

OFFICIAL



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 31 March 2022**

## VACANCIES

### ACT Electoral Commission

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

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

#### **Election Funding and Disclosure Officer**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 43024)**

Gazetted: 05 April 2022

Closing Date: 19 April 2022

Details: ElectionsACT is looking for an enthusiastic and dedicated person to join our small team.

The successful applicant will be required to administer and review programs, policy and procedures in relation to the ACT's election funding, expenditure and financial disclosure scheme. Work activities will include administrative management of compliance investigation programs, processing and analysis of financial disclosure returns and the provision of advice to ensure electoral participants comply with Part 14 of the *Electoral Act 1992*.

Applicants should possess a detailed knowledge of the ACT's funding, expenditure and financial disclosure scheme, demonstrated experience administering complex regulatory and enforcement programs, experience in interpreting and applying legislation, effective communication skills and a dedication to high quality customer service skills. It is also important for the successful applicants to 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.

The ACT Electoral Commission is committed to building a culturally diverse and 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: As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and weekends.

Note: This is a temporary position available immediately until 30 June 2023 with the possibility of extension and/or permanency.

How to Apply: Please submit a maximum two-page pitch addressing the requirements and capabilities set out in the Position Description and provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rohan Spence (02) 6205 0224 [Rohan.Spence@act.gov.au](mailto:Rohan.Spence@act.gov.au)

### ACT Health

Selection documentation for the following positions may be downloaded from

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

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

#### **Digital Solutions Division**

#### **Future Capability**

#### **Digital Health Record Hub**

#### **Technical Specialist, Interfaces**

**Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 49138)**

Gazetted: 31 March 2022

Closing Date: 19 April 2022

Details: The Digital Health Record Program has an opening for multiple Technical Specialists to focus on either interfaces or data conversion. Those allocated to interfaces will be responsible for the entire cycle of interface application development including analysis, design, specification and implementation. This will include interfaces

between the Digital Health Record and other internal and external systems, with medical devices and with pathology analysers. Technical Specialists allocated to data conversion will be responsible for analysing, extracting and formatting external systems' data and for loading, testing and organising validation of such external data in the Digital Health Record.

There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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

**Eligibility/Other Requirements:** This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. 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 until 24 March 2023 with the possibility of extension and/or permanency. 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 submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. More details can be found in the attached applicant pack. If you are shortlisted, please note that an aptitude test will be utilised as part of the selection process.

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

Contact Officer: Timothy Panocho (02) 5124 9298 [timothy.panocho@act.gov.au](mailto:timothy.panocho@act.gov.au)

## Covid

### Multimedia Designer

#### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53664)

Gazetted: 06 April 2022

Closing Date: 20 April 2022

**Details:** The COVID-19 Response Branch is looking for highly motivated and skilled people to join our Communications team.

The successful applicants will work collaboratively within the Communication team and across the COVID-19 Response to deliver communication products in line with user and business needs, relevant legislation and best practice. These positions will work closely with a range of stakeholders to generate and produce content for our communication channels including social media, website and intranet.

**Eligibility/Other Requirements:**

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

Tertiary qualifications in Graphic Design, Videography or a relevant discipline is highly desirable.

**Notes:** This is a temporary position available immediately until the 31 Dec 2022, with possibility of extension up to 12 months. This recruitment will be used to fill a number of positions within the COVID-19 response team.

**How to Apply:** In two pages or less tell us why you want the role and outline your demonstrated experience as they apply to the Position Description, with a particular focus on the skills and knowledge and behavioural capabilities section. You should also submit your curriculum vitae and the contact details of two referees who have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

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

Contact Officer: Laura McNeill (02) 5124 9605 [Laura.McNeill@act.gov.au](mailto:Laura.McNeill@act.gov.au)

**Health System Planning and Evaluation****Executive****Executive Assistant****Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 27560)**

Gazetted: 06 April 2022

Closing Date: 13 April 2022

Details: The Executive Group Manager, Health System Planning and Evaluation, ACT Health Directorate is looking for an Administrative Services Officer Class 5 Executive Assistant to start as soon as possible.

Do you thrive in a dynamic environment of changing priorities? The Executive Group Manager, Health System Planning and Evaluation, ACT Health Directorate is seeking an organised and focussed person for the position of Executive Assistant.

The Executive Assistant works alongside the Executive Officer to ensure the smooth operation of the EGM's Office. You will apply your knowledge, skills and initiative to provide high level executive support in a pressured working environment. We are looking for someone with a positive attitude and cheery disposition who solves problems in a cool and collected manner, even when under pressure.

Key responsibilities of the position are to support the EGM – which includes proactive diary and email management, responding to correspondence, coordinating and preparing meeting papers, responding to stakeholder enquiries and processing of invoices, while maintaining efficient and effective office systems. ACT Health Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for immediate commencement for a period of three months. This position is available to ACT Government officers and employees only.

How to Apply: Interested candidates are requested to submit an Expression of Interest against the Position Description, a copy of your current curriculum vitae and the contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Victoria Kelsey (02) 5124 9180 victoria.kelsey@act.gov.au

**Mental Health Policy and Strategy****Mental Health Policy and Strategy****Senior Director****Senior Officer Grade A \$155,107, Canberra (PN: 17369)**

Gazetted: 05 April 2022

Closing Date: 19 April 2022

Details: An opportunity has arisen to permanently fill the Senior Director, Mental Health Policy and Strategy. Our ideal candidate is a leader with strong strategic thinking skills who can work in a fast paced and dynamic environment, engage collaboratively with stakeholders and help lead and mentor the team.

You will play an integral role in supporting the ACT Government and Executive in developing and implementing innovative Mental Health Policy, that places the needs of community at the centre of all we do. You will be a strong people leader who prioritises a healthy work culture, with a firm understanding of government process and a good understanding of current issues in Mental Health Policy, both in the ACT and nationally.

Mental Health Policy and Strategy is responsible for providing advice to ACT Health and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves. This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, non-government and private sector stakeholders.

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

How to Apply: Please submit a maximum two-page pitch providing examples demonstrating your suitability for this role outlined in the Position Description and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Eligibility/Other Requirements: Prior to commencement, the successful applicant will be required to undergo a pre-employment National Police Check.

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

Contact Officer: Cheryl Garrett 0456 790 612 [cheryl.garrett@act.gov.au](mailto:cheryl.garrett@act.gov.au)

### **COVID-19 Response**

#### **Policy and Support; Communication; and Vaccine Program**

##### **Director**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54670, several)**

Gazetted: 07 April 2022

Closing Date: 21 April 2022

Details: The COVID-19 Response Branch is looking for highly motivated and skilled staff to join the team. As a Director you will be responsible for meeting specific objectives related to the successful public health response to COVID-19.

The successful applicant will be required to collaborate with a wide range of government stakeholders to ensure effective provision of advice. Highly developed interpersonal skills and demonstrated ability to establish and maintain effective working relationships will be critical to success.

Eligibility/Other Requirements:

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

A relevant qualification in one or more areas listed in the position overview is highly desirable.

Roles may be expected to work an on-call roster or rostered shifts, including weekends and public holidays.

Note: There are several temporary positions available immediately until the end of 2022, with possibility of extension up to 12 months.

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description.

Please provide a current curriculum vitae including two referees who have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura McNeill (02) 5124 9605 [acthealthcho@act.gov.au](mailto:acthealthcho@act.gov.au)

### **COVID-19 Response**

#### **Communication**

##### **Communication Officer**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 54672)**

Gazetted: 05 April 2022

Closing Date: 19 April 2022

Details: The COVID-19 Response Branch is looking for highly motivated and skilled person to join our Communications team.

The successful applicant will work collaboratively within the Communication Team and across the COVID-19 Response to deliver communication products in line with user and business needs, relevant legislation and best practice. The position will work closely with a range of stakeholders to generate and produce content for our communication channels including social media, website and intranet.

Eligibility/Other Requirements: 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 until the end of 2022, with possibility of extension up to 12 months.

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description.

Please provide a current curriculum vitae including two referees who have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura McNeill (02) 5124 9605 [laura.mcneill@act.gov.au](mailto:laura.mcneill@act.gov.au)

**Digital Solutions Division****Future Capability and Governance****DHR BI Workstream (Project) Manager****Senior Information Technology Officer Grade A \$155,107, Canberra (PN: 49860)**

Gazetted: 31 March 2022

Closing Date: 19 April 2022

Details: Are you a Certified Senior Data Professional that's up for a challenge? Do you have experience in reporting and analytics, data management, and project and/or program management skills? Do you have a demonstrated ability to work independently in a fast-paced environment within tight deadlines? If you enjoy a challenge and would like to work in a high-performance team then this may be the opportunity for you. Join as and you could contribute to the transformation of our health system and make a difference to the community.

The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic individual to manage a strong energetic team of talented data professionals working to assist our territory transition our data capability as we introduce a new Electronic Health Record.

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.

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 Digital Data and Technology Solutions DDTs,

development, implementation and maintenance of technology policies and procedures, and

information management and information security.

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

Notes: This is temporary position available for a period of 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 temporary or permanent identical vacancies over the next 12 months.

How to Apply: Please submit a written application of no more than three pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

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

Contact Officer: Justine Spina (02) 5124 9040 ACTHealthCIO@act.gov.au

**COVID-19 Response****Multimedia Designer****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 54677, several)**

Gazetted: 05 April 2022

Closing Date: 19 April 2022

The COVID-19 Response Branch is looking for highly motivated and skilled people to join our Communications team.

The successful applicants will work collaboratively within the Communication team and across the COVID-19 Response to deliver communication products in line with user and business needs, relevant legislation and best practice. These positions will work closely with a range of stakeholders to generate and produce content for our communication channels including social media, website and intranet.

Eligibility/Other Requirements:

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

Tertiary qualifications in Graphic Design, Videography or a relevant discipline.

Notes: There are several temporary positions available immediately until December 2022 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.

How to Apply: In two pages or less tell us why you want the role and outline your demonstrated experience as they apply to the Position Description, with a particular focus on the skills and knowledge and behavioural capabilities section. You should also submit your curriculum vitae and the contact details of two referees who have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura McNeill (02) 5124 9605 [Laura.McNeill@act.gov.au](mailto:Laura.McNeill@act.gov.au)

## **Health System Planning and Evaluation**

### **Various**

#### **Director, Health System Planning and Evaluation**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54982, several)**

Gazetted: 05 April 2022

Closing Date: 22 April 2022

The Health System Planning and Evaluation Division (ACT Health Directorate) works directly with health and hospital service providers in the ACT, including Canberra Health Services, Calvary Public Hospital Bruce, QEII Family Centre and a large range of community service providers. Our aim is to improve the quality of public hospital and health services in the Territory.

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

The ACT health and hospital system is a small system and you have the opportunity of making a real difference.

We have roles which ask for people to provide intelligent, quality analysis of hospital performance data/information, and to be able to translate that analysis into strategies for improving access to services, quality of services and services efficiency.

We have positions that call upon a range of skills, including skills in health project development and implementation; analysis of performance data; health services projections modelling, health service contract management with private and non government providers and leadership and management of small teams. We are also looking for people with funding and budgetary experience applicable to the health sector.

We are interested in you whether you would like to work with us for a short period, on a temporary or secondment basis from your home organisation, to add to your stock of work experience, or if you wish to consider moving over to the ACT Health Directorate permanently. Temporary positions may become permanent from this recruitment.

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

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

Selection may be based on application and referee reports only.

How to apply: Applicants should provide a current curriculum vitae and a written application that provides examples of experience against the Professional and Behavioural requirements. Because we are seeking to create a merit pool for possible positions in the future, we encourage you to tell us which of the Professional and Behavioural requirements are your areas of strength and which you may still be developing or have no experience in. This will help us match skills to positions.

Please also include contact details for at least two referees who have current or recent experience of your work performance.

You are welcome to provide an example of a piece of work that is substantially your own which supports your experience against the criteria. Any such materials will be treated confidentially.



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

Contact Officer: Margaret Stewart 51249420 [margaret.stewart@act.gov.au](mailto:margaret.stewart@act.gov.au)

**Digital Solutions Division**

**Future Capability**

**Digital Health Record Hub**

**Digital Health Record Configuration Support Officer**

**Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: C12345)**

Gazetted: 01 April 2022

Closing Date: 15 April 2022

Details: The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system.

The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres.

Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record.

The Digital Health Record Program team comprises approximately 135 staff with administrative, technical, clinical and nursing backgrounds.

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: The Digital Health Record Program is seeking to recruit several Digital Health Record System. Configuration Officers. These people will support our teams with configuration tasks within the system. Our Analysts responsible for the core configuration are accredited to configure the system. The System Configuration Officers will be paired with accredited Analysts who would train them to undertake more simple or repetitive system configuration tasks.

As this role is quite technical, it is important that you have good attention to detail and the ability to pick up system configuration quickly. System Configuration Officers who meet the quality expectations of the team will be likely to be offered more hours.

Notes: Position/s will be offered on a casual basis. The full-time salary noted above will be paid pro rata. We are looking for casuals available to work at least 15-20 hours per week for a period of three months (with the possibility of extension for up to nine months). The hours are flexible, but you would need to be available during working hours at times for training and engagement with our team.

All ACT employees are required to undergo employment screening which includes a police check. A merit pool may be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months. Selection may be based on the written application, outcome of the aptitude test and referee reports only.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than one page, your curriculum vitae, and contact details of at least two referees.

If you are shortlisted, please note that an aptitude test will be utilised as part of the selection process.

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

Contact Officer: Laura Pitt (02) 5124 6639 [Laura.Pitt@act.gov.au](mailto:Laura.Pitt@act.gov.au)

**Digital Solutions Division**

**Future Capability**

**Digital Health Record Program Hub**

**Director, DHR Legacy Data**

**Senior Information Technology Officer Grade B \$133,552 - \$150,347, Canberra (PN: 49140)**

Gazetted: 01 April 2022

Closing Date: 20 April 2022

Details: Are you a Data Professional that's up for a challenge? Would you like the opportunity to plan and oversee the delivery of legacy data retention and accessibility needs of the organisation?

Do you have a demonstrated ability to work independently in a fast-paced environment within tight deadlines? If you enjoy a challenge and would like to work in a high performance team then this may be the opportunity for



you. Join as and you could contribute to the transformation of our health system and make a difference to the community. The Digital Solutions Division within ACT Health is looking to hire a suitably qualified and energetic individual to manage a strong energetic team of talented data professionals working to assist our territory transition our data capability as we introduce a new Electronic Health Record.

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. 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 Digital Data and Technology Solutions DDTS,
- development, implementation and maintenance of technology policies and procedures, and
- information management and information security.

**Eligibility/Other Requirements:** This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. 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 for up to 12 months with a possibility of permanency. An order of merit will be established from this selection process and may be used to fill future temporary or permanent identical vacancies over the next 12 months.

**How to apply:** Please submit a written application of no more than three pages, responding to the required selection criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

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

Contact Officer: Renae Dukes (02) 5124 6274 [renae.dukes@act.gov.au](mailto:renae.dukes@act.gov.au)

### **Calvary Public Hospital Bruce**

#### **Calvary Public Hospital Bruce**

#### **Emergency Department**

#### **Administration Coordinator Emergency Department**

#### **Administrative Services Officer Class 6 \$90,099- \$103,117, Canberra (LP7239)**

Gazette Date: 04 April 2022

Closing Date: 18 April 2022

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

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

Reference Number: 18481

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

Contact Officer: Kim Vine (02) 6201 6436 [kim.vine@calvary-act.com.au](mailto:kim.vine@calvary-act.com.au)

#### **Calvary Public Hospital Bruce**

#### **Human Resources**

#### **Human Resources Advisor**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (LP6922)**

Gazette Date: 05 April 2022

Closing Date: 05 April 2022

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

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

Reference Number: 18483

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

Contact Officer: Violet Taylor [violet.taylor@calvary-act.com.au](mailto:violet.taylor@calvary-act.com.au)

**Calvary Public Hospital Bruce**  
**Work Health and Safety**  
**Reginal Work Health and Safety Advisor**  
**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (601114)**

Gazette Date: 05 April 2022

Closing Date: 26 April 2022

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

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

Reference Number: 18488

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

Contact Officer: Pru May (02) 6201 6750 [pru.may@Calvary-act.com.au](mailto:pru.may@Calvary-act.com.au)

**Calvary Public Hospital Bruce**  
**Work Health and Safety**  
**Injury Management Advisor**  
**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (LP6920)**

Gazette Date: 05 April 2022

Closing Date: 12 April 2022

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

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

Reference Number: 18462

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

Contact Officer: Juliana Symonds (02) 6201 6193 [juliana.symonds@calvary-act.com.au](mailto:juliana.symonds@calvary-act.com.au)

**Calvary Public Hospital Bruce**  
**Physiotherapy**  
**Health Professional - Senior Physiotherapist**  
**Health Professional level 3 \$98,489 - \$108,927, Canberra (LP8033)**

Gazette Date: 05 April 2022

Closing Date: 19 April 2022

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

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

Reference Number: 18482

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

Contact Officer: Claire Edwards (02) 6201 6190 [claire.edwards@calvary-act.com.au](mailto:claire.edwards@calvary-act.com.au)

**Calvary Public Hospital Bruce**  
**Medical Records**  
**Health Information Specialist**  
**Health Professional Level 2 \$69,738 - \$95,736, Canberra (LP7180)**

Gazette Date: 05 April 2022

Closing Date: 05 April 2022

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

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

Reference Number: 18468

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

Contact Officer: Heather Byrne (02) 6201 6280 [heather.byrne@calvary-act.com.au](mailto:heather.byrne@calvary-act.com.au)

**Calvary Public Hospital Bruce**  
**Emergency Department**  
**Emergency Department - Clinical Development Nurse**  
**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (600932)**

Gazette Date: 05 April 2022

Closing Date: 05 April 2022

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

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

Reference Number: 18428

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>  
Contact Officer: Raymond Hunt (02) 6201 6695 [raymond.hunt@calvary-act.com.au](mailto:raymond.hunt@calvary-act.com.au)

**Calvary Public Hospital Bruce**  
**Emergency Department**  
**Career Medical Officer**

**Career Medical Officer 1 \$138,736 - \$167,626, Canberra (600568)**

Gazette Date: 05 April 2022

Closing Date: 12 April 2022

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

Reference Number: 18350

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

Contact Officer: Miffany Callan (02) 6201 6798 [miffany.callan@calvary-act.com.au](mailto:miffany.callan@calvary-act.com.au)

**Calvary Public Hospital Bruce**  
**Registered Nurse**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (LP6761, LP6718)**

Gazette Date: 05 April 2022

Closing Date: 17 April 2022

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

Reference Number: 18501

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

Contact Officer: Kat Sliwinski (02) 6201 6858 [kathryn.sliwinski@calvary-act.com.au](mailto:kathryn.sliwinski@calvary-act.com.au)

**Calvary Public Hospital Bruce**  
**Shift Coordinator**

**Registered Nurse Level 4.1 \$129,103, Canberra (LP7778)**

Gazette Date: 06 April 2022

Closing Date: 17 April 2022

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

Reference Number: 18470

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

Contact Officer: Kerry Foley (02) 6264 7080 [kerry.foley@calvary-act.com.au](mailto:kerry.foley@calvary-act.com.au)

**Calvary Public Hospital Bruce**  
**Career Medical Officer**

**Career Medical Officer 1-2 \$138,736 - \$167,626, Canberra (LC0069)**

Gazette Date: 06 April 2022

Closing Date: 01 May 2022

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

Reference Number: 18459

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

Contact Officer: Dr John Gardiner [john.gardiner@calvary-act.com.au](mailto:john.gardiner@calvary-act.com.au)

**Calvary Public Hospital Bruce**  
**Respiratory Ward**

**Assistant in Nursing Respiratory Ward**

**Assistant in Nursing \$55,182 - \$57,050, Canberra (600507)**

Gazette Date: 06 April 2022

Closing Date: 11 April 2022

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

Reference Number: 18190

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>  
 Contact Officer: Kat Sliwinski (02) 6201 6197 [kathryn.sliwinski@calvary-act.com.au](mailto:kathryn.sliwinski@calvary-act.com.au)

### **ACT Integrity Commission**

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

#### **Legal Assistant**

#### **Administrative Services Officer Class 4/5 \$75,239 - \$88,510, Canberra (PN: 57132)**

Gazetted: 06 April 2022

Closing Date: 29 April 2022

Details: This is an exciting opportunity for a legal assistant to join Australia's newest anti-corruption and integrity commission, and work in the interesting, challenging and unique inquisitorial jurisdiction.

