



ACT Government Gazette

Gazetted Notices for the week beginning 27 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>

Corporate Services

Corporate and Governance

Strategic Finance

Assistant Director - Financial Management Reporting

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 41969)

Gazetted: 02 February 2022

Closing Date: 16 February 2022

Details: The ACT Health Directorate is looking for an Assistant Director of Financial Management Reporting. Under broad direction this position will play an important management reporting role with a particular focus on internal budget management, monthly performance analysis, financial forecast, and advice to Divisions within the ACT Health Directorate. To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting resources, policies and technical financial support and the ability to manage deadlines and coordinate a variety of tasks.

The primary responsibilities for the position are to:

Assist Divisions to maintain budget integrity through the development and maintenance of accurate expenditure and revenue budgets, monitoring expenditure, analyse variation to budget/targets and forecast financial performance.

Monitor and analyse operational, human resources and financial activities and outcomes against performance objectives, benchmarks, and operational plans.

Undertake analysis of financial performance of divisions and prepare meaningful reports for the executive and teams.

Undertake and enhance the Directorates internal reporting processes to better practice standards and the timely achievement of established deadlines.

Provide leadership and promote a commitment to high quality customer service principles, practices, and attributes.

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

Eligibility/Other Requirements:

Tertiary qualifications in Accounting, Commerce, Finance, or a related field is highly desirable.

Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA is highly desirable.

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

Note: This is a temporary position available immediately for a period of six months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. How to Apply: Please provide a two-page statement addressing your suitability for the role based on your Skills, Knowledge, and Behaviour in relation to the duties/responsibilities and Selection Criteria listed in the Position Description and a copy of your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachael Petersons (02) 5124 9116 rachael.a.petersons@act.gov.au

Health Systems, Policy and Research

OPL

Clinical Placements Office

Administrative Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 42097)

Gazetted: 01 February 2022

Closing Date: 15 February 2022

Details: The Clinical Placement Office, which is based in the Office of the Chief Nursing and Midwifery Officer, is looking for an effective, motivated and skilled administrator to join our dedicated team. We work in a fast-paced environment, but we do like to enjoy ourselves at the same time. The Clinical Placement Office is located in Bowes Street, Woden although at the moment we are working from home.

The successful candidate's principal focus will be to provide administration services, such as maintaining the placement management system and learning management system by updating student information and responding appropriately to student enquiries.

Eligibility/Other requirements: Undergo a pre-employment National Police Check.

Note: This is a temporary part-time position available from 7 March 2022 for a period of 12 months with the possibility of permanency. The full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to apply:

Provide a written response addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities in no more than two pages.

Provide a current curriculum vitae.

Provide details of two referees.

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

Contact Officer: Sarah Stewart (02) 5124 8237 sarah.m.stewart@act.gov.au

Digital Solutions Division

Information and Data Management

Reporting and Analysis

Data Analyst

Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 21450)

Gazetted: 27 January 2022

Closing Date: 10 February 2022

Details: An exciting opportunity exists for a Data Analyst to work in a busy dynamic reporting and analysis team.

The Data Analyst will support the team in the development of data and reporting capabilities in preparation for the new Digital Health Record. This role is crucial for enabling the ACT Health Directorate to provide quality reporting and analysis.

The role of the data analyst will be fast-paced and challenging, but you'll be contributing to the transformational change in the ACT health system, and we promise we'll have a lot of fun along the way.

The Information and Data Management Branch (IDM) works within DSD and is responsible for managing the Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance and costing data. IDM also manages the Directorate's relationships with the national data agencies and is responsible for developing and monitoring a health performance framework for the delivery of health services across the ACT.

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

Note: This is a temporary position available immediately for a period of ten months with the possibility of extension up to 12 months and/or permanency.

How to apply: Please submit a response which addresses the Selection Criteria located in the Position Description of no more than three 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: Katherine Gechter (02) 5124 9127 katherine.gechter@act.gov.au

Health Systems, Policy and Research

OPL

Clinical Placements Office

Manager, Clinical Placement Office

Registered Nurse Level 4.3 \$147,398, Canberra (PN: 53859)

Gazetted: 01 February 2022

Closing Date: 18 February 2022

Details: The Clinical Placement Office is looking for an effective, motivated and skilled nurse and/or midwife to join our dedicated team. We work in a fast-paced environment, but we do like to enjoy ourselves at the same time. The Clinical Placement Office is located in Bowes Street, Woden although at the moment we are working from home.

The successful candidate's principal focus will lead and manage the Clinical Placement Office team to coordinate and facilitate clinical and non-clinical placements for all disciplines across ACT Health. This is a pivotal role in the strategic provision of the future ACT health service workforce. You will lead and implement strategic objectives related to placement provision and provide high level advice to internal and external stakeholders to achieve quality clinical learning opportunities for students and trainees. Key features of this role will be to implement a new student management system and manage the impact of Covid-19 on students and clinical placements.

Eligibility/Other requirements:

Registered or be eligible for registration as a nurse and/or midwife with the Australian Health Practitioner Regulation Agency (AHPRA) without conditions or notations.

Post graduate qualification related to nursing and/or midwifery or education.

Demonstrated senior nursing and/or midwifery experience with a minimum of five years leadership/ management experience.

Undergo a pre-employment National Police check.

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

How to apply: Applicants are required to:

Provide a written response (maximum two pages) addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities.

Provide a current curriculum vitae.

Provide details of two referees.

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

Contact Officer: Sarah Stewart (02) 5124 8237 sarah.m.stewart@act.gov.au

Digital Solutions Division

Future Capability

Digital Solutions Division

Future Capability

Credentialed Trainer

Senior Officer Grade B, Senior Officer Grade C \$113,397 - \$150,347, Canberra (PN: 50373, several)

Gazetted: 01 February 2022

Closing Date: 15 February 2022

Details: The Digital Health Record Program has an opening for Credentialed Trainers who will work closely with the Director, Training, Principal Trainers, Digital Health Record Analysts and Workstream (Project) Managers to provide end user training and develop training resources. The Credentialed Trainer will be designated to one or more focus area/s and will be responsible for providing training activities for that area. Credentialed Trainers are recruited six months prior to go-live and hold a pivotal role in the provision of in-classroom training that use the curriculum, lessons, and training materials created by the Principal Trainers to train end-users and provide go-live support. The Credentialed Trainers will undertake a six-week training program and at the end of their training they will be assessed and credentialed as trainers. The Credentialed Trainers will then train super users to assist with training in the classroom and will provide support during go-live. Training sessions may occur across different sites within the Territory and out of normal business hours and Credentialed Trainers will be expected to present classes where allocated.

There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidates will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will not be available during the six-month contract.

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: It is a requirement that credentialed trainers undertake a credentialling process and pass to become a Credentialed Trainer. Undergo a pre-employment National Police Check.

Note: Multiple temporary positions are available for six months from July 2022 until December 2022 at both the SOGB and SOGC classification. It is important that you can commit to this full period. A merit pool will 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 provide one response/application against the position description that you wish to apply for, please note that if you apply for the SOGB position you may also be considered for the SOGC position. Please also complete the coversheet which shows your preferences. Your response which addresses the selection criteria should be no more than three pages, your curriculum vitae and contact details of at least two referees, one of whom should be your current manager.

Contact Officer: Maree Koelmeyer (02) 6207 2473 maree.koelmeyer@act.gov.au

Health Systems, Policy and Research

Policy, Partnerships and Programs

Aboriginal and Torres Strait Islander Health Partnerships

Director, Ngunnawal Bush Healing Farm Strategic Operations and Planning

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54537)

Gazetted: 31 January 2022

Closing Date: 13 February 2022

Details: The ACT Health Directorate is seeking an experienced and motivated change manager to lead a complex body of work to support the transition of the Ngunnawal Bush Healing Farm (NBHF) to residential delivery and transfer of governance to a community-controlled organisation. This position will play a key role in delivering on the vision for the NBHF as a best practice residential cultural healing facility for Aboriginal and Torres Strait Islander peoples affected by unhealthy alcohol and other drug use.

Excellent stakeholder negotiation and liaison skills are essential. The position holder will be required to work constructively with a range of Aboriginal and Torres Strait Islander community representatives, including members of the United Ngunnawal Elders Council, service providers, consumers, the general public and other government agencies. This will, at times, involve managing competing stakeholder interests.

If you are passionate about delivering services that make a real difference in people's lives, this could be the role for you.

Eligibility/Other Requirement: 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.

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

Notes: This is a temporary position available immediately for a period of 12 months with the possibility 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. 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. ACT Health Directorate employees are currently working exclusively from home and have been required to work from home for extended periods during the COVID-19 public health emergency.

How to apply: Please review the Position Description for more details. You are encouraged to discuss the role with the contact officer before applying.

Please submit a two-page pitch (12 pt font, please) that explains your ability to perform the role a current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

Your pitch should show that you have the capabilities in the “What you Require” section of the Position Description demonstrate your capacity to perform the duties and responsibilities detailed in the “What You Will Do” section of the Position Description, especially examples of how you have done this in the past tell the selection panel how your abilities and experience make you the best person for the role.

Contact Officer: Jamie Droney (02) 5124 6195 Jamie.Droney@act.gov.au

Digital Solutions Division

Technology Operations

Critical Systems and Infrastructure Hub

Assistant Director, Critical Systems and Infrastructure Hub

Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 51268)

Gazetted: 28 January 2022

Closing Date: 11 February 2022

Details: Are you an ICT Professional with experience working in a Healthcare environment that's up for a challenge? Do you have a high level of technical knowledge and experience supporting Critical ICT infrastructure and Communications systems? Do you want to work with a team of absolute rock stars responsible for building, supporting and maintaining ACT Health's Critical systems and ICT Infrastructure? Are you committed to developing your existing skills and experience and apply them in an everchanging and challenging environment and 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 manage the design, planning, installation and operational commissioning of all things ICT for new and refurbished facilities for ACT Health Directorate and Canberra Health Services (CHS) and Calvary Public Hospital Bruce.

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. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

The implementation and support of the Digital Health Strategy.

Management of technology services and projects.

The development and implementation of a performance reporting framework.

Statutory and intergovernmental reporting requirements.

Management of the relationship and services delivery by technology vendors including Shared Services ICT.

Development, implementation and maintenance of technology policies and procedures.

Information management and information security.

Delivery of ICT infrastructure for new and refurbished health facilities.

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

How to apply: 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: Mitchell Jamieson-Curran 5124 9981 mitchell.jamieson-curran@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

Solicitor to the Commission

Executive Level 1.3 \$242,735 - \$253,218 depending on current superannuation arrangements, Canberra (PN: E1204)

Gazetted: 31 January 2022

Closing Date: 21 February 2022

Details: An exciting opportunity exists for appropriately qualified legal professional to join the ACT Integrity Commission, Australia's newest anti-corruption and integrity commission. The ACT Integrity 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.

The position of Solicitor to the Commission requires an individual who has executive leadership capabilities and is able to provide in-depth specialist legal expertise and advice to the Commissioner, the Chief Executive Officer and Commission staff on complex questions of law and legal risk, in particular those arising under the *Integrity Commission Act 2018* and the *Public Interest Disclosure Act 2012*.

The Solicitor to the Commission will provide sound legal advice on complex strategic, policy and legal matters including but not limited to operational matters, employment, governance, government law, criminal law, human and civil rights law and administrative law and manage legal interactions with both government and the private sectors. The position involves appearing as Counsel Assisting the Commission and assisting with the preparation of reports. Writing skills of a high order are essential.

The position holder will lead, manage and mentor the staff and resources of the Legal team and exercise the Commission's powers as delegated. The Commission is looking for someone who is:

courageous, professional and committed;

agile, measured and fair; and

trustworthy, with a sense of duty.

Further information about the Legal Team, the role, and the position requirements, are set out in the Position Description.

The ACT Integrity Commission 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.

Remuneration: The position attracts a remuneration package ranging from \$242,735 - \$253,218 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$209,671.

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

How to Apply: Interested applicants should address the selection criteria under the 'What you Require' sub heading of the position description. You are expected to state your experience against these criteria in no more than two A4 pages.

Applications should be submitted via the Apply Now button below

Contact Officer: John Hoitink 0466 942 397 john.hoitink@integrity.act.gov.au

Calvary Public Hospital Bruce

Calvary Public Hospital Bruce

Mental Health

Registered Nurse - Mental Health

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (LP9612)

Gazette Date: 03 February 2021

Closing Date: 13 February 2021

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

Reference Number: 17713

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

Contact Officer: Carmel Ronning (02) 6201 6806 carmel.ronning@calvary-act.com.au

Calvary Public Hospital Bruce

Intensive Care Unit

Registrar - Intensive Care

Registrar 2-4 \$120,729 - \$139,205, Canberra (600991)

Gazette Date: 03 February 2021

Closing Date: 24 February 2021

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

Reference Number: 17647

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

Contact Officer: Miffany Callan (02) 6201 6798 miffany.callan@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

Infrastructure and Health Support Services Campus Modernisation

Campus Modernisation

Senior Change Specialist

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54842 - 0200E)

Gazetted: 01 February 2022

Closing Date: 17 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 Infrastructure and Health Support Services (IHSS) Group is responsible for the infrastructure delivery and maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation.

The Canberra Hospital Expansion Project includes a new Clinical Services Building (CSB) on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, coronary care and support services, such as a central sterilising services department and a helicopter Landing Site. The CSB will be located to the Northern end of the campus, between Hospital Road and Palmer Street, displacing existing aged administration, accommodation and outpatient buildings.

The Senior Change Manager will report to the Operational Commissioning Manager, Campus Modernisation and will work closely with the Project Team and more broadly across Canberra Health Services.

The role will be working on a significant transformation program within a multi-disciplinary project team, performing all aspects of organisational change management in relation to the CSB Project. This will include organisational change leadership, stakeholder management, communications and transitional planning, and support for learning development.

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 change, transition and stakeholder management skills.
2. Demonstrated effective interpersonal, written and verbal communication.
3. Effective management of a workload within strict timeframes and in meeting key deliverables.
4. Demonstrated ability to effectively work with a diverse project team.

Position Requirements/Qualifications:

Desirable

- Experience in managing change management activities in the delivery of a complex project.

The successful applicant will:

- 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 with the possibility of extension.

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: Vanessa Brady 0404 364 949 Vanessa.Brady@act.gov.au

Finance and Business Intelligence

Health Information Services

Scanning Officer

Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 25119 - 020JA)

Gazetted: 31 January 2022

Closing Date: 7 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 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 five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and the Health Information Unit.

Health Information Services (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

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 team environment as well as independently with minimal supervision,

Adaptability and flexibility to accommodate change,

Highly motivated with strong organisational skills and attention to detail.

Position Requirements/Qualifications:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Successful candidate maybe selected based on application only. A merit list/pool may be established from this

process that can be used to fill similar vacancies in the day and evening teams within the unit over the next 12 months. This is an evening shift position that works Monday to Friday, from 3:00pm to 10:51pm. Health Information Services is operational 7 days per week - 7:00am to 10:51pm Mon-Fri, 830am-4:51pm Saturday/Sunday/Public Holidays. The successful applicant will need to be available for after-hours work, and occasional weekend/Public Holiday work.

Contact Officer: Jade Ngata 51243663 Jade.Ngata@act.gov.au

Women Youth and Children

Clinical Support and Projects

Neonatology Research Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 22262 - 02002)

Gazetted: 01 February 2022

Closing Date: 17 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 Department of Neonatology is the only tertiary level 5-6 Neonatal Unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Together with Neonatology team, you will support nursing and medical staff in both NICU and SCN to achieve excellence in clinical research, standards of care and improved outcomes throughout the patient journey.

About You

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive,

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

An ability to work respectfully in partnership with a range of stakeholders while, simultaneously demonstrating leadership.

Position Requirements/Qualifications:

Holds or working toward a relevant post graduate qualification in Clinical Nursing Research is highly desirable.

Computer database and spreadsheet skills at an advanced level are required.

Holds a current Drivers Licence.

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

Note: This is a temporary full-time position (part time considered) available to 30 June 2022 with the possibility of extension. The full-time salary noted above will be paid pro-rata for part time positions.

Contact Officer: Chelsey Helliwell 5124 7737 Chelsey.Helliwell@act.gov.au

Women Youth and Children

Department of Neonatology

Registered Nurse Level 2, Neonatal Intensive Care Unit (NICU)

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 26872, several - 020LS)

Gazetted: 01 February 2022

Closing Date: 17 February 2022

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

Position Overview

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

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

About You

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Relevant Post-graduate qualifications in Neonatal Nursing and a minimum of a minimum of three years full-time equivalent post registration and graduate year, working professionally in neonatology is preferred.

The successful applicant will need to be available to work a rotational shift work roster which includes morning, evening, 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: There are several permanent full time (part time considered) and several temporary full time (part time considered) positions available. The temporary positions are available for a period of 10 months with the possibility of extension or permanency. The full-time salary noted above will be paid pro-rata for part time positions.

Contact Officer: Lori Grlj 51247333 lori.grlj@act.gov.au

**Nursing
Medicine**

Assistant Director of Nursing Inpatients

Registered Nurse Level 4.3 \$147,398, Canberra (PN: 16234 - 0209V)

Gazetted: 01 February 2022

Closing Date: 15 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 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 Assistant Director of Nursing (ADON) Inpatients holds a senior nursing leadership position within the Division of Medicine. The ADON in consultation with the Director of Nursing provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within Medicine. The ADON Inpatients reports to the Director of Nursing. You will actively support, guide, and collaborate with the Inpatient Clinical Nurse Consultants within Medicine in strategic implementation of evidence-based practice, auditing, reporting and compliance to standards, procedure, and policies across CHS and the national governing bodies. The ADON will also work in collaboration with the other ADONs in the Division and Unit Directors to deliver high quality person-centred care.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

A strong commitment to improving patient care and experience

Position Requirements/Qualifications:

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

Relevant post graduate qualifications or equivalent.

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.

