gazetted: 25 January 2022

Closing Date: 8 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/>

The Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality ADS guided by the principles of harm minimisation. The ADS incorporates 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.

- The Opioid Treatment Service pharmacotherapy program provides opiate substitution treatment to people in the ACT.

- The Withdrawal Service provides a secure and supportive environment for safe, medically supervised withdrawal from alcohol and other drugs.

- Consultation and Liaison Service provides assessment, support and referral for clients who have been admitted to Canberra Hospital who also have an alcohol and/or drug issue.

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.

Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of provide sound clinical services and interventions to clients of ADS. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies The Registered Nurse position is supported by a cohesive and multi-disciplinary team. This position maybe required to participate in overtime, and/or rotation roster.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

- Be flexible, adaptable, and comfortable with a changing working environment.
- Ability to synthesise and analyse information and make decisions.
- Effective communication skills and the ability to develop procedures as required. Ability to manage confidential and sensitive information.
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

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

- Relevant qualifications and a minimum of three years post graduate experience working professionally in custodial health / AOD is preferred.
- The successful applicant will need to be available for occasional weekend and after-hours work,.



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

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.
- Security Clearance from ACT Corrective Service
- Appointment may be made on application and referee reports only

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

Contact Officer: Amanda Chase (02) 5124 2523 amanda.chase@act.gov.au

## **Clinical Services**

### **Chief Operating Officer**

#### **DonateLife ACT**

#### **Administration, Media and Communications Officer**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 54719 - 020E9)**

Gazetted: 20 January 2022

Closing Date: 3 February 2022

#### **POSITION OVERVIEW**

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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/> DonateLife ACT coordinates all organ and tissue donor activities across the ACT and region. It works with hospitals and hospital-based organ and tissue donation medical specialists and nurses across the ACT and region to provide professional donation services and encourage best practice. The agency aims to raise awareness about organ and tissue donation, encourage discussion about donation, offer compassionate support to donor families and manage effective services in organ and tissue donation.

The Administration, Media and Communication Officer is required to have a sound general knowledge of the Agency's operations and core business. As well as specialised knowledge of major activities within the work area and a specialised working knowledge of relevant to the position computer applications. This position will provide administrative support to the DonateLife ACT Agency, including to the Agency Manager, the State Medical Director, the Donation Specialist Medical positions, the Donation Specialist Nursing Coordinators and the Donor Family Support Officer. This role encompasses reception, general office duties, data analysis, assistance with event management and support for DonateLife ACT projects and contributes to initiatives aimed at improving the operational efficiency of DonateLife ACT.

The position will lead the Media and Communications portfolio throughout the ACT and is instrumental in achieving the Agency's goals around increasing registration numbers on the Australia Organ Donor Register. The position seeks opportunities and leads the promotion of organ and tissue donation awareness activities within the ACT as well as the promotion of the importance of organ and tissue donation across all media channels.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

1. Strong organisational skills with a high degree of drive.
2. Adaptability and flexibility to accommodate competing demands.
3. Sound communication, liaison and negotiation skills.



4. Experience and skill in being an effective team member and contributing to successful team dynamic.

**Position Requirements/Qualifications:**

**Mandatory**

Relevant high level administrative skills and a minimum of five years' experience working professionally within an NGO or government organisation.

The successful applicant will need to have working experience with CHS IT systems including the Microsoft suite, TRIM, SPOK, Converg and administrator access to Capability.

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.

Current driver's licence.

**Desirable**

Experience in a highly confidential and sensitive healthcare setting.

Experience in the organ and tissue donation sector.

Experience in leading media and communication activities within a healthcare sector.

Experience in engaging with departmental and external media units.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

**Cancer and Ambulatory Support**

**Haematology nursing**

**APN Haemophilia and bleeding disorders**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 36558 - 02071)**

Gazetted: 20 January 2022

Closing Date: 7 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.

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**POSITION OVERVIEW**

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

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across CHS.

The Haemophilia Treatment Centre and Bleeding Disorders unit provides care, coordination and delivery to patients and their family living with these conditions in our community.

**ABOUT YOU**

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**Behavioural Capabilities**

Adheres to CHS Core Values at all times

Ability to be flexible with workload and supportive of team members

Ability to educate and promote positive change within the immediate work area as well as hospital wide

**Position Requirements/Qualifications:**

Relevant nursing qualifications and a minimum of 5 years' experience working professionally in cancer nursing is preferred.

eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)

Nurse Practitioner must be credentialed prior to commencement at Canberra Health Services.

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.

**Notes:** This is a temporary position available for 11 months.

Contact Officer: Jayne Treagust 0481013323 jayne.treagust@act.gov.au

## **Adult Community Mental Health Services**

### **Belconnen Mental Health Team**

#### **Team Leader**

**Registered Nurse Level 4.1 \$129,103, Canberra (PN: 27587 - 020EX)**

Gazetted: 20 January 2022

Closing Date: 7 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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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 position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres.

Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The program recently implemented a new model of care which aims to improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions

Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

Provide optimal treatment for people in their homes and community as effective hospital diversion

As Manager, you will be responsible for supporting the key strategic directions of the service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of

evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team premised on utilisation of performance planning principles and practices.

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing operational oversight of assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will

contribute their expertise to the multidisciplinary team; provide supervision to staff at the Registered Nurse Level 1, 2 and 3 Levels as well as students.

The position reports to the Senior Manager who is based in the City Community Health Centre. This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service

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

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

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

##### **Mandatory:**

Hold a qualification in nursing and be unconditionally registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

##### **Desirable:**

Strong understanding of adult community mental health services with minimum of 5 years post qualification experience.

Post Graduate Qualification in Mental Health Nursing or working towards such is highly desirable.

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

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

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

Hold a current driver's licence

Comply with CHS credentialing and scope of clinical practice requirements for Registered Nurses.

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.

Contact Officer: Jonathan Amirthanathan 0448440312 [jonathan.amirthanathan@act.gov.au](mailto:jonathan.amirthanathan@act.gov.au)

## **Women Youth and Children**

### **Paediatrics**

#### **Paediatric Surgeon**

**Specialist Band 1 - 5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 55747 - 020AS)**

Gazetted: 24 January 2022

Closing Date: 1 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 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/>

Under broad direction and as a member of the Paediatric Surgery Department, the successful candidate will provide tertiary services to patients of NSW and ACT, with respect to management of paediatric surgical conditions. The successful candidate will oversee and participate in the provision of acute and non-acute paediatric surgical services at The Canberra Hospital, including acute surgical presentations, and urgent in-patient and outpatient surgical referrals.

To provide support to other disciplines and departments within TCH and the wider paediatric community with regards to acute paediatric surgical services.

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

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

The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and 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 622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au)

#### DUTIES

Under limited direction of the Clinical Director, Division of Women Youth and Children

1. Oversee and participate in the provision of acute and non-acute paediatric surgical service, including acute surgical presentations, urgent in-patient and outpatient surgical referrals:

Structuring and participating in in-hours and after-hours acute care service provision and participating in the paediatric surgical on-call roster.

Overseeing and supervision of paediatric surgery registrar and residents, and paediatric registrars, fellows, and residents as appropriate.

Assist in efficient utilisation of in-hours acute care resources.

2. Contribute to the clinical governance of the Paediatric Surgical Unit and the hospital by undertaking research, clinical audit, morbidity, and mortality review and by practicing evidence-based medicine. This includes monitoring and improvement of acute care service including overseeing of relevant data collection and interpretation.

3. Participation in provision of acute trauma services and liaison with other disciplines to optimise provision of acute paediatric surgical care.

4. As a member of the Paediatric Surgery Department, to provide tertiary services to patients of NSW and ACT, with respect to management of paediatric surgical conditions as well as provision of elective outreach services where necessary. This may include, but is not limited to, outpatient and inpatient consultation, endoscopic, laparoscopic, open surgery, thoracic and gastro-intestinal surgery including inflammatory bowel disease.

5. Contribute to the teaching program of the ANU Medical School under the broad direction of the Director or delegate and participate in the education and professional development of undergraduate students. To provide training for and supervision of fellows, training registrars (general surgery and paediatric surgery) and service registrars and contribute to teaching of other members of JMO staff and nursing staff.

6. Participate in continuous professional development as required by RACS both in theoretical knowledge and practical skills and provide evidence of such to the Clinical Privileges Committee when requested.

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

#### 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.

2. Fellowship of the Royal Australasian College of Surgeons (RACP) with experience in tertiary care of paediatric surgical conditions or equivalent specialist qualifications.
3. The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time/time in lieu
4. Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
5. 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.
6. 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.
7. 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.

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

4. 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.

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

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

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

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

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.

Remuneration: \$289,228 - \$390,216 inclusive of salary, applicable allowances and super.

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

Group Attraction and Retention Incentive: \$50,000 - \$75,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$474,216.

How to Apply: For more details on this position and to apply visit the Canberra Health Services website here.

Contact Officer: Assoc. Prof. Boon Lim (02) 5124 7000 [boon.lim@act.gov.au](mailto:boon.lim@act.gov.au)

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

### **Executive Assistant**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 54180 - 020FN)**

Gazetted: 20 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 Office of the Chief Operating Officer (COO) is responsible for leading the delivery of a comprehensive range of health services for the ACT and surrounding district. It balances the coordination of day-to-day operations while leading strategic development initiatives required for long term success. The Executive Assistant position reports to the COO through the Business Manager. The role also works closely with the senior leadership team, and divisional Executive Directors across the Directorate. Under broad direction, the Executive Assistant will play a key role by providing high level administrative, office and diary support to the Chief Operating Officer.

#### **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:

- A demonstrated understanding of the workings of a Senior Executive Office in a complex working environment.
- Strong organisational, communication and interpersonal skills with a high degree of drive.
- Innovation, adaptability, flexibility, and resilience to accommodate change and provide responsive services to meet the COO's needs.

#### **Position Requirements/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, Our People Framework, all other related frameworks.

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

- Undergo a pre-employment National Police Check.

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

### **Adult Community Mental Health Services**

#### **Belconnen Mental Health Team**

##### **Team Leader**

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 27587 - 020ET)**

Gazetted: 21 January 2022

Closing Date: 8 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 position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides services for people aged over 18 years. The Service has teams operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres.

Within the service there is strong focus on the provision of timely and effective mental health interventions that are collaborative and inclusive of families and carers. People are supported to achieve their personal recovery goals as identified in their Care Plan.

The program recently implemented a new model of care which aims to improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:  
Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions

Clarify and delineate the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact

Provide optimal treatment for people in their homes and community as effective hospital diversion

As Manager, you will be responsible for supporting the key strategic directions of the service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team premised on utilisation of performance planning principles and practices.

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing operational oversight of assessment and care planning for people experiencing mental illness. They will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant/s will undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the applicant will contribute their expertise to the multidisciplinary team; provide supervision to staff at the Health Professional 1, 2 and 3 Levels as well as students.

The position reports to the Senior Manager who is based in the City Community Health Centre. This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service

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

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

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

##### **Mandatory:**

##### **For Psychology:**

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

##### **Desirable:**

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

Strong understanding of adult community mental health services with minimum of 5 years post qualification experience.

##### **For Occupational Therapy:**

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

Eligibility for professional membership of Occupational Therapy Australia

##### **Desirable:**

Strong understanding of adult community mental health services with minimum of 5 years post qualification experience.

##### **For Social Work:**

##### **Degree in Social Work**

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

Registration under the ACT Working with Vulnerable People Act 2011

##### **Desirable:**

Strong understanding of adult community mental health services with minimum of 5 years post qualification experience.



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:**

Hold a current driver's licence

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.

Contact Officer: Jonathan Amirthanathan (02) 51241705 [jonathan.amirthanathan@act.gov.au](mailto:jonathan.amirthanathan@act.gov.au)

## Medicine

### Emergency Department

#### Registered Nurse

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 40498, several - 020C7)**

Gazetted: 20 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.

An opportunity exists for motivated and enthusiastic Registered Nurses to apply for a temporary position with the potential for an extension and/or permanent offer in the Emergency Department at Canberra Hospital.

#### 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/>

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

#### 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

Ability to work independently and as part of a multidisciplinary team

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

High level leadership skills

High level communication skills and the ability to critically think

#### Position Requirements/Qualifications:

##### Mandatory:

Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).

##### Desirable:

(a) A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field,

Or



(b) A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

The successful applicant will need to be available for a 24-hour roster including weekends and night duty.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

**Note:** This is temporary position available for 11 months with the potential of an extension and or potential permanency.