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.

Under the *Public Interest Disclosure Act 2012*, the Commission is also responsible for administering and overseeing the Public Interest Disclosures scheme in the ACT.

Working at the Commission is an opportunity to do challenging but rewarding work and make a meaningful contribution to the ACT and the broader community.

The Commission's Legal Team assists the Commission to perform its principal functions and exercise its statutory powers in a lawful, effective, ethical, and accountable manner by providing high-quality, accurate and timely legal services. The Commission's Legal Team works collaboratively with all other members of the Commission, and performs a key role in investigations. The Legal Team also provides advice to the Commission on policy and other organisational matters.

The Commission is looking for an experienced legal assistant who is:

Courageous and ready for a challenge;

Professional and committed;

Agile;

Trustworthy, with a sense of duty.

Further information about the Legal Team, the roles, 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.

Eligibility/Other Requirements:

Certificate III in Business Administration (Legal) or Certificate IV in Legal Services, or other secondary qualifications, would be an advantage but not essential.

Required skills, experience and behavioural capabilities

These are set out in the Position Description.

Other requirements:

*Section 50 of the Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the five years immediately before the day of the proposed appointment, been an ACT public servant. Please note, employees of some ACT bodies (eg the ACT DPP and the Legal Aid Commission (ACT)) are not captured by this exclusion. Please contact the Commission if you are unsure about your status.

It is a condition of employment with the Commission that staff be fully vaccinated against COVID-19.

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

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

This position will be filled at either the ASO4 or ASO5 level, dependant on the skills and experience of the successful applicant. 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: Applicants are required to submit the following: 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Heris (02) 6205 9899 [info@integrity.act.gov.au](mailto:info@integrity.act.gov.au)

### **Assessments and Investigations**

#### **Systems Administrator**

##### **Senior Officer (Technical) Grade C \$113,397 - \$122,062, Canberra (PN: 53820)**

Gazetted: 01 April 2022

Closing Date: 20 April 2022

Details: The Commission is moving to an independent IT system. As part of that transition the occupant of this position will work closely with the CEO and an identified IT consultancy, to design, develop and transition the Commission to achieve independent IT functionality.

The Systems Administrator will, once an independent IT network has been established, primarily be responsible for ensuring the continued operation of the Commission's ICT environment. Secondary duties include assisting Commission staff with ICT issues, and the Computer Forensics Specialist.

As part of this role, you will be required to work with internal and external stakeholders and third-party contractors to design, support and extend core enterprise systems. You will support the enterprise architecture by developing and implementing the infrastructure standardisation and improvement initiatives as and when required. This role is instrumental in Problem Management - to resolve ICT Problems, develop solutions to reduce incidents and to recover from unplanned critical events.

Eligibility/Other Requirements: This position will require, at a minimum, an NV1 security clearance or the ability to achieve such clearance. Approval to commence employment may be granted by the Commissioner or CEO based on successful acquisition of an appropriate clearance. It is a requirement of the position that the applicant has not worked within the ACT Government for a minimum of five years. A driver's license is required.

How to apply: Your application should include the following:

A two-to-three-page response which addresses the following:

Detail how you meet the criteria listed in the position description in the section "What you require" (excluding "Specific technologies")

Provide an example where you successfully lead or substantially contributed to a significant roll-out/transition of technologies as described in the position description.

A current curriculum vitae including previous relevant experience, training and qualifications, and details of two referees.

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

Contact Officer: Shaun Curtis (02) 6207 4548 [shaun.curtis@integrity.act.gov.au](mailto:shaun.curtis@integrity.act.gov.au)

### **Canberra Health Services**

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

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

#### **Acute Allied Health Services**

##### **Psychology**

##### **Neuropsychology Clinical Lead**

##### **Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 25833 - 021ZW)**

Gazetted: 04 April 2022

Closing Date: 20 April 2022

Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The Canberra Health Services Division of Allied Health Services provides a range allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

An exciting opportunity exists for a Clinical Neuropsychologist to join the friendly and supportive Psychology team in the Division of Allied Health. Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

The successful applicant will provide high quality clinical neuropsychology assessment and intervention as part of the Allied Health team providing services to a range of services from acute ward settings to specialised outpatient services such as Neurology and Neurosurgery. The overall functions of the Neuropsychologist will be:  
Promote positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.  
Perform a consultative role when expert matter advice is required relating to Neuropsychology area of practice.  
May perform novel, complex, critical or difficult tasks within scope of practice at a high level of expertise  
Participate in the supervision and training of other staff, as directed.

This position will report to the Psychology Manager, Acute Allied Health Services.

#### ABOUT YOU

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

Strong interpersonal and communication skills.

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

#### Position Requirements/Qualifications:

##### Mandatory:

Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Neuropsychology

General Psychology registration with the Psychology Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA)

Area of Practice Endorsement in Neuropsychology.

##### Desirable:

Eligibility for (or willingness to work towards) gaining approval as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Neuropsychology.  
Previous experience working with a multidisciplinary team in an acute care setting

Current driver's licence.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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



Note: This is a part-time permanent position available at 29.4 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Elissa Jacobs 51242045 [Elissa.Jacobs@act.gov.au](mailto:Elissa.Jacobs@act.gov.au)

## Clinical Services

### Surgery

#### Patient Flow Coordinator

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 13948 - 021WI)**

Gazetted: 01 April 2022

Closing Date: 15 April 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 Surgery is responsible for delivering inpatient and outpatient surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas.

The Patient flow role facilitates the day-to-day patient flow throughout the Perioperative Unit in collaboration with the Perioperative Unit Management 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

Proven advanced management experience and clinical leadership in a similar nursing role.

Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs.

#### Position Requirements/Qualifications:

##### Mandatory

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

##### Desirable:

Holds or is working towards a tertiary management and/or nursing qualification.

##### Other:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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 a period of 11 months with possibility of extension and/or permanency.

Contact Officer: Kerri Reeves 51243051 Kerri.Reeves@act.gov.au

## **Renal**

## **Medicine**

## **Research Officer**

**Research Officer Grade 1 \$61,387 - \$72,935, Canberra (PN: 12768-021Yk)**

Gazetted: 05 April 2022

Closing Date: 19 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include inpatient and outpatient services such as acute haemodialysis, satellite and home dialysis, Chronic Kidney Disease program, Renal Supportive Care program, renal transplantation, dialysis access, glomerular disease and general nephrology services. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care. This position is based at Canberra Health Services and reports to the Director of the Renal Service.

The purpose of this role is to participate in high quality research activities that improve the quality of life and lived experience of patients living with advanced kidney disease. The role will provide research and writing support to our senior renal consultants, working in a small team delivering research and advice within tight deadlines. You will work collaboratively with both internal and external project stakeholders to enable the delivery of research and project outcomes to agreed objectives, standards, timelines and budgets. You will conduct clinical research in accordance with TGA ICH GCP, the NHMRC National Statement on Ethical Conduct in Human Research. You will be required to work with autonomy at several different clinical locations around the ACT, under supervision of the research Principal Investigator (PI).

### **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**

Able to work autonomously but with clinical supervision by the nominated research supervisor.

Demonstrate a conscientious and caring approach to a vulnerable patient population

Exhibit a high degree of attention to detail and ability to follow a research protocol

It is desirable but not necessary to have a background in research methodology and be familiar with the principles of Good Clinical Practice.

**Position Requirements/Qualifications:**

Relevant tertiary qualifications in exercise physiology experience working professionally in exercise physiology is preferred. Applicants nearing the completion of their exercise physiology training will also be considered.

The successful applicant will need to provide their own transport to community health clinics within the ACT.

Public transport is available.

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 casual position and the full time salary noted above will be paid pro-rata.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Complete a Good Clinical Practice online course and achieve certification

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

Contact Officer: Dr. Girish Talaulikar (02) 5124 2821 [girish.talaulikar@act.gov.au](mailto:girish.talaulikar@act.gov.au)

## Medicine

### 4B Discharge Ward

#### Registered Nurse 1

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 44234, several - 021RN)**

Gazetted: 05 April 2022

Closing Date: 21 April 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 Discharge Lounge is located within ward 4B which is a 20 bedded ward divided into 12 renal inpatient beds, 8 beds for more dependent patients awaiting transfer to other facilities or discharge home and 10 chairs for ambulant patients awaiting discharge home. The core priorities of the 18 discharge spaces within the discharge lounge is to facilitate safe and efficient discharge / transfer of patients from most Divisions within the Organisation which then provides beds in home wards to admit acutely unwell patients from ED or surrounding facilities.

The discharge lounges are operational between 07 00 hours to 21 30 hours Monday to Friday.

#### ABOUT YOU

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

#### Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

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

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

**Position Requirements/Qualifications:**

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

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

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

Prior to commencement successful candidates will be required to:

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

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: Tracy Garratt 5124 2949 Tracy.Garratt@act.gov.au

**Canberra Health Services****Mental Health, Justice Health, Alcohol and Drug Services****Child and Adolescent Mental Health Service****Clinical Manager**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 23741 - 02221)**

Gazetted: 05 April 2022

Closing Date: 22 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

**POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

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

**ABOUT YOU**

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 for all disciplines:

Occupational Therapists

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

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

Psychologists

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

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

Highly Desirable for Psychology:

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

Social workers

Degree in Social Work

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

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

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

Highly desirable for all disciplines:

A current Driver's Licence.

Experience and or knowledge of Eating Disorders

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

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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: Simone Clarke (02) 5124 1407 [Simone.Clarke@act.gov.au](mailto:Simone.Clarke@act.gov.au)

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

#### **Assistant Director of Nursing, Clinical Support, Nursing and Midwifery**

#### **Registered Nurse Level 4.3 \$147,398, Canberra (PN: 35849 - 021YQ)**

Gazetted: 04 April 2022

Closing Date: 21 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### **POSITION OVERVIEW**

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

Located on the Canberra Hospital campus, the office of Nursing, Midwifery and Patient Support Services will consult and partner with the Executive Directors of clinical services on relevant issues, make decisions on across-the-board approaches and will play a central role in championing an exciting transformational agenda in Canberra

Health Services which will bring exceptional and innovative health outcomes to our diverse community, and set new standards and models of healthcare in Australia. The office of Nursing, Midwifery and Patient Support Services plays a key role in developing a collaborative and strategic approach to nursing and midwifery and patient support services for CHS, including setting the strategic, professional, and workforce-oriented agenda.

The Infection Prevention and Control Unit (IPCU), Occupational Medicine Unit (OMU) and Tissue Viability Unit (TVU) are a part of Nursing, Midwifery and Patient Support Services division.

The IPCU provides evidence-based practices, education, training and support programs to staff, consumers, and patients throughout CHS to minimise the risk of infection transmission and thereby aims to prevent patients from acquiring preventable healthcare associated infections.

The OMU provides an occupational assessment, screening, and vaccination programs for CHS staff and a follow up management service for staff with blood and body fluids exposure (BBFE) such as needlestick, other sharps, splash, scratch, and bite incidents.

The TVU provides an evidence based holistic approach to the specialty of skin and wound prevention, assessment, and management. The TVU provides clinical support to all services across CHS.

The fulltime ADON position is based at Canberra Hospital and the position may be required to travel to other CHS sites and ACT Government locations.

#### 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 and leadership skills with a high degree of drive and ability to critically think
2. Experience in managing and influencing teams, processes, and practice improvement in a workforce environment
3. Adaptability and flexibility to accommodate change and provide responsive services to meet organisational and divisional needs

#### Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of one years' experience working professionally in leadership/management is preferred.

#### Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

#### Desirable:

Relevant tertiary qualifications or equivalent and eligibility for membership of the appropriate professional organisation.

Knowledge of the Australian Guidelines for the Prevention and Control of Infection in Healthcare.

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: Chris Mead (02) 5124 3035 Chris.Mead@act.gov.au

#### eHealth and Informatics

#### Digital Health Record Project Group

#### Healthcare Technology Lead

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 54718 - 0221N)**

Gazetted: 05 April 2022

Closing Date: 12 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### POSITION OVERVIEW

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

1. You will be an outstanding communicator, able to drive collaboration and inclusion.
2. You focus on quality and continual improvement, by taking a structured approach to your work, planning ahead and seeking feedback.
3. 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, as a Health Professional will be highly regarded with minimum two years' experience in a related/relevant organisation/service.

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 immediately until 31 December 2022 with the possibility of extension up to six 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.

#### WHAT YOU REQUIRE

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience:

1. Proven experience in management of Healthcare Technology within the healthcare environment.
2. Proven experience working with a broad range of stakeholders, including high level written and oral communication, including liaison and accuracy of written documentation.
3. Ability to monitor and determine priorities to meet deadlines, using initiative to work effectively both individually and within a team.
4. Proven ability to use Microsoft Office products including, Outlook, Excel and Teams.
5. Demonstrates understanding of, and adherence to, safety and quality standards, Work, Health and Safety (WHS) and the positive patient experience. Displays behaviour consistent with CHS's values of Reliable, Progressive, Respectful, and Kind.

#### HOW TO APPLY / OR WANT TO KNOW MORE?

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

A response to the Selection Criteria under "what you require" in no more than two pages.

Where possible include specific relevant examples of your work.

Applications should also include referees details.

CHS Contact: Kerri McGufficke (02) 5124 4425 [Kerri.McGufficke@act.gov.au](mailto:Kerri.McGufficke@act.gov.au)

Contact Officer: Kerri McGufficke (02) 5124 4425 [Kerri.McGufficke@act.gov.au](mailto:Kerri.McGufficke@act.gov.au)



**Territory Wide Mental Health Services****Adult Acute Mental Health Services Central Management****Co-ordinator of Consumer and Carer Participation****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57029 - 0220K)**

Gazetted: 04 April 2022

Closing Date: 21 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

**POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is committed to implementing the national agenda of increasing and improving consumer and carer participations across all level of the organisation. MHJHADS recognises the benefits of collaboration for improving the safety and quality of services and increasing consumer and carer participation satisfaction with services. Consistent with research around participation, MHJHADS aims to provide a range of strategies for participation. This approach recognises the differing preferences people have for participation.

The overall functions of the position are to:

Oversee the ongoing development of Consumer and Carer participation across the Division.

**ABOUT YOU**

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

**Behavioural Capabilities**

1. A highly motivated and individual with strong organisational skills
2. Adaptability and flexibility to accommodate change and provide responsive services to meet stakeholders needs
3. Ability to work collaboratively as part of multidisciplinary team
4. Ability to create strong networks and build rapport

**Position Requirements/Qualifications:**

Relevant tertiary qualifications or extensive experience in consumer and carer engagement, community development, complaints management and/or conflict resolution is preferred.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Julie Hanson (02) 6205 3266 [julie.hanson@act.gov.au](mailto:julie.hanson@act.gov.au)

**Nursing and Midwifery and Patient Support Services****Nursing and Midwifery Resource Office****Clinical Development Nurse****Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 56903, several - 021XO)**

Gazetted: 04 April 2022

Closing Date: 18 April 2022

Details:



Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### POSITION OVERVIEW

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

The main priorities of the Clinical Development Nurse are to coordinate education and promote a learning culture within the relief and casual pool of the Nursing and Midwifery Resource Office (NMRO). As the CDN you will be a part of the education team to support the development and training of staff in conjunction with the Clinical Nurse Educator (CNE). You will collaborate and liaise with educators in other clinical areas to assess training and education needs to enable staff to work across a multitude of areas. The successful applicant/s will have an understanding of the principles of acute care nursing, however, will be supported by the CNE.

#### About You

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#### Position Requirements/Qualifications:

##### Mandatory:

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

Minimum of five years of Clinical experience

Be an approved train the trainer

##### Desirable:

Post graduate qualifications in nursing, education or related field.

Recent relevant experience in education.

Current driver's licence.

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

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

Prior to commencement successful candidates will be required to:

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.

Note: These are temporary positions available for three months with the possibility of extension.