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

Contact Officer: Kellie Noffke (02) 5124 2012 kellie.noffke@act.gov.au

Clinical Services

Women, Youth and Children

Clinical Development Midwife

Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (PN: 44926 - 0209J)

Gazetted: 31 January 2022

Closing Date: 18 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 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 Division of Women, Youth and Children (WYC) offers a range of primary, secondary, and tertiary services across the acute and community-based sectors.

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.

The Canberra Maternity Options Service (CMOS) is the first point of contact for women accessing public maternity care in the ACT. Midwives in the team will provide evidence-informed information to support the woman's decision making across the childbirth continuum and during the postnatal period up to six weeks after their baby is born.

Please note that this position does include some clinical workload.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Adaptability and flexibility.

Strong communication and interpersonal skills.

Position Requirements/Qualifications:

Registered as a Midwife with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA), with a minimum of two years' experience working professionally in Midwifery is preferred.

A current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

The successful applicant will need to be available to work across the A.C.T. out of the Child and Family centres, walk in centres and Health centres.

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.

Provide the names of two referees, one being the current manager.

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

Contact Officer: Rebekah Howard (02) 5124 4386 rebekah.a.howard@act.gov.au

Women Youth and Children

Clinical Support and Projects

Paediatric Clinical Support Nurse

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 19022 - 020FA)

Gazetted: 01 February 2022

Closing Date: 15 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 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 Division of Women, Youth and Children (WYC) 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 providing specialised paediatric (non tertiary), maternity and neonatology services for the ACT and surrounding regions. Paediatric services include general medical and surgical paediatric inpatient and outpatient services, including limited subspecialty.

Inpatient services include a general paediatric unit, a designated adolescent unit and a high care unit for the care of high acuity patients. Outpatient services include a medical day procedure unit, day surgical unit and outpatient services.

The Women, Youth and Children Clinical Support and Projects team leads education, research, clinical guidance and data monitoring for the division.

The Clinical Support Nurse, in collaboration with the Clinical Development Nurses and Clinical Nurse Managers, leads the planning, development, implementation and evaluation of learning programs with the Paediatric Department, with a view to ensuring that professional development programs meet the learning needs of clinical nursing staff. As the Clinical Support Nurse, you will also function as part of the NSW Children's Healthcare Network, as the nursing representative for Canberra Health Services in supporting provision of the highest quality healthcare for children across NSW and the ACT. The aim of the CHN is to ensure that all children, no matter where they live, have access to high quality health care as close to home as possible.

About You

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Behavioural Capabilities

Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive.

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

An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating leadership.

Position Requirements/Qualifications:

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

Relevant post graduate qualifications in Paediatric Nursing and a minimum of three years' experience working professionally in child and family health is preferred.

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Note: This is a part-time permanent position available at 24 hours per week (three days per week) and the full-time salary noted above will be paid pro-rata.

Contact Officer: Fiona Cameron 51247395 fiona.j.cameron@act.gov.au

Infrastructure and Health Support Services

Sterilising Services

Assistant Director

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 29395 - 0200Y)

Gazetted: 01 February 2022

Closing Date: 15 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/>
This role is for Production, Preparation and Stores Area.

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

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

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

Sterilising Services is organised into the following functional areas:

Sterilising Services at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

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

ABOUT YOU

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Behavioural Capabilities

1. Strong leadership and organisational skills with ability to manage competing priorities.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs whilst upholding a high level of customer service.
3. Strong communication and interpersonal skills and passionate about a patient focused service.

Position Requirements/Qualifications:

Highly Desirable:

- Recognised tertiary qualifications in Health or Nursing or related disciplines.
- A minimum of five years' experience in Sterilising Services practices or infection control practices or relevant health sector experience.
- Current class C 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 with the possibility of extension up to nine months. The successful applicant will need to be available weekday hours.

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: Natalie Ogilvie (02) 5124 3583 Natalie.Ogilvie@act.gov.au

Justice Health

Mental Health, Justice Health and Alcohol and Drug Services

Custodial Health

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 17290, several - 020KG)

Gazetted: 01 February 2022

Closing Date: 15 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 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 Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance, and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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 home.

These services include:

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Dhulwa Mental Health Unit

The Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

ABOUT YOU

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

Behavioural Capabilities

Non-Judgemental

Reliable

Kind

Position Requirements/Qualifications:

Relevant be registered (or be eligible for registration) as a Registered Nurse within the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of three years' experience working professionally in Primary Health is preferred.

Highly Desirable

Post graduate qualifications (or working towards) in relevant field.

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

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

Office of Chief Executive Officer

CEO Executive

Executive Assistant

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 41576 - 020JW)

Gazetted: 31 January 2022

Closing Date: 15 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/>

Located on the Canberra Hospital campus, the Office of the Chief Executive provides strategic support to the Chief Executive Officer, undertaking high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office consists of a Director, Executive Officer and Executive Assistant.

The Executive Assistant position reports to the Chief Executive through the Director. The role also works closely with the senior leaders, including the Deputy Chief Executive Officer and Chief Operating Officer, Divisional Executives and their support teams across the Directorate.

To be successful, you will be a consummate professional, be confident with a fast paced work environment, be adaptable and responsive, be able to quickly acquire knowledge and understanding of situations and subject matter and cultivate productive working relationships with a range of stakeholders

ABOUT YOU

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

Behavioural Capabilities

- An expert communicator, adept at cultivating productive working relationships with a range of stakeholders.
- A demonstrated understanding of the workings of a senior executive office in a complex and fast paced working environment.
- Strong organisational skills with a high degree of initiative and drive.
- Ability to be agile, flexible and respond to meet changing operational priorities.

Position Requirements/Qualifications:

- Relevant public sector or equivalent experience is highly desirable.
- Previous experience working in the health sector is highly desirable.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Note: This is a temporary position available from April 2022 for 11 months.

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: Nicole Stevenson 0411 154 648 nicole.stevenson@act.gov.au

Clinical Services

Rehabilitation Aged and Community Services

University of Canberra Hospital

ACAT Assessor

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 42435 - 020FE)

Gazetted: 31 January 2022

Closing Date: 14 February 2022

POSITION OVERVIEW

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

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

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital (UCH), 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, UCH is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The Aged Care Assessment Team (ACAT) is responsible for providing assessment services to the aged population across the ACT region to facilitate access to aged care support services.

ABOUT YOU

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

Behavioural Capabilities

1. 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 post graduate experience or formal qualifications in Gerontology 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.

Note: The successful applicant will need to be available and be able to work full-time or part-time Monday to Friday.

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: Athalene Rosborough (02) 5124 8674 athalene.rosborough@act.gov.au

Office of Chief Executive Officer

Chief Information Officer

Workforce Readiness Lead

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54713 - 020TZ)

Gazetted: 31 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/> ACT Health Directorate (ACTHD) is currently implementing a territory wide Digital Health Record (DHR) system that includes Canberra’s public hospitals, community health centres, walk-in centres, and justice health services. CHS is working in partnership with the project to implement the DHR and ensuring CHS is ready to adopt the technology. This role will assist CHS clinical, administration and management staff to be ready for the DHR. The CHS change management project is being coordinated through the Office of the Chief Information Officer (CIO) of CHS.

ABOUT YOU

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

Behavioural Capabilities

- You will be an outstanding communicator, able to drive collaboration and inclusion.
- You focus on quality and continual improvement, by taking a structured approach to your work, planning ahead and seeking feedback.
- Your resilience will see you through the challenges and help you navigate the dynamic nature of the job.

Position Requirements/Qualifications:

- Relevant secondary and tertiary qualifications, where previous business intelligence or analytics experience would be highly regarded.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time, as the project nears go-live.
- 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.

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: Kerrie McGufficke (02) 5124 4425 kerrie.mcgufficke@act.gov.au

ACT Pathology

Haematology

Senior Scientist Bone Marrow Transplant

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 22935 - 020E5)

Gazetted: 31 January 2022

Closing Date: 16 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/> 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 Bone Marrow Transplant (BMT) Laboratory works closely with the Clinical Haematology and Apheresis Units in CHS to provide the services of haemopoietic progenitor cell (HPC) collection, processing and storage, and autologous stem cell transplantation. The BMT Unit is committed to providing safe and high-quality products for transplant through training and education, adherence to validated procedures, ongoing professional development, commitment to meeting and exceeding customer requirements, compliance with relevant regulatory requirements and best practice, and maintaining an organisational culture that fosters continuous education and improvement.

About You

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

Behavioural Capabilities

High level interpersonal and organisational skills.

Commitment to continual professional development to ensure laboratory maintains up-to-date knowledge and practices

Ability to work autonomously and also within a team

Displays behaviours consistent with CHS values of reliable, progressive, respectful and kind.

Displays initiative, problem solving and analytical skills including an ability to apply established principles in a BMT laboratory and investigate and resolve general and complex issues within the laboratory environment

Position Requirements/Qualifications:

Bachelor Degree or higher in Science/Biomedical Science or an equivalent qualification, with subjects relevant to pathology from a recognised tertiary institution

A minimum of three years' experience, post-qualification, in a Bone Marrow Transplant or Cell Therapy processing laboratory.

Demonstrated experience with laboratory information systems and databases relevant to BMT Laboratories

Demonstrated understanding of National Association of Testing Authorities (NATA) accreditation requirements, quality system requirements, and knowledge of the NPAAC requirements applicable to bone marrow transplantation.

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce and the Bone Marrow Transplant Scientists Association of Australasia.

Be available for occasional weekend and after-hours work, with access to flex time.

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check

Contact Officer: Jackie Pratt 51242034 Jackie.Pratt@act.gov.au

Medicine

Diabetes

Advanced Practice Nurse Diabetes in Pregnancy

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 51330 - 02011)

Gazetted: 31 January 2022

Closing Date: 16 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 Canberra Health Service (CHS) Diabetes Service is an interprofessional team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community-based locations within the ACT. Clients seen include adolescents and adults with pre-diabetes and diabetes and women with hyperglycaemia in pregnancy (HIP).

The Advanced Practice Nurse will provide expert knowledge and skills to support extension to practice and the development of therapeutic and evidence-based nursing interventions within the Diabetes Service with a focus on women with HIP. To provide holistic care the APN will work collaboratively with the interdisciplinary team consisting of endocrinologists, obstetricians, midwives, allied health professionals, general practitioners, junior medical staff and other specialists. The Advanced Practice Nurse will report to the Senior Nurse Lead, Diabetes Service.

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

Highly motivated with strong organisational and time management skills

Capacity to contribute to a positive, strong and cohesive interprofessional culture

Adaptability and flexibility to manage changes in demand

Personal and professional integrity

Position Requirements/Qualifications:

A minimum of five years' experience working in diabetes education is preferred.

Required to be an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator.

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

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

Prior to commencement successful candidates will be required to:

Undergo credentialling by the Nursing and Midwifery Credentialling and Scope of Clinical Practice Committee.

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: Tracey Duggan 51247929 Tracey.Duggan@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Service

Adult Community Mental Health

Clinical Manager

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 21870 - 020JU)

Gazetted: 31 January 2022

Closing Date: 14 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 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

The successful applicant/s will enjoy working as a member of the multidisciplinary team providing 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 and 2 Levels as well as students.

The position reports to a Team Leader who is based on site in the relevant 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:

For Psychology:

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

HP3: Minimum of three years (ideal five years) post qualification

Highly Desirable:

HP3: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Minimum of three years (ideal five years) post qualification

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

Minimum of three years (ideal five years) post qualification

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:

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 National Police check.

Contact Officer: Jonathan Amirthanathan 5124 1705 Jonathan.Amirthanathan@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Executive Director, Mental Health, Justice Health, Alcohol and Drug Services

Executive Level 2.3 \$314,654 - \$328,377 depending on current superannuation arrangements, Canberra (PN: E622)

Gazetted: 02 February 2022

Closing Date: 16 February 2022

Details: CHS is seeking an experienced healthcare leader to fill the position of Executive Director, Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) for a 12 month period.

Reporting to the Chief Operating Officer, the Executive Director MHJHADS leads and is accountable for strategic planning and decision making and operational service delivery for the division. This includes implementation of reforms to increase effectiveness and efficiency for the service areas to improve access and outcomes for consumers. The position is responsible for acute, sub-acute and community-based health service delivery, and building and maintaining partnerships to deliver innovative models of care.

The incumbent will oversee the maintenance of safe facilities appropriate for the delivery of high-quality person and family centred, safe and high-quality patient care.

It is expected that the Executive Director will be an active participant within the executive leadership group for CHS. They will provide high level support and advice to senior leaders and team members to ensure organisation wide goals and objectives are met. The successful applicant will provide outstanding and strategically focused leadership, communicate professionally with high level internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex team.

Contract: The successful applicant will be placed on a short-term contract for 12 months.

Remuneration: The position attracts a remuneration package ranging from \$314,654 - \$328,377 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$274,463.

How to Apply: Interested candidates are requested to submit an application outlining relevant skills and experience against the executive capabilities of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cathie O'Neill 0400 101 051 Cathie.O'Neill@act.gov.au

Medical Services

Pathology

Phlebotomist

Technical Officer Level 1 \$61,765 - \$64,757, Canberra (PN: 15946 - 020DM)

Gazetted: 31 January 2022

Closing Date: 16 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/> 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.

Customer Services, ACT Pathology is primarily the liaison between patient, clinician, and laboratory. Customer Services is responsible for the collection of pathology samples from patients within the Canberra Hospital, Calvary Public Hospital Bruce, National Capital Private Hospital, outpatient collection centres within the community and a home collection service for those that are too frail to attend an outpatient room.

Under direction of the Customer Services Manager and the Senior Supervisor Pathology Collections you will be required to perform collection procedures working across all sites, perform reception duties, data entry, stock maintenance and a liaison role with patients and clinicians.

Customer Services routinely operates Monday through to Saturday between the hours of 7am to 5:30pm.

However, there may occasionally be a requirement to work outside these routine days due to public holidays and operational requirements.

About You

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Behavioural Capabilities

Ability to work in a team environment.

Good written and oral communication skills and the ability to liaise with a diverse range of clients.

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

Self-motivated.

Qualifications:

Relevant Certificate III in Pathology Collection or other approved qualification with a minimum of twelve months venepuncture experience.

A current Australian driver's licence is highly desirable.

Position Requirements

Supply certified copy of all qualifications.

Supply a minimum of two referees willing to be contacted

The successful applicant will need to be available for occasional weekend and public holiday shifts and is expected to be available during school holiday periods.

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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.

Note: This is a part-time permanent position available at 25 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Louise Hyndes 51242932 Louise.N.Hyndes@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Community Nursing

Nurse Manager

Registered Nurse Level 4.1 \$129,103, Canberra (PN: 28557 - 020N0)

Gazetted: 02 February 2022

Closing Date: 16 February 2022

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

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

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: Reliable, Progressive, Respectful and Kind.

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

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services.

A Nurse Manager within the Community Care Program, RACS, manages one of five community nursing teams within the ACT. The teams provide community nursing services to patients with a broad range of needs across the ACT community.

ABOUT YOU

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Behavioural Capabilities

1. Hold a current driver's licence.
2. Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health applicable to the position (desirable)

Position Requirements/Qualifications:

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

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Alan Merritt (02) 5124 1594 alan.merritt@act.gov.au

Infrastructure and Health Support Services Campus Modernisation

Campus Modernisation

Furniture Fittings and Equipment Co-Ordinator

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 54841 - 020JZ)

Gazetted: 02 February 2022

Closing Date: 21 February 2022

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 Infrastructure and Health Support Services (IHSS) Group is responsible for the infrastructure delivery and maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation.

The Furniture Fittings and Equipment (FFE) Co-Ordinator will report to the Major Medical Equipment (MME) and Furniture Fittings and Equipment Project Manager, Campus Modernisation. The Co-Ordinator role will work closely with the Project Team and more broadly across Canberra Health Services.

The role will hold the key responsibility for the co-ordination and delivery of a range of detailed activities relating to FFE within the Campus Modernisation Program.

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. Effective change and stakeholder management skills.
2. Interpersonal, written and verbal communication skills.
3. Effective management of a workload within tight deadlines and with attention to detail.

Position Requirements/Qualifications:

- Experience in the planning, procurement, installation and commissioning of FFE.
- Exposure to the planning, design and delivery of commercial projects.

The successful applicant will:

- 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 two years with the possibility of extension.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Vanessa Brady 0404 364 949 Vanessa.Brady@act.gov.au

Child and Adolescent Mental Health Service

Acute Services

CAMHS Acute Services, Hospital Liaison Team

Registered Nurse Level 3.1 \$114,201 - \$118,9011, Canberra (PN: C12712, several - 020NQ)

Gazetted: 02 February 2022

Closing Date: 16 February 2022

Our Vision: creating exceptional health care together.

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Our Values: Reliable, Progressive, Respectful and Kind.

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Position Overview

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.

This role will be based within CAMHS Acute Services, CAMHS Hospital Liaison Team. The service provides assessment to children, young people, and adolescents who present to The Canberra Hospital with a mental health vulnerability. The service is over a seven-day roster.

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.

About You

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Behavioural Capabilities

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

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

Ability to work within a multi-disciplinary team and adapt quickly to a busy 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:

Tertiary qualifications in Nursing.

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

Must hold a current ACT drivers license.

Experience in mental health.

Desirable:

Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

undergo a pre-employment Police check.

Note: This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

The successful candidate will be required to;

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

Be available for weekend and on call work when necessary.

This position is a casual RN3.1 position available at CAMHS Acute services.

An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.

Appointment to the position may be based on written application and referee reports only.

Contact Officer: Norette Leahy 0251241095 norette.leahy@act.gov.au

Rehabilitation, Aged and Community Services

University of Canberra Hospital

Clinical Nurse Educator

Clinical Nurse Educator 3.1

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 22373 - 020N1)

Gazetted: 02 February 2022

Closing Date: 16 February 2022

Our Vision: creating exceptional health care together.

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Position Overview

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

The CNE of UCH is responsible for the day-to-day educational management of the 3 wards and a small team of CDN's, The CNE is to provide expert educational leadership and management within the nursing and multidisciplinary team. The CNE will develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate education. It is expected that the CNE will promote, incorporate and maintain the National Safety and Quality Health Standards at an educational level.