Contact Officer: Jennifer Rochow 02 5124 3753 [Jennifer.Rochow@act.gov.au](mailto:Jennifer.Rochow@act.gov.au)

## Clinical Services

### Women's, Youth, Children Community Health Program

#### Early Childhood Immunisation Team

#### Child and Adolescent Immunisation Registered Nurse

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 18758 - 0209N)**

Gazetted: 24 January 2022

Closing Date: 7 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/The> Child and Adolescent Immunisation Team The Child and Adolescent Immunisation Team is part of the Division of Women, Youth and Children, Community Health Program's (WYCCHP) and delivers the High School Immunisation Program, Early Childhood Immunisation Program, Seasonal Infant Influenza Program and the Kindergarten Health Check. The Teamwork High School Immunisation Program. All high school students in the ACT are offered free vaccinations in Year 7 and Year 10 as part of the National Immunisation Program. These are delivered in all ACT high schools and scheduled across the school year. Early Childhood National Immunisation Program The Early Childhood Immunisation Program provides immunisation to children 0-6 years, according to the Australian National Immunisation Program Schedule. Immunisation occurs in dedicated, booked immunisation clinics across the ACT. Kindergarten Health Check Program All Kindergarten students who attend an ACT school are offered a Kindergarten Health check. The health check includes a physical component that is delivered in schools across the year and includes vision, hearing, height, weight, and BMI.

#### 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:

Friendly, warm, caring and empathetic.

Strong organisational skills with a strong work ethic

Good communication and interpersonal skills.

Able to work and collaborate with others in a close team environment. Position Requirements/Qualifications:

Mandatory:

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

Current driver's licence

Hold a recognised immunisation qualification 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 position is part-time at (32) hours per week and the full-time salary noted above will be pro-rata.

Monday to Friday, are credentialed to work across all areas of the Team and an allocation roster is provided. Due to some work being school term based there is additional opportunity to take annual leave during the school holidays if operational requirements are met.

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.

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

Contact Officer: Liz Pedley (02) 5124 1701 [liz.pedley@act.gov.au](mailto:liz.pedley@act.gov.au)

## **Clinical Services**

### **Women, Youth and Children**

### **Clinical Support and Projects**

### **Clinical Development Midwife**

### **Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (PN: 03943 - 020CL)**

Gazetted: 24 January 2022

Closing Date: 7 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/>

The Clinical Development Midwife position supports all midwives within the Centenary Hospital for Women and Children. This position also provides support for newly graduated midwives, through an intensive orientation program and provides extensive educational and clinical support throughout the Maternity Unit for all staff through department wide in-service and education activities. The Clinical Development Midwife will be supported by the Clinical Support Midwife (CMM), Clinical Midwife Managers and Clinical Support Manager to work within their full midwifery scope of practice across all areas of Maternity.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

1. A strong, woman centred midwifery philosophy
2. Strong organisational skills with a high degree of confidence, drive, and self-motivation to provide the required duties
3. Adaptability and flexibility to accommodate change and provide responsive services to meet the needs of the Maternity Unit
4. Resourcefulness and adaptability to meet these changing needs within a dynamic environment.

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

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

- Eligibility for membership of the Australian College of Midwives
- Extensive experience as a Registered Midwife across the full scope of practice
- Postgraduate qualifications in relevant field e.g. Midwifery, Child, and Family Health and/or Clinical Leadership (desirable)
- The successful applicant will be required to undertake “Train the Assessor” training through Workforce Capability if they do not hold a similar qualification such as Certificate IV in Training and Assessment.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Fiona Cameron (02) 5124 7395 [Fiona.J.Cameron@act.gov.au](mailto:Fiona.J.Cameron@act.gov.au)

## Clinical Services

### Rehabilitation Aged and Community Services

#### University of Canberra Hospital

#### Registered Nurse Level 2

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 40029 - 020BD)**

Gazetted: 24 January 2022

Closing Date: 7 February 2022

#### POSITION OVERVIEW

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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.

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, University of Canberra (UCH) Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the UCH is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. UCH is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The Registered Nurse Level 2 provides leadership and guidance to staff as well as person centred nursing care.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Good leadership skills
2. Supportive of less experienced staff
3. Good communication skills
4. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

#### Position Requirements/Qualifications:

- Relevant registration or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of five years' experience working professionally in the acute and sub-acute hospital setting is preferred.
- Hold a 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:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Note: The successful applicant will need to be available and be able to work full-time rotating roster this includes weekends and night duty.

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

Contact Officer: Peta McDonnell (02) 6142 6747 [peta.mcdonnell@act.gov.au](mailto:peta.mcdonnell@act.gov.au)

## **Clinical Services**

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

#### **Community Health Centres**

##### **Administration Services Officer**

##### **Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 33912, several - 020G2)**

Gazetted: 24 January 2022

Closing Date: 8 February 2022

#### **POSITION OVERVIEW**

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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.

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 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 CHS. 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.

Administration Officers provide support with receptionist duties including telephone and front reception enquiries, arriving consumers, records management, and administrative support to the clinical services within the Community Health Centres. Administration Officers are expected to work across all the health centres and are supported by a Health Centre Coordinator and more broadly an Administration Manager.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

1. Strong Customer Service Skills
2. Ability to adapt to a fast-paced environment

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

Relevant experience in an administrative or customer service-based environment would be an advantage but is not a requirement.

- 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: There are several positions available, permanent and temporary available for eight months with the possibility of extension and/or permanency. The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Branka Milanovic (02) 5124 1477 [branka.milanovic@act.gov.au](mailto:branka.milanovic@act.gov.au)

## **Clinical Services**

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

#### **Child and Adolescent Mental Health Services**

##### **Clinical Co-ordinator**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 20074 - 01ZWL)**

Gazetted: 24 January 2022

Closing Date: 7 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/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people up to 18 years of age who are experiencing moderate to severe mental health issues.

This position sits within CAMHS, however the role will be to conduct intake/risk assessment and clinical co-ordination to young adults aged 18 up to 25, with complex mental health needs who reside in Wellways, a sub-acute mental health facility (Youth Step Up Step Down). The team member will provide onsite clinical leadership to and build the capacity of the staff at Wellways.

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

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

##### **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**

- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Commitment to achieving positive outcomes for young people and their families and carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

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

###### **Mandatory for all disciplines:**

Relevant degree in Social Work/Psychology/Occupational Therapy qualifications and a minimum of three years' post-qualification experience working professionally in respective field, five+ years' post qualification experience is preferred.

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).

Highly Desirable for Psychology:

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

Mental Health Psychologist Allowance: Psychologists employed by Mental Health, Justice Health and Alcohol and Drugs Services may be eligible for the Mental Health Psychologist Allowance under the provisions of the *ACT Public Sector Health Professional Enterprise Agreement 2018-2021*. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

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*

- A 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.

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

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.
- Undergo reference checks.

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

Contact Officer: Kieran Hay (02) 5124 3133 kieran.hay@act.gov.au

## **Clinical Services**

### **Women, Youth and Children**

#### **Clinical Support and Projects**

#### **Clinical Development Midwife**

**Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (PN: 22495 - 020DD)**

Gazetted: 24 January 2022

Closing Date: 7 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>

The Clinical Development Midwife position supports all midwives within the Centenary Hospital for Women and Children. This position also provides support for newly graduated midwives, through an intensive orientation program and provides extensive educational and clinical support throughout the Maternity Unit for all staff through department wide in-service and education activities. The Clinical Development Midwife will be supported by the Clinical Support Midwife (CMM), Clinical Midwife Managers and Clinical Support Manager to work within their full midwifery scope of practice across all areas of Maternity.

#### **ABOUT YOU**

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

Behavioural Capabilities:

1. A strong, woman centred midwifery philosophy
2. Strong organisational skills with a high degree of confidence, drive, and self-motivation to provide the required duties



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

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

Position Requirements/Qualifications:

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

Eligibility for membership of the Australian College of Midwives

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

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for 11 months. Part-time hours will be considered and the full-time salary noted above will be pro-rata.

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

Contact Officer: Fiona Cameron (02) 51247395 [Fiona.J.Cameron@act.gov.au](mailto:Fiona.J.Cameron@act.gov.au)

## **Clinical Services**

### **Women Youth and Children**

#### **Clinical Support and Projects**

##### **Access and Operations Coordinator**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 42274 - 020CC)**

Gazetted: 24 January 2022

Closing Date: 7 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/>

The Division of Women, Youth and Children offers a range of primary, secondary and tertiary services across the acute and community-based sectors.

The Centenary Hospital for Women and Children (CHWC) is a tertiary centre for the ACT and surrounding regional areas. CHWC provides care to women and children across maternity, gynaecology, paediatric and neonatology services. The Nurse/ Midwife Access and Operations Co-ordinator (AOC) positions are responsible for the coordination and management of clinical requirements and leadership after hours to facilitate capacity across CHWC clinical areas.

The role works closely with the Canberra Health Services Access Unit whilst providing operational support for CHWC Clinical Nurse/Midwifery Managers and team leaders. This position provides a central point of contact and escalation for CHWC.

The role operates seven days per week, morning and evening shifts.

Reporting to the Clinical Support Manager and Assistant Director of Nursing and Midwifery (Clinical Support), the role contributes to the provision of safe effective care through coordinating responses to manage patient flow issues.

#### **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 the successful candidate will have the following attributes:

1. Be proactive, enthusiastic and a strong communicator with strong organisational skills
2. High level interpersonal and leadership skills with the ability to apply critical thinking
3. Ability to work within a multi-disciplinary team and adapt quickly to a changing environment

#### Position Requirements/Qualifications:

- Eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)
- Relevant Post graduate qualification in a relevant Nursing or Midwifery field
- Holding or working towards a higher degree in a relevant field.
- 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: The successful applicant will be required to work both morning and evening shifts, seven days per week, as per a rotating shift work roster. Part-time hours will be considered and the full-time salary noted above will be pro-rata.

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: Fiona Cameron (02) 5124 7395 [fiona.j.cameron@act.gov.au](mailto:fiona.j.cameron@act.gov.au)

## MHJHADS

### CAMHS - Perinatal and Infant Mental Health

#### Administration Services Officer Level 3

#### Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 23975 - 020DG)

Gazetted: 21 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 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 (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:

- Rehabilitation and Speciality 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 Canberra Health Services Health personnel.

#### **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-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 license.
- Experience in working within the mental health sector.

##### **Desirable:**

- Experience in working with children and young people and their primary supports.
- Experience in working with mother's and infant and their primary supports.
- Experience with medical terminology would be an advantage.

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

- undergo a pre-employment Police check.

**Note:** The successful candidate will be required to:

Be available to work within all program areas of CAMHS as service needs arise.

This is a permanent part-time position available at (29.40) hours per week. The above full-time salary will be pro-rata.

Contact Officer: Bridget Dillon (02) 5124 3133 [Bridget.Dillon@act.gov.au](mailto:Bridget.Dillon@act.gov.au)

#### **Adult Acute Mental Health Services**

##### **Adult Mental Health Unit (AMHU)**

##### **AMHU Low Dependency Unit Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$129,103, Canberra (PN: 40424 - 020F1)**

Gazetted: 21 January 2022

Closing Date: 18 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/> Adult Acute Mental Health Services currently incorporates the Adult Mental Health Unit (AMHU), Ward 12B Mental health Unit, the Mental Health Short Stay Unit (MHSSU), and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH).

AMHU is a 40-bed inpatient Facility comprised of a High Dependency Unit (HDU) and Low Dependence Unit (LDU), Ward 12B Mental Health Unit is a 10-bed low dependency inpatient unit these units are for people experiencing moderate to severe mental illness. These units provide a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a 6-bed low dependency inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

It is expected that in this position you will provide high quality advanced nursing skills, leadership and care to achieve sound outcomes for patients. This includes the provision of high-quality customer service to the patients, carers and other staff of MHJHADS. Although primarily responsible for the MHSSU and ward 12B Mental Health Unit, this position works collaboratively with the Assistant Director of Nursing (ADON) and the Clinical Nurse Consultants for AMHU to ensure optimum service delivery and best practice across the service. In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the ACT Health Values of Reliable, Progressive, Respectful and Kind.

#### **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**

- Proven advanced clinical experience in a leadership role
- Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs
- Strong organisational skills with a high degree of drive

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

Relevant tertiary qualifications and a minimum of three years' experience working professionally within mental health nursing. Recent 12 months experience in an Acute Mental Health Facility 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.

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

- obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases
- Undergo a pre-employment National Police Check.