Contact Officer: Chris Harris 5124 7130 [Chris.Harris@act.gov.au](mailto:Chris.Harris@act.gov.au)

#### Allied Health

##### Acute Allied Health Service

##### Clinical Educator, Speech Pathology

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 15559 - 02112)**

Gazetted: 04 April 2022

Closing Date: 20 April 2022

##### Details:

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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 Allied Health Clinical Education Unit (AHCEU) is in the Division of Allied Health and is based at Canberra Hospital. This position is located in the AHCEU and reports directly to the Allied Health Clinical Education Co-ordinator. The Psychology Clinical Educator position provides clinical education and supervision support for psychology students and staff and assists with facilitating and promoting interprofessional clinical education activities.

This position is for an experienced clinician who leads with commitment, is able to create solutions, demonstrates agility, communicates effectively, collaborates with purpose and is accountable for quality outcomes. Key areas of practice include:

The promotion of positive client outcomes through the provision of high quality evidence-based clinical services and contribution to research.

Providing leadership and making a significant contribution to the training and mentoring of staff and students' in/across designated areas or units as part of a multidisciplinary team.

Providing a consultative role across allied health and contribute to interprofessional education.

#### ABOUT YOU

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#### 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 clients' needs.

The ability to work collaboratively.

#### Position Requirements/Qualifications:

##### Mandatory:

A bachelor's or graduate entry master's degree in Speech Pathology, eligible for "certified practicing speech pathologist" membership of Speech Pathology Australia.

Current driver's licence.

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

##### Desirable:

Certificate IV in Teaching and Training and/or postgraduate qualifications in education.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This is a part-time temporary position available at 18.38 hours per week for a period of 12 months with possibility of extension and/or permanency. The full-time salary noted above will be paid pro-rata.

Contact Officer: Jo Cole 5124 7959 Jo.Cole@act.gov.au

#### **Business and Infrastructure Support Services**

##### **Food Services Management**

##### **E-Rostering and Finance Officer**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 42113 - 021QY)**

Gazetted: 05 April 2022

Closing Date: 22 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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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/>

As an Assistant Manager of the Food Services Administration Cell you will be required to assist in overseeing the Department's Human Resources and Rostering system (ProACT). The occupant will be required to assist in the operation of all Food Services and provide and analyze reports such as Human Resource management and HACCP as well as Food Services Management software (MyMeal). The occupant will also be required to assist the Operations Manager and Senior Manager with development of operational budgets and the day to day running of teams.

The occupant will also be required to undertake other duties appropriate to this level of classification.

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 & Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services.

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.

External sites: Dhulwa and other Community Centres.

#### ABOUT YOU

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Behavioural Capabilities

Strong communication and interpersonal skills and passionate about high quality customer service.

Flexibility and adaptability with a changing working environment to enable the provision of responsive services to meet clients' needs.

Strong organisational, coordination and planning skills and a focus on outcomes.

High degree of self-drive and initiative.

Ability to adapt to a fast paced and changing environment.

Position Requirements/Qualifications:

Relevant experience in an administration/office management position is preferred, with skills and experience with relevant IT systems and Microsoft Office applications and Excel.

The successful applicant will need to be available weekdays, 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 three months with the possibility of extension. 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.  
 Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).  
 Contact Officer: Sanjay Prasad (02) 5124 2177 Sanjay.Prasad@act.gov.au

## Nursing

### Department of Respiratory and Sleep Medicine

#### Chronic Obstructive Pulmonary Disease Specialist Nurse

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 11913 - 021YU)**

Gazetted: 04 April 2022

Closing Date: 20 April 2022

#### Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

#### POSITION OVERVIEW

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

The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

The Chronic Obstructive Pulmonary Disease (COPD) Nurse works within the Department of Respiratory and Sleep Medicine at Canberra Hospital. The department provides nursing services to both inpatient and outpatients for COPD, Tuberculosis (TB) case management, TB employment screening, asthma education, adult Cystic Fibrosis, supports the Medical Officers (MO) clinics and provides nursing care and support to Respiratory and Sleep Medicine outpatient clients.

The Chronic Obstructive Pulmonary Disease (COPD) Nurse role is responsible for providing support and co-ordinating the care of clients with complex needs, related to a diagnosis. The nurse requires advanced clinical skills in respiratory nursing and have complex decision-making skills to deliver advanced nursing care for individuals.

#### ABOUT YOU

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#### Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Ability to prioritise workloads

Well-developed negotiation skills

#### Position Requirements/Qualifications:

Relevant qualifications and experience working professionally in respiratory related services is preferred.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kim Bailey 51242702 Kim.Bailey@act.gov.au

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

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

#### **Administrative Officer**

#### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 57101 - 0222R)**

Gazetted: 05 April 2022

Closing Date: 22 April 2022

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

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

The Neurostimulation Therapy Suite (NTS) is located within AMHU and provides a specialised treatment service to both inpatients and outpatients.

In this position you will be responsible for facilities management, ensuring ACTPAS and MAJICeR systems are up to date and accurate and will be required to undertake other related administrative duties. This includes the provision of high-quality customer service for consumers and their carers.

#### **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.

Ability to manage confidential and sensitive information.

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

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

Strong communication and interpersonal skills.

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

Desirable:

Hold a current driver's licence.

Experience within a health administration area.

Knowledge and experience in the use of relevant medical terminology.

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 12 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.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).  
Contact Officer: Tessa Sealey (02) 5124 5404 [tessa.sealey@act.gov.au](mailto:tessa.sealey@act.gov.au)

## **eHealth and Informatics**

### **Digital Health Records Project Team**

#### **Oral Health Services Lead**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 54711 - 0221T)**

Gazetted: 04 April 2022

Closing Date: 11 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### **POSITION OVERVIEW**

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

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

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

A minimum of 12 months experience working within the Oral Health Service will 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.

Possess a minimum of three years' work experience in a hospital clinical area and use of a patient administration system.

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 immediately until 31 December 2022 with the possibility of extension.

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.

Contact Officer: Kerri McGufficke (02) 5124 4425 [Kerri.McGufficke@act.gov.au](mailto:Kerri.McGufficke@act.gov.au)



**Medicine****Obesity Management Service****Dietitian**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 33410 - 021ZZ)**

Gazetted: 04 April 2022

Closing Date: 20 May 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

**POSITION OVERVIEW**

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

<https://www.health.act.gov.au/>

The position entails working as part of a Chronic Disease Management interdisciplinary team to promote positive patient outcomes through the provision of high quality clinical services, case management, health promotion and quality improvement activities and education. Clinical service delivery may include group and individual therapy for people with

morbid obesity. Interventions provided by the Dietitian within the service may include counselling to improve diet quality, placing patients on closely monitored Very Low Energy Diets, supporting pharmacotherapy and guiding diet post bariatric surgery.

**ABOUT YOU**

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**Behavioural Capabilities**

1. Display critical thinking skills and forms defensible conclusions based on evidence and sound judgement.
2. Ability to manage confidential and sensitive information.
3. Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
4. Commitment to achieving positive outcomes

**Position Requirements/Qualifications:**

Tertiary qualifications in Nutrition and Dietetics and eligibility for membership of the Dietitian's Association of Australia

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

Current ACT driver's licence

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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



Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals  
Contact Officer: Jane Osborne (02) 5124 1552 jane.osborne@act.gov.au

## **Infrastructure and Health Support Services**

### **Food Services - Administration**

#### **Assistant Director, Food Services**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 40778, 21559 - 02127)**

Gazetted: 04 April 2022

Closing Date: 21 April 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### **POSITION OVERVIEW**

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

<https://www.health.act.gov.au/>

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 & Sterilising Services (FSS) is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services.

Food Service: Canberra Health Services (CHS) Food Services currently provides a range of food-related services within the Canberra Hospital, to the National Capital Private Hospital and to health facilities in off-site locations.

The department operates 7 days a week, 365 days a year in which 1.4 million patients' meals are provided. In addition, Food Services also provides a 7 day a week Senior Officer Grade C Director Food Services Senior Director Food and Sterilising Services cafeteria service and special function service for all staff and residents within the Canberra Hospital.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.

External sites: Dhulwa and other Community Centres

Food Services is seeking a suitably qualified, highly motivated individual with extensive food industry management experience as the Assistant Director, Food Services.

The successful applicant must be able to demonstrate strong supervisory and leadership skills in the management of a large and diverse Cook- Chill production facility and possess an extensive understanding of Food Safety Practices and Standards and be eligible for admittance into professional institutes.

The Food Services Quality and Compliance Manager is responsible for the oversight of the Food Safety Program based on Hazard Analysis Critical Control Points (HACCP), compliance to food safety standards, the Quality Management System, staff training, management of corrective action and adherence to food safety policies and procedures.

A proven ability to consistently display sound communication skills using computer-based software in the development of departmental contractual, policy and financial performance reporting is essential.

#### **ABOUT YOU**

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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

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

#### Position Requirements/Qualifications:

##### Highly Desirable:

Tertiary qualifications (or equivalent) in management, health or a related discipline is preferred.

##### Desirable:

Postgraduate qualifications in management field are highly desirable.

Current class C driver's licence.

##### Other:

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

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

Note: There are two temporary positions available for a period of six months with the possibility of extension.

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.

The successful applicant will need to be available weekday hours.

Food Safety Supervisor Certificate

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

Contact Officer Andreas Seibold (02) 5124 3933 andreas.seibold@act.gov.au

## Medicine

### Acute

#### Endorsed Enrolled Nurse

**Enrolled Nurse Level 1 \$65,056 - \$69,505, Canberra (PN: 54498, several - 02109)**

Gazetted: 04 April 2022

Closing Date: 18 April 2022

#### Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### POSITION OVERVIEW

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

The Medical Wards offer inpatient care to patients admitted with complex conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team.

#### DUTIES

Under direction of the Clinical Nurse Consultant, the Endorsed Enrolled Nurse will:

Provides nursing care in accordance with the Nursing and Midwifery Board of Australia National Competency Standards under the supervision of a registered nurse.

2. Complies with relevant legislation and organisational policy and procedural guidelines.

3. Contributes to the formulation of care plans in collaboration with the Registered Nurse, for individuals and groups.
4. Collaborates with members of the health care team to achieve effective health care outcomes.
5. Contributes to the promotion of safety, security and personal integrity of individuals and groups within the scope of Endorsed Enrolled Nursing practice.
6. Participates in staff development activities and annual performance review
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

Self-motivated with the ability to organise and prioritise time.

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

Ability to work in a Multi-disciplinary team.

#### Position Requirements/Qualifications:

##### Desirable:

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

The successful applicant will need to be available to work a rotating roster including weekends and a proportionate amount of night shifts, across the Division of Medicine and Canberra Health Services.

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 current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)

Note: These are temporary positions available for a period of up to 12 months with possibility of extension and or permanency.

Contact Officer: Jo Lewis 0422414169 Jo.Lewis@act.gov.au

#### Clinical services

#### Territory Wide Mental Health Services

#### Health Professional level 3

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 25973 - 0221G)**

Gazetted: 04 April 2022

Closing Date: 20 April 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/>

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 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 clients.

MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home.

The Home Assessment and Acute Response Team (HAART) provides community in-reach into inpatient units to facilitate early discharge, and hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

HAART operates as an extended hour's service, operating seven days a week from 08:00 to 22:00 and the position holder will be required to work a rotating roster including morning, evening, and weekend shifts, on call arrangements and public holidays.

The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

#### ABOUT YOU

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#### Position Requirements/Qualifications:

##### Mandatory Qualifications:

##### For Occupational Therapy:

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

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

##### For Psychology:

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

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

##### For Social Work:

Degree in Social Work

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

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

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

##### Other qualifications:

Current Passenger Vehicles Driver's.

##### Highly desirable qualifications:

Have a strong understanding of working in an adult community mental health service.

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo 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 referee report from current or previous line manager (if previous within the last 18 months).

Contact Officer: Jacqui Singh 51249152 Jacqui.Singh@act.gov.au

#### Community Health Programs

#### Women's, Youth and Children

#### School Youth Health Nurse

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 41584, several - 021YI)**

Gazetted: 01 April 2022

Closing Date: 20 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary, and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The School Youth Health Nurse (SYHN) Program employs Registered Nurses with knowledge and experience in adolescent health who provide targeted primary health care for students attending ACT Government Secondary Schools.

This is an exciting role for a registered nurse interested in advocating for and supporting young people to access healthcare providers in our community. The successful applicant will be employed in ACT Government Secondary Schools

The Youth Health Nurse plays a vital role in the school community in addressing contemporary health and social issues faced by young people with a focus on health promotion and primary healthcare including individual consultations, health education and small group education.

The program's core elements are:

- Adolescent focused individual consultations

- Small health promoting group work

- Support for teachers to deliver the health curriculum

- Support for health promotion activities within the school

The position is based in ACT Government Secondary Schools, with 1 day per week working from the City Health Centre, at 1 Moore Street, Canberra City.

This position is under Schedule 4 of the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019.

Note: This is a temporary position available for eight months with possibility of extension and/or permanency This program does not provide or teach first aid, care for wounds or administer medication.

#### ABOUT YOU

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You will have the ability to work independently as an integral part of a diverse team within the school community.

You will be engaging with young people and enjoy a strong work/life balance. In this role, you will enjoy stand down period during school holiday periods giving you the opportunity to spend time with your family or advance your career.

#### Behavioural Capabilities

Adaptable and flexible to accommodate change and provide a responsive service to meet client's needs.

Able to respond to and prioritise competing and often urgent requests in a calm and efficient manner.

Be a strong advocate for the health care needs of young people.

- Kindness.

#### Position Requirements/Qualifications:

Be Registered or be eligible for Registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Experience working in adolescent health.

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.

#### Desirable:

More than four years' experience working in adolescent health.

Additional qualifications in Health Promotion, Sexual Health, Mental Health and/or Adolescent Health.

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](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: Catherine Whitehead 0408 648 945 [catherine.whitehead@act.gov.au](mailto:catherine.whitehead@act.gov.au)

## Strategy and Governance

### Policy, Programs, and Government Relations

#### Senior Policy Officer

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 04538 - 021XL)**

Gazetted: 01 April 2022

Closing Date: 19 April 2022

Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### POSITION OVERVIEW

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

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy, Planning and Government Relations, Risk, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community.

The Senior Policy Officer position works as part of a dynamic team to inform, educate and support policy development and governance processes across Canberra Health Services. This will provide you with a unique opportunity to be involved in both strategic and operational policy, contributing directly to safeguarding the high standards of care at CHS and improving the health of our community. This position reports to the Senior Director, Policy, Planning and Government Relations.

#### 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

Flexible to accommodate change, with critical thinking and analysis.

Communicate complex matters to a wide range of audiences.

A sense of humour.

#### Position Requirements/Qualifications:

##### Desirable

Previous experience and advanced knowledge of Microsoft SharePoint.

Knowledge, acquired either through formal studies or work experience in relation to policy governance and development and evidence based medicine as applied to the health setting.

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 the possibility of extension.

Contact Officer: Josephine Smith 51249564 [josephine.smith@act.gov.au](mailto:josephine.smith@act.gov.au)



**Canberra Health Services****CHS Finance and Business Intelligence****Registry Officer****Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 25074 - 021U2)**

Gazetted: 01 April 2022

Closing Date: 8 April 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

**POSITION OVERVIEW**

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

The primary responsibility of Health Information Services (HIS) is the management and storage of the centralised Canberra Health Services clinical record with the main HIS team being based at Canberra Hospital. The community-based Clinical Records Unit (CRU) located at 1 Moore Street in the City is a subunit of Health Information Services. Services provided by HIS include scanning and health record 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, research, quality improvement, education and hospital management purposes.

This position(s) maybe required to participate in overtime, on call and/or rotation roster which includes the possibility of after hours, weekend and/or public holiday work.

**ABOUT YOU**

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Behavioural Capabilities

Attention to detail.

Self-motivated.

Ability to navigate electronic systems.

Position Requirements/Qualifications:

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

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

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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: Robyn Lunt 5124 3331 [Robyn.Lunt@act.gov.au](mailto:Robyn.Lunt@act.gov.au)



**Cancer and Ambulatory Support****Radiation Oncology****Radiation Therapist Grade 2****Radiation Therapist Level 2 \$72,681 - \$100,455, Canberra (PN: 12115, - 021TX)**

Gazetted: 01 April 2022

Closing Date: 20 April 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

**POSITION OVERVIEW**

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

The Radiation Oncology Department is located at the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for the ACT and surrounding region cancer patients. The department is currently equipped with the latest technology including Varian TrueBeam and Edge linear accelerators, two dedicated CT Simulators, SXRT, Eclipse Treatment Planning System with HyperArc, HDR brachytherapy and Cloud based ARIA Oncology Information System.

**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 order interpersonal skills with a focus on delivering high quality patient care

Good time management and organisational skills

Ability to work in a busy environment with a multidisciplinary team

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

**Position Requirements/Qualifications:**

A recognised tertiary qualification in Radiation Therapy

Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia.

ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.

The successful applicant will need to be available for occasional weekend on-call 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.

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: Brett Fittler (02) 5124 2218 [brett.fittler@act.gov.au](mailto:brett.fittler@act.gov.au)

**Health and Infrastructure Support Services****Food Services****Casual Health Service Officer****Health Service Officer Level 3/Health Services Level 7 \$54,613 - \$70,601, Canberra (PN: 03512, several - 021R1)**

Gazetted: 01 April 2022

Closing Date: 20 April 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

**POSITION OVERVIEW**

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

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.

External sites: Dhulwa and other Community Centres.

**ABOUT YOU**

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

**Behavioural Capabilities**

1. Strong communication and interpersonal skills and passionate about high quality customer service.

2. Flexibility and adaptability with a changing working environment to enable the provision of responsive services to meet clients' needs;

3. Strong organisational, coordination and planning skills and a focus on outcomes.

**Position Requirements/Qualifications:**

Relevant Food Industry recognized qualifications and a minimum of two years' experience working professionally in food services is preferred.

The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts.

Note: Some position's will not be required to work shifts.

Current drivers' License.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Sanjay Prasad (02) 5124 2177 [Sanjay.Prasad@act.gov.au](mailto:Sanjay.Prasad@act.gov.au)

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

### **Perinatal and Infant Mental Health Consultation Service**

#### **Perinatal Mental Health Clinician**

**Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 18756 - 021ZB)**

Gazetted: 04 April 2022

Closing Date: 18 April 2022

Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

An exciting and rare opportunity to work with the Perinatal and Infant Mental Health Consultation Service.

#### **POSITION OVERVIEW**

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

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

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

Health Professional Officers within the CAMHS are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

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

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

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

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

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

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

Mandatory for all disciplines:

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

A current Driver's Licence.