There is an expectation that the successful applicant/s will maintain accountability for their own practice standards, education and work collaboratively with the University of Canberra team to support the professional development of the UCH nursing workforce.

About You

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Behavioural Capabilities

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

Good organisational skills

Good communication skills

Leadership qualities

Passion for education

Position Requirements/Qualifications:

Mandatory:

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

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

Desirable:

Post graduate qualifications in nursing, education or related field.

Recent relevant experience in Education.

Current driver's licence.

Hold Intermediate or Advanced Life Support Certification.

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

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

Prior to commencement successful candidates will be required to:

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

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.

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

Contact Officer: Leanne Muir 0466 615 116 leanne.muir@act.gov.au

Rehabilitation, Aged Care and Community Services

Community Care Physiotherapy

Physiotherapist

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 23680 - 0209D)

Gazetted: 02 February 2022

Closing Date: 25 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.

There is an exciting opportunity for a suitably qualified, senior physiotherapist to join the Rehabilitation, Aged and Community Services (RACS), Community Care Physiotherapy Team.

This expected vacancy may be permanent or temporary, full time or part time, with the possibility of an extension.

The position involves working from four community health centre locations and may include treating patients in their homes.

Community Care physiotherapists assess and treat a diverse range of musculoskeletal conditions including muscular strains, joint sprains, arthritic conditions, post operative recovery and spinal conditions. Interventions are provided on an individual basis or in group settings at health centres and patient homes. Treatment may be delivered via telehealth, telephone, or face to face.

We are a friendly team with strong supportive links across the directorate. Staff meet regularly to share knowledge and foster the positive team culture to strive for continual quality improvement and excellent patient outcomes.

Our physiotherapists work alongside other health professionals to deliver patient centred care.

Eligibility/Other Requirements: Degree in Physiotherapy and registration or eligible for registration with the Physiotherapy Board of Australia / AHPRA. Current driver's licence is essential.

Applications must include a written response to the five selection criteria and an up-to-date CV/resume. At least two written referee reports are to be included with your application should you be shortlisted for interview.

This position may be required to participate in overtime, on call, and/or rotation roster. This recruitment round may be used to fill future permanent and temporary, full time and part time physiotherapy vacancies at this level across the division of Rehabilitation, Aged and Community Services.

Position Overview

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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community-based care across a range of settings. Our staff are committed to the delivery of health services that reflect the Canberra Health Service's vision and CHS is committed to supporting staff in their professional journey.

RACS services work collaboratively with patients, clients, and individuals, involving their carers and family, as well as other services within and external to ACT Health.

Community Care Physiotherapy services are offered from community health centres across the ACT. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

About You

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

Behavioural Capabilities

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

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

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

Critical thinking skills and ability to form defensible conclusions based on evidence and sound judgement

Position Requirements/Qualifications:

Degree in Physiotherapy

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

Current driver's license

Understand how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Judy Stone 0401692520 judy.stone@act.gov.au

Mental Health, Justice Services, Alcohol and Drug Services

Child and Adolescent Mental Health Services

CAMHS - Eating Disorders Clinical Hub

Health Professional Level 2

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 46795 - 0200V)

Gazetted: 02 February 2022

Closing Date: 18 February 2022

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

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

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

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Director of Nursing
Director of Allied Health
Territory Wide Mental Health Services
Community Mental Health Services
Alcohol and Drug Services (ADS)
Child and Adolescent Mental Health Services (CAMHS)
Justice Health Services (JHS)

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

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

About You

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

Behavioural Capabilities

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

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

Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards. High level written and oral communication skills. Additionally, ability to communicate at different levels with multiple stakeholders i.e. from consumers to other health professionals.

Position Requirements/Qualifications:

Mandatory for all disciplines:

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

A current Driver's Licence.

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

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

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

Highly desirable for all disciplines:

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

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

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

Fulfil the responsibilities of this role 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:

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

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

Undergo a pre-employment National Police Check.

Be available for weekend and on call work when necessary.

Contact Officer: Kalvinder Bains 5124 1638 kalvinder.bains@act.gov.au

Surgery

Intensive Care Unit

Registered Nurse

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 17556 - 01ZD5)

Gazetted: 02 February 2022

Closing Date: 4 March 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 Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma.

The unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research.

CHS is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within CHS. 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

Ability to work a flexible rotating roster

High level communication skills

Position Requirements/Qualifications:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), and a minimum of 12 months experience working professionally in a hospital based critical care environment. Post Graduate Certificate in Critical care nursing is desirable

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Prince Rupert Ramirez 5124 2756 princerupert.ramirez@act.gov.au

Women Youth and Children

Community Health Programs

Maternal and Child Health (MACH) Manager

Registered Nurse Level 4.2 \$138,255, Canberra (PN: 30788 - 020JT)

Gazetted: 01 February 2022

Closing Date: 17 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.

We are seeking an experienced, resilient and kind person to fill an important management position in Community Health Programs. The Maternal and Child Health (MACH) manager is responsible for the operational and strategic leadership of both MACH and Canberra Maternity Options Service (CMOS). You will lead a team with a strong and positive workplace culture and be well supported into the role by the leadership team.

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/> Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team.

The Maternal and Child Health (MACH) Manager is responsible for the operational and strategic leadership of MACH services and the Canberra Maternity Options Service (CMOS) and for ensuring they are aligned to evidence-based best practice, local and national frameworks and benchmarked against jurisdictional services. Both deliver a range of universal and targeted services for pregnant women, newborns, young children and their parents/carers across the ACT. The services aim to support early referral to a maternity model of care, identification and intervention for child development concerns and information and support for parenting.

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 including the capacity to simultaneously manage and prioritise multiple issues.

An ability to work respectfully in partnership with a range of stakeholders,

Resilience and adaptability in a dynamic health environment

Kindness

Position Requirements/Qualifications:

Unconditional registration as a Registered Nurse and as a Registered Midwife with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold post graduate qualifications in Child and Family Health Nursing.

Hold a current driver's license.

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

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

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: Carolyn Thomas 5124 1607 carolyn.thomas@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Territory Wide Mental Health Services

Team Leader

Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 50104 - 020F5)

Gazetted: 02 February 2022

Closing Date: 21 February 2022

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.

Please note there are two advertisements running concurrently on Req ID 020F5 and Req ID 020F3. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access to our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for consumers. MHJHADS provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health or detention facilities, and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focused and/or harm minimisation approach. These services include:

- Territory Wide Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services

Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) services both fall under the Territory Wide Mental Health Services (TWMHS) portfolio. HAART and PACER provide assessment and intervention for acute mental health presentations. Relevant to this position HAART provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

The Team Leader position is a Monday to Friday 08:30 – 1700 position that is based on site with HAART and supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). Operationally, HAART operates seven days a week from 0800 – 2200. During business hours, the Team Leader provides operational leadership and oversees the operations of the team in line with service objectives, established procedures, and sound governance processes for service delivery decisions.

The Team Leader manages human resources, finances, reporting, and quality and safety compliance, as well as to conduct clinical load reviews and staff allocation, including being the escalation point to address systemic concerns or grievances. The Team Leader provides information to the Senior Manager for TWMHS, who will in turn then report to the Operational Director for TWMHS.

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:

- Demonstrated leadership qualities in managing and positively influencing teams, processes, and practice improvement in a human services environment to achieve positive outcomes for people accessing the service.
- Ability to lead staff, students and external parties in a collaborative and influential manner.
- Be flexible, adaptable, and comfortable with a changing working environment.
- Competent negotiation and influencing skills in dealing with complex situations.

Position Requirements/Qualifications:

Mandatory:

- The successful applicant must have 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.

For Occupational Therapy:

- Be registered or eligible for registration with the Occupational Therapy Board of Australia
- Be eligible for professional membership of Occupational Therapy Australia
- Have a minimum of three years (ideally five years) experience post qualification.

For Social Work:

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW),
- 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.
- Applicants must have a minimum of 3 years (ideally 5 years) post-qualification experience.

For Psychology:

- Be registered or eligible for general registration with the Psychology Board of Australia
- Applicants have a minimum of three years (ideally five years) experience post qualification

Highly Desirable:

- Mental Health Officer (or willingness to obtain this requirement)
- Post Graduate Qualification in either Mental Health or in Management
- Previous management experience in running mental health care teams

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

Contact Officer: Kylie Henson (02) 5124 7040 Kylie.Henson@act.gov.au

Central Outpatients (COP)

Cancer Ambulatory Support

Vascular Registered Nurse Team Leader

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 27015 - 020BQ)

Gazetted: 02 February 2022

Closing Date: 16 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

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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 Outpatient Department (OPD) at Canberra Hospital sits within the Division of Cancer and Ambulatory Support (CAS) and provides clinic-based care to a wide variety of medical and surgical specialties. Nursing staff work across medical and surgical services including neurology, neurosurgery, and endocrinology, general medicine, dermatology, infectious diseases orthopaedics, plastics, vascular, urology, ear nose and throat and oral and maxillofacial. The RN2 team leaders in the Outpatients have a primary focus on one or more specialties but are expected to deliver flexible care across the department as necessary. The primary speciality focus for this position is the Vascular service.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

An ability to work respectfully in partnership with a range of stakeholders, while concurrently demonstrating leadership.

Position Requirements/Qualifications:

Relevant registered nurse qualifications and a minimum of three years' experience is preferred.

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

Ability to work across all components of the Central Outpatient's Department as directed

Desirable:

Tertiary qualifications (or equivalent) in advanced nursing in wound care or related 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.

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.

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.

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

Contact Officer: Rosemary Rummery (02) 5124 4019 rosemary.rummery@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services – Eating Disorders Clinical Hub

Duty Officer

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 55197 - 0200B)

Gazetted: 02 February 2022

Closing Date: 21 February 2022

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

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

- Director of Nursing
- Director of Allied Health
- Territory Wide Mental Health Services
- Community Mental Health Services
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

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

The Hub is a specialist community based centralised service for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The Hub's core business includes, assessment and treatment, consultation and liaison, education and training and system integration to strengthen eating disorders services across the Territory.

The Hub is seeking a dynamic and experienced Registered Nurse level 2 to undertake the role of the duty officer. Under the direction of the Senior Manager, the Registered Nurse will provide expertise in referral management and mental health eating disorder assessment including risk and physical assessment. Other key responsibilities will include system co-ordination, ability to provide brief individual and group interventions and education and training programs to promote healthy eating and living behaviours within a recovery orientated framework.

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

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

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

- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- High level written and oral communication skills. Additionally, ability to communicate at different levels with multiple stakeholders i.e. from consumers to other health professionals.

Position Requirements/Qualifications:

Mandatory:

- Tertiary qualifications in Nursing.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Must hold a current driver's licence.
- Experience in mental health.

Highly desirable for all disciplines:

- Experience and or knowledge of Eating Disorders
- Experience working with children, young people, and adults with a Mental Illness.
- The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu

- Have an understanding of how the National 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. Selection may be based on application and referee reports only.

Prior to commencement successful candidates will be required to:

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Be available for weekend and on call work when necessary.

Contact Officer: Kalvinder K Bains (02) 5124 1638 Kalvinder.Bains@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drugs Services

Justice Health Services

Clinical Lead – Primary and Custodial Health

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 37269 - 020K8)

Gazetted: 02 February 2022

Closing Date: 16 February 2022

Details: 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 Justice Health Services (JHS), Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre (BYJC). The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

At this level you will provide leadership and be responsible for the day-to-day clinical leadership of the JHS Primary Health Team. This includes coordinating access to health services in the Hume Health Centre and BYJC clinic, providing clinical leadership to the JHS nursing team and providing care coordination to patients accessing JHS. This position works collaboratively with all staff to ensure optimum service delivery and best evidence practice. This role will work with the senior nursing leadership team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

ABOUT YOU

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Behavioural Capabilities

1. Strong organisational skills with a high degree of drive
2. Adaptability and flexibility to accommodate change
3. Provide responsive services to meet clients' needs

Position Requirements/Qualifications:

- Be registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications is mandatory and experience working professionally in Custodial Health or Primary Healthcare is preferred.
- The successful applicant will need to be available for 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.

Note: This is a temporary position available for a period of 6 months with the possibility of extension /or permanency. Selection may be based on application and referee reports only.

Prior to commencement successful candidates will be required to:

- Holds or is working towards post-graduate nursing qualifications and/or has demonstrated advanced clinical knowledge, skills and experience in Custodial Health or Primary Health.

- A minimum of three years' experience working professionally in Custodial health or primary health senior roles is preferred.

- Post graduate qualifications in Education or Clinical Teaching

- Demonstrated experience in a custodial health or primary health setting and experience in a leadership or education role.

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

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

CAMHS Acute Services Registered Nurse

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 23191, several - 020M8)

Gazetted: 02 February 2022

Closing Date: 16 February 2022

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

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

The Division delivers services at several 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)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

This role will be based within CAMHS Acute Services, CAMHS Hospital Liaison Team. The service provides assessment to children, young people, and adolescents who present to The Canberra Hospital with a mental health vulnerability. The service is over a seven-day roster.

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.

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 busy 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:

- Tertiary qualifications in Nursing.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Must hold a current driver's licence.
- Experience in mental health.

Desirable:

- Experience in working with children and young people.

Note:

The successful candidate will be required to;

- Be available to work within all program areas of CAMHS as service needs arise.
- Be available for weekend and on call work when necessary.

This position is a full time permanent RN3.1 position available at CAMHS Acute services. 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.

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: Norette Leahy (02) 5124 1095 Norette.leahy@act.gov.au

Allied Health Service

Acute Allied Health Service

Acute Occupational Therapy

New Graduate Occupational Therapist

Health Professional Level 1 \$65,402 - \$85,685, Canberra (PN: 20506 - 020MT)

Gazetted: 01 February 2022

Closing Date: 18 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/> Occupational Therapists in Canberra Health services work collaboratively with individuals, families, carers and internal and external service providers to maximise the health, wellbeing and occupational engagement of Canberrans.

CHS Occupational Therapists provide exceptional care through the delivery of high-quality Occupational Therapy assessment and a range of therapeutic interventions including harm prevention and minimisation strategies, therapy to promote recovery, rehabilitation and reablement, supporting safe and sustainable discharge to the community, and long-term occupational engagement and the maintenance of wellbeing. Areas of work include The Canberra Hospital, University of Canberra Hospital, Duhliwa Mental Health Unit, consumers' homes and a

variety of community health centres and community mental health, justice health and alcohol and drugs services located at various sites within the ACT.

Our staff are committed to the delivery of health services that reflect CHS values.

An Exciting opportunity exists for New Graduate Occupational Therapist to join CHS Occupational Therapy services; in the Acute Allied Health Services, in Rehabilitation, Aged and Community Services, in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) divisions of CHS. New Graduate's will be afforded opportunities to rotate within and across divisions to enhance learning and experience, access to professional development support, high levels of clinical supervision, and support from wider occupational therapy teams, clinical educators and the occupational therapy professional group.

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 high degree of initiative.
2. Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
3. Adaptability and flexibility to accommodate change and provide responsive services to meet patients' needs
4. A willingness to actively engage in a team environment

Position Requirements/Qualifications:

Mandatory:

- Tertiary qualifications (or equivalent) in Occupational Therapy.
- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA)
- Hold a current driver's licence.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a temporary position available for 11 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.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Domenico Tripodi (02) 5124 3286 Domenico.Tripodi@act.gov.au

Acute Allied Health Services

Social Worker - Canberra Hospital

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 28712 - 02090)

Gazetted: 27 January 2022

Closing Date: 10 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

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/> Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings: The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

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

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

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

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

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. Good organisational skills with a high degree of drive
2. Adaptability and flexibility to accommodate change and provide responsive services to meet patient's needs
3. Effective communication and interpersonal skills
4. Willingness to critically reflect on and develop practice skills and framework

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 1 years' experience working professionally in Social Work is required.

Degree in Social Work (or equivalent).

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

Registration under the ACT Working with Vulnerable People Act 2011

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

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.

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

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals; Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases; and undergo a pre-employment Police check.

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

How to Apply: For further information and to apply please visit the Canberra Health Website here.

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

Nursing and Midwifery and Patient support Services

Assistant Director of Nursing

Registered Nurse Level 4.3 \$147,398, Canberra (PN: 17460 - 020IK)

Gazetted: 27 January 2022

Closing Date: 10 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

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 Nursing, Midwifery and Patient Support Services (NMPSS) provides support services across the clinical divisions within Canberra Hospital and Healthcare Services including:

- Nursing and Midwifery Resource Office: Nursing and Midwifery casual and relief pool, and Assistants in Nursing.
- e-Rostering unit
- Tissue Viability Unit
- Infection Prevention and Control Unit
- Patient Support Services: Wardspersons, Hospital Assistants, Ward Clerks, Central Equipment and Courier Service, Spiritual Support Services and Patient Liaison Admission Team.

About You

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

Behavioural Capabilities

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

- Strong organisational skills with a high degree of drive
- Innovation, adaptability and flexibility to drive change and provide responsive services to meet clients' needs
- A strong focus on person centred care and a commitment to quality outcomes
- Excellent communication skills

Position Requirements/Qualifications:

Mandatory:

- Be registered or eligible for registration with the Nursing and Midwifery Board of Australia (Australian Health Practitioner Regulation Agency (AHPRA)).
- Have a minimum of five years post graduate experience.

Desirable:

- Hold a current driver's licence.
- Extensive experience working in a hospital setting.
- Post Graduate studies in Health Management or related field and/or Post Graduate studies in Nursing.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

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

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

Contact Officer: Chris Mead (02) 5124 8583 christine.mead@act.gov.au

Nursing and Midwifery and Patient Support Services

Occupational Medicine Unit

Clinical Nurse Consultant Occupational Medicine Unit

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 25549)

Gazetted: 27 January 2022

Closing Date: 10 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

Position Overview:

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

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

Immunisation: Hepatitis B, measles, mumps, rubella, varicella (chickenpox), diphtheria, tetanus, and pertussis (Whooping cough) and annual influenza vaccination

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

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

DUTIES:

Lead the OMU team to deliver a risk-based workforce immunisation program that:

Is consistent with the current edition of the Australian Immunisation Handbook

Is consistent with jurisdictional requirements for vaccine-preventable diseases

Addresses specific risks to the workforce and patients.