Contact Officer: Shaun Bayliss (02) 5124 5406 [shaun.bayliss@act.gov.au](mailto:shaun.bayliss@act.gov.au)

#### **ACT Pathology**

##### **Haematology**

##### **Senior Scientist Haematology - Analysers**

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 21262 - 020GE)

Gazetted: 21 January 2022

Closing Date: 8 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/> ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Transfusion, Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology and Morphology on patients with a wide range of co-morbidities.

Under broad direction from the Laboratory Manager / Chief Scientist, you will play a key role in day to day supervision, performing complex testing, instrument trouble shooting, KPI monitoring, quality control monitoring, managing resources, maintaining manuals and training programs for staff in the analyser area of the laboratories at Canberra and Calvary Hospitals.

There is a requirement to work out of hours including on-call, occasional nights, weekends and public holidays.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

High level evaluation and analysis skills.

Strong written and oral communication skills.

Ability to work as an individual and as part of a team.

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

##### **Qualifications:**

Relevant tertiary qualification in Medical Science, Pathology and a minimum of five years' experience working professionally in Haematology and transfusion is preferred.

##### **Position Requirements**

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).

The successful applicant will need to be available for after-hours work, including on-call, occasional nights, weekends and public holidays.

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

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Jackie Pratt (02) 5124 2034 [jackie.pratt@act.gov.au](mailto:jackie.pratt@act.gov.au)

**Finance and Business Intelligence  
Supply Services**

### **Cataloguing Officer**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 21782 - 01ZW1)**

Gazetted: 20 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.

This role will assist the Purchasing team with all Cataloguing requests and any other tasks appropriate to this level. Prior purchasing and cataloguing experience will be highly regarded. Please respond with a maximum of two pages to the Selection Criteria, and the names and contact details of two referees. Please contact Raj Rajasegaran for further information. Email: [Raj.Rajasegaran@act.gov.au](mailto:Raj.Rajasegaran@act.gov.au)

#### **POSITION OVERVIEW**

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

The position reports to the ASO5 Cataloguing Team Leader.

This position is rotated between the Supply Services Warehouse, Mitchell and Canberra Hospital.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

- Strong organisational skills with a high degree of drive.
- Strong understanding of procurement processes.
- Adaptability and flexibility to accommodate change and provide responsive services.

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

##### **Mandatory:**

- Current Class C Driver's Licence
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

##### **Desirable:**

- Certificate IV in Government Procurement or higher qualification in Procurement and Contracting and relevant work experience are highly desired.

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

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases

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

Contact Officer: Raj Rajasegaran (02) 5124 3090 [raj.rajasegaran@act.gov.au](mailto:raj.rajasegaran@act.gov.au)

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

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

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

#### **Shared Services**

##### **Partnership Services**

##### **Performance, Governance and Service Delivery**

##### **Senior Director Performance, Governance and Service Delivery**

##### **Senior Officer Grade A \$155,107, Canberra (PN: 49268)**

Gazetted: 21 January 2022

Closing Date: 4 February 2022

**Details:** Do you have a passion for data analytics and understanding what drives business performance?

Do you want an opportunity to develop your strategic thinking and capability?

Partnership Services in Shared Services is looking for an exceptional candidate to fill the role of Senior Director, Performance, Governance and Service Delivery. In this role you will be required to have an understanding of the range of corporate services provided to the ACT Government by the OneGov Service Centre.

You will need to be able to document and describe these services for various audiences and understand what ACT Government employees including the Senior Executive of the ACT Government expect to see in terms of service delivery and performance. You will be required to provide strategic advice in relation to customer service across Shared Services and ACT Property Group.

You will play a vital role in presenting information and supporting various governance and review committees. Your written communication skills will need to be excellent and an aptitude test for language comprehension and writing will be part of the selection process. You will also need to be one of those rare individuals who writes well but can also interpret and understand metrics in relation to performance monitoring and as part of this role you will manage a small team responsible for improving business process and customer experience across the OneGov Service Centre.

This role would suit a career minded individual looking to move into an executive role in the future as it will provide the opportunity to develop strategic thinking and business acumen.

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

Highly developed written, oral and presentational skills are essential.

**Notes:** This is a temporary position available immediately for up to 12 months with the possibility of permanency. Applicants should be aware that an aptitude test for language comprehension and writing will be part of the selection process.

**How to Apply:** In two pages or less, tell us why you are the best candidate for the role of Senior Director, Performance, Governance and Service Delivery addressing the Skills, Knowledge and Behavioural Capabilities outlined in the position description, together with a copy of your curriculum vitae and the names of two current referees.

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

Contact Officer: Claire Harper 0434 738 931 [Claire.Harper@act.gov.au](mailto:Claire.Harper@act.gov.au)

#### **Access Canberra**

##### **Government Operations, Data and Strategy/Government Business and Coordination**

##### **Assistant Director, Government Business and Coordination**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 55179, several)**

Gazetted: 24 January 2022

Closing Date: 7 February 2022

**Details:** Access Canberra's Government Business and Coordination Team is seeking a highly motivated and enthusiastic individual to fill the role of Assistant Director, Government Business and Coordination.

The Government Business and Coordination Team operates as a critical coordination point between Government, the Access Canberra Executive and the broader organisation. The successful applicant will be able to manage competing priorities, be an innovative problem solver, have excellent communication skills and a firm understanding of all things Cabinet, Assembly and Government Business. The broad range of functions performed

by the team include Cabinet processes, Legislative Assembly processes, management of operational Delegations and Appointments, Ministerial correspondence management, coordination of information requests, reporting and Secretariat services. The successful applicant will lead and coach administrative staff and will require the ability to work under changing priorities and pressures, will require exceptional prioritisation, organisational and communication skills, and be able to work effectively as part of a team.

The successful applicant will be counted on to critically examine, evaluate, take appropriate action and report on requested matters received by the Access Canberra Government Business and Coordination team. You will need to be agile and have excellent discretionary thinking to know when to brief up the line on issues impacting Access Canberra and will work closely with Access Canberra Executives, Statutory Office Holders and the Directorate Liaison Officer.

The 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:** There is one permanent vacancy and one temporary vacancy available from 1 February 2022 to 31 January 2023. A merit pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

**How to apply:** To apply for this role please provide your curriculum vitae, including details of two referees and a two-page (maximum) pitch detailing why your skills, knowledge and behaviour make you the best person for this role.

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

Contact Officer: Catherine Matthews (02) 6205 3464 catherine.matthews@act.gov.au

## **Access Canberra**

### **Licensing and Registration**

#### **Transport Licensing**

#### **Manager Business Support and Training**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 20042)**

Gazetted: 25 January 2022

Closing Date: 1 February 2022

**Details:** The Business Support and Training team have an opportunity to perform the role of manager - leading a passionate and committed team in delivering support to service centres and range of stakeholders. The successful applicant will: Provide leadership and coaching to the Business Support and Training team, developing staff subject knowledge to ensure high quality service is provided.

Lead a team in the development and implementation of new and revised standard operating procedures relating to the rego.act system.

Continuously contribute to the development and implementation of relevant policies, processes and systems, ensuring changes are made in line with the Road Transport legislation and that there is good governance in decision making.

Act as a point of escalation for complex issues and work closely with internal business units.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are welcoming of your application.

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 30 June 2022 with the possibility of extension up to 12 months.

**How to Apply:** Please review the Position Description for more details. To apply please submit:

A two-page pitch detailing why you are the best person for the role addressing the Selection Criteria.

A current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

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

Contact Officer: Hayley Eastman (02) 6207 0403 Hayley.Eastman@act.gov.au

**Economic, Revenue, Insurance, Property and Shared Services (ERIPSS)**

**ACT Insurance Authority**

**Senior Claims Officer**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 54052)**

Gazetted: 25 January 2022

Closing Date: 8 February 2022

**Details:** Do you have experience in delivering exceptional claims management functions in private or public sector environments? Do you have excellent customer service skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy challenging the status quo for continuous improvement? Then this may well be the perfect job for you!

The ACT Insurance Authority is looking for an enthusiastic, positive and motivated individual who has a passion for claims managing with a focus on achieving positive claims outcomes and broader organisational objectives to join us as a Senior Claims Officer.

Reporting to the Assistant Director, Claims Services, the Senior Claims Officer is responsible for managing a portfolio of matters that comprise of complex and simple claims, across multiple general insurance lines. We are looking for an individual who excels at exercising attention to detail and demonstrating the ability to meet deadlines, communicating clearly and working closely with legal providers. This role requires an individual who is excited to be a part of a team that values diversity and practices inclusiveness in line with the ACT Public Service values.

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

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

**How to apply:** Interested applicants are requested to submit an application no more than two pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees.

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

Contact Officer: Mark Harper (02) 6207 7150 mark.harper@act.gov.au

**Revenue Management**

**Compliance**

**Assistant Director - Debt**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 03822)**

Gazetted: 25 January 2022

Closing Date: 8 February 2022

**Details:** The ACT Revenue Office is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high-quality services to all Canberrans. A 12-month vacancy is available to lead the debt team in the Compliance area of the Revenue Office.

The role involves dealing professionally with taxpayers to ensure compliance with the ACT's tax laws, enforce debt collection and taxpayer engagement and education. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a team.

**Note:** This is a temporary position available immediately for a period up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to apply:** Please provide a curriculum vitae, contact details of two referees, and a 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: Paul Amalos (02) 6207 0100 paul.amalos@act.gov.au

## Digital, Data and Technology Solutions

### ACT Data Analytics Centre and Design and Strategy Branch

#### Executive Assistant

#### Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 55841)

Gazetted: 25 January 2022

Closing Date: 8 February 2022

**Details:** Are you an expert at organising a busy executive or two? Are you calm under pressure and good with people?

Digital, Data and Technology Solutions Group is currently seeking an organised, delivery focused person for the role of Executive Assistant to provide professional administrative support to the Executive Branch Managers of the ACT Data Analytics Centre and the Design and Strategy Branch. Responsibilities include managing diaries, workflow, appointments and correspondence, coordinating arrangements for branch meetings, external forums and stakeholder meetings and providing high level administrative support on personnel, financial and procurement matters.

To be successful in this role you will possess strong written and oral communication skills and the ability to build productive working relationships. You will be organised, adaptable to change and possess the ability to prioritise, multi-task and display a high level of accuracy and attention to detail. You will work collaboratively with others and demonstrate an ability to achieve results in a busy, fast paced environment. You will be part an executive support network, contributing to achieving the goals of the broader Group.

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:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions many staff are currently working from home with limited access to on-site working. Please discuss any concerns around these arrangements with the contact officer.

**How to apply:** Please submit a written application of no more than two pages, outlining your suitability for the position in line with the Position Description, a current curriculum vitae, and contact details of two referees.

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

Contact Officer: Peita Bonato (02) 5124 9364 peita.bonato@act.gov.au

## Access Canberra

### Corporate Support and Capability

#### Skills, Safety and Support

#### Project Support Officer

#### Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 00497)

Gazetted: 20 January 2022

Closing Date: 3 February 2022

**Details:** Are you a people person? Are you organised? Do you enjoy planning? Can you work on multiple projects at the one time with varying deadlines? Then Access Canberra might have the job for you!

The Skills, Safety and Support unit is looking for a highly motivated person to join our small but busy team. The team is responsible for delivering a range of projects to address the strategic needs of Access Canberra. The role will primarily support the Workforce Capability team to meet the training and development needs of Access Canberra but will also support the wider Skills, Safety and Support team as required, which incorporates the Work Health and Safety team and Accommodation and Business Services team.

The Project Support Officer will be responsible for supporting Project Officers to deliver learning and development activities, as well as administering the training database and Smartform application process, and providing data analysis and information on staff training enrolments.

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 June 2022 with the possibility of extension up to six months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This



position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please provide a maximum one-page pitch, detailing how your Skills, Knowledge and Behaviour will support you in delivering the duties and responsibilities of the position as outlined in the Position Description. Also attach your current Curriculum Vitae.

Contact Officer: James Bradford (02) 6207 8294 James.Bradford@act.gov.au

#### **Economic, Revenue, Insurance, Property and Shared Services (ERIPSS)**

##### **ACT Insurance Authority**

##### **Claims Officer**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 36615)**

Gazetted: 24 January 2022

Closing Date: 7 February 2022

**Details:** Do you have experience in delivering exceptional claims management functions in private or public sector environments? Do you have excellent customer service skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy a challenge? Then this may well be the perfect job for you!

The ACT Insurance Authority is looking for an enthusiastic, positive and motivated individual who has a passion for claims managing with a focus on achieving positive claims outcomes and broader organisational objectives to join us as a Claims Officer for a 6-month period with the possibility of extension and/or permanency.