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

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

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

Highly desirable for all disciplines:

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo reference checks.

Undergo a pre-employment National Police Check.

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

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

A person found suitable for a temporary position may be used to fill future identical full time and part time vacancies across CAMHS within a 12-month period.

Contact Officer: Bridget Dillon 51243133 [bridget.dillon@act.gov.au](mailto:bridget.dillon@act.gov.au)

## Division of Medicine

### Executive

#### Business Manager

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 46440 - 0224G)**

Gazetted: 06 April 2022

Closing Date: 25 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### POSITION OVERVIEW

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

Reporting to the Executive Director of Medicine the Business Manager will provide support to the Unit Directors in the delivery of all operational functions within their relevant specialties. This will include (but not limited to) overseeing the administrative functions within the department, ensuring all key performance targets are met and standard Operating Procedures are adhered to. The Business Manager will be responsible for ensuring that the appropriate data is available, analysed and presented to support business decision making, forging the gap between financial and business management. The role will provide an increased focus on the delivery of streamlined, efficient services which are managed and benchmarked nationally. These roles will lead on the project management of new models of care and organisational change and on the development of services going forward.

#### 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. High level communications skills, with demonstrated capability to effectively communicate with senior executive staff across the organisation and external stakeholders.
2. A demonstrated record of achievement in implementing organisational strategies to enhance service delivery and business functions.
3. Strong organisational skills with a high degree of initiative and drive.
4. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

**Position Requirements/Qualifications:**

Relevant qualifications in Public Sector Management and/or relevant public sector experience.

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

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

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: Liza Marando (02) 5124 8382 liza.marando@act.gov.au

**Women Youth and Children**

**Clinical Support and Projects**

**Access and Operations Coordinator**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 42274 - 021PE)**

Gazetted: 01 April 2022

Closing Date: 19 April 2022

**Details:**

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

**POSITION OVERVIEW**

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

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

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

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

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

**ABOUT YOU**

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability

and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

#### Behavioural Capabilities

To be successful in this position the successful candidate will have the following attributes:

Be proactive, enthusiastic and a strong communicator with strong organisational skills

High level interpersonal and leadership skills with the ability to apply critical thinking

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

#### Position Requirements/Qualifications:

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

Relevant Post graduate qualification in a relevant nursing or midwifery field

Holding or working towards a higher degree in a relevant field.

The successful applicant will be required to work both morning and evening shifts, seven days per week, as per a rotating shift work roster.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a full time permanent position, part time hours may be considered. The full-time salary noted above will be paid pro-rata for part time hours.

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

## Canberra Health Services

### Women, Youth and Children

#### Paediatrics

#### Registered Nurse

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 12476, several - 021VH)**

Gazetted: 01 April 2022

Closing Date: 31 December 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### POSITION OVERVIEW

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

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

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

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



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

#### 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, 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:

4. Registered Nurse with a minimum of one years' experience working professionally in Paediatrics is preferred.

5. The successful applicant will need to be available rotational shift work roster which includes weekends and night duty.

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

7. 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.

Be available rotational shift work roster which includes weekends and night duty

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

Contact Officer: Shannon Reakes (+61) 0481 452 285 [Shannon.Reakes@act.gov.au](mailto:Shannon.Reakes@act.gov.au)

## Surgery

### Intensive Care Unit

### Foundation Advert

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 18405, several - 021WM)**

Gazetted: 04 April 2022

Closing Date: 21 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### POSITION OVERVIEW

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

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

1. Ability to work independently and as part of a multidisciplinary team
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
3. Ability to work a flexible rotating roster
4. High level communications 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 environment is required. Previous experience in the critical care environment is preferred

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.

Note: This is a temporary position available for seven 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: Amanda McCarthy (02) 5124 2756 [amanda.mccarthy@act.gov.au](mailto:amanda.mccarthy@act.gov.au)

## Clinical Services

### Medicine

#### Senior Cardiac Scientist/Physiologist

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 30685, several - 021YB)**

Gazetted: 04 April 2022

Closing Date: 21 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### POSITION OVERVIEW

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

The Department of Cardiology is well-established with 11 consultant medical staff and 3 Advanced Trainees in Cardiology. There are 2 cardiac catheter laboratories which undertake a total of 700 coronary interventional procedures annually. The unit provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region. The coronary care unit is a 15 bed unit with an additional 3 short stay beds for the chest pain evaluation unit (CPEU). The coronary care unit has 2000 acute and elective admissions and the CPEU 1000 patient assessments annually. The cardiology outpatient service provides up to 4500 episodes of care annually with increasing demand each year. There is a close working relationship with our busy cardiothoracic surgical unit. Clinical cardiac electrophysiology services have commenced in April 2019 with complex ablation procedures, an arrhythmia clinic, cardiac device clinics. Cardiac CT program commenced in 2017 in collaboration with the Department of Radiology. The department is supported by dedicated heart function and pulmonary hypertension clinics designed to provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care or closer to home care program. Planning is underway for state-of-the-art expanded acute cardiac care unit and cardiac catheterisation laboratories in the Canberra Hospital Expansion Project (scheduled for completion in 2024). An exciting opportunity exists for an experienced cardiac scientist/physiologist to become a part of a busy team. The successful applicant will have significant experience as a Cardiac Scientist involved in providing evidence-based, patient centred care as a part of the provision of invasive and non-invasive cardiology diagnostic testing. The role will involve participation in an on-call roster.

#### 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 organisation and communication skills

Effectively both independently and as a member of a multi-disciplinary team

#### Position Requirements/Qualifications:

##### Mandatory:

Bachelor of Science Applied science.

Minimum of two years' experience and knowledge of all areas of non-invasive and invasive Cardiology International Board of Heart Rhythm Examiners (IBHRE) accredited (Device management) or equivalent.

Current driver's licence.

##### Desirable:

Minimum of five years post-qualification experience

Be eligible for memberships with Professionals in Cardiac Science Australia (PiCSA) and the Australian Council for Clinical Physiologists (ACCP).

##### Other:

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

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

Prior to commencement successful candidates will be required to:

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.

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

Contact Officer: Leah Giles (02) 5124 2692 [leah.giles@act.gov.au](mailto:leah.giles@act.gov.au)

**Nursing Administration****Nursing and Midwifery and Patient Support Services****Nursing and Midwifery and Patient Support Services****Assistant Director of Nursing****Registered Nurse Level 4.3 \$147,398, Canberra (PN: 17460 - 021YT)**

Gazetted: 04 April 2022

Closing Date: 21 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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 Midwifery casual and relief pool and Assistant in Nursing e-Rostering unit

Tissue Viability Unit

Infection Prevention and Control Unit

Patient Support Services: Ward persons, 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**

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:**

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.

Note: Six months with the possibility of extension and/or permanency

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Chris Mead 0478 302 216 [Chris.Mead@act.gov.au](mailto:Chris.Mead@act.gov.au)

**Medicine****COVID-19 Care@ Home****Administrative Service Officer****Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 53756, several - 021ZX)**

Gazetted: 04 April 2022

Closing Date: 18 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

**POSITION OVERVIEW**

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

The ACT COVID -19 Care@ Home Program is a program that cares for patients who have tested positive to the Delta variant and other variants of SARS-CoV-2, and are managed safely in the community. The ACT COVID – 19 Care@ Home Program was developed to provide an outpatient monitoring service, with the aim to support patients at home and prevent hospital attendance and admission where feasible. It is staffed by Adult and Paediatric nurses and supported by on-call nursing and medical teams.

The ACT COVID – 19 Care@Home program is a 7 day a week program, with hours of work ranging from 0730 to 6 pm. The ACT COVID-19 Care@Home Program is managed by the Division of Medicine at Canberra Health Services (CHS).

The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense.

**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. Professional
2. Dedicated
3. Excellent attention to detail

**Position Requirements/Qualifications:**

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

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

Note: These are temporary positions available for six months with the possibility of extension.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Ruby Fleming (02) 5124 2923 [Ruby.Fleming@act.gov.au](mailto:Ruby.Fleming@act.gov.au)

**Mental Health, Justice Health, Alcohol and Other Drugs Services****Older Persons Mental Health Community Team - (OPMHCT)****Administrative Officer****Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 26422 - 021Y4)**

Gazetted: 06 April 2022

Closing Date: 22 April 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/>

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. 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, correctional centres, other community settings including people's home. These services include:

Rehab 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

Older Persons Mental Health Community Team (OPMHCT) provides mental health assessment, care planning and interventions to people living in the ACT who are 65+ years old.

OPMHCT operates within the Aust Govt / Dept of Health / Primary Health Network (PHN) MH Care / Stepped Care guideline (2016). Under this model, OPMHCT provides services to people who have a moderate to severe mental illness.

There are four distinct sub-teams within OPMHCT: Assessment Team (Ax Team), Clinical Management Team (CM Team), Intensive Treatment Service (ITS), and Physical Health Intervention Team (PHIT).

The Assessment Team is responsible for the management of referrals and providing comprehensive assessments and psychiatric diagnostic clarification, care planning and short-term treatment. The Clinical Management Team provides longer term treatment to people who present with complex mental health conditions. The Intensive Treatment Service provides a home-based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. The Physical Health Intervention Team provides physical health screening and care planning to those people admitted to the Clinical Management Team. Under the direct or indirect supervision of the Manager, the ASO3 will play a key role in the day to day administrative functioning of the 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

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

Commitment to achieving positive outcomes for older 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:

Hold a current driver's license.



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

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

Desirable:

Experience working with people with a mental illness or disorder in a community setting

Experience working in an administrative health care setting

Strong organisational skills

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note: This is a temporary fulltime position available for a period of 15 weeks with possibility of extension and/or permanency. Successful candidate/s may be selected based on application only. A merit list/pool may be established from this process that can be used to fill similar vacancies within the unit over the next 12 months.

Contact Officer: Jody Alexander 02 5124 1980 Jody.Alexander@act.gov.au

## **Cancer and Ambulatory Support**

### **Central Health Intake**

#### **Team Leader**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 14241 - 0223X)**

Gazetted: 07 April 2022

Closing Date: 21 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### **POSITION OVERVIEW**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the support functions for ambulatory and community health including the Central Intake team, central outpatients, Walk-in Centres and transcription.

CHS Central Health Intake is responsible for the intake, assessment and referral of consumers wishing to access CHS community-based services and specialist outpatient services at the Canberra Hospital. Central Health Intake currently incorporates both Community Health Intake, the Central Outpatient's Intake and Central Outpatient Reception. These services are co-located under a single management structure of Central Health Intake.

The Team Leader is responsible for managing the workflow and quality of a specified team as well as undertaking a range of administrative tasks which require a combination of speed, interpretation, and attention to detail.

#### **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. 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.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet consumer needs.
3. High level communication skills and the ability to develop and maintain networks across Canberra Health Services, external parties and team members.

#### 4. Strong leadership and mentoring skills.

##### Position Requirements/Qualifications:

Ability to work under limited supervision in a fast-paced environment and adapt to change 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 for four 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.

Contact Officer: Bernadette Armati (02) 6205 2339 bernadette.armati@act.gov.au

### eHealth and Informatics

#### Digital Health Record Project

#### Readiness End User Device Leader

#### Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54721 - 0224A)

Gazetted: 07 April 2022

Closing Date: 14 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

##### POSITION OVERVIEW

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

A minimum of 12 months ICT experience working within a health care setting, will 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 immediately for eight months with the possibility of extension.  
 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.  
 Contact Officer: Kerri McGufficke (02) 5124 9332 Kerri.McGufficke@act.gov.au

**Mental Health, Justice Health and Alcohol and Drug Services**  
**Child and Adolescent Mental Health Services (CAMHS)**  
**Administrative Services Officer - CAMHS Community Services**  
**Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 56942 - 021YZ)**

Gazetted: 04 April 2022

Closing Date: 21 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

**POSITION OVERVIEW**

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

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

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

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

**ABOUT YOU**

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

**Behavioural Capabilities**

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

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

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

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

Position Requirements/Qualifications:

Mandatory:

Must hold a current driver's licence.

Experience in working within the mental health sector.

Desirable:

Experience in working with children and young people and their primary supports.

Experience in working with mother's and infant and their primary supports.

Experience with medical terminology would be an advantage.

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

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

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](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: Kirsten Stafford (02) 5124 1095 [kirsten.stafford@act.gov.au](mailto:kirsten.stafford@act.gov.au)

## **ACT Pathology**

### **Anatomical Pathology (Cytology)**

#### **Medical Laboratory Scientist - Cytology Screener**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 57123 - 0224L)**

Gazetted: 06 April 2022

Closing Date: 25 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### **POSITION OVERVIEW**

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

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 Anatomical Pathology Department routinely operates Monday – Friday. It encompasses Histology, Cytology, Mortuary and Administration (medical secretaries). The Cytology department processes CST, FNA and exfoliative samples and your role will be to participate in the day-to-day operation of the laboratory, working as part of a dedicated Cytology team.

#### **ABOUT YOU**

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and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

#### Behavioural Capabilities

1. Strong organisational skills with a high degree of drive
2. Strong attention to details, reliable and punctual
3. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

#### Position Requirements/Qualifications:

Mandatory requirements exist for this position in addition to having a relevant Medical Laboratory Science Bachelor or equivalent.

Post graduate certificate from the Australian Society of Cytology including both Gynaecological and Non-Gynaecological components.

At least five years post-graduation Cytology experience.

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

The successful applicant will need to be available for occasional weekend and after-hours work, and on-call roster if required.

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

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. A merit list from this recruitment process will be used for any vacancies in the following 12-month period.

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: Sonja Boehm (02) 5124 2876 Sonja.Boehm@act.gov.au

## Rehabilitation and Community Care

### Oral Health Services

#### PA to Director and Clinical Director

#### Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 11683 - 021TP)

Gazetted: 06 April 2022

Closing Date: 25 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### POSITION OVERVIEW

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

Oral Health Services is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

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

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

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

Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients.

These services are delivered in the community to:

Gungahlin Health Centre  
 Belconnen Health Centre  
 Civic Health Centre  
 Phillip Health Centre  
 Tuggeranong Health Centre  
 Alexander Maconochie Centre  
 Mobile Dental Clinics

#### 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

Highly developed communication skills

Sound ability to determine priorities and exercise initiative

Position Requirements/Qualifications:

Previous experience as a Personal Assistant with a minimum 1-year experience.

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

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

Note: This is a temporary position available for six months with 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: Rebecca Cowan (02) 51241725 [rebecca.cowan@act.gov.au](mailto:rebecca.cowan@act.gov.au)

#### Adult Acute Mental Health Services

##### Adult Mental Health Unit

##### Allied Health Assistant 3

**Allied Health Assistant 3 \$68,984 - \$72,369 (up to \$76,559 depending on qualification level), Canberra (PN: 37432 - 021RY)**

Gazetted: 06 April 2022

Closing Date: 25 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### POSITION OVERVIEW

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home.

These services include:



Adult Acute Mental Health Services  
 Adult Community Mental Health Services  
 Alcohol and Drug Services  
 Justice Health Services  
 Child and Adolescent Mental Health Services (CAMHS)  
 Rehabilitation and Specialty Mental Health Services

The Adult Acute Mental Health Services (AAMHS) covers AMHU which is an acute 40 bed inpatient unit for people experiencing moderate to severe mental illness, ward 12 B, a 10 bed low dependency unit for people suffering moderate mental illness, and MHSSU which is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

AAMHS is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key community services.

The AHA will provide assistance and support to the allied health team in the delivery of allied health services to consumers, under the supervision of an allied health professional.

The AHA does not make clinical assessment or clinical judgment in this role; however, they will be expected to recognise a change in consumer function and status and the possible impact on the planned program.

The position will report operationally to the Allied Health Manager of AAMHS. Professional governance of this position will come from the Discipline Principal Social work (MHJHADS).

This is a fulltime position within Adult Mental Health Unit working Monday to Friday.

#### 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.

#### Personal Attributes

To be successful in this position, it is expected that the successful candidate will have the following attributes:  
 Experience and competence in working with people who may display aggressive, challenging, distressed or unpredictable behaviour.

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

Ability to maintain professional boundaries when responding to consumer and family/carer expectations.

#### Behavioural Capabilities

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

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

Administration skills to be able to provide quality work outputs.

#### Position Requirements/Qualifications:

##### Mandatory:

Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification)

A minimum of 24 months experience in a related/ relevant organisation and/or service

Current drivers' licence

##### Desirable:

Previous experience working within an inpatient mental health environment.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Contact Officer: David Warren (02) 5124 5401 david.warren@act.gov.au

**Mental Health, Justice Health and Alcohol and Drug Services****Justice Health Services****Registered Nurse****Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 12303, several - 0223S)**

Gazetted: 06 April 2022

Closing Date: 2 May 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

**POSITION OVERVIEW**

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

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 people's 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: This is a casual position and the full-time salary noted above will be paid pro-rata.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

## **Acute Allied Health Service**

### **Clinical Psychologist**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 46867 - 021RC)**

Gazetted: 31 March 2022

Closing Date: 18 April 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 Canberra Health Services Division of Allied Health Services provides a range of allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

An exciting opportunity exists for a Clinical Psychologist to join the friendly and supportive Psychology team in the Division of Allied Health. Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings.

The successful candidate will be responsible for providing clinical assessment and intervention as part of the Allied Health team, delivering services to a range of inpatient and outpatient services. The candidate has the opportunity to specialise and focus on services such as the Paediatric Service, Women's Health and Neonatology at the Centenary Hospital for Women and Children, or more adult focused services such as the Intensive Care Unit, the Hospital in the Home service, or the Pain Management Unit, depending on their interests and expertise.

The position will report to the Psychology Manager, Acute Allied Health Services.

#### **ABOUT YOU**

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

Strong interpersonal and communication skills.

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

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

##### **Mandatory:**

Hold general registration with the Psychology Board of Australia under AHPRA.

Hold an area of practice endorsement in Clinical Psychology

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

Desirable:

Eligibility for (or willingness to work towards) gaining approval as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for the Registrar Program in Clinical Psychology. Previous experience working with a multidisciplinary team in an acute care setting

Current driver's licence.

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

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

Prior to commencement successful candidates will be required to:

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.

Note: Permanent - please note that there are temporary positions with the possibility of permanency available that will be filled from this recruitment round. This position is eligible for a Psychology Group Attraction and Retention Incentive: \$10,260-\$14,32. The ARIn will be reviewed every 12 months where the ARIn will be terminated or adjusted under the terms of the ARIn policy. To continue payment, the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$118,211.