2. Lead the OMU team to deliver the CHS Fit Testing Program.

3. Work with key stakeholders to ensure policies, procedures and guidelines are developed, implemented, and evaluated to cover employer and employee responsibilities for managing occupational risk for vaccines – preventable diseases and blood and body fluid exposure management.

4. Lead a client focused approach to service delivery through monitoring workflows, setting priorities, planning, and assigning work to team members whilst providing staff guidance, support, and skills development.

5. Ensure the OMU team maintain current vaccination records for the workforce and a process to view the records and generate reports when required.

6. Promote a collaborative approach to care that enables all team members to feel respected and valued.

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

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

Strong communication skills and a high attention to detail.

Strong leadership and management skills.

Position Requirements/Qualifications:

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

Minimum of five years professional nursing practice.

Previous experience providing staff screening and vaccination requirements in a healthcare setting.

Hold a current driver's licence.

Hold a Certificate of Immunisation attained through an accredited education provider which is based on the National Immunisation Education Framework for Health Professionals.

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

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

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

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

Undergo a pre-employment Police check.

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

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Territory Wide Mental Health Services

Team Leader

Registered Nurse Level 4.1 \$129,103, Canberra (PN: 54916 - 020F3)

Gazetted: 02 February 2022

Closing Date: 21 February 2022

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.

Please note there are two advertisements running concurrently on Req ID 020F5 and Req ID 020F3. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

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/> MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access to our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for consumers. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health or detention facilities, and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focused and/or harm minimisation approach.

These services include:

- Territory Wide Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services

Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) services both fall under the Territory Wide Mental Health Services (TWMHS) portfolio. HAART and PACER provide assessment and intervention for acute mental health presentations. Relevant to this position HAART provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

The Team Leader position is a Monday to Friday 08:30 – 1700 position that is based on site with HAART and supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). Operationally, HAART operates seven days a week from 0800 – 2200. During business hours, the Team Leader provides operational leadership and oversees the operations of the team in line with service objectives, established procedures, and sound governance processes for service delivery decisions.

The Team Leader manages human resources, finances, reporting, and quality and safety compliance, as well as to conduct clinical load reviews and staff allocation, including being the escalation point to address systemic concerns or grievances. The Team Leader provides information to the Senior Manager for TWMHS, who will in turn then report to the Operational Director for TWMHS.

ABOUT YOU

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

Behavioural Capabilities

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

- Leadership qualities in managing and positively influencing teams, processes, and practice improvement in a human services environment to achieve positive outcomes for people accessing the service.
- Ability to lead staff, students and external parties in a collaborative and influential manner.
- Be flexible, adaptable, and comfortable with a changing working environment.
- Competent negotiation and influencing skills in dealing with complex situations.

Position Requirements/Qualifications:

Mandatory:

- The successful applicant must have a current driver's licence.
- Tertiary qualifications or equivalent in Nursing and current unrestricted registration with the Australian Health Practitioner Regulation Agency (AHPRA) without conditions and a minimum of three years' experience working professionally in mental health services.
- 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.

Highly Desirable:

- Mental Health Officer (or willingness to obtain this requirement)
- Post Graduate Qualification in either Mental Health or in Management
- Previous management experience in running mental health care teams

Note: Please note there are two advertisements running concurrently on Req ID 020F5 and Req ID 020F3. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

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

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

Contact Officer: Kylie Henson (02) 5124 7040 Kylie.Henson@act.gov.au

Canberra Institute of Technology

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

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

General Service Officer - Simulated Learning Environment Assistant General Service Officer Level 4 \$55,771 - \$58,041, Canberra (PN: C49986)

Gazetted: 27 January 2022

Closing Date: 3 June 2022

Details: Canberra Institute of Technology (CIT) is seeking enthusiastic and experienced staff to fill casual vacancies in the Simulated Learning Environment (SLE) across all programs delivered in CIT Human Services.

The Department of Human Services delivers a range of programs, these include the Certificate III in Individual Support (Ageing, Disability and Home and Community), Certificate IV in Ageing and Disability and the Diploma in Nursing, as well as a range of non-accredited, industry specific programs for the continual education of industry professionals.

This position will suit someone who is self-motivated, a team player, and has the ability to demonstrate high quality customer service.

The successful candidate will be working under the direct supervision of a Senior Technical Officer and be required to:

Plan the availability of necessary equipment and maintain equipment used for training

Participate in stocktake by locating and identifying consumables and equipment
Prepare equipment for classes and replace or replenish consumables after classes
Set up and pack down equipment for practical classes
Undertake regular monitoring of the SLEs, including general cleaning and tidying
Utilise lab booking systems, files, databases in the day to day running of SLEs
Perform tasks associated with Safe Operational Procedures (SOP), recycling of consumables used in the SLE
Work flexible hours to cover the requirements of running the SLEs for Human Services department
Ensure all interactions of the department are consistent with the CIT cultural traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable, and Inspirational)
Eligibility/ other requirements:
Work efficiently with others and follow policies and protocols
Well-developed communication skills
Willingness to learn and show initiative
How to apply: Please fill in the attached application, along with a current resume.
Completed applications must be returned via email to: lily.muthurajah@cit.edu.au
Note: This recruitment process will be used to create a casual pool to fill casual vacancies as they arise until the end of the calendar year.
Contact Officer: Lily Muthurajah (02) 6205 7381 Lily.Muthurajah@cit.edu.au

Education and Training Services

Pathways College

Student Support

Psychologist/Social worker

Professional Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 55809)

Gazetted: 01 February 2022

Closing Date: 18 February 2022

Details: A dynamic psychologist/social worker is needed to work as a student counsellor with Canberra Institute of Technology. You will be consulted by a range of students with a broad variety of clinical issues. Counsellors work within the Student Support team and consult to teaching staff in relation to student matters. Significant experience in counselling is required as well as an understanding of issues in the Vocational Education and Training sector.

Eligibility/Other requirements: Tertiary qualifications in Psychology/Social work.

For Psychologists: Current registration with the Australian Health Practitioner Regulatory Agency (Psychology Board of Australia). For Social Workers: Eligibility for membership of the Australian Association of Social Workers (AASW) and a current ACT Working With Vulnerable People Card is required.

Note: This is a part-time temporary position available at 22.03 hours per week until December 2022. The full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to apply: Please provide the following when submitting your application:

A response to the Selection Criteria of no more than three pages.

A curriculum vitae, and if a social worker evidence of working with vulnerable people registration.

Two Referees.

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

Contact Officer: Rhonda Fuzzard (02) 6207 4914 rhonda.fuzzard@cit.edu.au

Education and Training Services

Pathways College

General Educational and Year 12 Programs

Administrative Services Officer for General Education and Year 12

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 54640)

Gazetted: 27 January 2022

Closing Date: 6 February 2022

Details: Canberra Institute of Technology are looking for an enthusiastic and motivated person to apply for an Administrative Service role at an ASO4 level for the General Education and Year 12 Programs.

Our ideal candidates

Our work is supported by building a high-performance organisation. We continue to invest in our people and seek new approaches that will allow us to achieve our objectives and realise our vision in a rapidly changing and challenging environment. Our ideal candidates are effective communicators, have good digital and organisational skills and be eager to learn.

We are committed to improving and sustaining employment outcomes for people from diverse backgrounds and recognise that diversity generates creativity and innovation, and produces more sustainable and effective outcomes for the community we serve.

The Position Description contains further details of the role and skills required, and the required attributes.

Prospective applicants are also encouraged to discuss the position with the contact officer before applying. This is a great time to join our team, which engages with and supports the whole of the organisation.

The successful applicant will:

support the Head of Department and provide administrative support to teachers across the Department
have previous experience

display a keen interest to expand your skills, knowledge and experience

have experience using the Microsoft Office Suite and databases

have the ability to use initiative and contribute to a positive work environment

be able to effectively communicate with internal and external stakeholders

have good attention to detail

be comfortable and adaptable to changing priorities.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements:

Certificate III in Business Administration or equivalent are desirable.

CIT Streamlined position: Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

Note: This is a temporary position available from 18 February 2022 up until 31 December 2023 with the possibility of permanency. This temporary position is available for full-time work but is dependent on business requirements and may be filled at short notice. This application can be used across the Pathways College to access skilled and capable people for future vacancies as they arise. Vacancies will be filled in a temporary capacity. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit current curriculum vitae, contact details for two referees and two-page written response to the Selection Criteria within the Position Profile attached.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Hadlow (02) 6207 8958 Tania.Hadlow@cit.edu.au

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

Chief Minister, Treasury and Economic Development

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

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

Executive Group Manager, Business Support Grants

Temporary Vacancy (7 February 2022 to 31 March 2022)

Chief Minister, Treasury and Economic Development Directorate

Economic Development

Position: E1210

(Remuneration equivalent to Executive Level 2.4)

Date circulated: ACTPS Senior Executive List

Circulated to: 27 January 2022

The COVID-19 Business Support Grants were established to support small businesses in the ACT who have faced a significant loss in revenue as a result of the COVID-19 public health measures.

As Executive Group Manager, you will lead business units responsible for delivering a range of business support measures including the COVID-19 Business Support Grants and the Small Business Hardship Scheme, across assessments, systems administration, finance, compliance and audit, customer service and communications.

The position requires a person with exceptional executive leadership skills, proven networks across government, experience in program delivery and strong stakeholder management experience. Applicants should have a track record in delivering government priorities in a fast-paced multi-stakeholder environment.

To apply: Interested candidates should submit a one-page Expression of Interest and current curriculum vitae (including the contact details of two referees) to Anita Perkins via email, anita.perkins@act.gov.au by Sunday 30 January 2022.

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

Remuneration: The position attracts a remuneration package ranging from \$335,516 - \$350,179 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$293,258.

Contact Officer: Anita Perkins (02) 6205 0035 anita.perkins@act.gov.au

Access Canberra

Construction and Planning Regulation

Building and Energy Assessor Compliance Auditor

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 54528)

Gazetted: 01 February 2022

Closing Date: 22 February 2022

Details: Do you want to contribute to improving building quality in the ACT?

Access Canberra has an opportunity for a person with a unique combination of Skills, Knowledge and Behaviours to fill the role of Compliance Auditor in the Construction Audit Team.

The Construction Audit Team of Access Canberra is looking for a motivated individual to 'lead Audit' in class one single residential developments. The individual will be responsible for developing/conducting on site audits on behalf of the Construction Occupations Registrar.

The individual needs to possess the skills to assess and apply building compliance to all BCA building Classes. In this role you will play a proactive role in improving building and planning compliance outcomes.

You will be required to undertake to conduct complex regulatory activities including assessing compliance with the ACT's building, planning and construction licencing laws, and technical documents such as the National Construction Code, Building Code of Australia. You will be required to undertake on-site inspections and compliance audits whilst working within Access Canberra's regulatory framework which directs our approach to regulation. This role involves significant engagements and liaison with the construction industry and members of the community, so communication skills of high order and impartiality and important skills in or to successfully undertake this role.

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: Please note that building inspector appointments are dependent on approval by the Construction Occupations Registrar as per Section 128 of the Building Act 2004.

Highly desirable: A qualification under the Australian Qualifications Framework that is a certificate IV or higher in one or more of the following disciplines:

- Building Surveying;
- Building; or
- Engineering (Structural); or
- A discipline covering:

Residential building construction and design;

Building energy use and energy efficiency; or

Thermal performance of residential buildings.

- Government Investigations

Mandatory: Possession of a current driver's licence at C class or above.

Note: This is a full-time permanent position. 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 has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: If you have read the Position Description and would like to apply for the role please send your curriculum vitae with a two-page pitch on why you think you're the best person for this position outlining your experience and/or abilities against the key areas of Skills, Knowledge and Behaviours to successfully perform this role as outlined in the Position Description.

If you have any questions about the role, please contact Marko Zarak - marko.zarak@act.gov.au

Applications should be submitted via the Apply Now button below.

Contact Officer: Brian Connors (02) 6207 5644 brian.connors@act.gov.au

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

ACT Insurance Authority

Director, Insurance

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 55575)

Gazetted: 28 January 2022

Closing Date: 23 February 2022

Details: Do you have experience in delivering reinsurance and/or insurance 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, Insurance for a temporary position commencing ASAP to 31 August 2022 with the possibility of extension.

The successful candidate will provide strategic leadership and be dedicated to managing the Authority's captive insurance program including delivery of insurance and reinsurance outcomes for the ACT Government. This includes delivery and management of the Territory's General insurance lines, including Property, Medical Malpractice, Public Liability and Professional Indemnity. Reporting to the Senior Director, Risk, Insurance and Governance the Director, Insurance will lead and motivate the Insurance team to provide effective and appropriate insurance support for all ACT Government directorates and agencies, including acting as the subject matter expert. 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.

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

Note: This is a temporary position available immediately until 31 August 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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: Damian Black (02) 6205 0360 damian.black@act.gov.au

Access Canberra

Fair Trading and Compliance

Investigations

Investigator

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 33914)

Gazetted: 28 January 2022

Closing Date: 18 February 2022

Details: We are seeking an enthusiastic and self-motivated Investigator Director to manage the day-to-day operations of the team in pursuing vigorous and effective law enforcement to protect the interests and safety of consumers, and to support fair trading across the ACT.

The Investigations team adopts a strategic, risk-based, and proportionate approach to promote compliance with fair trading legislation. It works in close coordination with other areas within Access Canberra and across the ACT Government to achieve our common purpose of maintaining a safe and liveable city.

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: Suitability for this position will be assessed across three key areas:

Skills. The skills you have to fulfil the duties/responsibilities of the role.

Knowledge. The knowledge you have which will enable you to perform the duties/responsibilities of the role to a high standard.

Behaviour. How you will display the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview.

How to apply: To apply for this role please provide your curriculum vitae and a two-page pitch setting out:

Your greatest achievements in the last five years and how they relate to this position and its duties.

Why your ability, ingenuity, experience, and qualifications make you the best person for this role.

Further information about working at CMTEDD can be found [here](#).

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

Contact Officer: Damien Kelly (02) 6205 4467 damien.kelly@act.gov.au

Communication and Engagement

Whole of Government Communications

Content

Digital Communication Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 18993)

Gazetted: 31 January 2022

Closing Date: 14 February 2022

Details: The CMTEDD Communication and Engagement Division is looking for an enthusiastic Digital Communication Officer to help lead day-to-day delivery of content. You will work with stakeholders from across the division to develop, publish and improve web and digital content across a range of channels.

Under limited direction of the Director, and working collaboratively with the team, you will:

Lead ongoing maintenance of the directorate's websites, intranets and portals, and update new sites/architecture as required.

Create and publish content on the directorate's digital channels including websites and intranets in ways that always consider the audience first, and in accordance with ACT Government website standards.

Monitor, analyse, evaluate and report on the directorate's digital channels to drive best practice and ongoing improvement.

Lead client engagement to provide strategic advice on best practice content design principals.

Provide communication and online services support at the Public Information Coordination Centre (PICC) in times of a Territory emergency.

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

This position involves the direct supervision of staff.

Other duties as directed.

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

Professional Experience and Knowledge

Demonstrated experience in publishing high quality digital content and managing online channels and platforms. Ability to liaise and negotiate effectively with a range of stakeholders to meet multiple deadlines amid competing priorities.

Demonstrated understanding of accessibility, usability and best practice content design and ability to create effective, easy to understand content that meets accessibility requirements.

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

Some experience in leading and managing staff.

Technical Skills

Advanced skills in contemporary techniques for creating user-centric content for various channels, including writing, curating and publishing content for a variety of audiences.

An understanding of UX design, experience with HTML and use of the Squiz content management system.

Understanding of the Digital Service Standard and Australian accessibility standards

Advanced knowledge of contemporary communications and digital media practices.

Minimum of three years' experience working professionally in digital communications is preferred.

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

Behavioural Capabilities

Initiates creative and innovative ideas, approaches, insights or designs.

Exceptional written and verbal communication ability to engage effectively with various stakeholders and audiences.

Sound organisational skills, including the ability to effectively manage multiple tasks and determine priorities.

Adaptability to changing circumstances and successfully managing multiple priorities and demands, in a dynamic, complex and diverse environment.

Resilience and the ability to work productively in a high-pressure environment.

Ability to establish and maintain productive working relationships with internal and external stakeholders, through collaboration, engagement, responsiveness and influence.

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.

How to apply: Please submit the following:

A two-page pitch outlining your suitability for the role, using the Selection Criteria as a guide.

Your curriculum vitae.

Contact details for two referees.

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

Contact Officer: Bernadette Brennan (02) 6207 6901 bernadette.brennan@act.gov.au

Access Canberra

Construction, Utilities and Environmental Protection Branch

Construction and Planning Investigations Team

Investigator – Construction and Planning Investigations Team

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 36009)

Gazetted: 31 January 2022

Closing Date: 18 February 2022

Details: Do you want to help make Canberra a better place to live? Are you interested in implementing change? Do you want to help raise the quality of building in the ACT? This might be the opportunity for you.

Access Canberra are looking for an investigator to assist in driving regulatory reform in the ACT building industry.

As a member of the Construction and Planning Investigations Team you will operate with a high degree of integrity to undertake multiple complex investigations relating to complaints under the Building Act 2004, the Planning and Development Act 2007, and the Construction Occupations (Licensing) Act 2004.

You will be motivated and independent, be able to think strategically, apply a risk-based approach to managing investigations and promoting compliance and show initiative when undertaking investigations, enforcement action and building inspections. You will have excellent attention to detail and the ability to liaise with internal and external stakeholders. You will have a great team to work with and support you in one of the most diverse and interesting agencies in the ACT Government.

If this sounds like you then we would love to hear about why you would be the best person for the job.

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

Eligibility/Other requirements:

Highly desirable: A qualification under the Australian Qualifications Framework that is a certificate IV or higher in Government Investigations / Compliance / Enforcement.

Mandatory: Possession of a current driver's licence at C class or above.

Note: This is a temporary position available immediately until 05 April 2023. An order of merit will be established from this selection process and may be used to fill current and future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Currently this team is working from home.

How to apply: Please attach the following to your application:

Your curriculum vitae.