Reporting to the Senior Claims Officer, the Claims officer is responsible for managing a portfolio of matters, across multiple general insurance lines. We are looking for an individual who excels at exercising attention to detail and demonstrating the ability to meet deadlines, communicating clearly and working closely with legal providers. This role requires an individual who is excited to be a part of a team that values diversity and practices inclusiveness in line with the ACT Public Service values.

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

**How to Apply:** Interested applicants are requested to submit an application no more than two pages addressing the attached Selection Criteria, a current curriculum vitae and contact details for two referees.

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

Contact Officer: Cherie Cortes (02) 6207 0723 Cherie.Cortes@act.gov.au

#### **Economic, Revenue, Insurance, Property and Shared Services (ERIPSS)**

##### **ACT Insurance Authority**

##### **Assistant Director, Claims Services**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 50340, several)**

Gazetted: 25 January 2022

Closing Date: 13 February 2022

**Details:** The ACT Insurance Authority (ACTIA) is looking for an enthusiastic, positive and passionate leader to join our fast-paced team, where the work is equally challenging and rewarding. With a focus on continuous improvement activities to enhance service delivery and achieve outstanding outcomes, we are looking for someone to deliver on this with a desire to see ACTIA reach its strategic goals. We are a small team that manages claims ranging from simple to complex in nature, across 11 classes of business insurances. We are unique for many reasons including our inclusive and 'can do' culture.

Leaders in our business encourage, identify, and drive improvements to the way we work. We coach and mentor team members, develop and sustain practices in the business that improve customer experience while ensuring that everything we do supports optimal outcomes for the Territory and its people. As a leader within the Claims Services team, you will support the team with advice on technical issues, workflow management and stakeholder engagement. You will be responsible for ensuring that ACTIA meets its legislative obligations through best practice claims management, routine portfolio updates, scheduled and ad-hoc stakeholder claim reviews and discussions. You will be results focussed with the ability to deliver in a demanding environment. You will work in and nurture an environment that is safe, values diversity, accepts that all views and opinions are valid and creates opportunity

for people to flourish and develop. 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:** 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 are requested to submit an application no more than three pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees.

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

Contact Officer: Mark Harper (02) 6207 7150 mark.harper@act.gov.au

## Property and Venues

### ACT Property Group

#### Estate Management and Procurement

#### Property Officer

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 26181, several)**

Gazetted: 24 January 2022

Closing Date: 10 February 2022

**Details:** ACT Property Group are seeking people experienced in management of buildings and portfolios of properties for its Estate Management and Procurement team. This role is part of a team that ensures that ACT Property Group managed buildings are inspected, planned maintenance and inspection programs are in place, monitors unplanned maintenance activities and has an overarching view on the building's operations. This role is expected to spend significant time in the field physically inspecting buildings, attending to enquiries about buildings and liaising with tenants, customer service managers and technical professionals.

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

#### **Eligibility/Other requirements:**

Hold or have the capacity to obtain White Card and Asbestos Awareness.

A current driver's licence (car).

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

**Note:** Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. 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 review the Position Description for details about the role and associated responsibilities.

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

Please submit the following:

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

The pitch should:

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

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

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

A current Curriculum Vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications.

Contact details of at least two referees.

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

Contact Officer: Yuka Pirani (02) 6205 9218 yuka.pirani@act.gov.au

## **Workforce Capability and Governance**

### **Professional Standards Unit**

#### **Investigator**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 55678, several)**

Gazetted: 20 January 2022

Closing Date: 4 February 2022

**Details:** Do you have great communication skills? Are you an engaging, detail orientated and self-motivated people person? Do you have an interest in employee relations and/or investigation? The Professional Standards Unit are seeking applications to join our team of investigators undertaking workplace conduct investigations to provide support to the ACT Public Sector Standards Commissioner.

The Professional Standards Unit (PSU) contributes to enhanced outcomes and strategic policy development for the benefit of all ACT public sector entities. A key focus of the PSU is the reinforcement of the high standards of workplace values and behaviours expected of ACT public sector employees, and conducting investigations and training as required to uphold these standards.

As a Head of Service unit within Workforce Capability and Governance, the PSU uses de-identified data insights to contribute to whole-of-government policy, legislative reform, education and training for the prevention of, and response to, misconduct and employee relations matters. The PSU is also responsible for legislative and strategic policy initiatives in relation to integrity in the ACTPS and the work of the ACT Integrity Commission.

Within its unique role, the PSU supports the Public Sector Standards Commissioner (PSSC) by conducting independent investigations regarding misconduct allegations, managing complaints regarding the ACTPS and advising the Chief Minister on matters arising from these investigations. Furthermore, the PSU assists the PSSC in advising the Chief Minister on the public sector values, principles and behaviours as mandated under the *Public Sector Management Act 1994*.

The PSU and PSSC seek to capture and share key messages arising from misconduct processes and assist the ACT public sector to employ best practice initiatives to reduce misconduct and encourage the signature behaviours expected of employees

Please review the Position Description for details about this role and its duties/responsibilities.

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

**Eligibility/Other Requirement:** A qualification in investigations such as Cert IV Government Investigations, is highly desirable.

**Note:** This is a temporary position available for up to six months with a possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports 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 operates in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

**How to Apply:** Applicants are required to submit a two-page pitch outlining their skills, experience and suitability based on the 'What you require' capabilities set out in the Position Description. Please send your pitch, your current curriculum vitae and contact details of two referees (one should be a current supervisor) to the Contact Officer.

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

Contact Officer: Henry Gittleman (02) 6205 0783 [Henry.Gittleman@act.gov.au](mailto:Henry.Gittleman@act.gov.au)

## **Access Canberra**

### **Corporate Support and Capability Branch**

#### **Strategic ICT - Business Development and Information**

##### **Business Information Manager**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 03186)**

Gazetted: 20 January 2022

Closing Date: 3 February 2022

**Details:** The Corporate Support and Capability Branch of Access Canberra is seeking a motivated and capable individual to join the Strategic ICT – Business Development and Information team to manage the systems support and administration, access management, data analysis and reporting functions for the rego.act system.

The successful applicant will have excellent analytical skills, as well as great attention to detail with the ability to adapt to competing priorities and stay focused in a fast paced and high-pressure environment whilst liaising with a diverse range of internal and external stakeholders.

Access Canberra is a dynamic workplace with a changing workforce and the desire to adapt through ongoing personal and professional development is desirable quality of prospective candidates.

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 tertiary qualifications and competency in the use of MS Excel or business information tools are highly desirable.

**Note:** 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 is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role. Current and former Australian Defence Force (ADF) members are encouraged to apply.

**How to Apply:** To apply please email a copy of your two-page pitch addressing the Selection Criteria outlined in the Position Description, a copy of your current curriculum vitae and contact details of two referees.

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

Contact Officer: Indran Naidoo (02) 6205 4649 Indran.Naidoo@act.gov.au

## Digital, Data and Technology Solutions

### Strategic Business Branch

#### Portfolio Governance and Support Services

#### Assistant Director, Communications

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 53522)**

Gazetted: 20 January 2022

Closing Date: 7 February 2022

**Details:** Strategic Business Branch (SBB) is looking for someone with great communication skills to manage internal communication and engagement activities for the branch, including a newly redeveloped intranet presence. The Assistant Director, Communication will apply their skills to tasks ranging from producing communication material for ICT Project updates to strategy development and implementation.

The ideal person will have proven experience in developing communications for a range of audiences via different channels, with the ability to explain technical and abstract information in a simple and consumable fashion.

This role will also manage and lead a small, fast paced team committed to delivering customer focused content and communication materials. SBB offers the opportunity to work in a supportive and inclusive environment where innovation and creativity is encouraged. Additionally there is the opportunity to cross-skill, and enjoy flexible work arrangements, including working from home. 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

Experience in a communications role.

A tertiary qualification in a communications field would be highly regarded but is not essential.

**Notes:** This is a temporary position available immediately for six months, with the possibility of extension. Part-time hours will be considered and the full-time salary will be paid pro-rata.

**How to Apply:** Please provide a maximum two page pitch outlining your suitability for the role based on the job requirements in the Position Description.

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

Contact Officer: Donald Hage (02) 6205 1530 Donald.Hage@act.gov.au

**Corporate**

**Corporate Management**

**Governance, Security and Audit**

**Assistant Director Governance**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 32067)**

Gazetted: 20 January 2022

Closing Date: 3 February 2022

**Details:** Corporate Management provides support to the Directorate in relation to its governance framework, corporate policies, audit and compliance assurance programs. It drives our strong risk framework including supporting business continuity, emergency management and protective security.

The Assistant Director, Governance works in a small team to deliver best practice corporate advice, services and support in a demanding environment. Working predominantly in the corporate governance sphere, this position will forge strong linkages with business areas across the directorate and provide high level advice to executive on a regular basis. No working day will ever be the same with portfolio management requirements for governance policy and frameworks, fraud prevention, gifts and hospitality and travel.

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:** 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 provide a two page statement of claims addressing the Professional / Technical Skills and Knowledge and Behavioural Capabilities a current curriculum vitae, names and contact details of two referrers, copies of any relevant qualifications.

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

Contact Officer: David Hart (02) 6207 3067 [David.Hart@act.gov.au](mailto:David.Hart@act.gov.au)

**Director Governance, Analytics and Relationships**

**ACT Insurance Authority**

**Director Governance, Analytics and Relationships**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 45537)**

Gazetted: 24 January 2022

Closing Date: 14 February 2022

**Details:** Do you have experience in delivering governance and analytical reporting services in private or public sector environments? Do you have excellent analytical skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively and passionate team? Then this may well be the perfect job for you! The ACT Insurance Authority (ACTIA) is looking for an enthusiastic, positive and motivated individual, who has a passion for strategic leadership to join us as the Director, Governance, Analytics and Relationships on a permanent basis. The successful candidate will be dedicated to working collaboratively with directorates, agencies and other key stakeholders to deliver a client-focused service delivery model, and develop, design and deliver ACTIA's analytical reporting suite, focussed on providing high-value data and analytics to both internal and external stakeholders. Reporting to the Senior Director, Risk, Insurance and Governance, the Director, Governance, Analytics and Relationships will motivate and lead the small Governance, Analytics and Relationship team, providing coaching, mentoring and training to staff, designed to develop capability. This role provides you the avenue to work collaboratively with all directorates and agencies across the ACT Government. ACTIA values diversity and practices inclusiveness in line with the ACT Public Service values. We are looking for a highly motivated individual who can demonstrate the ability to work in a team environment with limited supervision and demonstrate flexibility and a passion to challenge the status quo in a quest for continuous improvement and service delivery.

**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:** Interested applicants are requested to submit an application no more than 2 pages addressing the attached selection documents, a current CV and contact details for two referees

Contact Officer: Damian Black (02) 6205 0360 [Damian.Black@act.gov.au](mailto:Damian.Black@act.gov.au)

**Economic, Revenue, Insurance, Property and Shared Services (ERIPSS)**

**Director, Risk Management**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 51264)**

Gazetted: 24 January 2022

Closing Date: 14 February 2022

**Details:** Do you have experience in developing and delivering exceptional risk management functions in private or public sector environments? Do you excel when working collaboratively to achieve results and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively and passionate team? Then this may well be the perfect job for you!

The ACT Insurance Authority (ACTIA) is looking for an enthusiastic, positive and motivated individual, who has a passion for strategic leadership to join us as the Director, Risk Management on a permanent basis.

The successful candidate will provide strategic leadership and be dedicated to promoting and supporting the adoption of strategic and enterprise risk management best practice across the ACT Government.

Reporting to the Senior Director, Risk, Insurance and Governance, the Director Risk Management will lead a small team of exceptionally driven and passionate individuals to deliver the functions of the ACTIA Risk Management Office, supporting a positive and resilient risk management culture across the ACT Government consistent with the Territory wide Risk Management Policy. The successful candidate will assist ACT Government directorates and agencies with the development of risk management frameworks, and lead the development and delivery of training and resources to support risk management activities across the ACT Government. ACTIA values diversity and practices inclusiveness in line with the ACT Public Service values.

We are looking for a highly motivated individual who can demonstrate the ability to work in a team environment with limited supervision and demonstrate flexibility and a passion to challenge the status quo in a quest for continuous improvement.

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: 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 are requested to submit an application no more than 3 pages addressing the attached selection documents, a current CV and contact details for two referees.

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

Contact Officer: Damian Black (02) 6205 0360 [Damian.Black@act.gov.au](mailto:Damian.Black@act.gov.au)

**Access Canberra**

**Supervisor Medical Management Team and Licence and Registration Administration Team**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 51934)**

Gazetted: 25 January 2022

Closing Date: 1 February 2022

**Details:** Are you looking for an opportunity to use your ability to lead a team in the delivery of quality customer service and to ensure sound decision making based on legislation? Would you like to join a positive and passionate team?