Contact Officer: Elissa Jacob 51242045 Elissa.Jacobs@act.gov.au

## **Surgery**

### **Peri-Op, Anaesthetics, Surgical Bookings**

#### **Surgical Services, Administrative Support Officer**

#### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 23712, several - 021WX)**

Gazetted: 31 March 2022

Closing Date: 14 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### **POSITION OVERVIEW**

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

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

These Units are supported by administration support officers who engage in a range of duties including reception responsibilities in patient service areas, and general business support and personal assistant activities in the business offices of the division's clinical units.

#### **ABOUT YOU**

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Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:  
Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change and provide a responsive service.

A commitment to the provision of high-quality customer service

Position Requirements/Qualifications:

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: There are several permanent full-time and one part-time position at 14.7 hours per week, the full time-salary noted above will be paid pro-rata for the part-time position. There are several temporary full-time positions available for five 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: Tonia Sydney (+61) 0468 663 425 [tonia.sydney@act.gov.au](mailto:tonia.sydney@act.gov.au)

### **University of Canberra Hospital**

#### **Rehabilitation aged and Community Services**

#### **Assessor, Aged Care Assessment Team**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 02782 - 021YA)**

Gazetted: 05 April 2022

Closing Date: 22 April 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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#### **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/>

An exciting opportunity exists for an Allied Health Professional to join the Aged Care Assessment (ACAT) team. The ACAT team is a multidisciplinary team that co-ordinates assessment for aged care services. The ACAT team plays a pivotal role in assessment of elderly clients across the ACT region using guidelines and processes developed by the Commonwealth Department of Health.

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

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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 leadership skills

Supportive of less experienced staff

Good communication skills

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

**Position Requirements/Qualifications:****Mandatory:**

Tertiary qualifications or equivalent in an Allied Health Related Field and eligibility for membership of the appropriate professional organization

Ideally Applicants would have post graduate experience or formal qualifications in Gerontology

Be registered under the Working for Vulnerable People Act (for non-nursing applicants)

**Desirable:**

Hold a current driver's licence.

Post Graduate studies in Health-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.

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

Contact Officer: Athalene Rosborough ACAT Manager (02) 51248674 [athalene.rosborough@act.gov.au](mailto:athalene.rosborough@act.gov.au)

**Clinical Services****Covid Ward****Nursing****Covid Ward Clinical Care Coordinator**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 44232 - 021T2)**

Gazetted: 31 March 2022

Closing Date: 14 April 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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**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 key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

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

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

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

**ABOUT YOU**



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#### Behavioural Capabilities

1. Proven advanced clinical experience in a leadership role
2. Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs

#### Position Requirements/Qualifications:

Relevant tertiary management or nursing qualifications and a minimum of three years' experience working professionally in Medical Wards is preferred.

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

Minimum three years postgraduate nursing experience.

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

Contact Officer: Amanda Cumberland 0481 455 906 [Amanda.Cumberland@act.gov.au](mailto:Amanda.Cumberland@act.gov.au)

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

#### **Secure Mental Health Service**

#### **Allied Health Assistant 2**

**Allied Health Assistant 2 (Qualified) \$56,482 - \$62,885 (up to \$64,757 depending on qualification level), Canberra (PN: 41035, several - 021N8)**

Gazetted: 31 March 2022

Closing Date: 20 April 2022

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#### **POSITION OVERVIEW**

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

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home.

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Justice Health Services

Child and Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

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

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

The Gwangal Mental Health unit is a specialist mental health facility adjacent to Calvary Hospital in Bruce. GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU 10 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

In this position the Allied Health Assistant Level 2 (AHA 2), under minimal supervision, will provide quality services to assist the Allied health team to deliver diversionary activities for people within a therapeutic rehabilitation environment. All staff of the DMHU are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

Allied Health positions may be required to participate occasionally in extended hours or weekend or holiday work. This duty statement outlines a range of possible duties that staff are expected to perform at this level.

#### ABOUT YOU

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#### Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

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

Resilience and perseverance

Ability to work with minimal supervision.

#### Position Requirements/Qualifications:

##### Mandatory

Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification)

A minimum of 12 months experience in a related/ relevant organisation/ service

A current driver's licence.

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

Have an understanding of how the National 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. 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.

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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Contact Officer: Graham Twycross (02) 5124 1516 [graham.twycross@act.gov.au](mailto:graham.twycross@act.gov.au)

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

### Secure Mental Health Service

#### Allied Health Assistant 3

**Allied Health Assistant 3 \$68,984 - \$72,369 (up to \$76,559 depending on qualification level), Canberra (PN: 41041 - 021VA)**

Gazetted: 31 March 2022

Closing Date: 20 April 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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#### POSITION OVERVIEW

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The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home.

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Justice Health Services

Child and Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

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

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

The Gawanggal Mental Health Unit (GMHU) is a specialist health facility adjacent to Calvary Hospital in Bruce. The GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

Dhulwa offers 10 acute care beds and 15 rehabilitation beds. The Gawanggal has 10 beds for community transition.

At this level it is expected that you will be able to provide individualised assessments and exercise programs to complex mental health consumers with/without chronic health conditions under limited supervision and contribute to health promotion strategies. It is also an expectation that you will contribute your clinical expertise to the multidisciplinary team, engage with the overall therapy programme, and support the Allied Health Manager in program and service development processes. Professional and clinical supervision for this position will be provided by the Exercise Physiology.

This position(s) may be required to participate occasionally in extended hours or weekend or holiday work. This duty statement outlines a range of possible duties that staff are expected to perform at this level.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
2. Strong organisational skills with a high degree of self-direction and conscientiousness

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

4. Resilience and perseverance

Position Requirements/Qualifications:

Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification).

A minimum of 24 months experience in a related/relevant organisation/service.

Current driver's licence

Previous experience working within an inpatient mental health environment.

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

Have an understanding of how the National 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: 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.

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

Contact Officer: Graham Twycross(02) 5124 1516 [graham.twycross@act.gov.au](mailto:graham.twycross@act.gov.au)

## Medicine

### Neurology

#### Specialist 1-5 / Senior Specialist / Visiting Medical Officer - Neurology

#### Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 20145 - 021ZF)

Gazetted: 05 April 2022

Closing Date: 13 April 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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#### 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 Neurology Department at Canberra Hospital provides both inpatient and outpatient neurology and neurophysiology services to the ACT and surrounding region of New South Wales (NSW). The department manages approximately 1000 in-patient admissions annually with a dedicated ward and acute stroke unit. CHS provides the level 6 acute stroke service for the ACT and Southern NSW region, delivering acute intravenous thrombolysis and endovascular clot retrieval. The department also provides approximately 3,800 occasions of service per year to outpatients, including medical clinics, neurophysiology diagnostic investigations and the provision of Botox.

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College.

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

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

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

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

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

Remuneration: \$288,138 - \$388,743 inclusive of salary, applicable allowances and 11.5% super

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

#### About You

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#### Position Requirements/Qualifications:

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

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

Fellowship of Australasian College of Physicians (FRACP) in Neurology or equivalent specialist qualifications.

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

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

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

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

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

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

#### Additional Information:

Significant experience with appropriate credentialing in neurophysiology investigation is required for candidates who will be undertaking neurophysiological procedures.

Requests for approval of a second job must be submitted annually. Any commitment to a second job must not impact on the agreed clinical duties of the specialist at Canberra Hospital.

The successful candidate must agree on attendance hours and annual job planning related to departmental operational requirements.

It is expected that approximately 80% of attendance time will be focused on substantive clinical service delivery, and approximately 20% to non-clinical duties.



Requirements for fractional on-call will be subject to clinical operational requirements and will be negotiated at the time of appointment on an individual basis.

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

Contact Officer: Professor Christian Lueck (02) 5124 7090 christian.lueck@act.gov.au

## Clinical Services

### Surgery

#### Assistant Director of Nursing, Access and Flow

#### Registered Nurse Level 4.3 \$147,398, Canberra (PN: 56737 - 021QR)

Gazetted: 05 April 2022

Closing Date: 19 April 2022

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

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

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

#### POSITION OVERVIEW

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

The Division of Surgery (DoS) is responsible for delivering services to inpatients and outpatients in the following specialties: ACT Trauma Service, Anaesthetics, Intensive Care Unit, Peri-Operative Unit, General Surgery, Neurosurgery, Vascular, Urology, Cardio-thoracic, Orthopaedics, Plastics, Otolaryngology, Maxillofacial, Acute Surgical Unit, Surgical Bookings and Pre-Admission Clinic, Ophthalmology and Pain Management Unit.

Reporting to the Director of Nursing, Surgery, the Assistant Director of Nursing (ADON) Access and Flow will actively manage the admission, transfer and discharge of patients accessing inpatient services in the DoS. The ADON Access and Flow will have the primary responsibility for flow activities in the DoS.

#### 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. Highly developed interpersonal and strong leadership skills with the ability to apply critical thinking.
2. Motivated, enthusiastic and a strong communicator to effectively liaise with internal and external stakeholders.
3. Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs

#### Position Requirements/Qualifications:

Relevant post graduate qualifications in Nursing, Health Management or Leadership and a minimum of five years' experience working professionally in acute care setting is preferred.

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

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

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

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: Jillian Davis (02) 5124 2364 Jillian.Davis@act.gov.au



**ACT Pathology****Chemical Pathology****Point of Care Testing Scientist****Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 16939 - 021XQ)**

Gazetted: 06 April 2022

Closing Date: 20 April 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

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

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

**POSITION OVERVIEW**

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

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

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

Under the Direction of the Chief Scientist of Chemical Pathology and Senior Scientist of Point of Care Testing (PoCT) the successful applicant will be responsible for ensuring day to day activities of the Point of Care Testing sub-section of the Chemical Pathology Laboratory are efficiently run. The successful applicant will be required to undertake duties associated with performance of point of care testing across CHS including liaising with internal and external customers, training of laboratory and non-laboratory staff, coordination of EQAP/IQC, analysis of samples, maintenance of equipment, monitoring of supplies, operating PoCT IT software and participation in quality management activities.

**ABOUT YOU**

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

**Behavioural Capabilities**

1. Strong organisational skills with a high degree of drive
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
3. Ability to communicate effectively with a diverse group of stakeholders

**Position Requirements/Qualifications:****Mandatory:**

A science degree or equivalent relevant qualifications.

Applicants must have a minimum of 12 months paid work experience, post-qualification, in a Diagnostic laboratory service

**Desirable:**

Experience in the day-day operations of PoCT devices

Experience of the quality requirements of a laboratory

Experience of working with IT systems for the management of Pathology devices/instrumentation

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

The successful applicant will need to be available for 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 10 months with the possibility of extension.

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 confirmation of education

Contact Officer: Simon Newton (02) 5124 2843 Simon.Newton@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](mailto:jobs@act.gov.au)**

#### **CIT Industry Engagement and Strategic Relations**

##### **CIT Marketing**

##### **Marketing Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 35194)**

Gazetted: 06 April 2022

Closing Date: 27 April 2022

Details: Are you a passionate and motivated marketing professional looking for a rewarding and engaging role?

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

Do you think creatively about how information is presented to achieve cut-through and effect behaviour change?

Then we want you!

Canberra Institute of Technology (CIT) is on the hunt for an experienced and motivated marketing professional, someone who is passionate about planning, coordinating and implementing creative and engaging marketing, advertising and promotional activities, with strong attention to detail, to help a busy marketing team to deliver on multiple priorities simultaneously.

If you're successful, your role in the team will be to plan, coordinate and implementing advertising and promotions activities for CIT Colleges and Divisions. You will be joining a fun, supportive and enthusiastic team. You will work closely with the team while also working autonomously to implement marketing activities across all CIT colleges and divisions to support the delivery of quality vocational education and training. The role works in a fast-paced environment with a focus on customer outcomes and stakeholders. We are looking for a dedicated and flexible team player who is passionate about vocational education and training, marketing and promotion.

This is a great opportunity to work in a diverse, challenging and dynamic organisation where each day you will have the opportunity to work across a range of varied tasks and projects.

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

Eligibility/Other Requirements: Relevant qualifications or experience in marketing, advertising, business or related discipline, along with experience in CMS and CRM systems and software, and knowledge of vocational education and training is desirable but not mandatory.

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

How to Apply: Please submit a maximum two-page pitch addressing the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Monica Fettell (02) 6205 6997 Monica.Fettell@cit.edu.au

#### **Education and Training**

##### **Technology and Design**

##### **Cyber Security**

##### **Administrative Officer**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 19000)**

Gazetted: 06 April 2022

Closing Date: 13 April 2022

Details: The Canberra Institute of Technology (CIT) Cyber Security Department is seeking a highly motivated and professional individual to provide a wide range of high-level administrative support to staff, students, and external stakeholders. Duties will include preparing reports, preparing briefs, correspondence, scheduling, compliance reporting, promoting programs, pastoral care, and special projects.

The successful candidate will need to work as a team member and autonomously to support and promote the department/college priorities. The ability to exercise judgement and to interpret guidelines and procedures to resolve issues, inquiries and work tasks is essential.

Our ideal candidate will be an effective communicator, have good digital and organisational skills and experience using CIT management systems or equivalent.

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

Note: This is a temporary position available from 12 May 2022 until 01 July 2022 with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response to the Selection Criteria outlined in the attached Position Description and include a current curriculum vitae and the contact details of two referees.

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

Contact Officer: Andrew Colquhoun (02) 6207 9934 [andrew.colquhoun@cit.edu.au](mailto:andrew.colquhoun@cit.edu.au)

## Education and Training Services

### Electrical Trades Teacher

**Teacher Level 1 \$79,598 - \$106,208, Canberra (PN: 51403, several)**

Gazetted: 05 April 2022

Closing Date: 5 May 2022

Details: Canberra Institute of Technology (CIT) is seeking full time teachers within the Trade Skills - Electrical Trades Department at its Fyshwick Campus. The person/s will need a strong background in the Electrical Trades (Electrical or Refrigeration and Air Conditioning or Electronics or PV solar) Industry, hold relevant licences, qualifications and hold the Certificate IV in Training and Assessment. Knowledge of the Electrical Trades Licencing regulations and requirements, along with a high level of computer literacy is desirable. Dual areas of Electrical Trades qualifications would be an advantage.

CIT 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: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40116 qualification or its successor, within the first eighteen (18) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015.

Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40116 or its successor) and a Diploma of Vocational Education and Training (or its successor).

Teacher Level 1.8 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40116 or its successor).

Industry Experience: All Teachers at Teacher Level 1 or 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Appropriate Industry competencies demonstrated by the following qualifications:

Certificate III in Electro Technology - Electrical or equivalent

Possess or able to obtain

i. Unrestricted electrical licence

or

Certificate III in Electro Technology - Electronic or equivalent

or

Certificate III in Refrigeration and Air Conditioning - or equivalent

Possess or able to obtain

i. ARClick - Refrigerant handling licence

ii. Full or restricted (Disconnect or Re-connect) electrical licence is desirable.

Dual Qualifications in the above competencies would be an advantage or additional post trade training in Solar PV and / or Battery storage.

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

Notes: These are temporary positions available for a period of 12 months. 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.

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.

How to Apply: All applicants are required to provide a written response to the Selection Criteria, a current curriculum vitae

two referee reports (see template via link) <https://www.jobs.act.gov.au/search?query=referee+report>

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

Contact Officer: Kathryn Druce (02) 6207 4345 [Kathryn.Druce@cit.edu.au](mailto:Kathryn.Druce@cit.edu.au)

### **CIT Industry Engagement and Strategic Relations**

#### **CIT Business Growth and Development**

#### **Business and Industry Engagement Support Officer**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 34209)**

Gazetted: 05 April 2022

Closing Date: 12 April 2022

**Details:** Are you able to grow and strengthen connections, explore the system at different scales and understand the context within? Have you worked in complex project environments, collaborated with others to overcome challenges and see the opportunities to ensure the best outcome for your customers?

As part of the Industry Engagement Team at CIT you will play a key role in building sustainable and collaborative networks with a range of industry partners. You will use your stakeholder engagement skills to contribute to business outcomes with a particular focus on supporting the Industry Engagement team to increase partnerships and commercial funding opportunities. You will also require the ability to work both autonomously and cooperatively, as you will have significant independence of action, and accountability to build & maintain ongoing relationships with external organisations to promote CIT.

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

Eligibility/Other Requirements:

Desirable:

Strong administrative and office management skills

Experience in stakeholder engagement, business development and customer service

A strong understanding of the Vocational Education and Training environment.

Note: This is a temporary position available immediately until 3 June 2022. Selection may be based on applications only.

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

Applications should be sent to the Contact Officer.

Contact Officer: Dan Cook (02) 6205 5308 [dan.cook@cit.edu.au](mailto:dan.cook@cit.edu.au)

### **Corporate Services**

#### **Corporate Services**

#### **CIT Facilities**

#### **Assistant Campus Manager**

#### **General Service Officer Level 5 \$58,918 - \$62,023, Canberra (PN: 07185)**

Gazetted: 05 April 2022

Closing Date: 22 April 2022

Canberra Institute of Technology (CIT) is seeking applications for the position of Assistant Campus Manager. This is an exciting opportunity to join the Facilities Team as we embark on campus renewal and modernisation projects, including a state-of-the-art new Woden campus.

We are looking for a confident individual to support the Campus Manager in the daily running of the CIT Bruce Campus with core responsibilities for coordinating daily trade works, contributing to overseeing localised projects, issuing and receiving facility access keys, responding to facility related requests, opening buildings, and disarming alarms at the beginning of the shift. Expected working hours are predominately between 6:30am and 3:30pm each weekday. While this position is predominately located within the Bruce Facilities Team, you may be required to provide support across other campuses.

The successful candidate will demonstrate experience in customer facing functions and be passionate in applying facilities services that put the customer first. You will demonstrate a strong ability to build professional relationships, communicate effectively with a highly diverse community and be a respected member of the Facilities Team. This position will also share key responsibilities as fire warden and participate in and contribute to emergency management exercises.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Essential:

Hold a current drivers' licence.

Highly Desirable:

Knowledge of and/or experience in facilities management. Holds a trade qualification or strong knowledge of the building and construction industry, or facilities management.

Note: 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: Applicants are to submit a response of no more than two-page pitch demonstrating skills, knowledge and experience as listed in the Selection Criteria, along with a current curriculum vitae including the names and contact details of two referees.