Names and contact details of two professional referees (one of whom is to be a current or very recent supervisor).

A written pitch of no more than two pages, providing evidence of your suitability for the role. Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved.

Refer to the Position Description for further details of what is required to succeed in this role.

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

Contact Officer: Andrew Harrold (02) 6207 6950 andrew.harrold@act.gov.au

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

Digital, Data and Technology Solutions

ACT Data Analytics Centre

Data Analyst

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 40129)

Gazetted: 31 January 2022

Closing Date: 16 February 2022

As a Data Analyst with the ACT Data Analytics Centre (ACTDAC) (part of the ACT Government's Digital, Data and Technology Solutions Group), you will help create modern data products. Your data expertise will uncover actionable insights that build a data-driven Canberra and inform ACT Government policies and services. Your experience will enhance ACTDAC's data analytics expertise and support the delivery of rich data-driven services for Canberrans. Working collaboratively with our partners, you will help to grow the ACT Government's data capability.

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:

Your duties and responsibilities:

Analyse data from primary or secondary data sources and develop and maintain data models for storage and reporting.

Interpret and analyse complex and large data sets and produce analytical reports using appropriate statistical techniques.

Filter and "clean" data, review computer reports, printouts, and performance indicators to locate and correct code problems.

Use data visualisation tools to present data and information to a range of audiences, for example, developing reporting dashboards.

Work closely with stakeholders across government in the delivery of data management strategies and assist with prioritising business and information needs.

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.

This position does not require a pre-employment medical. This position does not require a Working with Vulnerable People Check. This position does not involve direct supervision of staff.

Qualifications/Requirements:

Bachelor/s Degree in the fields of Statistics, Mathematics or Computer Science and/or two+ years in a data analysis role would be highly desirable.

Further information on working at CMTEDD can be found at:

http://www.jobs.act.gov.au/_data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position may be performed in a range of settings including home-based

work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please submit a written application of no more than two pages responding to the required Selection Criteria in the Position Description, a current curriculum vitae and contact details for two referees, one of which is your current manager.

Current and former ADF members are encouraged to apply.

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

Venues Canberra

Event and Venue Sales Coordinator

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 31485)

Gazetted: 01 February 2022

Closing Date: 16 February 2022

Details: Details: The Event and Venue Sales Coordinator is part of the Venues Canberra Commercial team and is responsible for increasing revenue and event days via sales and other commercial activities. The dynamic position involves collaboration with internal and external stakeholders, and responsiveness to the needs of clients.

The positions will also assist and contribute to marketing activities at Exhibition Park in Canberra and at other venues managed and operated by Venues Canberra.

Eligibility/Other Requirements:

C Class Driver's Licence is essential.

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

Note: Orders of merit: 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.

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

How to Apply: To apply applicants are to address each of the selection criteria and provide a copy of current resume/CV

Applications should be submitted via the Apply Now button below.

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

Construction, Utilities and Environment Protection

Construction Licensing and Governance

Lease Compliance and Occupational Licensing Team

Senior Fee Compliance Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 15351)

Gazetted: 01 February 2022

Closing Date: 8 February 2022

Details: The Lease Compliance Team within the Lease Compliance and Occupational Licensing Team (LCOL) is responsible for compliance activities relating to building and development covenants contained within Crown leases. Covenants require leaseholders to commence development and complete development within specified timeframes and lease holders are in breach if they fail to comply. The team is also responsible for the processing of Extension of Time applications and the issuing of Commercial Compliance Certificates under the Planning and Development Act 2007 and Planning and Development Regulations 2008.

The Lease Compliance Team, work alongside the Occupational Licensing Team who are responsible for the processing of licences and registrations under a variety of legislation including the Construction Occupations (Licensing) Act 2004, the Architects Act 2004 and the Work Health and Safety Act 2011. The team performs these functions on behalf of statutory officers including the Construction Occupations Registrar, the ACT Architects Board and the Regulator of Work Health and Safety.

LCOL also responds to formal complaints made under the Construction Occupations (Licensing) Act 2004 or the Planning and Development Act 2007 and Regulations.

If you are looking to work in a team that values flexibility and is committed to demonstrating the ACTPS Values while delivering good regulatory outcomes for the community then we would like to hear from you.

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

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

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the Position Description. Please provide a current curriculum vitae, and one completed referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Courtney Adams (02) 6207 7916 courtney.adams@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Governance and Support Services

Director, Change and Communication

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 00418)

Gazetted: 28 January 2022

Closing Date: 16 February 2022

Details: The ACT Government's Digital, Data and Technology Solutions (DDTS) Group has a line-up of ICT projects that will help improve the lives of Canberrans and transform the way the ACT Government does business. Strategic Business Branch (SBB) is looking for an influential change and communication professional to lead and drive initiatives across the division. In this varied, hands-on role, the Director, Change and Communication will apply their skills in strategy development and implementation, as well as the day-to-day communications support for the branch. You will lead and inspire a small team of change and communications officers to produce customer focused communication materials and change management initiatives to enable successful outcomes for the delivery of ICT projects.

To succeed in this role, you 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. Collaboration with program and project managers to ensure change and communication remains an important part of the project lifecycle is essential to succeeding in the role. 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:

Demonstrated experience in a change and communications role.

A tertiary qualification in a change and communications field would be highly regarded.

Note: This is a temporary position available immediately for a period of three to 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 along with your curriculum vitae.

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

Contact Officer: Lucy Taylor (02) 6207 6307 lucy.taylor@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Governance and Support Services

Communications Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 54428)

Gazetted: 02 February 2022

Closing Date: 9 February 2022

Details: Strategic Business Branch (SBB) is looking for a great communicator to draft and develop internal communication and engagement material for the branch. The Communications Officer will apply their skills to tasks ranging from producing communication material for ICT Project updates to assisting in strategy development

and implementation activities. Experience in developing communications for a range of audiences via different channels is key to succeeding in this role.

You will be part of a small team committed to delivering customer focused content and communication materials which explain technical and abstract information in a simple and consumable fashion.

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.

Note: This is a temporary position available immediately for three months. Part-time hours will be considered, and the full-time salary will be paid pro-rata. This position is available to ACT Government officers and employees only.

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 sent to the Contact Officer.

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

Shared Services

Digital Records Team Leader

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 23261)

Gazetted: 01 February 2022

Closing Date: 17 February 2022

Details: Are you the go-to person to fix problems? Do you have experience maintaining IT systems? The Digital Records Support team might be the team for you!

The Digital Records Support team are looking for an enthusiastic team member to join our dynamic and fast paced environment. To be successful in this position you will be outgoing, fantastic with people and relationship building and a great team player. You will have experience maintaining IT systems and the ability to troubleshoot complex, technical situations with the teams deliverables as your focus.

You will be the technical escalation point for the Digital Records Support team members and will consult directly with Directorates regarding system configurations, maintenance and workflows. This role will include but is not limited to; analysing system issues, liaising with vendors, conducting audits, documentation and reporting.

Eligibility/Other Requirements: Experience in Objective or similar system would be highly desirable.

If this sounds like you, we encourage you to apply.

Note: This is a temporary position available for up to 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.

Contact Officer: Matthew Davis (02) 6207 9719 Matthew.Davis@act.gov.au

Treasury, Commercial Services and Infrastructure

ACT Property Group -Finance and Systems

Finance and Systems

Assistant Director, Systems, Reporting and Data Analytics

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 46706)

Gazetted: 01 February 2022

Closing Date: 8 February 2022

Details: This position contributes to the management of the business systems of the organisation, including the provision of IT support to staff in an activity based work environment. This is a key role in ensuring that the property management and other IT systems are used to their full potential across the organisation and to ensure we make good use of the data held and generated by the system. The person in this role will prepare reporting on business performance using data analytics.

The position supports the financial management of the organisation through financial and management reporting, month end processes and capital and project reporting.

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

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

Eligibility/Other Requirements: This position requires:

A current driver's licence (car)

Qualification/s in IT, Project or change management and/or Systems are highly desirable.

Tertiary qualifications in Accounting and/or Information Systems and membership of, or progression towards, CPA or CA status is desirable.

Note: This is temporary position available immediately for four months. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only. 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:

1. 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.
2. A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and
3. Contact details of at least two referees.

Applications should be submitted to the Contact Officer.

Contact Officer: Margaret McKay (02) 6205 8695 margaret.mckay@act.gov.au

Access Canberra Construction Utilities and Environment Protection

Building and Planning Compliance

Compliance Regulator

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 25332)

Gazetted: 27 January 2022

Closing Date: 17 February 2022

Do you want to help make Canberra a better place to live? Are you interested in implementing change? Do you want to help raise the quality of building in the ACT? This might be the opportunity for you. Applications are sought to fill the temporary position of Compliance Regulator in the Rapid Regulatory Response Team.

Access Canberra is looking for a person with a unique combination of skills, knowledge, and behaviours to fill the role of Compliance Regulator in the Rapid Regulatory Response Team. In this role you will respond to complaints received by Access Canberra in relation to building and planning matters. You will conduct complex regulatory activities to assess compliance with the relevant Acts, Regulations, and technical building requirements, as well as on-site inspections and audits. The role requires extensive liaison and communication with a range of stakeholders, including owners of properties, construction professionals and complainants. You will assess and provide ACT building and planning legislation related advice on site to stakeholders while adhering to Access Canberra's engage and educate policy approach to resolving complaints. Highly desirable for the role are excellent customer service skills, extensive knowledge of ACT building and planning legislation (including ACT development approval and build

You will have a great team to work with and support you in one of the most diverse and interesting agencies in the ACT Government. If you are up for a professional challenge in an environment that will support your growth and development as a regulator then this is the role for you. Please see the attached position description for an outline of the position's responsibilities.

Note: This position is Full-time Temporary for a period of up to 12 months with possibility of an extension.

Candidates shortlisted for an interview will have to undertake a knowledge test prior to the interview. A merit pool will be prepared from this recruitment process which will be used to fill future similar permanent or temporary opportunities in Rapid Regulatory Response Team if become available within 12 months or as extended as mentioned above from the completion of current recruitment process.

How to Apply: If you have read the position description and selection criteria and would like to apply for the role, please send:

your CV

a two-page response addressing the selection criteria giving examples of your experience that demonstrates you can successfully perform this role (maximum of two pages)

Applications should be submitted via the Apply Now button below.

Contact Officer: Ajith Buddhadasa (02) 6205 8359 Ajith.Buddhadasa@act.gov.au

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

ACT Insurance Authority

Claims Administration Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 48195, several)

Gazetted: 27 January 2022

Closing Date: 10 February 2022

Details: Working with a professional team, the role of Claims Administration Officer is responsible for supporting the administrative functions of the claim's operation at ACTIA. Duties include the registration of claims, payment of invoices and other general administrative tasks to support the smooth operation of a busy team. Organisational skills and attention to detail are key in this fast-paced environment. ACTIA have a flexible working environment, supportive culture and are looking for a highly motivated individual to join us!

We are a small team committed to executing our work to the highest standards. We work across a range of different insurance classes and across all ACT Government Directorates and Agencies. We recognise and reward the contribution of our team and offer the opportunity to develop and support the professional development of the successful candidate.

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

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 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: SarahA Taylor (02) 6207 0184 sarahA.taylor@act.gov.au

Economic Development

VisitCanberra

Marketing

Senior Public Relations Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 56029)

Gazetted: 27 January 2022

Closing Date: 22 February 2022

Details: VisitCanberra is seeking a Senior Public Relations officer to develop and implement targeted public relations, promotions and media strategies as part of the overall marketing strategy. VisitCanberra leads the ACT and capital region tourism industry to create and implement a range of marketing and partnership programs that aim to grow the value of tourism to the ACT economy.

The Senior Public Relations Officer is required to undertake the following duties:

In line with the marketing strategy and broader marketing team objectives; proactively identify and develop relationships with key media (local, national and international). Duties include creating, pitching and distributing content and the co-ordination of promotional activities such as events and activations.

Develop and implement a detailed annual communications plan highlighting opportunities to work co-operatively with key local industry stakeholders (i.e. event suppliers and tourism industry partners) and external stakeholders (i.e. Tourism Australia, aviation partners etc.) to deliver extensive owned and earned media coverage line with the marketing strategy.

Effectively manage contracted suppliers to ensure delivery of services in line with government procurement processes and expectations as outlined by the Assistant Manager, PR and Social Media.

Manage requests from partners (media, industry, internally) in a timely and professional manner by providing appropriate support such as co-ordinating familiarisations, hosting and spokesperson duties as required.

Support the wider marketing team and senior managers in preparing and distributing consumer content for publications, websites, media kits, marketing collateral, e-newsletters, press releases, social media content and other requests as required.

Support the wider marketing team and senior managers in preparing reports and other ministerial materials (speech notes, functions briefs, media alerts and ministerial releases) as required.

This position may involve direct supervision of staff.

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

Eligibility/Other requirements:

Tertiary qualifications in marketing communications, journalism, public relations or related disciplines are highly desirable.

Sound knowledge of Canberra and region tourism products, experiences and events (or desire to quickly acquire). Australian driver's license.

Flexibility to work weekends and evenings on occasion.

Note: This is a temporary position available immediately until 17 February 2023 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: If this sounds like you, please submit your curriculum vitae and a supporting statement. The supporting statement should clearly address the Selection Criteria and be no longer than three pages telling us why you are the right person for the job.

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

Contact Officer: Cassie Dunchue (02) 6207 9426 cassie.dunchue@act.gov.au

Communication and Engagement

Whole of Government Communication

Content

Digital Communication Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 18246)

Gazetted: 27 January 2022

Closing Date: 10 February 2022

Details: The CMTEDD Communication and Engagement Division is looking for an enthusiastic Digital Communication Officer to help manage day-to-day delivery of content. You will work with officers from across the division to develop, publish and improve web and digital content across a range of channels.

Under direction of fellow team members, you will:

Maintain the directorate's websites, intranets and portals, and update new sites/architecture as required.

Create and publish content and help update the directorate's digital channels including websites and intranets in ways that always consider the audience first, and in accordance with ACT Government website standards.

Monitor, analyse, evaluate and report on the directorate's digital channels to drive best practice and ongoing improvement.

Provide advice to stakeholders on structure for digital content based on best practice content design principals.

Liaise effectively with a range of stakeholders and provide advice on content structure and presentation.

Provide communications and online services support at the Public Information Coordination Centre (PICC) in times of a Territory emergency.

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

Other duties as directed.

This position does not involve the direct supervision of staff.

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

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

Professional Experience and Knowledge

Demonstrated experience in publishing high quality digital content and managing online channels and platforms.

Ability to liaise and negotiate effectively with a range of stakeholders to meet multiple deadlines amid competing priorities.

Demonstrated understanding of accessibility, usability and best practice content design and ability to create effective, easy to understand content that meets accessibility requirements.

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

Technical Skills

Skills in contemporary techniques for creating user-centric content for various channels, including writing, curating and publishing content for a variety of audiences.

An understanding of UX design, experience with HTML and use of the Squiz content management system.

Understanding of the Digital Service Standard and Australian accessibility standards

Knowledge of contemporary communications and digital media practices.

Minimum of two years' experience working professionally in digital communications is preferred.

Behavioural Capabilities

Initiates creative and innovative ideas, approaches, insights or designs.

Exceptional written and verbal communication ability to engage effectively with various stakeholders and audiences.

Sound organisational skills, including the ability to effectively manage multiple tasks and determine priorities.

Adaptability to changing circumstances and successfully managing multiple priorities and demands, in a dynamic, complex and diverse environment.

Resilience and the ability to work productively in a high-pressure environment.

Ability to establish and maintain productive working relationships with internal and external stakeholders, through collaboration, engagement, responsiveness and influence.

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

Note: 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: Applications should be submitted via the Apply Now button below.

Please respond with:

A two-page pitch outlining your suitability for the role, using the Selection Criteria as a guide.

Your curriculum vitae.

Contact details for two referees.

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

Contact Officer: Bernadette Brennan (02) 6207 6901 bernadette.brennan@act.gov.au

Executive Branch Manager, Infrastructure Finance and Reform

Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E744)

Gazetted: 01 February 2022

Closing Date: 15 February 2022

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

As Executive Branch Manager, you will be responsible for leading a small team of professionals in advising government on the development of infrastructure projects, including the use of private finance where appropriate, partnering with directorates to ensure that projects provide the required evidence and analysis to justify the funding decisions of government; managing the process and providing commercial support for the assessment of Unsolicited Proposals; and reviewing and updating policy frameworks such as the *Capital Framework* and the *Partnerships Framework*.

Applicants will need to demonstrate their ability to provide briefings to senior executives and Ministers, exemplify leadership at an executive level, along with the ACTPS Values and signature behaviours and an understanding of the financial and commercial advice required to inform government on complex capital projects and infrastructure funding models. The role requires effective engagement with the ability to apply sound judgement and a high level of integrity to all work. Strong oral and written communication and liaison and negotiation skills are necessary to achieve positive outcomes across a range of responsibilities.

The successful applicant will report directly to the Deputy Under Treasurer, Budget, Procurement, Infrastructure and Finance within Treasury, CMTEDD.

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.

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

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

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

How to Apply: Please provide a curriculum vitae, contact details for two referees, and provide a response of no more than two pages addressing the Executive Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sue Vroombout at sue.vroombout@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 Response

Communications and Community Education

Communications and Community Education

Senior Officer Grade A \$155,107, Canberra (PN: 38058)

Gazetted: 01 February 2022

Closing Date: 18 February 2022

Details: Do you thrive in busy and fast-paced environments and in providing leadership to multiple frontline teams?

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

Have a knack at working collaboratively with stakeholders to achieve positive outcomes?

Are you a leader with regulatory and communications experience and a drive to provide clear information to community and business to support compliance and community safety?

Then we want you!

Access Canberra is on the hunt for an experienced leader, someone who is a strategic thinker and a good stakeholder manager, to support a number of teams to deliver on multiple priorities simultaneously. You will be joining a great, supportive and enthusiastic branch and will enjoy working with strong support from executive. This is a great opportunity to work in a diverse, challenging, and dynamic organisation where each day you will have the opportunity to do something different – so get in quick to express your interest now!