The Medical Management and Licence and Registration Administration teams provide customer service to a range of clients and stakeholders and provide a valuable role in providing for the safety of road users in the ACT. They have a critical role in providing support to Access Canberra service centres, and to provide timely, accurate and sound services, advice and decisions for the ACT community relating to driver licence and vehicle registration matters. In these roles you will need to be highly organised, have strong attention to detail and be able to meet competing demands while supporting good governance. Your strong people and communication skills will help you manage key relationships and support the team to deliver. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are welcoming of your

application. The Medical Management supervisor role is permanent, and the merit list formed through this process will also be used to fill a role in the Licence and Registration Administration team.

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

**How to apply:** Please review the position description for more details.

Please submit the following:

A two-page pitch detailing why you are the best person for the role addressing the Selection Criteria in the position description.

A current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

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

Contact Officer: Candy Richards (02) 6207 7018 [candy.richards@act.gov.au](mailto:candy.richards@act.gov.au)

### **Community Services**

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

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

#### **Housing ACT**

##### **Infrastructure and Contracts**

##### **Contracts and Business Operations**

##### **Assistant Director, Contract Governance**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 10575)**

Gazetted: 24 January 2022

Closing Date: 7 February 2022

**Details:** An exciting opportunity exists in the role of Assistant Director, Contract Governance in the Contracts and Business Operations Team of Housing ACT.

The team is responsible for the strategic management of the TFM, the largest ongoing goods and services contract in the ACT Government. Key objectives are to preserve and maintain Social Housing stock, maintain a tenant focus in the delivery of services, achieve social outcomes, maintain collaborative relationships with key stakeholders and respond to evolving needs of the Commissioner, tenants and industry.

The position is responsible for day-to-day management of the TFM Contract and ensure it is managed under best practice principles. As part of the senior leadership team, you will have an opportunity to think strategically in an operational environment and to use your well-developed organisational skills, to influence and shape the direction of the Contract. The position requires someone who can manage a dynamic workload, who has the capability to manage and maintain relationships, both within Government and outside; must be able to effectively manage multiple issues at once; and someone who has demonstrated abilities in being able to identify and prioritise needs, as well as implement any required change/s.

More information can be found in the Position Description.

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

**How to apply:** Applicants should submit their application as is writing to an Expression of Interest, addressing the Selection Criteria, no more than two A4 pages, plus a curriculum vitae and referees.

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

Contact Officer: Megan Valler (02) 6205 8032 [megan.valler@act.gov.au](mailto:megan.valler@act.gov.au)

#### **Inclusion and Participation**

##### **Social and Community Inclusion**

##### **National Multicultural Festival**

##### **Event Coordination Officer**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 41258)**

Gazetted: 24 January 2022

Closing Date: 7 February 2022

**Details:** The Inclusion and Participation Division of CSD is seeking a suitably experienced Event Coordination Officer to work on National Multicultural Festival(NMF). This is an exciting opportunity to be part of the NMF Project Team working to produce a highly collaborative community led 25th Anniversary celebration event in 2023. In this position, you will bring your skills and experience to build on the valuable work already commenced by the project team to deliver an outstanding, memorable, and impactful festival. You will possess sound experience in the use of events and project management applications to deliver competing priorities in a fast-paced, COVID-safe environment.

Interested candidates should possess a good understanding of large scale events operation and logistics, procurement processes and appreciation of the importance of establishing and maintaining stakeholder relationships. This is an opportunity to contribute to the much-loved community led Festival that is celebrating its 25th anniversary milestone in 2023.

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

**Eligibility/Other Requirements:** Desirable qualifications and experience, but not essential:

Experience in events co-ordination/management,

Strong project management skills.

**Note:** This is a temporary position available immediately until 30 June 2022 with a possibility of extension up to 12 months. A merit pool of suitable candidates will be compiled and utilised to fill any future vacancies across the Inclusion and Participation division in the next 12 months.

**How to Apply:** Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the capability-based selection criteria found in the position description and a current curriculum vitae including the details of two referees.

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

Contact Officer: Azra Khan (02) 6205 0522 [Azra.Khan@act.gov.au](mailto:Azra.Khan@act.gov.au)

**Cultural Facilities Corporation**

**ACT Historic Places**

**Gardener - ACT Historic Places**

**General Service Officer Level 5/6 \$58,918 - \$64,843, Canberra (PN: 017B)**

Gazetted: 21 January 2022

Closing Date: 6 February 2022

**Details:** The Gardener will work across the ACT Historic Places properties; Lanyon Homestead, Mugga Mugga Cottage and Calthorpes' House, in caring for the historic landscapes and gardens. As part of the Horticulture Team, the Gardener will undertake conservation, maintenance and enhancement of the sites' gardens and grounds. The Gardener will undertake horticultural duties including propagation, planting, cultivation, weeding, watering, irrigation, mowing, edging, weed spraying, mulching, pruning and tree surgery to deliver high quality horticultural standards and an excellent presentation. This is a rare opportunity to work at three of Canberra's most culturally significant sites with a unique variety of traditional and modern horticultural tasks and requirements.

**How to Apply:** Applicants should submit their applications addressing the Selection Criteria to a maximum of three A4 pages, plus curriculum vitae with referees.

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

Contact Officer: Neil Walsh 0409 485 003 [neil.walsh@act.gov.au](mailto:neil.walsh@act.gov.au)



## **Education**

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

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

### **System Policy and Reform**

#### **Analytics and Evaluation**

##### **Assistant Director Analytics and Evaluation**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 00266, several)**

Gazetted: 24 January 2022

Closing Date: 7 February 2022

**Details:** The Analytics and Evaluation branch is seeking applicants for the position of Data Analyst to work in small, motivated teams that manage administrative and assessment/survey datasets. The officers will be responsible for the management, collection, interpretation, analysis and reporting of data from system assessments/surveys and for dissemination of information to a range of stakeholders.

The successful applicants will also have a role in managing data quality, reporting at the system level and providing dashboards to schools. To achieve this effectively the successful applicants must be skilled in communication, familiar with statistical and/or survey software and have a keen eye for detail.

The successful applicants will demonstrate well developed liaison, organisational and administrative skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

#### **What You Will Do:**

Data management and/or evaluation in the context educational and organisational issues.

Statistical analysis and interpretation of education related data, and/or plan and administer complex surveys using Qualtrics or other survey software.

Undertake the preparation of complex and/or sensitive written materials

Liaise with schools, contractors and other organisations in the collection, analysis and dissemination of data and/or statistics relating to education.

Actively contribute to the development of the Directorate's educational strategies and priorities and assist in the delivery of system wide policies and programs.

This position may involve direct supervision of staff.

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

Demonstrated experience with the collection and analysis of large longitudinal data sets.

Knowledge and skills in data management and/or highly developed conceptual and research skills.

High level statistical analysis skills and/or ability to develop and provide advice on survey design and/or evaluation

Highly developed liaison and communication skills, both oral and written.

#### **Behavioural Capabilities**

Demonstrated ability to prioritise workload appropriately and establish realistic timeframes for the completion of work, and to be accountable for the team's performance and achievement of results

Ability to design and implement improvements to business processes, policies or ways of working to support broader organisational changes.

Ability to provide administrative, technical or professional support to undertake tasks related to the management or administration of a program or activity.

#### **Compliance Requirements / Qualifications**

Advanced knowledge of data management and statistical software, such as QUALTRICS, SPSS, Excel, PowerBI and Microsoft Access/SQL Server will be considered favourably.

**Note:** These are temporary positions available immediately for a period of six months with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to apply:** To apply for this position submit a statement addressing the Position Description (no longer than two pages), a curriculum vitae and the contact details of two referees.

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

Contact Officer: Maryellen Moore (02) 6205 6774 [maryellen.moore@act.gov.au](mailto:maryellen.moore@act.gov.au)

## **Business Services**

### **Communications Engagement and Government Services**

#### **Communications and Engagement**

##### **Assistant Director Media**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 43635)**

Gazetted: 21 January 2022

Closing Date: 4 February 2022

**Details:** Are you looking for a rewarding and engaging role? Are you passionate about public education and love working in a fast-paced media management role? The Education Directorate is seeking to fill a key role in our dynamic Communications and Engagement team.

We are looking for experienced and motivated media and issues management professional who is keen to promote the wonderful stories of students and staff working in ACT public schools.

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:**

provide high-level communications and media advice to executives and the Ministers office

build and maintain relationships with key stakeholders, including Minister's offices, executives, line areas, ACT public schools, media and community groups

prepare and review a range of products including communications strategies, media releases, digital content for online and social media channels, and other material as required

deliver information campaigns and support community engagement activities

build and maintain up-to-date communication forecasting documents for executive and Ministerial offices

plan and implement regular media training for internal stakeholders

supervise and mentor team members, including managing workloads

undertake on-call responsibilities and be available after hours for work related tasks as needed

participate in whole-of-government communications in conjunction with relevant directorates

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.

**Eligibility/Other Requirements:** Tertiary qualifications in communications, public relations or journalism is preferred.

**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 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](mailto:Lyn.Larkin@act.gov.au)

## **Tuggeranong**

### **Namadgi School**

#### **Business Manager - Namadgi School**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 19560)**

Gazetted: 21 January 2022

Closing Date: 4 February 2022

**Details:** Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community through business leadership and engagement.

This role is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include finance and the management of budgets; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and develop plans for business development which includes assisting the school in delivering on its strategic vision and business plan.

An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role. Namadgi School is located in the Tuggeranong Network and caters for students from Preschool to year 10, supporting the learning of over 700 students. We have a staff of approximately 100 teachers, learning support and administration professionals.

**Eligibility/Other Requirements:**

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, staff members at the school must provide evidence of their vaccination status.

The successful applicant for this position will be required to provide evidence of full vaccination against COVID-19 prior to commencement.

**Desirable:** A First Aid Certificate or a willingness to undertake appropriate training. Experience in a business-related role. Financial qualification or relevant 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.

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

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

Contact Officer: Gareth Richards (02) 6142 0900 [Gareth.Richards@ed.act.edu.au](mailto:Gareth.Richards@ed.act.edu.au)

## System Policy and Reform

### Strategic Policy

### Legislation Reform

### Policy Officer

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 33846)**

Closing Date:

Weeks to Close: 2

**Details:** Are you a high performing officer looking for your next challenge? Are you excited by reforming legislative frameworks to ensure the best outcomes for our children and young people? Do you have experience in policy development, exceptional research skills, and high level written and organisational skills? Then this might be the job for you!

The Legislation Reform team is looking for a motivated and conscientious individual with skills and experience in policy development to join us.

To be successful in this role you must be able to work cooperatively with others as well as individually with minimal supervision, in a fast paced and at times, pressured environment. You will need expertise in policy

development, strong strategic thinking skills, excellent written and organisational skills, and a desire to build and maintain quality relationships with a range of stakeholders. This is a fantastic opportunity for someone who is interested in delivering strategic legislative reform that will benefit children and young people in our community.

**Eligibility/other requirements:**

**Mandatory Requirements**

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

**Desirable**

- Experience in the development of legislation and/or Cabinet papers.

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

COVID-19 arrangements: Our branch is currently working in a mixed-mode of working, both at home and at the ACT Whole-of-Government building at 220 London Circuit. The successful candidate will be expected to work flexibly across multiple sites. Information will be provided on how to work from home safely and effectively. Please note a gradual return to the workplace may be forthcoming.

**How to apply:** Please submit a current curriculum vitae and a written response to the Selection Criteria of up to three pages. The response should outline your Knowledge, Skills and Capabilities against the Selection Criteria listed in the Position Description. Please provide a current curriculum vitae including two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You may also be asked to provide further referees. Applications should be submitted via the Apply Now button below.

**Contact Officer:** Rebecca Travers (02) 6205 4124 [Rebecca.Travers@act.gov.au](mailto:Rebecca.Travers@act.gov.au)

**Service Design and Delivery**

**EGM Office**

**Executive Support Officer**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 34750)**

Gazetted: 24 January 2022

Closing Date: 7 February 2022

**Details:** We are seeking an administrative super star to provide timely, accurate and effective executive support to the Service Design and Delivery Executive Group Manager (EGM). You will embrace the fast pace and busy environment of the EGM office and not shy away from the constantly changing priorities. You need to have a knack for calendar Tetris and the ability to easily accept that some days just don't go to plan. Our ideal candidate will have a positive can-do approach as well as exceptional interpersonal and communication skills. You will be amazing at prioritising your time and workload as well as being highly organised. You will also be able to display resilience, tact and empathy when required.