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

Contact Officer: Sean Colson (02) 6207 4747 [sean.colson@cit.edu.au](mailto:sean.colson@cit.edu.au)

## Education and Training Services

### CIT Trade Skills

#### Team Leader - Quality and Compliance

#### Teacher Level 2 \$113,447, Canberra (PN: 56820)

Gazetted: 05 April 2022

Closing Date: 21 April 2022

Details: We are seeking a passionate, experienced and qualified teacher to join a high performing, customer and industry focussed team that delivers Construction Trade, High Risk Licence, and Construction industry safety training courses.

In this role your key focus will be providing leadership to a team of teachers in quality and compliance in the development of course content, program delivery, assessment and continuous improvement in accordance with the VET Quality Framework, and Standards for Registered Training Organisations (RTOs).

Key Responsibilities include:

Provide leadership to teaching staff in the development of course content, program delivery, assessment and continuous improvement of programs within the team.

Teach, mentor and lead teachers to develop their capability across the range of quality and compliance activities required under the VET Quality Framework, and Standards for Registered Training Organisations (RTOs) 2015

Provide support and guidance to assist teachers with technology, the implementation of innovation in the classroom and in collecting workplace evidence.

Develop and maintain working relationships with industry and key stakeholders in the construction industry and support the team to offer customised training to industry and employers.

Generate new and creative ways of working - seek new opportunities in the contestable VET environment and provide support to the College/Department in commercial delivery.

Support the Head of Department in meeting the educational and operational needs of the department

Other duties as appropriate to classification, including teaching as requested by the immediate supervisor. CIT 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:

**MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING**

All managers at Teachers Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or its successor), and a Diploma of Vocational Education and Training (or equivalent).

**INDUSTRY EXPERIENCE**

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Relevant VET industry experience is essential.

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

How to Apply: Please provide a response to the Selection Criteria in no more than two pages. Include a current curriculum vitae and two referee reports.

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

Contact Officer: Karen Abel (02) 6205 3820 Karen.Abel@cit.edu.au

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

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

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

#### **Economic Development**

##### **Property and Venues**

##### **National Arboretum Canberra and Stromlo Forest Park Branch**

##### **Commercial Innovation Manager**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57014)**

Gazetted: 06 April 2022

Closing Date: 6 May 2022

Details: Are you a successful sponsorship and fundraising manager?

We are looking for a highly motivated and experienced person to source, pitch and deliver sponsorship, donations, bequests and other funding opportunities for Stromlo Forest Park and the National Arboretum Canberra. You will have proven success in delivering key commercial targets across a range of projects and developing new revenue streams. In addition to realising new commercial innovative opportunities, you will also drive our existing self-generating revenue teams and maintain existing business relationships.

You will be joining a positive, environmentally focussed brand, with a dynamic and enthusiastic team to meet the onsite needs of our rapidly growing visitation. Your exceptional relationship skills will attract and ensure our partners feel genuinely appreciated and inspired to support us in a long-term capacity.

The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, scientific and educational study, display and preservation. Stromlo Forest Park is a world-class, multi-use recreational sporting facility available to both recreational and professional users.

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

Eligibility/Other Requirements:

A current Driver's licence

Bachelor degree level or equivalent qualifications and/or experience in fundraising, sponsorship, communications, public relations, business studies or related/applicable area would be an advantage.

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



The role includes supporting events outside of regular business hours. This may include early mornings, evening, public holidays and weekend shifts, and interstate travel.

Notes: This is a full-time temporary position for up to 12 months, with the possibility of extension and possible permanency after 24 months. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. The position may include travel, some evening and weekend work.

How to Apply: Please respond with:

A two-page pitch addressing the Selection Criteria.

Your curriculum vitae.

Contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Callen (02) 6205 4468 [Christine.Callen@act.gov.au](mailto:Christine.Callen@act.gov.au)

### **Budget, Procurement, Infrastructure and Finance**

#### **Deputy Under Treasurer**

**Executive Level 3.3 \$383,752 - \$400,925 depending on current superannuation arrangements, Canberra (PN: E1221)**

Gazetted: 31 March 2022

Closing Date: 14 April 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 Deputy Under Treasurer, Budget, Procurement, Infrastructure and Finance (BPIF).

The Deputy Under Treasurer, BPIF, is responsible for the provision of budget, procurement, infrastructure and finance to government. The successful applicant will have strong policy and numerical skills, an impressive track record of executive leadership and excellent communication skills.

The successful applicant will report directly to the Under Treasurer, ACT Treasury within 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.

Eligibility/Other Requirements: Appropriate tertiary qualifications, or experience in commerce, law or a related field combined with strong numeracy skills gained through experience in financial analysis and reporting.

Remuneration: The position attracts a remuneration package ranging from \$383,752 - \$400,925 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$343,470.

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: Stuart Hocking (02) 6205 0260 [stuart.hocking@act.gov.au](mailto:stuart.hocking@act.gov.au)

### **OneGov Service Centre**

#### **Shared Services**

#### **Finance Services**

#### **Senior Director, Business Programs and Initiatives**

**Senior Officer Grade A \$155,107, Canberra (PN: 57081)**

Gazetted: 07 April 2022

Closing Date: 21 April 2022

Details: Are you a highly motivated Finance Business Program Manager with a can-do attitude?

Do you have demonstrated expertise, knowledge, and experience in finance-related system implementation?

Does your skillset include stakeholder management, business analysis, and change management?

Can you operate under broad direction and initiate, coordinate, manage and deliver highly complex finance-related projects and initiatives?

We'd love to talk to you if you answered 'YES' to the questions above!

About Us:

Shared Services, Finance Services is a customer-focused branch that provides high-quality, timely and essential finance services to, and for, ACT Government entities.

Our Services Include:

Accounts Payable and Receivable; Banking; Business Intelligence and Support; Debt Management; Financial Applications Support; Financial Accounting and Reporting; Salary Packaging, Taxation Support & Advice, and Governance.

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: Qualifications and experience in Project Management or Accounting/Finance are highly desirable.

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

How to Apply: Please provide a written response (of no more than two pages) addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities (outlined in the attached Position Description); and a current Curriculum Vitae with the names and contact details of two referees.

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

Contact Officer: Vivien Tran (02) 6205 2522 Vivien.Tran@act.gov.au

## **Digital, Data & Technology Solutions**

### **Strategic Business**

### **Portfolio Delivery**

### **Project Co-ordinator**

### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 38392)**

Gazetted: 06 April 2022

Closing Date: 22 April 2022

Details: Reporting to the Program Manager, Portfolio Delivery Office, Education Program, who manages a range of IT infrastructure and software projects for the Education Directorate. Your key focus is to assist the Program Manager to improve organisational capability and delivery by coordinating allocated projects/initiatives/work packages, as agreed; ensure allocated projects follow the agreed project methodology and frameworks; assist with reporting through to the Program Management Office on the status of projects; assist with the maintaining and monitoring project plans, project schedules, work hours, change variations, budgets and expenditures; organise the preparation, documentation of actions and minutes of key stakeholder meetings; provide administrative support as needed; undertake scheduled and adhoc project tasks as required; assist with documenting project risks and issues and provide solutions where applicable; providing support to procurement procedures for the area; and collaborate with, and support the broader Strategic Business branch in the pursuit of excellence. This position does not have any direct reports, though will involve the supervision and coordination of vendors and the coordination with other Digital, Data & Technology Solutions ICT teams.

Eligibility/Other requirements:

Highly developed written and verbal communication skills, including presentational skills and the ability to deliver high quality, accurate documentation

Advanced analytical skills, particularly the ability to understand how issues integrate and to make rational judgements from available information. Take an innovative and holistic approach to project delivery for improved outcomes.

Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing environment

Ability to consistently display commitment to high quality customer service principles and practices.

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

Note: This is a temporary position available from 16 May 2022 until 16 April 2023. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. The role includes the requirement to attend sites that are subject to vaccination mandates under a Public Health direction, the successful candidate must be willing and able to comply with all relevant Public Health directions in the performance of the advertised role.

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

why you want the role

what you would bring to the role

what you would get out of it  
about an achievement that you are most proud of

A current curriculum vitae.

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

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

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

## Digital, Data and Technology Solutions

### ACT Cyber Security Centre

#### Director, Cyber Strategy and Governance

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 57199)**

Gazetted: 05 April 2022

Closing Date: 22 April 2022

Are you a strategic leader who builds strong relationships and provides customers with advice and solutions to improve their cyber security posture? Keep reading on.

The ACT Cyber Security Centre is looking for a Director, Cyber Security and Governance, who can inspire, energise and positively influence team and whole of government outcomes in this crucial area. The role may be tailored to suit the applicant's skillset and individuals without strong technical skills are also encouraged to apply.

In this role you will work collaboratively and seek to strategically influence and promote a whole of government approach to cyber security. This may include conducting risk assessments, developing strategies, policies, standards, improving processes, managing the uplift of cyber security awareness across the workforce and workforce development activities. You may also be responsible for senior briefing and reporting within the directorate and across government.

To be successful you would be someone with:

Strong leadership and strategic planning skills to achieve our objective of a centre of excellence in cyber security and provide policy direction and advice to drive Whole of Government cyber security practices and controls.

Excellent relationship management skills who can resolve problems, negotiate mutually beneficial outcomes and enhance stakeholder relationships across ACT government, with jurisdictional partners and bring senior stakeholders on a journey of change in a dynamic threat landscape.

Persuasive verbal and written communication skills to deliver compelling strategic advice pitched at executive, business and technical audiences.

Analytical skills and technical capabilities (or willingness to learn) to manage cyber security risks across government and develop effective solutions that enable positive business outcomes.

The ability to foster a positive culture and team that recognises and values diversity and uses knowledge of differences to develop best practice service to all stakeholders.

Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workplace 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:** Current CMTEDD Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory. A University degree in a related subject area, and/or professional certification in Project Management, ICT Security, Risk Management, Auditing or Governance, would be well regarded.

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

**How to Apply:** If this sounds like you, please provide a maximum two-page pitch addressing how your knowledge and experience capture the skills and behavioural capabilities that make you the best candidate for the role as well as a current curriculum vitae. Where possible the position may be tailored based on the successful candidate's expertise and skillset.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julian Valtas (02) 6207 1008 Julian.Valtas@act.gov.au

**Economic Development****Property and Venues****National Arboretum Canberra and Stromlo Forest Park Branch****Events and Marketing Assistant****Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 57103)**

Gazetted: 05 April 2022

Closing Date: 12 April 2022

The National Arboretum is seeking an enthusiastic individual with hands-on marketing experience in promoting venues and events, who loves creating strong written and digital content.

The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, scientific and educational study, display and preservation. The Arboretum enjoys strong community support and has a large volunteer presence, and also works closely with the Friends of the National Arboretum. If you have solid experience in graphic design, marketing, delivery of events, administration skills including bookings systems, as well as sound customer service skills and would like to join a positive and energetic team, we want to hear from you. The successful applicant will be based at the National Arboretum Canberra.

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:

Marketing/Event/Advertising and graphic design qualifications or demonstrated work experience

A current Driver's licence

A current First Aid Certificate, or ability to acquire

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

The role includes supporting events outside of regular business hours. This may include early mornings, evening, public holidays and weekend shifts.

Notes: This is a temporary position available for up to three months with the possibility of extension up to 12 months. This position is part-time at 30 hours per week and the full-time salary noted above will be pro-rata. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit a two-page pitch outlining your suitability for the role, using the Selection Criteria as a guide. The pitch should 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. A current curriculum vitae and the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cally Earnshaw (02) 6207 9347 [Cally.Earnshaw@act.gov.au](mailto:Cally.Earnshaw@act.gov.au)

**Digital, Data & Technology Solutions****Strategic Business Branch****Portfolio Delivery Office****Project Manager****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 01341)**

Gazetted: 31 March 2022

Closing Date: 26 April 2022

Details: Reporting to the Program Manager, Portfolio Delivery Office, project manage a range of IT infrastructure and software projects for Directorates.

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

The Project Manager role is part of a multi-disciplinary team within Strategic Business Branch, Portfolio Delivery Office. You will be required to liaise with other DDTS technical teams, key Directorate stakeholders and vendors as required.

The ideal candidate will have experience delivering software upgrade projects as well as the IT fit out of office buildings.

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

Note: The role includes the requirement to attend sites that are subject to vaccination mandates under a public health direction, the successful candidate must be willing and able to comply with all relevant public health directions in the performance of the advertised role. A Merit Pool may be established from this selection process and used to fill identical vacancies over the next 12 months.

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

why you want the role

what you would bring to the role

what you would get out of it

about an achievement that you are most proud of

A current curriculum vitae

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

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

Contact Officer: Andrew Burnet 0430 170 800 andrew.burnet@act.gov.au

### **Access Canberra**

#### **Engagement, Compliance and COVID 19 Response**

#### **Parking Operations**

#### **License Plate Recognition Infringement Administration Officer**

#### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 38259, several)**

Gazetted: 04 April 2022

Closing Date: 21 April 2022

Details: Are you flexible and have an interest in working in a fast-paced regulatory environment? Are you resilient and confident with having difficult conversations?

If your answer is yes, you may be the person we are looking for. Access Canberra Parking Operations and Traffic Camera Office is seeking enthusiastic applicants to fill the role of Licence Plate Recognition Camera Operator. This role will see you out in the field utilising the latest technology to achieve compliance in relation to road safety. The successful applicant will perform duties as an authorised parking inspector in an innovative environment.

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

Eligibility/Other Requirements:

A current driver's licence is required.

Willingness to perform after hours shifts.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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

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

Please submit a written application, of no more than one page, responding to the statement below, contact details of at least two referees and current curriculum vitae. The one-page response should be written in the form of a pitch and should address the Selection Criteria within the Position Description and indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeanne Eri (02) 6205 3469 jeanne.eri@act.gov.au

**Digital Data and Technology Solutions****Customer Engagement Services****CIT - ICT****Senior Applications Administrator****Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 05455)**

Gazetted: 31 March 2022

Closing Date: 14 April 2022

Details: The Digital, Data and Technology Solutions (DDTS) - Canberra Institute of Technology (CIT) ICT team supports and maintains the business systems by servicing the administrative and operational needs of the CIT. In this role, you will provide second level and third level support for the institute's Student Management System – Banner and associated services/systems.

You will maintain the configuration, customisation, and develop enhancements for this application, as well as respond to technical incidents as they arise.

You will work collaboratively with DDTS and CIT teams to deliver exemplary customer service by ensuring that relevant systems are always operational, meeting customer requirements.

**Eligibility/Other Requirements:**

You should be highly experienced with contemporary web development languages, Java/Java Enterprise, JavaScript, Oracle Reports, Spring Framework, PL/SQL and Linux-based server hosting environments. Experience in Apache Tomcat, Argos, GIT source control and the Banner suite of applications is highly desirable.

You should also be proficient in software configuration management using version control tools such as Git or Microsoft Team Foundation Server.

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

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

How to Apply: Please submit a maximum two-page application or “pitch” providing examples demonstrating your suitability against the Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae of no more than three pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chanaka Langappuli (02) 6207 4116 Chanaka.Langappuli@act.gov.au

**Property and Shared Services****ACT Property Group****Executive****Assistant Director, Executive and Government Business****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 46721)**

Gazetted: 07 April 2022

Closing Date: 21 April 2022

Details: ACT Property Group is seeking someone experienced in providing high level organisational coordination and management as a leader in an executive support team. This role is part of the executive support team, assisting in overseeing the management of ACT Property Group, and coordination of correspondence, briefing and information to the ministers while supporting delivery of high quality customer service. This is a high workload position that requires the ability to work under pressure with competing priorities often with minimal supervision. 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 Government's 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.

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.



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 position requires a current Driver's Licence. Qualification/s in management, administration or government are desirable.

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.

ABW: This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joleen Dal-Maso (02) 6213 0741 [joleen.dal-maso@act.gov.au](mailto:joleen.dal-maso@act.gov.au)

## **Property and Shared Services**

### **ACT Property Group**

#### **Estate and Procurement Management**

#### **Director, Operational Estate Management, ACT Property Group**

#### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 16581)**

Gazetted: 06 April 2022

Closing Date: 25 April 2022

Details: ACT Property Group are seeking applicants with experience in property and asset management at a senior level to lead a team of property managers managing ACT Government owned properties. The person in this role leads the Operational Estate Management and Aquatics (OEMA) team, ensuring expert asset and estate inspections and condition assessments are undertaken for the ACT Property Group's property and aquatics portfolios. This role is responsible for the strategic direction of this operational team, who undertake day to day activities relating to the operation of buildings including the building inspection requirements of a large number of ACT Government owned properties and assets, ensuring planned and reactive maintenance works are prioritised appropriately. The person in this position and the team is also responsible for management of the Aquatics Operator Contracts, with complex contract management requirements for on-the-ground services delivery and minor aquatics project works delivery.

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 Government's 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.

ACT Property Group are committed to continuing to improve its services in government property management to customers and stakeholders.

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

Eligibility/Other Requirements: Applicants need demonstrated experience in property or a related discipline. Applicants must hold (or have the capacity to obtain) a White Card, Asbestos Awareness and current drivers licence (car). Relevant professional qualifications are highly desirable.

Note: 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. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

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

Contact Officer: Harriet Spring on ACTPGCorporate@act.gov.au or (02) 6205 3679

## **Communications and Engagement**

### **Administrative Support Officer**

#### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 48503)**

Gazetted: 06 April 2022

Closing Date: 20 April 2022

Details: Are you well-organised, reliable and able to demonstrate good judgement? Are you interested in providing support to a dynamic Communications and Engagement division that ensures that the Canberra community is well informed on government programs, policies and services?

The CMTEDD Communication and Engagement division is looking for an Administrative Support Officer to join our team for up to 12 months with the possibility of permanency.

This position provides strategic, operational and administrative support to our Communications and Engagement division including overarching business and financial management of the division.

*If this role sounds like you, get in touch!*

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

Eligibility/Other Requirements: Relevant experience in a communications and engagement environment within the Australian or ACT Public Service is highly desirable.

An ACT Government CMTEDD baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

The ability to work flexibly under limited supervision is required.

Note: This is a temporary position available for three months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working.

How to apply: If you are interested in joining our progressive team, please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A maximum two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: show that you have the capabilities in the “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

tell the panel how your abilities, experience and behavioural capabilities make you the best person for this role.