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

Eligibility/Other requirements:

Leadership experience in managing multidisciplinary, operational and/or regulatory teams.

Knowledge of, and exposure to, complex regulatory agencies and organisations.

Communications/engagement/marketing qualifications.

Note: This is a temporary position available from 14 February 2022 until 17 February 2022 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

Current and former ADF members are encouraged to apply.

How to apply: To apply for this role please submit a maximum two-page pitch addressing the skills, knowledge and behaviours listed in the Selection Criteria, details of two referees and a curriculum vitae.

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

Contact Officer: Emily Springett (02) 6205 9093 emily.springett@act.gov.au

Access Canberra

Fair Trading and Compliance

Compliance

Data Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 19636)

Gazetted: 01 February 2022

Closing Date: 15 February 2022

Details: Access Canberra's Compliance team is looking for an enthusiastic and dedicated data officer to join the team in a development strategic role. The team is responsible for regulating a large variety of legislation, including liquor, security, tobacco, agents, traders, gaming machines, casino, controlled sports and more. The team works collaboratively with investigation and licensing teams to ensure consistency in service delivery to both industry and the ACT public.

The successful applicant will assist in data and system development, upkeep and reporting for a busy team responsible for the regulation of various industries across the ACT. The role will work closely with the inspectors to develop inspection systems in Esri's ArcGIS Online suite of products and reporting through Microsoft PowerBI. The role will also be responsible for delivering related strategic projects, developing digital resources, reporting on team outcomes and implementing innovative solutions to compliance activities.

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

Eligibility/Other requirements:

This position may require a Working with Vulnerable People registration.

Ability to use and develop in Esri ArcGIS products and Microsoft PowerBI is essential.

Note: This is a temporary position available immediately until 30 June 2022. This position is available to ACT Government officers and employees only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only. A Merit Pool may be established from this selection process and may be used to fill vacancies over the next 12 months.

How to apply: Please provide your curriculum vitae, including the details of two referees, and a two-page pitch expressing your interest in the role and why you are the best person for the role.

Applications should be sent directly to the Contact Officer.

Contact Officer: Callan McPhan (02) 6207 0195 callan.mcphan@act.gov.au

City Renewal Authority

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

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

Executive Branch Manager, Design and Place

Executive Level 1.4 \$257,573 - \$268,725 depending on current superannuation arrangements, Canberra (PN: E1044)

Gazetted: 29 January 2022

Closing Date: 18 February 2022

Reshape the National Capital

Details: Applications are invited for the position of Executive Branch Manager, Design and Place, with the City Renewal Authority (CRA), in Canberra, ACT.

The CRA is established under section 7 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act) and regulated by Parts 8 and 9 of the *Financial Management Act 1996* (FMA), s. 50 of the *Planning and Development Act 2007* and the *Public Sector Management Act 1994* (PSMA).

The objectives of the CRA are set out in section 8 of the Act and include:

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

the encouragement and promotion of social and environmental sustainability; and

operational effectiveness, delivering value for money using sound risk practices.

The CRA's 2025 Strategic Plan sets out the key directions and goals for the Authority. A copy of the plan can be accessed via:

https://www.act.gov.au/data/assets/pdf_file/0011/1766720/20210518-2025-Strategic-Plan-2021-update-FINAL.pdf.

The Executive Branch Manager, Design and Place provides strategic program and project leadership and technical design advice to the Authority. The position is the senior Subject Matter Expert on all design-related matters associated with the delivery of the CRA's Renewal Program agenda and leads the delivery of its design, place making and activation activities across the City Renewal Precinct. This includes project design leadership, procurement and management, design review, and the formulation and implementation of place-based renewal and revitalization action plans in collaboration with a range of internal and external partners.

The Executive Branch Manager, Design and Place supports the CEO and the Authority Board in advancing high quality built environment design in the achievement of the CRA's objectives and program goals. The position plays a central role in how the CRA partners, creates its projects and then co-designs and collaborates with other ACT Directorates, industry, and the broader community to deliver them. The role is also a focus for innovation and creativity across the different elements of the agency's work.

Further information on the City Renewal can be found at: <https://www.act.gov.au/cityrenewal>.

Note: Formal qualifications in architecture, landscape architecture, urban design, project management, planning or urban development supported by demonstrable experience in one or more of these fields, is essential.

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

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

How to Apply: Please contact our Chief Operating Officer Craig Gillman at craig.gillman@act.gov.au or (02) 6207 2478.

Contact Officer: Craig Gillman (02) 6207 2478 craig.gillman@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

Community Services Temporary Employment Register

Administrative Services Officer Class 2-6 \$59,813 - \$103,117, Canberra (PN: Community Services Directorate Temporary Employment Register)

Gazetted: 01 February 2022

Closing Date: 31 December 2022

Details: The Community Services Temporary Employment Register is used to select staff for non-advertised short-term vacancies of up to 3 months that become available within the Community Services Directorate.

The type of temporary employment vacancies include:

Administrative Services Officer Class 2 (ASO 2) – Administrative Services Officer ASO 6 (ASO 6) Senior Officer Grade C (SOG C) – Senior Officer Grade A (SOG A)

Children Youth Protection Professional 1 (CYPP1) – Children Youth Professional 4 (CYPP 4)

Roles may be filled based on operational requirements and the business needs of the organisation. Applicants will only be contacted if a vacancy arises suiting their skills and experience.

There is no guarantee that an offer of employment will be made while an application remains on the register.

Requirements:

Applicants must meet the following requirements:

Citizenship – Applicants need to be an Australian Citizen, Australian Resident or hold an Authorised Temporary Working Visa.

Security checks – All new employees to the ACT Government are required to undergo an Australian Federal Police criminal history check. The check assists the Community Services Directorate in determining the suitability of applicants for employment.

Previous employment check – The Community Services Directorate may contact applicants' past or present employers in order to obtain background information about their suitability for employment.

Availability - It would be appreciated if applicants to the Register keep their availability current. If you are no longer available for employment, please advise us via the contacts below.

Register expiry - The Register **expires at the end of December of each year**. To remain on the Register, **you will need to re-apply**.

To get on the Register:

Please refer to the requirements as set out in the Applicant Information. The Applicant Sheet is to be completed and submitted along with a current resume, contact details of two referees and any supporting documentation (in Microsoft Word, PDF or RTF form) to:

By email: CSDWorkforceManagement@act.gov.au

For further information regarding the above please email the Workforce Management team at email -

CSDWorkforceManagement@act.gov.au

About the Community Services Directorate:

Please visit: www.communityservices.act.gov.au

Contact Officer: CSD Workforce Management (02) 6207 3235 CSDWorkforceManagement@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.

Housing ACT

Executive Government and Engagement

Manager, Executive and Government

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 36469)

Gazetted: 31 January 2022

Closing Date: 7 February 2022

Details: The Manager, Executive and Government provides support with the management of ministerial and directorate briefing materials on behalf of Housing ACT.

This includes the quality assurance and editing of briefs, correspondence to Housing ACT tenants and applicants, dot points, incident reports and ad hoc information requests.

If you are a strong writer, have knowledge/experience of Housing ACT front line operations and are looking to develop a new skill set please let us know your interest.

Eligibility/Other Requirements:

Training and support will be provided to the successful applicant.

Experience working within Housing ACT front line operations is desirable.

Strong writing skills and the ability to fine tune dot points, briefs, and correspondence.

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

How to Apply: Please submit a two-page statement against the capability headings outlining why you are the person for position, keeping in mind the duties and responsibilities.

For more information about this role or to discuss your interest in applying, please contact Anna Harkin at anna.harkin@act.gov.au.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anna Harkin (02) 6207 2349 anna.harkin@act.gov.au

Corporate Services

Internal Audit and Risk Management

Senior Assurance Officer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 37555)

Gazetted: 28 January 2022

Closing Date: 11 February 2022

Details: The ACT Government Community Services Directorate (CSD) has responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services and policy, children, youth and family support services and policy, Child and Family Centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, and community disaster recovery. CSD provides staff with flexible working arrangements, access to a range of varied and interesting roles and training that is tailored to career goals. Staff working in CSD are expected to demonstrate quality customer service, problem solving and teamwork skills, be willing to continuously improve, adapt to change, be outcome focused and accountable for their actions.

The Senior Assurance Officer will work in a small team to contribute significantly to execute the internal audit program, provide secretariat support to the Audit and Risk Management Committee (ARMC) and assist with administrative tasks that are critical to the team's efficient and effective operations. Initiative, teamwork, organisational skills and attention to detail are essential to perform this role. The Senior Assurance Officer will also assist the team to facilitate the implementation of Risk Management, Fraud and Corruption and Business Continuity Frameworks across the Directorate.

In addition, the Officer will also provide secretariat support to the Senior Executive Responsible for Business Integrity and Risk (SERBIR).

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

Related tertiary and/or professional qualifications such as CPA/CA/CIA (or study towards) would be beneficial. Related qualifications in Risk Management would be beneficial.

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: To apply, you will need to submit:

A cover letter of no more than four pages outlining your relevant Skills, Knowledge and Experience against the Selection Criteria stated in the Position Description.

A current curriculum vitae.

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

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

Contact Officer: Mayoora Sinnathurai on mayoora.sinnathurai@act.gov.au or (02) 6205 0147

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

School Performance and Improvement

Belconnen Network

UCSSC College Lake Ginninderra

Information Technology Officer

Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 02780)

Gazetted: 27 January 2022

Closing Date: 15 February 2022

Details: The University of Canberra Senior Secondary College, Lake Ginninderra is a Year 11 and 12 College situated centrally in Belconnen. The school has approximately 660 students and 80 staff. The College site includes a Registered Training Organisation (RTO) for the Belconnen Network, the North side Hub of the Academy of Futures Skills and is a UC Affiliated School. The College has strong links with multiple stakeholders including feeder schools and community groups and is future focussed. The Values are to connect, innovate and impact.

UCSSC Lake Ginninderra seeks a motivated and innovative officer to provide high level ICT support to the college staff, students and community.

The successful applicant will take a leadership role in the management, development and improvement of the administrative and curriculum networks across the college. Provide strategic planning advice and support and

liaise with outside agencies. Promote the use of ICTs with particular attention to providing staff with training and technical support in the use of the network and related software packages and device. The position has a focus on the integration of ICT into classrooms and how it can be applied to effective communication both within the college and beyond.

Duties also include identifying and rectifying hardware problems, managing user accounts, maintaining the school's IT asset database and providing technical support/assistance with IT security for the school.

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.

Completion or near completion of an associate diploma or higher qualification in computing/ information science or significant relevant work experience (2 or more years).

Note: This is a temporary position available immediately until December 2022. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Please submit your response of no more than two pages addressing the Selection Criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities as required.

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

Contact Officer: Sumana Sen (02) 6142 2222 sumana.sen@ed.act.edu.au

Business Services

Strategic Finance and Procurement

External Budgets and Reporting

Assistant Director

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 51914)

Gazetted: 27 January 2022

Closing Date: 10 February 2022

Details: The Strategic Finance and Procurement Branch is looking for a self-motivated, highly capable Assistant Director, to assist with financial and budget management. Working to the Director, External Budgets and Reporting, the role will require you to be familiar with the ACT Government budget process, and to have experience working within this environment on key tasks such as business case development and coordination, financial reporting through the Government Budget Management System and the provision of important financial advice to inform decision making.

The successful applicant will have excellent communication, and technical accounting skills, be able to liaise with a wide range of stakeholders on a broad range of topics, work in a very busy environment and manage parts of the budget and financial reporting process. The successful applicant will be able to find solutions to complex issues and identify ways to improve existing processes.

Eligibility/Other requirements: Relevant qualifications in Accounting or similar and/or experience is desirable. Working knowledge of the Government Budget Management System (GBMS) and CDM is also desirable.

Note: This is a temporary position available from 21 February 2022 until 16 December 2022. This position will be operating from a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Staff are currently working from home due to the COVID-19 restrictions which may continue. Please discuss any concerns or questions you may have with the Contact Officer. Selection may be based on application and referee reports only.

How to apply: Applicants should submit a current curriculum vitae, a two-page statement addressing the Selection Criteria as per the Position Description, and details of two referees.

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

Contact Officer: DavidR Walsh (02) 6205 1719 davidR.walsh@act.gov.au

System Policy and Reform

Strategic Policy

Preschool Pathways Partner

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 42996, several)

Gazetted: 27 January 2022

Closing Date: 10 February 2022

Details: Are you an early childhood expert who enjoys coaching and mentoring and supporting children and families? Are you looking for a job that will build the capacity of the ACT's early childhood education sector, and support improved practices in transitions and inclusive practices for all children?

This is an exciting opportunity for the right candidates to establish these newly created roles as Preschool Pathways Partners to support [Set up for Success: An Early Childhood Strategy for the ACT](#).

As a Preschool Pathways Partner you will build the knowledge, confidence and capacity of educators to support inclusive practices, enhance transitions, and provide continuity for our youngest learners in early childhood education settings across sectors.

Your ability to connect, coach and work directly with educators and educational leaders to support children with additional needs and children transitioning across early childhood settings is paramount.

Preschool Pathways Partners will act as coaches, providing educators with tools to support the development of specific skills and practices for inclusive education and to support all children in their play-based program.

Preschool Pathways Partners will facilitate connections between education and care settings to improve shared practice between educators and support transitions for all children.

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 www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Australian citizenship and/or permanent residency status is required.

A current driver's licence is required.

Specific (desired) requirements:

Relevant tertiary qualifications would be an advantage (Early Childhood qualifications are highly desirable, including EC degrees focussing on the 0-5 years) as would direct experience working with children with additional needs and their families and/or children and families from diverse cultural backgrounds.

Skills and expertise in contemporary early childhood practice with a focus on inclusion and transition approaches and demonstrated achievements in this field would be an advantage.

Coaching experience and/or facilitation skills or experience would be an advantage.

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.

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

How to Apply: Please see attached position description for details on how to apply.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jantiena Batt (02) 6207 4082 Jantiena.Batt@act.gov.au

Service Design and Delivery

Assistant Director Government Business

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 42272)

Gazetted: 27 January 2022

Closing Date: 10 February 2022

Details: **Details:** Our ideal candidate will have a positive can-do approach as well as exceptional interpersonal and negotiation skills. You will excel at building rapport with stakeholders and be proactive in maintaining positive working relationships. You are amazing at prioritising your time and workload and have the ability to think outside the box. You will also be able to display resilience, tact and empathy when required.

The Assistant Director Government Business will report directly to the Director Group Business and will work closely with the group's Executive and senior leadership team to support workplace objectives. This position will be responsible for the preparation of high-quality written communication and quality assurance on all Government Business items for the Service Design and Delivery Group, including Ministerial responses, Budget Estimates, Speeches, Cabinet Submissions, Questions on Notice, Corporate Reporting requirements and a range of other projects as required.

Eligibility/Other Requirements:

Highly Desirable:

Demonstrated high level stakeholder management skills

Demonstrated ability to develop high-quality written advice including, briefing papers, speeches, correspondence and reports

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: Please submit response to Selection Criteria (maximum three 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 1310 Laura.Sant'Ana@act.gov.au

Business Services

Infrastructure and Capital Works

Capital Upgrades

Senior Administrative Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 51421)

Gazetted: 01 February 2022

Closing Date: 15 February 2022

Details: The Infrastructure and Capital Works Branch is seeking applications from motivated and organised individuals with good communication and interpersonal skills to provide administration and financial support to the Capital Upgrades team project officers. These duties relate to the unit's financial management and include co-ordination of regular reporting of project progress and updating project hand-over documentation into the appropriate management systems. The applicant will liaise with Student Engagement to determine annual accessibility demand, maintain annual updates of asset master lists, eg. car parks, transportable classrooms and toilets; and manage other records, including TRIM documents. Proficiency in the use of the Microsoft Office suite and the ability to multi-task and work under pressure are essential.

Eligibility/Other requirements: Familiarity with building works including managing the delivery of design documentation, managing contractors, inspecting works, contract administration and WHS practices is desirable.

Note: This is a temporary position available immediately for a period of three months. Selection may be based on application and referee reports only. This position is in a team with hybrid working arrangements and mostly working from home. Officers will not have a designated workstation/desk at the 220 London Circuit, Canberra City office location.

How to apply: Applicants should provide a curriculum vitae, the contact details for two current referees, and a two-page pitch detailing how your experience and skills align with the duty statement/Selection Criteria.

Applications should be sent directly to the Contact Officer.

Contact Officer: Pragati Peswani (02) 6205 9370 pragati.peswani@act.gov.au

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

Business Services

Chief Finance Officer

Executive Level 1.4 \$257,573 - \$268,725 depending on current superannuation arrangements, Canberra (PN: E246)

Gazetted: 01 February 2022

Closing Date: 22 February 2022

Details: The Education Directorate has a long-term vacancy from April 2022 for five years to fill the position of Executive Branch Manager/Chief Finance Officer, Strategic Finance and Procurement.

The Chief Finance Officer (CFO) is responsible for providing strategic financial and policy advice and for managing the financial and procurement activities of the Directorate and working with senior colleagues to ensure planning and budgeting activities meet corporate goals, key legislative and business obligations and improve business productivity. The position reports to the Executive Group Manager Business Services and provides the Director-General and Senior Executive Team with strategic advice across the full range of financial and procurement functions.

The CFO will contribute to the design and delivery of significant financial and business improvement initiatives aligned with the directions and priorities of the Directorate's Strategic Plan 2018 - 2021, A Leading Learning Organisation.

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

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

Eligibility/Other Requirements: The position requires specialist qualifications including a relevant tertiary qualification in accounting and full membership of CPA Australia or the Institute of Chartered Accountants or equivalent.

How to Apply: Applications should address the executive capabilities, include a current curriculum vitae, and details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Matthews (02) 6207 0384 david.matthews@act.gov.au

School Improvement

Principal - ACT Schools

School Leader A 3 173,364 - 200,133, Canberra (PN: Principal)

Gazetted: 31 January 2022

Closing Date: 17 February 2022

Details: Directorate Overview

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

The Directorate's Future of Education Strategy identifies four foundations and four principles that shape and guide thinking, planning and delivery of education for every ACT student. Foundations of the Strategy: Principles:

Place students at the centre of their learning

Empower teachers, school leaders and other professionals to meet the learning needs of all students

Build strong communities for learning

Strengthen systems to focus on equity with quality. • Equity

Student agency

Access

Inclusion.