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

**How to apply:** Please submit a response to the Selection Criteria (maximum four pages), a current curriculum vitae and contact details for two referees.

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

Contact Officer: Laura Sant'Ana (02) 6205 0828 [laura.sant'ana@act.gov.au](mailto:laura.sant'ana@act.gov.au)

**Justice and Community Safety**

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

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

## Corporate

### Reception Admin

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 13029)**

Gazetted: 21 January 2022

Closing Date: 28 January 2022

**Details:** The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the Public Sector Management Act 1994, to assist the Director.

The successful applicant will perform the role of receptionist for the Office of the Director of Public Prosecutions (ODPP). You will be responsible for managing a busy switchboard, assisting visitors, internal and external stakeholders. In addition, you will be expected to carry out a range of administrative duties, maintain processes and systems to support information management and records management. To be successful a high level of customer service and organisational skills and proficiency in various forms of communication is necessary. The Position Description contains further details of the role.

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

**Eligibility/Other requirements:** The successful applicant will be required to undergo a National Police check

**Note:** Selection may be based on application and referee reports. Reception hours are from 8.00am to 12.30pm then 1.15pm to 4.30pm Monday to Friday.

**How to apply:** Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria. The statements addressing the Selection Criteria must be submitted in size 12 font, single spaced and not more than three pages.

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

Contact Officer: Mercy Wilkie (02) 6207 5399 [mercy.wilkie@act.gov.au](mailto:mercy.wilkie@act.gov.au)

## ACT Corrective Services

### Offender Reintegration

#### **Team Leader, Corrections Programs**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 15978)**

Gazetted: 25 January 2022

Closing Date: 15 February 2022

**Details:** ACT Corrective Services (ACTCS) is seeking a highly motivated, suitably qualified and experienced person to fill a temporary vacancy for the role of Team Leader, Corrections Programs within Offender Reintegration. This position is based at the Alexander Maconochie Centre (AMC) and is available until October. Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the successful applicant will provide leadership and support to staff to facilitate a range of programs and services within the AMC and Community, including oversight of the delivery of programs to male and female detainee cohorts. In addition, through a thorough understanding of offence specific, offence related, psychoeducational and wellbeing group work and counselling programs, you will work collaboratively with other internal and external stakeholders to deliver services promoting rehabilitation and reintegration.

Further to this, you will contribute to the planning, development and evaluation of client programs and services and analyse client needs to review and promote client service to ensure responsiveness in service delivery. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and management qualities.

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

**Eligibility/Other requirements:**

Relevant tertiary qualifications or management experience is desirable.

Demonstrated experience in working with offenders in the criminal justice setting is desirable but not essential.

This position may require psychological aptitude testing as part of the assessment process.

This position requires a Police Record Check.

A current driver's licence is essential.

This position requires a pre-employment medical.

This position requires a Working with Vulnerable People Check.

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

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

A one-to-three-page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements.

A current resume with the names and contact details of two referees (one should be a current Supervisor/Manager).

A copy of their driver's licence.

Please ensure you submit all required items.

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

Contact Officer: Nadia Otoole (02) 6207 9091 [nadia.otoole@act.gov.au](mailto:nadia.otoole@act.gov.au)

## ACT Courts and Tribunals

### Corporate Strategy and Services

#### Information and Systems

##### Senior Data Analyst

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 54131)**

Gazetted: 25 January 2022

Closing Date: 8 February 2022

**Details:** The ACT Courts and Tribunal (ACTCT) supports the proper administration of justice by providing high quality support to judicial officers and tribunal members and high-quality services to those using the courts and tribunal.

ACTCT is seeking a Senior Data Analyst. The role is customer focused, familiar with data sciences and analytics and experienced in successfully translating data to usable management information. It combines a collaborative approach to the discovery and communication of insights with the power of advanced analytics.

There is a specific focus on accelerating Digital Transformation initiatives across ACTCT, looking at ways to improve Business Intelligence maturity. The Senior Data Analyst plays a critical role in the successful execution of these initiatives.

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

**How to apply:** Please submit a response which addresses the Selection Criteria located in the Position Description of no more than two pages, your current curriculum vitae and the names and contact details of at least two referees, one of which has a good understanding of your technical skills.

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

Contact Officer: Jacinta Smith (02) 6207 1427 [jacinta.smith@courts.act.gov.au](mailto:jacinta.smith@courts.act.gov.au)

## Legislation Policy and Programs

### Aboriginal and Torres Strait Islander Children and Families Advocate

**Executive Level 1.2 \$225,196 - \$233,809 depending on current superannuation arrangements, Canberra (PN: E1226)**

Gazetted: 21 January 2022

Closing Date: 18 February 2022

**Details:** The Justice and Community Safety Directorate (JACS) is seeking applications from suitably qualified people for the role of Aboriginal and Torres Strait Islander Children and Families Advocate. The role will operate differently from other executive roles, as it is expected that the Advocate will work autonomously and have the ability to express independent views to improve services for Aboriginal and Torres Strait Islander children and families, while adhering to public service values and expectations.

Working with children, families, community and across government, the Advocate will seek to improve services and outcomes for Aboriginal children and families involved in the care and protection system, through systemic and individual advocacy.

This is an interim role created to support Aboriginal and Torres Strait Islander children and families ahead of the statutory office of ACT Aboriginal and Torres Strait Islander Children and Young People Commissioner being created. A co-design process is currently underway with respect to that statutory office.

Remuneration: The position attracts a remuneration package ranging from \$227,836 - \$237,649 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$196,249 (Executive 1.2).

Contract: The position will be available for a period of up to nine months.

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.

How to Apply: Candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and the name and contact details of three referees

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

Contact Officer: All enquiries regarding this position should be directed to Gabrielle McKinnon (02) 6205 31258 or via email to [gabrielle.mckinnon@act.gov.au](mailto:gabrielle.mckinnon@act.gov.au)

## **ACT Corrective Services**

### **Custodial Operations**

### **Custodial Operations**

#### **Dog Handler**

#### **Correctional Officer Class 1 \$68,508 - \$81,694, Canberra (PN: 11339)**

Gazetted: 25 January 2022

Closing Date: 11 February 2022

**Details:** ACT Corrective Services (ACTCS) is looking for a suitably qualified person with demonstrated life experience, personal integrity, self-confidence and exceptional communication skills to become a Dog Handler (Correctional Officer Class 1), at the Alexander Maconochie Centre. This position supports ACTCS Drug Reduction Strategy and AMC barrier controls, by providing a front-line drug detection capability. The successful applicant will be responsible for the deployment of Corrections Search Dogs and for managing the health, welfare and fitness of the dog in all operational and environmental conditions.

In addition, you will maintain security, detection and barrier control activities within a custodial facility and provide reports and recommendations for actions based on findings, including search operations within custodial Units and service and industrial areas. You will also be required to monitor detainee communications to identify potential contraband introductions. Further to this, you will liaise and work collaboratively with the Security Team and Intelligence Unit to develop strategies for the reduction of drug/contraband introduction to the prison.

To be successful, you will demonstrate an interest in community safety, the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds.

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:**

Certificate III in Correctional Practice (Custodial) must be held or able to be attained within 12 months of date of entry to service.

Ability to meet physical/endurance requirements (successful applicants will be required to undergo a physical fitness assessment) for the position.

A Doctor's certificate will be required to complete physical requirements.

Completion of mandatory Dog Handler Training Course and refresher/ongoing training as required.

Current unrestricted driver's licence and Senior First Aid Certificate are essential requirements.

Applicants will be required to house an ACTCS vehicle and an ACTCS dog in a secure yard.

Eligible applicants will be required to undergo pre-employment psychological testing and medical testing and a Police Record check.

Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is essential.

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

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



A current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager).

A copy of their driver's licence.

Please ensure you submit all required items.

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

Contact Officer: Jeffrey Gavidì (02) 6205 3667 jeffrey.gavidì@act.gov.au

## **Emergency Services Agency**

### **ESA Capital Works**

#### **Senior Director, ESA Capital Works**

##### **Senior Officer Grade A \$155,107, Canberra (PN: 40479)**

Gazetted: 25 January 2022

Closing Date: 8 February 2022

**Details:** The Emergency Services Agency is seeking applications from highly motivated and experienced individuals to fill the position of Senior Director, ESA Capital Works. The Senior Director, ESA Capital Works will lead a small project team and manage the portfolio to achieve delivery of ESA Capital Works and station upgrades.

You will need to demonstrate excellent liaison, negotiation, and collaboration skills in all interactions with internal and external stakeholders and suppliers, to ensure effective relationships are developed and maintained. You will need to ensure evidence-based advice to the ACT ESA Commissioner and Executives for ESA infrastructure projects including planning, procurement, tendering, due diligence, design development, construction, and post construction completion.

You will have extensive experience in the ACT Government's procurement processes and operate in line with the *Government Procurement Act 2001* and The Capital Framework (TCF) for planning and development requirements in the ACT, the design process, contractual requirements, program control, cost control, alternative delivery methods, and statutory requirements are met.

This position will also be required to provide high quality briefings and timely reporting to senior management as well as implementing initiatives that align with the strategic direction of the business.

#### **Eligibility/Other requirements:**

Tertiary qualifications in a field related to infrastructure, capital works programs and/or similar would be an advantage.

This position may require a pre-employment medical.

This position may require a Working with Vulnerable People Check.

A 'C' class driver's licence is essential.

**Note:** This is a temporary position available immediately for a period of 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to apply:** Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

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

Contact Officer: Jason Jones (02) 6207 8437 jason.jones@act.gov.au

## **Legislation, Policy and Programs**

### **Justice Reform**

#### **Restorative Justice Unit**

##### **Senior Operational Support Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 40324)**

Gazetted: 25 January 2022

Closing Date: 8 February 2022

**Details:** The Restorative Justice Unit (RJU), located within the Justice Reform Branch of Legislation, Policy and Programs, JACS Directorate, is a high-performing team that provides restorative justice services for eligible participants. The restorative process is guided by legislation and is limited to matters within the ACT criminal justice system. The RJU is an inclusive and dynamic environment which is guided by trauma-informed and restorative practice, both with clients and with each other.

The RJU is looking for an experienced and motivated administrator to join the team. The successful candidate will provide high-level support and coordination to the administrative functions of the RJU, including supervising one other team member. Duties include maintaining a database, completing periodic and custom statistical reports, supporting monitoring and evaluation efforts, as well as quality assurance activities to assist with compliance with the Crimes (Restorative Justice) Act 2004 and other legislation.

The successful candidate should have strong skills in administration and supporting the effective functioning of workflows in a busy service provision environment. They should have experience in the use of a variety of software and electronic filing systems, as well as experience in managing the collection and storage of data. The successful candidate should also have experience in assisting to design and run complex reporting.

To be successful in the Senior Operational Support Officer's position, the candidate will need to exhibit strong organisational and people management skills. They'll need to be a skilled communicator and move between presenting data insights to aid understanding and decision making and sensitively delivering feedback to shape individual and group practice. The successful candidate should have an excellent eye for detail.

**Eligibility/Other Requirements:** The following would be highly desirable:

Relevant qualifications in data analysis/project management or equivalent experience.

Driver's licence.

The successful candidate will also be required to complete background/security clearance checks.

**Note:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection will be based upon written application and interview and/or work test. Reference checks will be conducted for merit-listed candidates.

**How to Apply:** Applicants should submit:

A short cover letter (no more than one page) introducing yourself and why you're interested in this position, as well as outlining your ability to meet compliance requirements/qualifications.

A supporting statement (no more than three pages) outlining how your skills and experience demonstrate your ability to meet the professional/technical skills and knowledge as well the behavioural capabilities as set-out in the position description.

A current curriculum vitae including the name and contact details of two referees (at least one must be your current manager/supervisor).

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

Contact Officer: Richard Denning (02) 6207 0041 Richard.Denning@act.gov.au

## **ACT Emergency Services Agency**

### **ACT Rural Fire Service and State Emergency Services**

#### **Volunteer Management Team**

#### **Community Education and Engagement Officer**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 07878)**

Gazetted: 25 January 2022

Closing Date: 8 February 2022

**Details:** Are you a great communicator, enthusiastic and dedicated? Would you like an opportunity to contribute to keeping our ACT community safe?

The Community Education and Engagement Officer (CEE Officer) supports the activities of ACTRFS, ACTSES and broader ESA, taking a 'One Agency' approach to supporting ACTESA in servicing the ACT community. Having a community that is prepared for emergencies is a shared responsibility and communication with internal and external stakeholders is a significant part of the position. This is facilitated through a broad range of functions relating to community engagement and education activities.