Applicants must submit a current curriculum vitae and two referees including their contact details.

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

Contact Officer: kimberly.street@act.gov.au 0488123443 kimberly.street@act.gov.au

## **Shared Services**

### **Partnership Services**

#### **Records Services, Digital Records Support**

##### **Assistant Director, Operations**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 14680)**

Gazetted: 06 April 2022

Closing Date: 20 April 2022

Are you someone who enjoys working in a fast-paced dynamic operational environment? Then the Digital Records Team are looking for you! Digital records team are the central team providing administration support for the ACT Government Electronic Digital Records Management Systems (EDRMS), Objective and Content Manager. The Assistant Director, Operations will be responsible for leading the team in a busy technical environment supporting Directorates in their business-as-usual activities related to the systems. We are looking for someone who excels at multi-tasking a range of different tasks, including, but not limited to Incident management, liaising with vendors and technical teams, supporting the operational team in troubleshooting system issues, reporting statistical information, resourcing, and assisting with upgrades and system enhancements. You will have the ability to think quickly and have a positive attitude towards customer service and engagement. If this sounds like an opportunity you can't pass by, we would love 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.

Eligibility/Other Requirements: Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

Notes: This is a temporary position available immediately until 26 August 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: Expressions of interest are invited of no more than a three page pitch outlining ‘what you will do’ from the Position Description as well as the Technical and Behavioural Capabilities.

Applications should be sent to the Contact Officer.

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

Contact Officer: Catriona Towner (02) 6205 7252 Catriona.Towner@act.gov.au

## **Economic Development**

### **Visit Canberra**

#### **Canberra and Region Visitors Centre**

##### **Visitor Services Officer**

##### **Administrative Services Officer Class 2 \$59,813 - \$66,047, Canberra (PN: C04149, several)**

Gazetted: 06 April 2022

Closing Date: 20 April 2022

The Canberra and Region Visitors Centre (CRVC) is dedicated to supporting tourism businesses both within Canberra as well as our surrounding regions. We work to increase our industry partners' market reach and exposure and are committed to promoting Canberra and the Region as a must-visit destination to increase visitor numbers, length of stay and visitor spending in the area.

Much has been said of Canberra over the years and it's a destination often misjudged, but we live and breathe all that Canberra has – its beauty, vitality and personality. We unabashedly sing Canberra's praises; not because we

have to, but because we want to. We're locals delivering home-grown knowledge and experience. We're a true destination gateway.

The primary objective of this role is to provide a high level of customer service to clients and callers to the (CRVC). These on call casual positions will be required to assist with visitor services at the CRVC, Canberra Airport Information Booth, and ad hoc offsite tourism pop-ups as required

The Visitor Services casual is required to undertake the following duties:

Provide high level customer service to visitors and callers regarding local tourist information

Coordinate and book sales of travel accommodation and tourism services for visitors using reservation system

Assist in the sale of merchandise

Provide support to volunteer staff on the service counter

Proactively contribute to all areas of the organisation.

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: All applicants must possess and maintain a current Responsible Service of Alcohol Certificate from an approved Registered Training Organisation or be prepared to obtain one prior to commencement.

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

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: Applicants must submit a curriculum vitae including contact details of two referees and a one-page (maximum) cover letter indicating your experience, local knowledge, and availability.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Sutherland (02) 6205 0026 [Lauren.Sutherland@act.gov.au](mailto:Lauren.Sutherland@act.gov.au)

### **Digital Data and Technology Solutions Customer Engagement Services Branch Service Assurance**

#### **Refresh Asset Co-ordinator**

#### **Information Technology Officer Class 1 \$72,935 - \$83,023, Canberra (PN: 14528, several)**

Gazetted: 07 April 2022

Closing Date: 14 April 2022

Details: Service Assurance Refresh Team is seeking a highly motivated candidate who will, under limited direction, co-ordinate and assist in the lifecycle management across all ACT Government Directorates. The successful candidate will liaise with users/clients and provide advice on a range of application information and assist in the maintenance of ACT Government assets.

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

Eligibility/Other Requirements: Experience in liaising with stakeholders and ICT asset lifecycle management would be advantageous.

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

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please submit a two-page written response that provides evidence of your capabilities which includes examples that clearly demonstrate relevant past experience, skills knowledge and behavioural capabilities. Please provide a current curriculum vitae including two referees.

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

Contact Officer: Sandra O'Rourke (02) 6207 7924 [sandra.o'rourke@act.gov.au](mailto:sandra.o'rourke@act.gov.au)

**Property and Shared Services****ACT Property Group****Estate and Procurement Management****Assistant Director, Operational Estate Management and Aquatics, ACT Property Group****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 46723)**

Gazetted: 06 April 2022

Closing Date: 25 April 2022

Details: ACT Property Group are seeking applicants with experience in property management to manage an operational team responsible for day to day activities relating to the operation of buildings including the building inspection requirements of a large number of ACT Government owned properties and assets, and ensuring planned and reactive maintenance works are prioritised appropriately. The person in this role leads the Operational Estate Management and Aquatics (OEMA) team, ensuring expert asset and estate inspections and condition assessments are undertaken for the ACT Property Group's property and aquatics portfolio. The team is also responsible for management of the Aquatics Operator Contracts, with complex contract management requirements for on-the-ground services delivery and minor aquatics project works delivery.

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 Government's 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.

ACT Property Group are committed to continuing to improve its services in government property management to customers and stakeholders.

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

Eligibility/Other Requirements: Applicants need demonstrated experience in property or a related discipline.

Applicants must hold (or have the capacity to obtain) a White Card, Asbestos Awareness and current drivers licence (car). Relevant professional qualifications are highly desirable.

Note: 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. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please review the Position Description for details about the role and associated responsibilities.

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

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

Contact Officer: Harriet Spring (02) 6205 3679 ACTPGCorporate@act.gov.au



**Access Canberra****Construction Utilities and Environment Protection****Construction and Planning Investigation Team; Rapid Regulatory Response Team****Compliance Regulator****Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 56845, 56846)**

Gazetted: 05 April 2022

Closing Date: 22 April 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. Applications are sought to fill the permanent positions of Compliance Regulator in the Construction and Planning Investigation Team (CPIT) and in Rapid Regulatory Response Team (RRRT).

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, and knowledge or ability to quickly gain knowledge of ACT building and planning legislation (including ACT development approval and building approval frameworks) and other relevant legislation, along with a very good understanding of Canberra building industry networks.

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.

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

**Eligibility/Other Requirements:****Essential**

Unrestricted Driver's Licence

Willingness to undertake the Certificate IV in Government (Investigations)

**Desirable**

Knowledge of, or interest in, the ACT building and planning legislation area will be viewed favourably

ACT Occupational Health and Safety Construction Induction (White Card)

Certificate IV in Government (Investigations)

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: Applicants should address the Selection Criteria located in the Position Description based on the role you wish to apply for. Please submit a maximum two-page application providing examples demonstrating your suitability for this role outlined in the Position Description and a current curriculum vitae.

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

Contact Officer: Ajith Buddhadasa (02) 6205 8359 [ajith.buddhadasa@act.gov.au](mailto:ajith.buddhadasa@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](mailto:jobs@act.gov.au)

**Executive Branch Manager, Development**

**Temporary Vacancy (19 April 2022 to 14 June 2022 with possibility of extension)**

**City Renewal Authority****Development**



**Position: E333****(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List

Date circulated: 6 April 2022

Reshape the National Capital

Applications are invited for the position of Executive Branch Manager, Development, 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](https://www.act.gov.au/__data/assets/pdf_file/0011/1766720/20210518-2025-Strategic-Plan-2021-update-FINAL.pdf)

The Executive Branch Manager, Development provides strategic leadership and expert project and technical advice in relation to all aspects of Development to the Authority. Reporting directly to the Chief Operating Officer, the Executive Branch Manager, Development is the senior Subject Matter Expert and accountable for Development issues associated with the delivery of the CRA's Development strategy, and is accountable for planning and delivering the CRA land release program, and delivering urban renewal projects and outcomes.

The role includes consultation with key internal and external stakeholders (within and outside of Government) management, review, and the formulation and implementation of development plans to support implementation of the CRA's renewal program.

The Executive Branch Manager, Development supports the CEO and the Authority Board in anticipating and responding to a broad range of Development needs and demands, to ensure the achievement of the CRA's objectives and programs. The position plays a central role in how the CRA establishes and sustains its reputation and partnerships with other ACT Directorates, industry and the broader community.

The role is also a focus for identifying and communicating 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>.

Eligibility/Other Requirements: Formal qualifications in development, construction and/or project management is essential (or demonstrable experience in these fields).

To apply: Please contact our Chief Operating Officer Craig Gillman at [craig.gillman@act.gov.au](mailto:craig.gillman@act.gov.au) or (02) 6207 2478 by COB Wednesday 13 April 2022.

Remuneration: The position attracts a remuneration package ranging from \$258,398 - \$269,925 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

Contact Officer: Craig Gillman (02) 6207 2478 [craig.gillman@act.gov.au](mailto: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](mailto:jobs@act.gov.au)**

**Housing ACT****Infrastructure and Contracts****Contracts and Business Operations****Field Officers****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 57155, several)**

Gazetted: 06 April 2022

Closing Date: 27 April 2022

The Infrastructure and Contracts branch of Housing ACT is looking for a motivated Field Officer to join our busy Contacts and Business Operations team. The position/s will report to the Senior Director, via the Assistant Director and Director of Contracts and Business Operations.

The Field Officers will be required to perform field and office related duties, including property visits, supporting property scoping, the safe and collaborative removal of unauthorised occupants from Housing ACT properties and administrative duties. Field Officers will be responsible for engaging with clients, staff, trespassers, partner organisations, community members and services to ensure cohesion of process. Responsibilities include liaison with clients and homelessness services, supporting the Contracts and Business Operations team to respond to complaints and Ministerial requests and ensuring Housing ACT properties are cycled through the Vacant process within required timeframes.

The Field Officers may also represent Housing ACT at selected forums and provide support for other business units as required. Well-developed communication skills, cultural awareness, an understanding of related industry and respect for people, are important knowledge and attributes for this position.

The Field Officers will support the Senior Director by engaging and collaborating with members of the Contract and Business Operations Team, Programmed Facility Management, The Australian Federal Police and Housing ACT, along other external stakeholders. The Field Officers will be required to understand the documented processes (be it Vacants or TRM), in order to support the business unit in meeting its obligations in turnaround times for Vacant properties and to also identify deficiencies and to recommend and implement areas of improvement (e.g. efficiencies).

More information can be found in the position description.

Eligibility/Other Requirements:

Notes: This is a temporary position available immediately 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: Application written as is an expression of interest, considering the Selection Criteria, no more than two A4 pages plus curriculum vitae/Resume and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Valler (02) 6205 8032 Megan.Valler@act.gov.au

## **Strategic Policy**

### **Assistant Director**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 39776, several)**

Gazetted: 01 April 2022

Closing Date: 15 April 2022

Details: Have you always wanted to make a difference? Now is your chance. Policy and Service Design Branch is looking for people who want to make a difference. Be part of a strong and supportive team working on social policy, legislation, service design and providing advice to Executives and Ministers. Grapple with big questions that affect our community. Provide solutions to vexing legislation problems. Hone your skills in the production of high-quality advice. Manage and collaborate with others to deliver high profile projects.

If you are skilled in research and analysis, have experience in working with legislation and want to contribute, we want to hear from you. If you enjoy solving complex problems, working together with your colleagues in a collaborative way, we want to hear from you. If you pride yourself on listening well and engaging with a range of stakeholders in government and community, we want to hear from you.

If you want to make a positive contribution to the lives of people in the community, we want to hear from you.

If your project management skills set you apart, we want to hear from you. Qualifications in public policy, social sciences, the humanities, economics or law will be advantageous in this branch.

Notes: This is a temporary position available immediately for 12 months with the possibility for extension for up to two years until 30 June 2024 and/or permanency. There are a number of positions available across the Policy and Service Design Branch. A Merit Pool will be established from this selection process and will be used to fill vacancies over the 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: Provide a maximum of two pages outlining your skills and experience, your curriculum vitae and the name of two referees. Selection may be based on application and referee reports only.

If interviews are required, they will be conducted online.

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

Contact Officer: Louise Bassett (02) 6205 7743 Louise.Bassett@act.gov.au

## Strategic Policy

### Policy and Service Design

#### Director

#### Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 19594)

Gazetted: 06 April 2022

Closing Date: 20 April 2022

Details: Have you always wanted to make a difference? Now is your chance. Strategic Policy Division is looking for people who want to make a difference. Be a leader in a strong and supportive team working on social policy, legislation, service design and providing advice to Executives and Ministers. Grapple with big questions that affect our community. Provide solutions to vexing legislation problems. Hone your skills in the production of high-quality advice. Manage and collaborate with others to deliver high profile projects.

If you are skilled in research and analysis, have experience in working with legislation and want to contribute, we want to hear from you. If you enjoy solving complex problems, working together with your colleagues in a collaborative way, we want to hear from you. If you pride yourself on listening well and engaging with a range of stakeholders in government and community, we want to hear from you. If you want to make a positive contribution to the lives of people in the community, we want to hear from you. If your project management skills set you apart, we want to hear from you.

Eligibility/Other Requirements: Qualifications in public policy, social sciences, the humanities, economics or law will be advantageous in this branch.

Note: This position is temporary for three years until 30 June 2025 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position 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: Provide a maximum of two pages outlining your skills and experience, your curriculum vitae and the name of two referees. Applicants may be assessed on written application only (maximum two pages). If interviews are required, they will be conducted online.

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

Contact Officer: Louise Bassett (02) 6205 7743 louise.bassett@act.gov.au

## Culture, Governance and Design

### Executive

#### Change Manager

#### Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 57085, several)

Gazetted: 31 March 2022

Closing Date: 14 April 2022

Details: The Community Services Directorate is bringing together a small team of innovators, collaborators and change agents to drive, coordinate and deliver the One CSD Reform program. Several opportunities are available, across change management, project delivery, business analytics, communications, content and digital development.

The One CSD Reform program is based on four important principles that go to the heart of what the Community Services Directorate does, and how it does it:

CSD delivers for the ACT Government and the Canberra community

CSD operates efficiently, effectively and in-line contemporary best-practice

CSD's staff at all levels are clear on our priorities and accountabilities

CSD's organisational culture, leadership and behaviours create a positive, collaborative, and supportive environment.

The One CSD Reform program is structured around five streams of work: Organisational structure and design; performance and accountability; governance; leadership, people and behaviour, and; continuous improvement.

This is a rare opportunity to gain directorate-wide change management experience. If you would like to contribute to making CSD an even better place to work, and to better deliver for the ACT Government and the Canberra community, then we want to hear from you.

Eligibility/Other Requirements: Certification in Procsci change management is highly desirable, and/or equivalent professional experience in change management.

Note: There are several temporary positions available for 12 months with the possibility of extension. Shorter term contracts can also be accommodated for successful applicants, for those seeking secondments and short-term professional development opportunities. 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 maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

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

## **Inclusion and Participation**

### **Office for Multicultural Affairs**

#### **Senior Program Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 37141)**

Gazetted: 05 April 2022

Closing Date: 12 April 2022

The Office for Multicultural Affairs is a multi-disciplinary and motivated team working to support, promote and celebrate Canberra's multicultural community.

We are looking for motivated, friendly and energetic Senior Program Officer who can provide a range of support functions to deliver programs, events and policy advice.

Our Senior Program Officer will be a skilled and valued collaborator, providing support across a number of functions, including policy development, project management, coordinating activities and events, communications, briefings and reporting.

The role is an opportunity to be a part of creating real, positive change for the ACT community.

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:

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

How to Apply: Please submit a two-page pitch addressing the Selection Criteria and a curriculum vitae.

Applications should be sent to the Contact Officer.

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

## **Children, Youth and Families**

### **Child and Youth Protection Services**

#### **Bimberi Residential Services**

#### **Youth Worker - Bimberi Residential Services**

#### **Youth Worker 1 \$67,770 - \$72,935, Canberra (PN: 03316, several)**

Gazetted: 05 April 2022

Closing Date: 25 April 2022

Bimberi Residential Services is seeking energetic and committed Youth Workers from a wide variety of backgrounds, with skills and experiences in many different fields.

The position of Youth Worker will work within a team environment to enhance the safe care, support and supervision of young people within the Bimberi Youth Justice Centre and/or Bimberi Community Residential Services. Youth Workers actively contribute to case planning for young people and provide advice and guidance to young people to improve their living skills, development and social interactions. They also implement effective behaviour management, conflict resolution and harm minimisation strategies. Most importantly Youth Workers must be willing to work to build a positive, supportive and professional working relationship with young people who require positive role models, mentoring, and support.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant support to young people and their families. It is comprised of Bimberi Youth Justice Centre and Bimberi Community Residential Services properties including Narrabundah House Indigenous Supported Residential Facility (Narrabundah House).

Bimberi Youth Justice Centre is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Childrens or Supreme Courts.

Bimberi Community Residential Services provides supported accommodation to young people, aged between 14 and 18 years old, on youth justice orders and living in the community.

Bimberi Residential Services facilities operate 24 hours a day, 7 days a week.

The occupants of these positions may be required to be available to work at both Bimberi Youth Justice Centre and Bimberi Community Residential Services properties and their duties may be slightly varied to ensure the safe custody of residents.

Youth Workers are required to work shift work and provide direct supervision and support to young people and management of their behaviours. Successful applicants will be provided with seven weeks induction training that covers topics including legislative obligations, Human Rights, trauma informed and therapeutic practice, responding to critical situations (including Use of Force) and behaviour management.

Eligibility/Other Requirements:

Current driver's licence

Current Senior First Aid Certificate

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

Notes:

Permanent, temporary and casual roles may be filled based on operational requirements and the business needs of the organisation.

Selection will be based on application, psychometric assessment, interview, medical/fitness (beep test) assessment and National Police Check.

Prior to commencing Youth Worker induction, you are required to produce evidence of a current Senior First Aid Certificate and ACT Working with Vulnerable People Card.

How to Apply: You will be required to submit responses to the Selection Criteria questions below.

Why are you interested in being a Youth Worker?

What skills do you have?

What do you think teamwork means?

What is important to perform the role of Youth Worker?

Community Services values are Respect, Integrity, Collaboration and Innovation. What values align with you the most?