The ACT Public School System is growing, requiring knowledgeable, flexible, innovative and responsive leaders in every school. Successful school leaders in the ACT will understand that our people are our greatest resource, who flourish when engaged with colleagues as learners receiving quality feedback. This supports their impact both individually and collectively on student outcomes. ACT school leaders operate as system principals, collaborating with colleagues across and within their networks.

Reporting to a Network Director of School Improvement, the appointed principal will manage and lead their school, develop their staff teams to respond to the needs of all students, engage their school communities and build community partnerships. The principal will lead the school's improvement agenda, grounded in evidence from research and practice.

Position Details:

Primary/Early Childhood

Curtin Primary School (SLA1) - South Weston Network

High School/ P- 10 Combined School

Alfred Deakin High School (SLA2) - South Weston Network

Amaroo School Executive Principal (SLA3) - North Gungahlin Network

Melrose High School (SLA2) - South Weston Network

College/Other

Birrigai Outdoor School (SLA1)- Tuggeranong Network

Hawker College (SLA1) - Belconnen Network

Job Description: See the School Leader Application Package.

Eligibility/Other Requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is

required. For further information on Working with Vulnerable People registration refer to www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Assessment: Joint Selection Committees (JSC) for each sector i.e. High School/College and Primary/Early Childhood will be established to assess applicants. Membership of JSCs and assessment of applicants i.e. shortlisting, interview and referees will be in accordance with the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 and Procedures for filling school leader positions.

Please submit your curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the Position Description (maximum six pages) and contact information for two referees.

Applicants will submit a single application identifying sector/s of preference:

Highschool/College or Primary/Early Childhood, or both; and individual schools of preference.

Preferences for sector and individual schools should be clearly identified within the introduction section of the statement of claims (refer How to Apply below).

The aim of a written response is to provide the selection panel with clear, concise information and evidence about your demonstrated suitability and potential to perform the role effectively. Before you start your written response, check the format and style that is being requested as this may differ from other formats and styles you've prepared previously. Any written response should be persuasive with evidence-based examples to demonstrate your abilities. Questions about individual school leader positions should be directed to the Contact Officer. This can help when preparing your submission as the contact officer will provide more detailed information about the position, allowing you to tailor your response. Conducting research about the Directorate, the ACT Government and the ACT Public Service before making a submission may also provide you with insights to help make your responses more relevant.

Assessment:

Joint Selection Committees (JSC) for each sector i.e. High School/College and Primary/Early Childhood will be established to assess applicants. Membership of JSCs and assessment of applicants i.e. shortlisting, interview and referees will be in accordance with the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022* and Procedures for filling school leader positions.

Note: Given ongoing COVID-19 pandemic applicants should anticipate interviews will be conducted online.

Contact Officer: Rachelle Cridland (02) 6207 1555 Rachelle.Cridland@act.gov.au

Applications should be submitted via the Apply Now button below.

Office for Schools

Tuggeranong Network

Monash Primary School

Learning Support Assistant

School Assistant 2/3 \$50,861 - \$62,020, Canberra (PN: 00761)

Gazetted: 28 January 2022

Closing Date: 4 February 2022

Details: Monash Primary School is seeking a highly motivated, energetic and experienced Learning Support Assistant to join our team in 2022. The role involves working collaboratively with teachers and other LSAs to ensure the delivery of an inclusive, differentiated and flexible learning program to meet the individual needs of all students, including those with complex learning needs and challenging behaviours. The successful applicant will have strong interpersonal skills, demonstrating an ability to work effectively with all members of staff, children and families.

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:

Any of the following qualifications are highly desirable:

Certificate IV in Education Support.

Certificate III in Early Childhood Education and Care.

Diploma in Early Childhood Education and Care.

Note: This is a temporary position available immediately for a period 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 provide the following:

A written statement (maximum two pages) addressing the six Selection Criteria.

A current curriculum vitae.

At least two referees.

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

Contact Officer: Todd McCoy (02) 6142 1660 todd.mccoy@ed.act.edu.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

Corporate Services

Communications and Engagement

Business Improvement Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53888)

Gazetted: 01 February 2022

Closing Date: 15 February 2022

Details: The Business Improvement Officer will assist in the development of business process, improvement and innovation strategies in support of the Communications and Engagement branch.

The Business Improvement Officer will deliver digital communications projects to increase branch productivity by using innovative tools and processes. They will have a proven ability to work autonomously, take ownership of their role and have a team-orientated approach.

The Business Improvement Officer will have strong experience in the use of digital technologies including the Microsoft 365 Suite. They will be skilled in writing internal policy and operating guides, solid project management expertise, and the enthusiasm and ability to take a digital first approach in everything they do.

Eligibility/Other requirements:

Experience in delivering innovative business processes within a Communications team is highly desirable.

Background / Security clearance checks will be conducted.

Driver's license is not essential.

This position does not require a pre-employment medical.

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

Note: This is a temporary position available immediately until 30 June 2022 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

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

Contact Officer: Karen Broussard (02) 6207 1200 karen.broussard@act.gov.au

Corporate

Communications and Engagement

Assistant Director, Digital

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 15238)

Gazetted: 27 January 2022

Closing Date: 3 February 2022

Details: The Communications and Engagement team within JACS Corporate are currently seeking a suitable person to fill the role of Assistant Director, Digital.

The Assistant Director, Digital will play a critical role in the management of the Directorate's three websites, nine intranet sites and represent our directorate on whole-of-government digital transformation projects. The Assistant

Director, Digital will also lead, develop and implement digital policies and processes across the Justice and Community Safety Directorate.

The Assistant Director, Digital will use their high-level communication, stakeholder-engagement and analytical skills to deliver high quality communications outcomes for our community, stakeholders and our staff.

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

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

In your personal pitch, please explain why you are the best person for the job and how you meet all the following: Professional / Technical Skills and Knowledge.

Behavioural Capabilities: outlined in the "What You Require" section of the selection documentation. Specific examples should be provided where appropriate.

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

Contact Officer: Madeleine Orubuloye (02) 6207 1282 madeleine.orubuloye@act.gov.au

Corporate

People and Workplace Strategy

Safety, Health and Wellbeing Team

Administrative Support Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 42977)

Gazetted: 31 January 2022

Closing Date: 7 February 2022

Details: People and Workplace Strategy are seeking applications from neurodiverse people for the position of Administrative Support Officer. We acknowledge the challenges people living with Autism Spectrum Disorder (ASD) experience in standardised recruitment processes and are undertaking a targeted recruitment process for people with a medical diagnosis of ASD. The process will be supported by a disability recruitment specialist and consider the necessary adjustments and support candidates may need.

The position will support the Safety Health and Wellbeing Team and Organisational Development, with administrative services, data manipulation and reporting. We are looking for someone who:

Can demonstrate their ability to provide administrative support.

Is familiar with Microsoft Office programs such as Excel and is interested in developing skills with Power BI.

Is confident performing data entry, database searches and data retrieval.

Can understand and prepare reports and dashboards.

Is skilled in generating tables with calculations, graphs and charts.

Enjoys working as part of a team who is committed to achieving goals.

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

Eligibility/Other requirements:

This vacant position is identified to be filled by a person with disability under the *Public Sector Management Act 1994* (Section 27 ss3) and Section 13 of the *Public Sector Management Standards 2016*. Identifying this role aims to increase the diversity of the ACTPS workforce and eliminate disadvantage in relation to public sector employment. Applicants may be asked to provide evidence to support their eligibility against this criterion.

Eligible candidates may be required to undergo a National Police Check.

Note: This is a temporary position available in March 2022 for a period up to 12 months with the possibility of permanency. This is a full-time position, however, depending on the suitable candidate, flexible and/or part-time hours may be available during the onboarding period (the full-time salary noted above will be pro rata during this period), with a transition to full time hours once on-boarding is complete. This position will be based in an activity-based workplace where the workforce is mobile, and officers do not have designated workstations/desks.

Reasonable Adjustments will be considered in relation to candidate requirements. Our workforce is currently working a hybrid arrangement, including both from the office and home-based work. The successful candidate will be provided information on how to work from home safely and effectively.

How to apply: Applicants are required to submit two items:

A one-page written response addressing the **Professional / Technical Skills and Knowledge**, and **Behavioural Capabilities**, having regard for the job requirements as detailed in the position description.

A current curriculum vitae with the name and contact details of two referees (ideally, one should be a current Supervisor/Manager).

About the assessment process

Candidate suitability will be assessed by an interview panel consisting of the senior manager, direct supervisor of the position and an external representative. This will be undertaken in two parts the first will be an interview style meet and greet with the panel, where candidates will be provided a scenario-based data manipulation and reporting exercise. Candidates will then have time to complete the scenario exercise at home and return for a second meeting with the panel to present their work.

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

Contact Officer: David Smith 1300619768 david.smith@employforability.com.au

ACT Corrective Services

Corporate Services

People and Culture

Integrity Assurance Officer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 11408)

Gazetted: 28 January 2022

Closing Date: 11 February 2022

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Integrity Assurance Officer (SOGC), within Corporate Services. The Integrity Assurance Officer is a position of trust, and the successful applicant will be responsible for confidentially receiving and processing integrity reports for assessment by the Integrity Assessment Committee. In addition, you will be responsible for the daily management of ACTCS integrity matters, the delivery of integrity awareness training to all ACTCS workgroups and for providing policy advice and support to all staff, including executive management. Further to this, you will liaise and work collaboratively with People and Workplace Strategy on employment matters including, preliminary assessments, investigation referrals, managing workplace behaviours and education and prevention activities. To be successful, you will demonstrate strong, ethical leadership, exceptional communication and interpersonal skills and high level conceptual, analytical and writing skills, including the capacity to make sound judgements in a complex and sensitive environment.

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

Eligibility/Other requirements:

Certificate IV in Government Investigations or similar is desirable, but not essential.

The successful candidate will be required to undergo a criminal record check and acquire a Negative Vetting 1 security clearance.

A driver's licence is required for regular transport between work areas.

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: Liza Briggs (02) 6205 3190 liza.briggs@act.gov.au

Major Projects Canberra

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

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

**Infrastructure Delivery Partners
Commercial Project Management
Project Director**

Infrastructure Manager/Specialist 1 \$172,791, Canberra (PN: 18889)

Gazetted: 31 January 2022

Closing Date: 7 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!

Major Projects Canberra plays a central role in delivering the ACT Government's infrastructure program. Our mandate ranges from the largest and most complex projects through to local community-scale infrastructure. The infrastructure branches of Social, Commercial and Civil provides advice to Directorates, Agencies, Territory Entities and Treasury in relation to the planning and business case approval process for the majority of the capital works program and working closely with other parts of the ACT Government and the private sector, deliver the design, construction and post completion phases of the capital works projects. This includes buildings such as education facilities, emergency services facilities and justice facilities; health infrastructure projects; capital upgrades of ACT Government building assets; landscaping projects; and civil works. The three branches manage approximately \$600 million of capital works each year.

MPC is a small and agile organisation that relies on its highly skilled and qualified staff and contractors working together as a strong and unified team. As an Infrastructure Project Director, you will be required to provide high level leadership and management of all project assignments within the team. You will also be required to provide expert advice and direction on strategic infrastructure issues and policies and their implications in project development and delivery.

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 10 years relevant experience in project management, as described in the work levels.

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

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

Please provide copies of relevant degree and qualifications.

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

Contact Officer: Erica Pilgrim-Day (02) 6205 4911 erica.pilgrim-day@act.gov.au

**Infrastructure Delivery Partners
Social Project Management
Project Officer**

Infrastructure Officer 3 \$113,659 - \$124,766, Canberra (PN: 37838)

Gazetted: 31 January 2022

Closing Date: 14 February 2022

Details: Are you our new Project Manager?

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 Social Infrastructure Branch (SIB) is structured into teams of experienced Project Managers led by Project Directors who provide planning, procurement, contract administration, and design and construction delivery services. Current projects/programs include infrastructure services upgrades, mental health projects, corrective services projects, projects at the Canberra Hospital, including clinical area refurbishments; and community health facilities, all in a range of green and brownfield environments. Join a team that is involved in design and development of a range of key essential Territory funded infrastructure projects. Our project lifecycle starts at design and progresses through construction, to the delivery of quality assets. Your qualifications and/or experience in these elements will see you progress your experience in Project Management.

Eligibility/Other requirements:

Mandatory:

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

Hold a relevant building degree; or

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

Note: This is a temporary position available immediately until August 2023 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Please provide copies of relevant degree and qualifications.

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

Contact Officer: Tim Shortis tim.shortis@act.gov.au or (02) 6205 5463

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

Suburban Land Agency

Development Delivery

Greenfields

Project Manager

Infrastructure Officer 3 \$113,659 - \$124,766, Canberra (PN: 45189)

Gazetted: 01 February 2022

Closing Date: 15 February 2022

Details: Applications are sought from potential candidates for the position of Senior Project Manager.

The Suburban Land Agency (the Agency) is seeking an experienced and energetic Senior Project Manager to support the Greenfields team within the Development Delivery Branch to plan and deliver new greenfield estates where new communities can thrive.

The successful candidate should be able to manage projects and deliver on the Agency's financial and non-financial performance targets, build effective relationships with the planning and design industry, internal and external stakeholders and community groups.

The successful candidate will require knowledge and experience in greenfield development, project management, contract management, land and property, with a high level of understanding of procurement, probity and ACT planning requirements.

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: The successful occupant will be required to:

Hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or
Hold a relevant building degree; or

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

Note: This is a temporary position available from March 2022 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. 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 three A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Contact Officer: Simon Cox (02) 6205 3198 simon.cox@act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Officer

Chief Operating Office

Executive Office

Executive Assistant

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 38138, several)

Gazetted: 02 February 2022

Closing Date: 16 February 2022

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

Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building, and managing our roads, footpaths, and cycle paths, building light rail, delivering, and operating an integrated public transport network, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NOWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT. The Office of the Chief Operating Officer is currently seeking an organised, delivery focused person for the role of Executive Assistant to provide professional administrative support. The Chief Operating Officer Group is responsible for delivering a range of corporate services across the Directorate to ensure TCCS can deliver connected services. The Group is responsible for establishing good governance practices, ensuring the health and wellbeing of all employees, effective people management, finance, ICT, legal and governance frameworks, increased maturity in safety, and delivery of processes improvements across the directorate, as well as Ministerial services and support.

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

Executive Assistants (EAs) provide high-level administrative and secretarial support to Executives within Transport Canberra and City Services. Under minimal supervision, EAs undertake a range of activities in support of the Executive, taking ownership of office administration and completing tasks in a timely manner with a keen attention to detail. Working in a fast-paced environment, EAs prioritise workloads appropriately and liaise with the Executive and areas across the Directorate daily.

Eligibility/Other Requirements: Previous experience as an Executive Assistant would be highly regarded.

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

How to apply: Interested candidates are requested to submit a two-page pitch detailing how you are the right person for this opportunity. Use examples to demonstrate how your Skills, Knowledge, Behavioural Capabilities

and Experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees. A Position Description is attached for your information.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lindsay Riley (02) 6207 1229 lindsay.riley@act.gov.au

City Services

Roads ACT

Road Maintenance / Program Delivery

Works Supervisor

General Service Officer Level 9 \$78,051 - \$88,207, Canberra (PN: 54985)

Gazetted: 31 January 2022

Closing Date: 3 March 2022

Details: The Program Delivery team within Roads ACT are seeking candidates for the role of Works Supervisor. The position will coordinate, organise and provide leadership, to operational staff to ensure efficient, safe and environmentally responsible delivery of road maintenance services.

The successful candidates will liaise closely with the Works Manager and lead and manage work crews to ensure efficient resource allocation, including ordering materials and issuing work orders. See Position Description for details of the duties for this role.

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

Eligibility/Other requirements:

Have significant building or infrastructure knowledge and/or project management experience; or Diploma in Frontline Management or Civil Construction, or equivalent.

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

How to apply: Potential candidates should include:

A supporting statement of no more than four pages outlining experience and/or ability and addressing the requirements outlined in the attached position description ('what you require' section).

Contact details of at least two referees.

A current curriculum vitae.

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

Contact Officer: Ilija Kovacevic (02) 6207 4746 ilija.kovacevic@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.

City Services

Roads ACT

Road Maintenance / Program Delivery

Street Sweeping Supervisor

General Service Officer Level 9 \$78,051 - \$88,207, Canberra (PN: 54997)

Gazetted: 31 January 2022

Closing Date: 3 March 2022

Details: The Program Delivery team within Roads ACT are seeking candidates for the role of Works Supervisor. The position will coordinate, organise and provide leadership, to operational staff to ensure efficient, safe and environmentally responsible delivery of road maintenance services.

The successful candidates will liaise closely with the Works Manager and lead and manage work crews to ensure efficient resource allocation, including ordering materials and issuing work orders. See Position Description for details of the duties for this role.

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

Eligibility/Other requirements:

Have significant building or infrastructure knowledge and/or project management experience; or

Diploma in Frontline Management or Civil Construction, or equivalent.

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

How to apply: Potential candidates should include:

A supporting statement of **no more than four pages** outlining experience and/or ability and addressing the requirements outlined in the attached position description ('what you require' section).

Contact details of at least two referees. A current curriculum vitae.

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

Contact Officer: Ilija Kovacevic (02) 6207 4746 ilija.kovacevic@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.

Worksafe ACT

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

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

WorkSafe ACT

General Team

Inspector

ORS Inspector 6 \$90,099 - \$103,117, Canberra (PN: 53987, several)

Gazetted: 28 January 2022

Closing Date: 11 February 2022

Details: Do you have the ability to deal with sensitive situations? Are you passionate about making a difference in the community? Do you want to work for an organisation that values work/life balance? If you answered yes to any of these questions, you could be the candidate we are looking for. WorkSafe ACT's General Inspectorate team is growing, and we have two permanent positions available for candidates with a background or focus on health and safety from various industry sectors. You will have practical knowledge and experience of work health and safety through roles within education, health, legal, construction or logistics industries. The day-to-day operations of the General Inspectorate include undertaking WHS proactive programs, campaigns, inspections, investigations and audits with a range of industries including education, health, warehouse and retail.