The CEE Officer is required to provide effective, quality education so that the ACT Community are equipped with the skills and knowledge to protect themselves and their property from bushfire, storm and flood, and other emergency events.

The CEE Officer assists with a wide variety of administrative and practical support to ACTRFS and ACTSES for incident response and must have, or quickly be able to develop, an in-depth understanding of ACTRFS and ACTSES operations. In return you will be provided with a supportive team environment, an excellent opportunity to broaden your skills and capabilities and insight into how the ACTRFS and broader ESA provides a collaborative service to protect the ACT community.

**Eligibility/Other Requirements:**

Background and Security clearance checks will be conducted including National Police Records Check and a pre-employment medical is required for all new employees.

Minimum C class driver's licence is essential.

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

**Note:** This is a temporary position available immediately until 23 February 2023. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** Please send your curriculum vitae covering your current work experiences and an expression of Interest, no longer than one page, outlining how you meet the "required capabilities" of the position. It is recommended that you make contact with the Contact Officer to discuss the role and its responsibilities prior to submitting your application.

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

Contact Officer: Trish Malone (02) 6207 7289 [Trish.Malone@act.gov.au](mailto:Trish.Malone@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.

## **ACT Courts and Tribunal**

### **Corporate and Strategic Services**

#### **Corporate Information System**

#### **Senior Director, Corporate Information**

#### **Senior Officer Grade A \$155,107, Canberra (PN: 31062)**

Gazetted: 24 January 2022

Closing Date: 14 February 2022

**Details:** ACT Courts and Tribunal (ACTCT) comprises of the ACT Supreme Court, ACT Magistrates Court and the ACT Civil and Administrative Tribunal. ACTCT is looking for a leader to manage its Corporate Information Systems (CIS) section of the organisation. The role leads the Business Intelligence Unit, Library, the Integrated Courts Management System (ICMS) and has daily interactions with Senior Executives of ACTCT. Desired skills include leadership, relationship management and technical knowledge of business information management systems.

**Note:** The ACTCT 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:** Please send in your application addressing the desired skills, behavioural capabilities in the Position Description (less than three pages) and your curriculum vitae with referee contact details. Evidence of qualifications will be required at a later stage if you are shortlisted.

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

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

Contact Officer: Yew Ho (02) 6207 5821 [yew.ho@courts.act.gov.au](mailto:yew.ho@courts.act.gov.au)

## **Legal Aid Commission**

### **Legal Aid ACT**

#### **Legal/Administrative Support Officers**

#### **Administrative Services Officer Class 2 \$59,813 - \$66,047, Canberra (PN: ASO, several)**

Gazetted: 21 January 2022

Closing Date: 2 February 2022

**Details:** Several vacancies exist in our Legal Practices and Helpline. Legal Support Officers provide operational, administrative, word processing and procedural support for lawyers. The helpline assist with the provision of information and advice services under the supervision of a lawyer.

**How to Apply:** Applications should address the selection criteria, include a curriculum vitae and be forwarded to [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au) or the HR Manager, GPO Box 512, Canberra, ACT 2601.

Contact Officer: Sharyn Giles (02) 6243 3426 [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au)

## **Legal Aid ACT**

### **Client Services Unit**

#### **Client Services Officers**

##### **Administrative Services Officer Class 2 \$59,015 - \$65,165, Canberra (PN: CSO, several)**

Gazetted: 21 January 2022

Closing Date: 2 February 2022

**Details:** Legal Aid ACT offers generous salary packaging and 15.4% employer superannuation.

Several vacancies exist in our Client Services Team. The Client Services Unit is responsible for the administration of applications for legal assistance and the ongoing management of grants and accounts for grants related services.

**How to Apply:** Applications should address the selection criteria, include a curriculum vitae and be forwarded to [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au) or the HR Manager, GPO Box 512, Canberra, ACT 2601.

Contact Officer: Sharyn Giles (02) 6243 3426 [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au)

## **Major Projects Canberra**

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

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

### **CIT Campus - Woden Project**

#### **Director, Project Delivery**

##### **Infrastructure Manager/Specialist 3 \$197,474, Canberra (PN: 50892)**

Gazetted: 21 January 2022

Closing Date: 4 February 2022

**Details:** Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The ACT Government is investing around \$230 million in a purpose-built Canberra Institute of Technology (CIT) campus and youth foyer and a further \$50 million 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 Project will see 22,500sqm of educational, community and transport facilities built in a central, well-connected part of Woden. The CIT Campus - Woden Project Team is responsible for the planning 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 future 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 smaller 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 planning, 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 CIT Campus Woden Director Project Delivery is one of the key senior management roles within the CIT Campus Woden project team responsible, in liaison with the Chief Projects Officer and the Project Director, for the execution of construction deliverables across the project development and delivery.

The role requires building strategic relationships, working collaboratively with, and supporting the Chief Projects Officer, Deputy Chief Projects Officer and the Project Director in advising the highest levels of ACT industry and government, including ACT Cabinet, individual Ministers, Directors-General, the CIT Project Board, peak industry bodies, leading ACT businesses and organisations, Commonwealth representatives, senior ACTPS executives, advisors and others. The Director Project Delivery will support Major Projects Canberra Executive and the ACT Government in significant and complex negotiations, the evaluation of private sector project submissions, Legislative Assembly hearings, industry briefings, the media, and other public forums. He/she will provide strategic, and technical leadership within a dynamic, high profile and high-pressure working environment.

Reporting to the Project Director, the Director Project Delivery will directly manage a team of personnel (staff and/or contractors).

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 two 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:**

Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

A diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

Certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

Have at least ten years relevant experience in project management, as described in the work levels.

**Desirable:**

Experience in the delivery of education or other social infrastructure or building projects.

Experience in managing the General Contract 21 (GC21) forms of contract.

**Note:** This is a temporary position available immediately for a period up to three 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 two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

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

Contact Officer: Rebecca Power (02) 6205 4418 [rebecca.power@act.gov.au](mailto:rebecca.power@act.gov.au)

**Office of the Legislative Assembly**

**Parliamentary Support**

**Librarian - Assembly Library**

**Professional Officer Class 1 \$63,614 - \$88,207, Canberra (PN: 00273)**

Gazetted: 24 January 2022

Closing Date: 13 February 2022

Details: The Office of the Legislative Assembly is seeking an experienced cataloguer to fill a Librarian vacancy at the PO1 classification.

About the Office of the Legislative Assembly: Headed by the Clerk of the Legislative Assembly, the Office of the Legislative Assembly provides procedural and administrative advice and support to the Legislative Assembly and its committees. The Office is a statutory body independent of the Executive but operates within the ACT public sector. Office staff are employed under the Public Sector Management Act 1994.

Assembly Library: The Assembly Library is a small, dynamic, library staffed by a team of highly motivated professionals committed to the continuous development and improvement of library services. We value

intellectual curiosity, collaboration, and innovation and we strive to create an environment that enables success for our clients as well as for library staff.

The Library provides services to two major client groups. Its primary clients include the 25 Members of the Legislative Assembly, their staff and the staff of the Office. The Library's secondary client group is the ACT public sector. The Library is comprised of a small team of supportive, highly motivated individuals who work collaboratively and independently to continuously improve services.

About the Role: Reporting to the Assembly Librarian, and in accordance with Office policies and guidelines, the Librarian is responsible for original and copy cataloguing, indexing press clippings, and managing the ILL service. The Librarian also provides reference and research support to the Library's client groups, oversees daily circulation functions, and contributes to the ongoing development of the Library's collections and current awareness services.

Skills and Experience: The ideal candidate for this position will be an experienced cataloguer, comfortable with both copy and original cataloguing of primarily government publications in electronic format. While cataloguing and indexing comprise the bulk of the workload, this is an excellent opportunity for someone who likes working collaboratively and enjoys working at a variety of tasks.

Eligibility/Other Requirements: Eligibility for professional membership of the Australian Library and Information Association (ALIA) or recognised tertiary qualifications in library and information studies or a related discipline.

How to Apply: please submit a two page response to the selection criteria in the position description, curriculum vitae and contact details of two referees.

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

Contact Officer: Jennifer Carmody 02 6205 0391 [Jennifer.Carmody@parliament.act.gov.au](mailto:Jennifer.Carmody@parliament.act.gov.au)

### **Suburban Land Agency**

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

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

#### **Office of the Chief Executive Officer**

##### **Executive Officer**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 39232)**

Gazetted: 24 January 2022

Closing Date: 7 February 2022

Details: Bring your passion for organisation, writing and attention to detail to the Suburban Land Agency (the Agency). We are looking for a proactive and enthusiastic Executive Officer to provide high level support to the Chief Executive Officer and provide leadership to the Executive Assistant. You will play a key role in working closely with the executive and teams across the Suburban Land Agency, Environment, Planning and Sustainable Development Directorate, City Renewal Authority and other directorates, Ministers' Offices, and other key stakeholders.

The successful candidate will assist the Office of the CEO and Executives to manage workloads and priorities; provide strategic and procedural advice on agency and government issues; undertake research and analysis; and review and prepare material for the CEO. The successful candidate should have highly developed research and analytical skills, and excellent interpersonal and communication skills.

The ideal candidate we are looking for:

Has excellent interpersonal skills who can create and build relationships and partnerships.

Is well organised with the ability to multi-task and work under pressure whilst managing competing priorities.

Has an eye for detail and is driven to provide the best possible products and outcomes.

Enjoys writing and editing and would like to make a difference to our high-level documentation.

Understands the complexities of a multi-faceted work environment and is keen to respond to those challenges; and

Is a team player, who will thrive in a role as part of a larger team and who is committed to the organisation's shared goals and 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 Requirements:** Prior experience in supporting a senior executive Executive Office will be highly regarded and prior experience in managing ministerials.

**Note:** This position is temporary for up to five months with the possibility of extension and 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. Please note, this position is based in a 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 3 A4 pages outlining their skills and experience relevant to the role. A copy of a current CV and contact details of at least two relevant referees is to be provided.

Contact Officer: John Dietz (02) 6205 7346 [John.Dietz@act.gov.au](mailto:John.Dietz@act.gov.au)

## **Governance and Corporate Services**

### **Governance**

#### **Governance and Reporting Manager**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 44249)**

Gazetted: 25 January 2022

Closing Date: 15 February 2022

**Details:** Are you up for a new challenge? Come and join the Suburban Land Agency's Governance team. We are looking for an experienced and enthusiastic Governance officer who is flexible, a team player and possesses strong analytical and organisational skills.

This role is responsible for providing high level administrative support to Agency's people and strategic business objectives, particularly in relation to the coordination and development of Board and Committee papers, support and Agency reporting. The role requires the ability to remain agile in time of competing and tight deadlines to meet relevant reporting requirements. The position will be responsible for the delivery and administration of key activities such as managing the Agency's Annual Report, Statement of Intent, and supporting internal reporting and liaise with internal and external stakeholders. The role will also provide support more broadly across the Governance team and Corporate Services team.

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

**Eligibility/Other Requirements:** Experience in Reporting and/or Governance or Board related administrative support.

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

**How to Apply:** Applications are sought from potential candidates and should include a supporting statement addressing the Selection Criteria of no more than two pages outlining Knowledge, Experience, Skills and Behaviours in carrying out the duties outlined in the Position Description. Please also include contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Julia Forner (02) 6207 7096 [Julia.Forner@act.gov.au](mailto:Julia.Forner@act.gov.au)

## **Governance and Corporate Services**

### **Work Health and Safety**

#### **Assistant Director, Work Health and Safety**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 53325)**

Gazetted: 25 January 2022

Closing Date: 8 February 2022

**Details:** The Suburban Land Agency (SLA) is focussed and committed to the delivery of high quality, effective Work Health and Safety for our people. The Agency's Governance and Corporate Services Branch is looking for an experienced and motivated WHS and risk expert who thrives working in a team, is a practical and strategic thinker



and who demonstrates strong leadership and engagement skills. The Governance and Corporate Services Branch works as a team to support each other. We are supportive, and enthusiastic and wanting someone to join us who can work across our diverse Branch to provide leadership in times where Senior Directors are not available.

The Governance and Corporate Services branch is responsible for supporting the Board, Work Health and Safety (WHS), Human Resources (HR), corporate support, Project Management Office (PMO), legal services, and over governance and risk for the Agency including overseeing the day-to-day operations of the business.