Job responsibilities include, but are not limited to:

Ability to work within a team and autonomously.

Developing and building rapport to gain cooperation from people in challenging and confronting situations.

Conduct inspections and provide advice in accordance with legislation administered by WorkSafe ACT.

Promoting health and safety awareness and practices within workplaces to help minimise work-related injuries and illness. Drafting reports, briefing notes, correspondence and other written material relating to major or more complex work health and safety issues.

Participating in team meetings, planning and training activities.

Maintaining records in accordance with the *Territory Records Act 2002*.

We are looking for individuals from various backgrounds who are passionate about making a positive difference to the health and safety of ACT workers. Are you based outside of the ACT? You may be eligible for reimbursement of relocation expenses. Please get in touch with us via the contact officer to obtain more information. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, women, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ+ are encouraged to apply.

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

How to apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two pages addressing the skills under 'Ideal Candidate' as listed in the Position Description. Please also ensure you demonstrate your ability to meet the requirements as per the 'Essential Requirements'. Applicants should also provide a curriculum vitae and two referee reports.

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

Contact Officer: Anthony Obryan (02) 6207 6586 anthony.obryan@worksafe.act.gov.au

APPOINTMENTS

ACT Audit Office

Senior Audit Manager \$133,719 - \$155,107

Megan Hemming, Section 68(1), 31 January 2022

Auditor/Senior Auditor \$67,770 - \$110,810

Adrita Inam, Section 68(1), 4 February 2022

Auditor/Senior Auditor \$67,770 - \$110,810

Muhammad Shoaib, Section 68(1), 17 February 2022

ACT Health

Graduate Administrative Assistant \$75,239 - \$77,544

Jasie Amghar, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Noah Bowen Osmond, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Johannah Collins, Section 68(1), 31 January 2022

Information Technology Officer Class 2 \$90,099 - \$103,117

Aruna Edirisinghe, Section 68(1), 25 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Joshua Elliott, Section 68(1), 31 January 2022

Senior Information Technology Officer Grade C \$113,397 - \$122,062

Akash Garg, Section 68(1), 4 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Rhian Jones, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Diana Liu, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Tara Moodie, Section 68(1), 31 January 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Cassandra Pegg, Section 68(1), 28 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Jason Pover, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Juliana Wang, Section 68(1), 31 January 2022

Canberra Health Services

Registered Midwife Level 1 \$71,730 - \$95,818

Haya Alrahime, Section 68(1), 3 February 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Keeley Applebee-Simpson, Section 68(1), 17 January 2022

Administrative Services Officer Class 2 \$59,813 - \$66,047

David Brown, Section 68(1), 1 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Mandy Brown, Section 68(1), 7 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Tracey Bryden, Section 68(1), 7 February 2022

Health Professional Level 2 \$69,738 - \$95,736

Michelle Caskie, Section 68(1), 3 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Kahlia Connolly, Section 68(1), 7 February 2022

Enrolled Nurse Level 1 \$65,056 - \$69,505

Michelle Connor, Section 68(1), 27 January 2022

Radiation Therapist Level 2 \$72,681 - \$100,455

Teagan Gee, Section 68(1), 27 January 2022

Registered Nurse Level 2 \$99,612 - \$105,575

Annabelle Graham, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Gabriel Grey, Section 68(1), 31 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Daniel Hartwell, Section 68(1), 7 February 2022

Registered Midwife Level 1 \$71,730 - \$95,818

Malorie Hodge, Section 68(1), 10 February 2022

Medical Imaging Level 1 \$65,402 - \$83,327

Amy Hughes, Section 68(1), 27 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Lauren Leaver, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Phuntsho Lhamo, Section 68(1), 7 February 2022

Health Professional Level 2 \$69,738 - \$95,736

Ingrid Mahoney, Section 68(1), 8 January 2022

Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812

Helena Morris, Section 68(1), 20 January 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Sophie Nicholl, Section 68(1), 7 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Obiamaka Okafor, Section 68(1), 7 February 2022

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)

Andrea Potter, Section 68(1), 1 February 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Aishwarya Rana, Section 68(1), 7 February 2022

Health Professional Level 2 \$69,738 - \$95,736

Zoe Rodda, Section 68(1), 1 February 2022

Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Thoshinie Samaraweera, Section 68(1), 27 January 2022

Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812

Amanda Van Diemen, Section 68(1), 01 February 2022

Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812

Emily Walsh, Section 68(1), 07 February 2022

Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812

Daniel Ching Yee Wang, Section 68(1), 07 February 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Harrison Zuzek, Section 68(1), 7 February 2022

Canberra Institute of Technology

Technical Officer Level 1/2 \$61,765 - \$76,559

Valston Baxter, Section 68(1), 10 January 2022

Chief Minister, Treasury and Economic Development

Senior Professional Officer Grade B \$133,552 - \$150,347

Muhammad Amjad, Section 68(1), 1 February 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Sansuda Annoptham, Section 68(1), 31 January 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Abishek Banyal, Section 68(1), 1 February 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Aman Chopra, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Jia Chung, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Abdu Dayyaan Ebrahim-Goder, Section 68(1), 31 January 2022

Senior Officer Grade C \$113,397 - \$122,062

Michelle Fulton, Section 68(1), 1 February 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Chelsea Girvan, Section 68(1), 31 January 2022

Senior Officer Grade C \$113,397 - \$122,062

Lisa Haines, Section 68(1), 24 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Jinjian Huang, Section 68(1), 31 January 2022

Senior Officer Grade C \$113,397 - \$122,062

Kathryn Hughes, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Thomas Jackson, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Felicia Kung, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Juliena Lees, Section 68(1), 31 January 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Hannah Lourey, Section 68(1), 24 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Guqiang Luo, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Niall Mackinnon, Section 68(1), 31 January 2022

Administrative Services Officer Class 4 \$75,239 - \$81,466

Ross McMillan, Section 68(1), 28 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Anirudh Narayanan, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Fiona Pelosi, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Cameron Raspass, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Yi Sun, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Juliet Szanto, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Qian Ting Zhang, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

James Tolstrup, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Peter Volis, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Emily Wheatley, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Aiden Whitfield, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Lara Widdup, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Arleen Wilcox Eguia, Section 68(1), 31 January 2022

Administrative Services Officer Class 4 \$75,239 - \$81,466

Vera Wright, Section 68(1), 3 February 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Edward Wyburn, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Haoqi Yan, Section 68(1), 31 January 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Briony Young, Section 68(1), 14 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Ethan Zissler, Section 68(1), 31 January 2022

Community Services

Graduate Administrative Assistant \$75,239 - \$77,544

Caitilin O'Connor, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Naixin Zhang, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Jiayi Zhong, Section 68(1), 31 January 2022

Education

School Assistant 2/3 \$50,861 - \$62,020

Melinda Anthes, Section 68(1), 25 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Markus Dirnberger, Section 68(1), 31 January 2022

Senior Officer Grade C \$113,397 - \$122,062

Karen Drummond, Section 68(1), 1 February 2022

School Assistant 3 \$57,626 - \$62,020

Anna Gabriel, Section 68(1), 28 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Trung Huynh, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Mitchell Keetels, Section 68(1), 31 January 2022

School Assistant 2/3 \$50,861 - \$62,020

Miki Mowbray, Section 68(1), 25 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Wenxin Zheng, Section 68(1), 31 January 2022

Environment, Planning and Sustainable Development

Graduate Administrative Assistant \$75,239 - \$77,544

Daniel Clink, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Gian Falzon, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Christopher Gillet, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Athulya Jancy Benny, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Vanessa Lavis, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Lachlan Meade, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Emma Rosengarten, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Sharniquia Scott, Section 68(1), 31 January 2022

Justice and Community Safety

Administrative Services Officer Class 3 \$67,770 - \$72,935

Sarah-Jane Anderson, Section 68(1), 27 January 2022

Correctional Officer Class 1 \$68,508 - \$81,694

Kahla Bell, Section 68(1), 25 January 2022

Correctional Officer Class 1 \$68,508 - \$81,694

Stephen Caddick, Section 68(1), 25 January 2022

Correctional Officer Class 1 \$68,508 - \$81,694

Liam Cullen, Section 68(1), 25 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Robin Gibson, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Erin Harris, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Sophie Jaggar, Section 68(1), 31 January 2022

Ambulance Paramedic 1 \$79,742 - \$89,707 plus penalties

Lachlan Kennedy, Section 68(1), 17 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Dipesh Khadka, Section 68(1), 31 January 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Susan Love, Section 68(1), 1 February 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Jan Mark, Section 68(1), 31 January 2022

Correctional Officer Class 1 \$68,508 - \$81,694

Ruben Rabendharen, Section 68(1), 25 January 2022

Correctional Officer Class 1 \$68,508 - \$81,694

Brenna Sanotti, Section 68(1), 25 January 2022

Correctional Officer Class 1 \$68,508 - \$81,694

Philip Turner, Section 68(1), 25 January 2022

Correctional Officer Class 1 \$68,508 - \$81,694

Amy Van Lohuizen, Section 68(1), 25 January 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Maddyson Watson, Section 68(1), 27 January 2022

Correctional Officer Class 1 \$68,508 - \$81,694

Nathan Whittington, Section 68(1), 25 January 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Laina Wright, Section 68(1), 31 January 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Natalie Ziegelaar, Section 68(1), 28 January 2022

Major Projects Canberra

Graduate Administrative Assistant \$75,239 - \$77,544

Rama Thapa Khatri, Section 68(1), 31 January 2022

Transport Canberra and City Services

General Service Officer Level 5/6 \$58,918 - \$64,843

Maja Blasch, Section 68(1), 17 February 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Mathilde Cotter, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Elizabeth Davies, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Larissa Fehre, Section 68(1), 31 January 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Jonah Morris, Section 68(1), 31 January 2022

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

Darcy Phillips, Section 68(1), 2 February 2022

Graduate Administrative Assistant \$75,239 - \$77,544

Ailsa Schreurs, Section 68(1), 31 January 2022

General Service Officer Level 3/4 \$53,149 - \$58,041

Petra Tindall-Mather, Section 68(1), 1 February 2022

TRANSFERS

Canberra Health Services

Sema Diler

From: Health Professional Level 2 \$69,738

Canberra Health Services

To: Health Professional Level 2 \$69,738 - \$95,736

Canberra Health Services, Canberra (PN. 40921) (Gazetted 2 December 2021)

James Letim

From: Registered Nurse Level 1 \$71,730

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 34610) (Gazetted 3 June 2021)

Canberra Institute of Technology

Kiley Lambert

From: Classroom Teacher \$75,443 - \$112,930

Education

To: Teacher Level 1 \$79,598 - \$106,208

Canberra Institute of Technology, Canberra (PN. 16688) (Gazetted 24 November 2021)

Chief Minister, Treasury and Economic Development

Tracey Smith

From: Senior Officer Grade C \$113,397

Education

To: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 14673) (Gazetted 12 November 2021)

Justice and Community Safety

Dalle Wright

From: Senior Officer Grade A \$155,107

Transport Canberra and City Services

To: Senior Officer Grade A \$155,107

Justice and Community Safety, Canberra (PN. 50924) (Gazetted 28 September 2021)

PROMOTIONS

ACT Health

Health System Planning and Evaluation

Commissioning Branch and The Community Sector Contracts and Grants unit

Local Hospital Network

Brianna Grant

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Community Services

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

ACT Health, Canberra (PN. 45752) (Gazetted 17 November 2021)

Canberra Health Services

Megan Charlton

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. 11211) (Gazetted 2 December 2021)

Pem Choki

From: Health Service Officer Level 3 \$54,613 - \$56,483

Canberra Health Services

To: Health Service Officer Level 5 \$59,380 - \$62,328

Canberra Health Services, Canberra (PN. 30489) (Gazetted 22 November 2021)

Jane Cumberland

From: Administrative Services Officer Class 3 \$67,770 - \$72,936

Canberra Health Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Health Services, Canberra (PN. 02951) (Gazetted 23 December 2021)

Natasha Edmunds

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. 16759) (Gazetted 29 November 2021)

Kylie Henson

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. 32085) (Gazetted 20 December 2021)

Clinical Services

Lisa Schmierer

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. 53324) (Gazetted 21 October 2021)

Canberra Health Services

Megan Sullivan

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

Canberra Health Services

To: †Health Professional Level 4 \$111,887 - \$120,436

Canberra Health Services, Canberra (PN. 20293) (Gazetted 7 October 2021)

Jillian Sweeting

From: Administrative Services Officer Class 2 \$59,813 - \$66,047

Canberra Health Services

To: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services, Canberra (PN. 40232) (Gazetted 26 October 2021)

Laura Triggs

From: Pharmacist Level 1 \$74,225 - \$85,685

Canberra Health Services

To: †Pharmacist Level 2/3 \$82,720 - \$113,540 (up to \$116,508 on achieving personal upgrade)

Canberra Health Services, Canberra (PN. 31394) (Gazetted)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Canberra Health Services

Kim Turner

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. 50780) (Gazetted 22 December 2021)

Allison Vasquez

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

Canberra Health Services

To: †Health Professional Level 4 \$113,397 - \$122,062

Canberra Health Services, Canberra (PN. 52987) (Gazetted 5 November 2021)

Medical Services

Eden Weeks

From: Pharmacist Level 1 \$74,225 - \$85,685

Canberra Health Services

To: Pharmacist Level 2/3 \$82,720 - \$113,540 (up to \$116,508 on achieving personal upgrade)

Canberra Health Services, Canberra (PN. 19647) (Gazetted 1 January 2022)

Chief Minister, Treasury and Economic Development

Access Canberra

Environment Protection Authority

Environment Protection

Patrick Bacon

From: Technical Officer Level 3 \$78,051 - \$88,207

Chief Minister, Treasury and Economic Development

To: †Technical Officer Level 4 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 10691) (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

Bojan Banjac

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development, Canberra (PN. 55644) (Gazetted 25 March 2021)

Economic Development

Events ACT

Ming-Chieh Chen

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development, Canberra (PN. 54539) (Gazetted 15 December 2021)

Access Canberra

Licensing and Registrations

Liquor and Gaming Licensing

Briana Commisso

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Justice and Community Safety

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development, Canberra (PN. 42544) (Gazetted 22 November 2021)

Access Canberra

Customer Coordination

Applications and Approvals

Ryan Germaney

From: Administrative Services Officer Class 2 \$59,813 - \$66,047

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development, Canberra (PN. 11174) (Gazetted 20 August 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

Projects, Governance and Support

Strategic ICT

Maryam Howe

From: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development, Canberra (PN. 19918) (Gazetted 18 November 2021)

Shared Services

Finance Services

Finance Operations/Accounts Payable

Marie Rapley

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development, Canberra (PN. 11928) (Gazetted 12 January 2021)

Access Canberra

Construction, Utilities and Environmental Protection

Lease Compliance and Occupational Licensing

Bojan Stojakovic

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 45645) (Gazetted 6 April 2021)

Workforce Capability and Governance

Workplace Safety and Industrial Relations

Healthier Work

Jasmine Walker

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Worksafe ACT

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 52463) (Gazetted 18 November 2021)

Community Services

Housing ACT

Client Services

Gateway Services

Delfina Allais

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Community Services

To: †Administrative Services Officer Class 5 \$83,620 - \$88,510

Community Services, Canberra (PN. 26827) (Gazetted 2 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.

Office of the Family Safety

Nicola Vaughan

From: Senior Officer Grade C \$113,397 - \$122,062

Community Services

To: †Senior Officer Grade B \$133,552 - \$150,347

Community Services, Canberra (PN. 51492) (Gazetted 16 December 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.

Education

School Improvement and Performance Division

Duffy Primary School

Arilia Abell

From: School Leader C \$130,338

Education

To: †School Leader B \$151,757

Education, Canberra (PN. 14287) (Gazetted 15 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.

School Improvement and Performance Division

North Gungahlin

Harrison School

Farah Atallah

From: \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 23394) (Gazetted 18 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.

Service Design and Delivery

Learning and Wellbeing Policy and Design

Inclusive Education

Jake Naylor

From: School Leader C \$130,338

Education

To: †Senior Officer Grade B \$133,552 - \$150,347

Education, Canberra (PN. 34836) (Gazetted 31 January 2021)

Service Design and Delivery

Digital Strategy, Services and Transformation

Yuqi Qiu

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Education, Canberra (PN. 16042) (Gazetted 27 May 2021)

Environment, Planning and Sustainable Development

Planning and Urban Policy

Building Reform

Alison Kemp

From: Senior Officer Grade B \$133,552 - \$150,347

Transport Canberra and City Services

To: †Senior Officer Grade A \$155,107

Environment, Planning and Sustainable Development, Canberra (PN. 53519) (Gazetted 11 October 2021)

Justice and Community Safety

Legislation, Policy and Programs

Governance and Business Support

Chen Liu

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety

To: †Senior Officer Grade C \$113,397 - \$122,062

Justice and Community Safety, Canberra (PN. 38972) (Gazetted 9 December 2021)

Suburban Land Agency

Program Solutions

Sustainability and Release Coordination

Eshan Ahuja

From: Senior Officer Grade C \$113,397 - \$122,062

Environment, Planning and Sustainable Development

To: Infrastructure Officer 4 \$134,705 - \$153,043

Environment, Planning, Canberra (PN. 18768) (Gazetted 22 November 2021)

Worksafe ACT

Jacqueline Shepherd

From: Senior Officer Grade B \$133,552 - \$150,347

Worksafe ACT

To: †Senior Officer Grade A \$155,107

Worksafe ACT, Canberra (PN. 48222) (Gazetted 22 July 2021)

CORRIGENDA

Canberra Health Services

Enrolled Nurse Level 1 \$65,056 - \$69,505

Mark Hall, Section 68(1), 7 February 2022

Note: Correction to the classification originally published in the gazette of 27/01/2015.