The Assistant Director, WHS is part of the Agency's Governance and Corporate Services Branch and reports to the Director, WHS. This role will work collaboratively with Agency staff, Work Safe and WHS colleagues across the ACT Public Service, including EPSDD.

The Assistant Director – Work, Health and Safety reports to the Director – Work Health and Safety and plays a key role in delivering on the Agency's commitment to the health, safety and wellbeing of our people. This role provides work health safety and wellbeing advice, assistance and support in relation to WHS and wellbeing legislative obligations, standards and policy within the Agency.

To be successful in this role, you will have extensive experience in WHS and Wellbeing, an ability to work independently as well as part of the team where you will contribute to strategic planning of priorities and health and wellbeing initiatives. You will apply a continuous improvement and measured approach to embedding WHS within the Agency, and lead by example to establish a culture that prioritises the health and wellbeing 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:**

Certificate IV in Workplace Health and Safety (highly desirable)

Certificate IV in Training and Assessment (TAE) and/or qualifications and experience in WHS auditing (highly desirable)

Driver's licence (highly desirable)

First aid or fire warden qualification and/or willingness to obtain one and be designated as first aid and/or fire warden officer (highly desirable)

**Note:** A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Please note, this position is based in a 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 (no more than two A4 pages) addressing the professional and technical skills and knowledge, and behavioural capabilities. A copy of a current CV 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: Amy Cusack (02) 6205 0032 AmyL.Cusack@act.gov.au

## **APPOINTMENTS**

### **Canberra Health Services**

**Registered Nurse Level 1 \$71,730 - \$95,818**

Shusma Adhikari, Section 68(1), 17 February 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Asmita Adhikari Bashistha, Section 68(1), 7 February 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Sophie Dale, Section 68(1), 20 January 2022

**Health Professional Level 2 \$69,738 - \$95,736**

Natasha Drumgold, Section 68(1), 27 January 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Mark Hall, Section 68(1), 7 February 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Rachael Lendrum, Section 68(1), 7 February 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Emily Rootes, Section 68(1), 7 February 2022

**Administrative Services Officer Class 2/3 \$59,813 - \$72,935**

Taele Silivaai, Section 68(1), 20 January 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Liam Sproule, Section 68(1), 7 February 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Vanessa Starkey, Section 68(1), 7 February 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Urangoo Urtnasan, Section 68(1), 7 February 2022

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)**

Chantelle Webster, Section 68(1), 24 January 2022

**Chief Minister, Treasury and Economic Development**

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Claire Huxley, Section 68(1), 7 February 2022

**Senior Officer Grade B \$133,552 - \$150,347**

Fleur Reid, Section 68(1), 31 January 2022

**Senior Officer Grade A \$155,107**

Harriet Spring, Section 68(1), 24 January 2022

**Senior Officer Grade C \$113,397 - \$122,062**

Mischa Warren, Section 68(1), 15 January 2022

**Community Services**

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Jessica Harris, Section 68(1), 17 January 2022

**Education**

**School Assistant 2/3 \$50,861 - \$62,020**

Samantha Howarth, Section 68(1), 25 January 2022

**School Assistant 2/3 \$50,861 - \$62,020**

Mieko KATAGIRI, Section 68(1), 25 January 2022

**School Assistant 2/3 \$50,861 - \$62,020**

Keshap Moktan, Section 68(1), 25 January 2022

**School Assistant 4 \$68,175 - \$73,820**

Gail Neuss, Section 68(1), 25 January 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Ashleigh Rankin, Section 68(1), 24 January 2022

**School Assistant 2 \$50,861 - \$56,161**

Jodie Wales, Section 68(1), 25 January 2022

**School Assistant 2/3 \$50,861 - \$62,020**

Albert Watego, Section 68(1), 25 January 2022

**Environment, Planning and Sustainable Development**

**Park Ranger 1 \$67,770 - \$72,935**

Warren Daley, Section 68(1), 19 January 2022

**Justice and Community Safety**

**Senior Officer Grade C \$113,397 - \$122,062**

Natalie Billings, Section 68(1), 24 January 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Briana Soldo, Section 68(1), 2 February 2022

**Transport Canberra and City Services**

**Technical Officer Level 4 \$90,099 - \$103,117**

Timothy Howard, Section 68(1), 24 January 2022

**Professional Officer Class 1 \$63,614 - \$88,207**

Emma Kipling, Section 68(1), 1 February 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Anju Yadav, Section 68(1), 31 January 2022

**TRANSFERS**

**ACT Health**

**Kylie McKay**

From: Senior Information Technology Officer Grade C \$113,397

ACT Health

To: Senior Information Technology Officer Grade C \$113,397 - \$122,062

ACT Health, Canberra (PN. 53767) (Gazetted 28 October 2021)

**Canberra Health Services**

**Elaine Blackwell**

From: Medical Imaging Level 4 \$124,735 (Up to 134,267 for positions designated in clause 20.1 of the EA)

Canberra Health Services

To: Medical Imaging Level 3 \$108,340 - \$114,157 (up to \$119,818 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 11571) (Gazetted 23 November 2021)

### **Community Services**

#### **Elanor Hughes**

From: Senior Officer Grade B \$133,552 - \$150,347

Environment, Planning and Sustainable Development

To: Senior Officer Grade B \$133,552 - \$150,347

Community Services, Canberra (PN. 52146) (Gazetted 9 November 2021)

### **Environment, Planning and Sustainable Development**

#### **Dorena Morris**

From: Senior Officer Grade A \$153,041

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade A \$153,041

Environment, Planning and Sustainable Development, Canberra (PN. 38652) (Gazetted 14 October 2021)

### **Justice and Community Safety**

#### **Melanie Phillips**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety, Canberra (PN. 47532) (Gazetted 1 December 2021)

#### **Anushia Sivaraman**

From: Child and Youth Protection Professional Level 4 \$121,730 - \$130,613

Community Services

To: Senior Officer Grade C \$113,397 - \$122,062

Justice and Community Safety, Canberra (PN. 52883) (Gazetted 13 October 2021)

## **PROMOTIONS**

### **ACT Health**

#### **Digital Solutions Division**

#### **Technology Operations**

#### **Support, Architecture and Software Hub**

#### **Natarsha Mitchell**

From: Administrative Services Officer Class 2 \$59,813 - \$66,047

ACT Health

To: Administrative Services Officer Class 3 \$67,770 - \$72,935

ACT Health, Canberra (PN. 53206) (Gazetted 29 November 2021)

#### **Digital Solutions Division**

#### **Information and Data Management**

#### **Data Management Hub**

#### **Tina Tang**

From: Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Canberra Institute of Technology

To: Information Technology Officer Class 2 \$90,099 - \$103,117

ACT Health, Canberra (PN. 55436) (Gazetted 22 November 2021)

**Canberra Health Services**

**Christine Archer**

From: Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services

To: †Registered Nurse Level 4.2 \$138,255

Canberra Health Services, Canberra (PN. 41367) (Gazetted )

**Clinical Services**

**Shaiby Augustine**

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 53959) (Gazetted 1 November 2021)

**Lesley Barham**

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 53961) (Gazetted 1 November 2021)

**Clinical Services**

**Matthew Ensor**

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 53958) (Gazetted 1 November 2021)

**Canberra Health Services**

**Jennifer Hawke**

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. 15056) (Gazetted 10 November 2021)

**Clinical Services**

**Dhanya Jinson**

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 53960) (Gazetted 1 November 2021)

**Clinical Services**

**Anna Kinnane**

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 52963) (Gazetted 1 November 2021)

**Chief Executive Officer**

**Nursing and Midwifery and Patient Support Services**

**Emmaleigh Martinuzzo**

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. 54631) (Gazetted 3 June 2021)

**Sarah Toohey**

From: Health Professional Level 4 \$113,397 - \$122,062

Canberra Health Services

To: †Health Professional Level 5 \$133,552 - \$150,347

Canberra Health Services, Canberra (PN. 47214) (Gazetted 25 November 2021)

**Divya Vijayan**

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 49487) (Gazetted 9 December 2021)

**Medical Services**

**Kate Woodward**

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

Canberra Health Services

To: †Senior Officer Grade C \$113,397 - \$122,062

Canberra Health Services, Canberra (PN. 20601) (Gazetted 24 November 2021)

**Clinical Services**

**Annette Wrightson**

From: Registered Midwife Level 3.1 \$114,201 - \$118,901

Canberra Health Services

To: †Registered Midwife Level 3.2 \$129,103

Canberra Health Services, Canberra (PN. 49486) (Gazetted 2 December 2021)

**Clinical Services**

**Meilian Xiao**

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 53962) (Gazetted 1 November 2021)

**Chief Minister, Treasury and Economic Development**

**Treasury, OneGov Service Centre**

**ACT Property Group**

**Customer and Tenancy Management**

**Ann Avenell**

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. 37565) (Gazetted 23 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.

**Shared Services and Property**

**ACT Property Group**

**Estate and Procurement Management**

**Adam Ebsworth**

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. 39702) (Gazetted 9 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.

**Access Canberra  
Customer Coordination  
Service Centres  
Paige Ryan**

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. 38144) (Gazetted 29 November 2021)

**Access Canberra  
Licensing and Registrations  
Melissa Wytkamp**

From: Administrative Services Officer Class 6 \$88,899 - \$101,743  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Chief Minister, Treasury and Economic Development, Canberra (PN. 50884) (Gazetted 24 September 2021)

**Digital, Data and Technology Solutions  
Customer Engagement Services  
CMTEDD AND JACS ICT Team  
Euikyum Yang**

From: Information Technology Officer Class 1 \$72,935 - \$83,023  
Chief Minister, Treasury and Economic Development  
To: Information Technology Officer Class 2 \$90,099 - \$103,117  
Chief Minister, Treasury and Economic Development, Canberra (PN. 01249) (Gazetted 8 November 2021)

**Community Services**

**Housing ACT  
Policy and Business Transformation  
Quality Management and Risk  
Sarah Cavanagh**

From: Senior Officer Grade C \$113,397 - \$122,062  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade B \$133,552 - \$150,347  
Community Services, Canberra (PN. 17247) (Gazetted 8 February 2021)

**Strategic Policy  
Performance and Systems  
Strategic Portfolio and Data Excellence  
Yan Sun**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Environment, Planning and Sustainable Development  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Community Services, Canberra (PN. 54339) (Gazetted 2 December 2021)

**Education**

**Service Design and Delivery  
Learning Wellbeing Policy and Service Design  
Wellbeing and Inclusion Policy and Service Design  
Kate Bartlett**



From: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Education  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Education, Canberra (PN. 36661) (Gazetted 10 June 2021)

### **Justice and Community Safety**

**Emergency Services Agency**  
**ACT Ambulance Service**  
**Clinical Governance Unit**  
**Joseph Walshe**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Chief Minister, Treasury and Economic Development  
To: †Senior Information Technology Officer Grade C \$113,397 - \$122,062  
Justice and Community Safety, Canberra (PN. 53746) (Gazetted 12 October 2021)

### **Major Projects Canberra**

**Infrastructure Delivery Partners**  
**Commercial**  
**Loreana White**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Chief Minister, Treasury and Economic Development  
To: Infrastructure Officer 2 \$90,210 - \$103,785  
Major Projects Canberra, Canberra (PN. 31577) (Gazetted 11 November 2021)

### **Suburban Land Agency**

**Development Delivery**  
**Urban Projects**  
**Tristan Lee-Murphy**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Suburban Land Agency  
To: †Infrastructure Officer 3 \$113,659 - \$124,766  
Suburban Land Agency, Canberra (PN. 46290) (Gazetted 10 November 2021)

**Suburban Land Agency**  
**Program Solutions**  
**Deputy CEO Office**  
**Andrea Stewart**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Suburban Land Agency, Canberra (PN. 44834) (Gazetted 11 June 2021)

### **Transport Canberra and City Services**

**Transport Canberra and Business Services**  
**Planning and Delivery**  
**Procurement**  
**Georgina Byron**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Major Projects Canberra

To: †Administrative Services Officer Class 6 \$90,099 - \$103,117

Transport Canberra and City Services, Canberra (PN. 35985) (Gazetted 16 March 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**City Services**

**City Presentation**

**Urban Treescapes**

**Timothy Claypole**

From: General Service Officer Level 3/4 \$53,149 - \$58,041

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$58,918 - \$64,843

Transport Canberra and City Services, Canberra (PN. 13173) (Gazetted 23 September 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**

**ACT NoWaste**

**Waste Policy**

**Anne Pentony**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Transport Canberra and City Services

To: †Senior Officer Grade C \$113,397 - \$122,062

Transport Canberra and City Services, Canberra (PN. 41441) (Gazetted 11 August 2021)