Applications are sought from potential candidates that should include:

Supporting statement addressing each of the criteria should be limited to 400 words per criteria outlining your knowledge, skills and experience, in carrying out the duties outlined in the Position Description.

Names and contact details of at least two referees, including your most recent/current supervisor or manager.

Current curriculum vitae

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Gardiner (02) 6207 8801 [Kim.Gardiner@act.gov.au](mailto:Kim.Gardiner@act.gov.au)

## **Housing ACT**

### **Infrastructure and Contracts**

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

##### **Project Officer**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57197)**

Gazetted: 06 April 2022

Closing Date: 20 April 2022

Details: The Infrastructure and Contracts branch of Housing ACT is looking for a motivated Project Officer to join our busy Contracts and Business Operations Team. The position/s will report to the Senior Director, Infrastructure and Contracts. The Project Officer/s will be responsible for supporting the development and design of a business process review, for two key projects, within Housing ACT;



the Vacants process and  
the Tenant Responsible Maintenance (TRM)

Each role will support the Senior Director, by engaging and collaborating with members of the Contract and Business Operations Team and Housing ACT, along other external stakeholders. The role will be required to understand the documented processes (be it Vacants or TRM), in order to identify deficiencies and to recommend areas of improvement (e.g. efficiencies).

We are looking for people with demonstrated analytical skills, along with an ability to influence and negotiate within a team environment. Each position is expected to have strong stakeholder engagement skills and an ability, to think broadly in making well thought-out, balanced decisions (and or recommendations).

It is important that you can identify/prioritise issues, including knowing when to escalate to the Senior Director.

This role requires sound conceptual, analytical, research, and problem-solving skills. Each position will be expected to adhere to administrative, and contractual processes and to act ethically and with integrity. The positions will be expected to perform administrative tasks and to deliver a final report, as part of their respect projects.

More details can be found in the position description.

Note: This is a temporary position available for immediately for six months with 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: Applicants should submit a two page pitch, outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge Components outlined in the Position Description, plus resume/cv and references. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Megan Valler (02) 6205 8032 Megan.Valler@act.gov.au

### **Education**

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

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

#### **Executive Group Manager Business Services Office**

##### **Executive Support Officer to the Executive Group Manager Business Services**

##### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 40199)**

Gazetted: 06 April 2022

Closing Date: 20 April 2022

Details: The Executive Support Officer (ESO) will provide high level administrative support in the Executive Group Manager, Business Services Office. The ESO will provide timely, accurate and effective senior executive support to the EGM. The EGM BSG Office operates in a fast pace and busy environment and the ESO will need to manage workload based on shifting priorities within challenging timelines.

The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities.

The Executive Support Officer to the Executive Group Manager Business Services will:

Develop, implement and maintain processes that contribute to efficient and effective workplace practices including monitoring quality and timeliness of documents.

Liaise with internal and external stakeholders on a range of complex and sensitive issues.

Provide administrative support within the Division including organising travel and appointments, records management, collating papers and secretariat support for meetings.

Provide assistance with budget monitoring and human resource tasks relating to the Division.

Maintain high levels of confidentiality in handling queries and papers and deal sensitively with issues as they arise.

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

How to Apply: In two pages or less tell us why you want the role and outline your demonstrated experience as described in the Skills, Knowledge, and Behaviours section of the Position Description. Please submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and



outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

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

Contact Officer: Catherine Martinez (02) 6207 6641 Catherine.Martinez@act.gov.au

## **Business Services**

### **People and Performance**

#### **People, Safety and Conduct**

##### **Senior Director People, Safety and Conduct**

##### **Senior Officer Grade A \$155,107, Canberra (PN: 09408)**

Gazetted: 31 March 2022

Closing Date: 7 April 2022

Details: The People and Performance Branch is seeking a highly motivated and capable Senior Director to lead the People, Safety and Conduct team for the Education Directorate. The successful candidate will have proven ability to lead a largely transactional team of approximately 21 staff, delivering on critical activities within a government/regulatory context in a high-paced environment. The role has a broad range of highly complex and sensitive areas it is responsible for so demonstrated expertise in at least two of the following areas is essential: employee relations, work health and safety, injury management, misconduct.

The successful applicant will be required to work collaboratively across the People and Performance Branch as well as our 90 schools and Education Support Office. Highly developed interpersonal skills and demonstrated strengths in governance and systems will be essential to establishing effective working relationships and delivery of key services.

Eligibility/Other Requirements: This position requires a solid understanding of the HR context or relevant qualifications/experience in a similar role.

Professional memberships relevant to Human Resources would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.

Note: This is a temporary position available immediately until 31 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: Applicants must address the Professional and Technical Skills and Knowledge as outlined in the Position Description with a focus on evidence of achievements and outcomes. Applicants should also provide a contemporary curriculum vitae and contact details for two referees. Please ensure that both referees are current or immediate past supervisors. You should also be aware that you may be asked to provide further referee details.

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

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

## **Business Services**

### **Governance**

#### **Governance Policy and Procedures**

##### **Assistant Director, Governance, Policy and Procedures (Executive Governance Committee Secretariat)**

##### **Administrative Services Officer Class 6/Senior Officer Grade C \$90,099 - \$122,062, Canberra (PN: 39427)**

Gazetted: 04 April 2022

Closing Date: 11 April 2022

Details: We are looking for an experienced Secretariat Officer or a great Executive Assistant who is looking for a development opportunity. The Assistant Director EGC Secretariat is a key member of the Governance, Policy and Procedures team.

The main focus of this role will be managing the secretariat responsibilities for the Directorate's Executive Governance Committee (EGC) and coordination of regular branch reporting to the EGC. There will also be opportunities to extend your knowledge and experience in other areas of the Governance, Policy and Procedures team's work.

It includes managing relationships with key stakeholders and business areas across the Directorate to ensure high quality reports and timely updates are provided to the Education Governance Committee; maintaining a central record keeping and tracking systems of papers and actions items arising from meetings; providing high quality secretariat support to the chair and members, including timely preparation, collation, clearance and circulation of meeting papers; assisting the Executive Branch Manager, Governance in regular reporting on branch activities by

coordinating branch reports using data visualisation and reporting tools; and working collaboratively within a small team.

**Eligibility/Other Requirements:**

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

Note: This is a temporary position available immediately until 4 November 2022 with the possibility of extension up to 12 months. This position will be filled at either the Administrative Services Officer Class 6 or Senior Officer Grade C classification dependant on the skills and experience of the successful applicant.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the selection criteria in the attached Position Description and a current curriculum vitae.

*Applications should be sent to the Contact Officer.*

Contact Officer: Kirsten HurfordClark (02) 6207 3230 [Kirsten.HurfordClark@act.gov.au](mailto:Kirsten.HurfordClark@act.gov.au)

## **Service Design & Delivery**

### **Digital Strategy, Services & Transformation**

#### **Director – Digital Learning Technologies**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 35525)**

Gazetted: 31 March 2022

Closing Date: 19 April 2022

Details: The Director – Digital Learning Technologies is passionate about building products that customers love. As part of our critical leadership position you will join a dynamic and fast-paced environment and work with cross-functional teams to design, build and roll-out products that deliver the Education Directorate's vision and strategy. We are looking for an individual who will work with business and technology stakeholders to consult, define and implement digital products for the ACT Education Directorate. Our candidate can define and assure best practice whilst influencing, leading and mentoring others. You will help embed products within our service delivery to ensure the needs of the ACT Education Directorate are met.

Our ideal candidate will translate ideas into strategy and features, and follow product development from start to finish. You will be confident in articulating product requirements or roadmaps, and incorporate feedback and input from stakeholders on product suitability. To succeed in this role, you should be a perceptive and creative leader and a reliable problem-solver.

**Eligibility/Other Requirements:**

**HIGHLY DESIRABLE**

Extensive experience in design, analysis best practice

Experience in an Education setting will be highly regarded

Drivers licence with access to a private car

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and  
 early childhood education and care services (including out of school hours care)  
 P-10 schools where they share a campus with those younger years.  
 High schools and colleges that do not share a campus with primary school students are not covered by the mandate.  
 How to apply: Please provide a response to the selection criteria (maximum three pages), current curriculum vitae and contact details for two referees.  
*Applications should be submitted via the 'Apply Now' button below.*  
 Contact Officer: Avon Dissanayake (02) 6207 0461 avon.dissanayake@act.gov.au

## **Service Design and Delivery**

### **Student Engagement**

#### **Senior Director Student Engagement and School Support**

##### **Senior Officer Grade A \$155,107, Canberra (PN: 49498)**

Gazetted: 31 March 2022

Closing Date: 27 April 2022

Details: The Senior Director Student Engagement and School Support is a key role in the Directorate and across ACT Government. The Senior Director has responsibility for leading the implementation of Positive Behaviour for Learning (PBL) in the ACT and provision of universal training with a focus on inclusion and wellbeing. The Senior Director works collaboratively with other teams and divisions to provide a service offer that is flexible and delivers training to schools at their point of need.

The position requires a person with exceptional leadership and management skills including expertise in policy development and advice to Government. Ideally, the successful candidate will have demonstrated experience in leading a team, as well as a strong understanding of and commitment to inclusion and wellbeing.

This role reports to the Executive Branch Manager Student Engagement, including day to day reporting obligations, to ensure a consistency in approach across the Education Directorate.

Notes: This is temporary position available 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.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please provide a response to the Selection Criteria (maximum three pages), current curriculum vitae and details for two referees.

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

Contact Officer: Jessie Atkins 0423 079 443 jessie.atkins@act.gov.au

## **Environment, Planning and Sustainable Development**

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

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

### **Environment, Heritage and Water**

#### **Conservation Research and Evaluation**

##### **Fire Ecology Project Officer**

**Professional Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 17705)**

Gazetted: 06 April 2022

Closing Date: 2 May 2022

Details: We are looking for a committed, enthusiastic person to administer the provision of ecological advice to the ACT Parks and Conservation Service (PCS) fire management program, focusing on the protection and maintenance of listed species and communities and biodiversity conservation more broadly. This position is located in Conservation Research (CR) and will work within CR and with the PCS Fire, Forests and Roads section.

Under professional direction from a Senior Ecologist within CR the position will:

Provide close liaison between Conservation Research, the PCS Fire Management Unit and the Environment, Heritage and Water Division more broadly to ensure fire management activities are consistent with ecological and environmental land management objectives of the ACT Government. This would require well developed interpersonal skills and an ability to maintain a collaborative approach in an environment of competing objectives.

Collate and represent scientific advice from ecologists in the Division on potential ecological impacts due to fuel management activities. This would also include providing on-ground advice and assistance during the implementation of these activities.

Plan, manage and conduct ecological monitoring and survey activities in locations where fuel management activities are, or have been undertaken. This would require consideration of the maintenance of biodiversity and ecosystem processes in the ACT region whilst also considering the requirement to undertake fuel management to reduce the risk to life, property, and the environment. Spatial and statistical analysis of ecological data and preparation of scientific reports and other related material is a core responsibility of the role.

Provide close liaison between the Environment, Heritage and Water Division and bushfire Incident Management Teams to assist operators in minimizing ecological and environmental impacts of bushfires and bushfire suppressions activities. This would require a sound knowledge of incident management command structures and experience of fire ground operations.

Draft specialist reports, assist in the preparation of ministerial correspondence, briefings and other relevant materials as required. Represent Conservation Research and the Fire Unit at relevant forums, consult and liaise with government agencies, landholders, researchers and community representatives and provide technical information and advice on outcomes of the monitoring activities.

This position may involve direct supervision of one or more staff and volunteers and is expected to undertake delegated responsibilities as a Conservation Officer pursuant to the *Nature Conservation Act 2014*, and to maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements:

A minimum of Bachelor-level university degree in a field of botany, zoology, environmental management or similar, preferably including studies in ecology and conservation of terrestrial ecosystems.

A current 'Class C' manual driver's licence, preferably with 4WD experience (or willingness to undertake training).

Passing the 'moderate' level fire fitness test prior to appointed to the position is a mandatory requirement.

Willingness to participate in fire training (this position will be fire designated and the person will be placed on a "one in three" fire standby roster throughout the fire season) and in fire suppression with a focus on the Values Officer role within the Australasian Interagency Incident Management System.

Willingness to undertake field work, work independently in remote locations, outside normal hours and in adverse weather conditions

The position does require a Working with Vulnerable People Check.

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: Applicants must provide a written response to each of the Selection Criteria listed in the 'What you Require' section of the Position Description. Responses should be limited to 350 words per criteria. Please also provide a curriculum vitae with the names and contact details of two referees.

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

Contact Officer: Julian Seddon (02) 6207 7757 julian.seddon@act.gov.au

**Environment, Water and Emissions Reduction****Environment, Heritage and Water****ACT Heritage****Registrar and Secretariat Support Officer, ACT Heritage Council****Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 15687)**

Gazetted: 06 April 2022

Closing Date: 20 April 2022

Details: Are you interested in conserving and celebrating the heritage of the ACT?

We offer interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.

You have the opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.

The Registrar and Secretariat Support Officer, ACT Heritage Council provides confidential secretariat, administrative and co-ordination services to the Heritage Council and the ACT Heritage team.

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

Eligibility/Other Requirements: Experience working with boards and committees is highly desirable.

Note: This is a temporary position available from 22 May 2022 until 30 September 2022. This position is available to ACT Government officers and employees only. Selection may be based on application and referee reports only.

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

Applications should be sent to the Contact Officer.

Contact Officer: Daisy Chaston (02) 6207 7379 [daisy.chaston@act.gov.au](mailto:daisy.chaston@act.gov.au)

### **City Renewal Authority**

#### **Marketing and Communications Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53515)**

Gazetted: 05 April 2022

Closing Date: 19 April 2022

Details: The City Renewal Authority (Authority) is charged with shaping the growth of the central parts of Canberra to make it a great place to live, explore and enjoy.

In partnership with the community, the Authority aims to create an active city heart through the delivery of design-led, people-focussed urban renewal with a focus on social and environmental sustainability.

The Authority works within the City Renewal Precinct, which spans Dickson, Northbourne Avenue, Haig Park, Braddon, Civic and Acton Waterfront.

The City Renewal Authority is established under the [City Renewal Authority and Suburban Land Agency Act 2017](#) which came into effect on 1 July 2017.

Place experience and marketing team

The place experience and marketing team works to identify and deliver a comprehensive mix of activations and initiatives in the City Renewal Precinct to match the needs and wants of consumers to:

increase consumer visitation and dwell-time;

increase the number of residents; and

influence increased investment in the precinct.

The categories for activations and activities include:

place experience: manage and influence place presentation, deliver activations and event experiences, influence retail offering, influence residential offering; and

destination promotion: deliver promotional activations, sponsorships and events and develop and deliver destination campaigns.

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

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

How to Apply: To apply please submit a one page pitch responding to the Selection Criteria and a curriculum vitae (maximum two pages).

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

Contact Officer: Jennifer Ramsay 0414 822 535 [Jennifer.Ramsay@act.gov.au](mailto:Jennifer.Ramsay@act.gov.au)

**Corporate Services and Operations****Governance, Compliance and Legal Policy****Government Services****Director, Government Services****Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 43127)**

Gazetted: 06 April 2022

Closing Date: 20 April 2022

Details: The Government Services team within Environment, Planning and Sustainable Development (EPSDD) provides operational and strategic support to EPSDD Ministers', their Offices, the Director-General, EPSDD executive and EPSDD staff on ministerial and government business. The team works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

An exciting opportunity is available for a highly motivated applicant to undertake role of Director, Government Services team. To perform this role successfully, you will:

be informed – you know the processes and frameworks and can advise and support our EPSDD colleagues on Cabinet and Assembly business.

be connected – you will play a key leadership role in the Government Services team and be accountable for day to day operations, keeping many balls in the air, all the time, often with competing and challenging timeframes.

be energetic and enthusiastic – you will oversee a range of support to EPSDD staff and executive and Ministers' Offices in relation to Cabinet, Assembly and Government Business matters.

Check out the Position Description and if you have relevant experience to take on this role or believe your experience, skills and knowledge translate across to the position then we want to hear from you! Roles of this nature are unique and challenging, yet very rewarding with a leadership focus.

The Environment, Planning and Sustainable Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, veterans, and those who identify as LGBTIQ+ are encouraged to apply.

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

How to Apply: Applicants must submit a written response to the Selection Criteria of no more than two pages outlining your ability to perform the advertised role (Skills, Knowledge, Behaviour, and related experience). This must be accompanied by a current curriculum vitae and two referees including their contact details.

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

Contact Officer: Dorena Morris (02) 6207 5989 [Dorena.Morris@act.gov.au](mailto:Dorena.Morris@act.gov.au)

**Environment, Heritage and Water****ACT Parks and Conservation Service****Parks and Partnerships****Area Manager - Urban Reserves, Parks and Partnerships****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 15691, several)**

Gazetted: 05 April 2022

Closing Date: 19 April 2022

Brief description of the Branch:

The ACT Parks and Conservation Service which is responsible for the day-to-day management of the ACT non-urban parks and public land including forestry.

Parks and Partnerships is within the Parks and Conservation Service and includes Volunteers and Visitor Experience, Urban Reserves, National Parks and Catchments, Offsets Planning, Monitoring and Research and Operations Coordination.

Brief description of the role and its requirements:

The ACT Parks and Conservation Service is seeking an exceptional leader to undertake the role of Area Manager - Urban Reserves, North.

This position will oversee the planning and operations for the region that includes Canberra Nature Park North and Molonglo River Park, Urban Wildlife and various conservation land management activities. The team includes approximately 20 FTE along with a recurrent budget. The occupant of the position will be expected to:



Lead and manage the operations of the area delivering programs and projects to time and budget. Implement natural resource management, asset protection and visitor programs and coordinate the delivery of best practice on ground services for Canberra's reserve and off reserve areas within the area of management. Lead and motivate staff and develop and implement programs associated with workplace diversity, Industrial democracy, workplace health and safety and staff development and training. Contribute to the strategic management of the section and branch as a member of the broader Management Team.

Represent the Directorate and Branch and establish, develop and maintain positive relationships with key external bodies, including other ACT Government agencies, stakeholders, community organisations, commercial enterprises and interstate counterparts.

Undertake incident management duties, including participation in fire standby, fire suppression and fire training, 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 involve the direct supervision of staff.

Eligibility/Other Requirements:

Relevant qualifications and experience in environmental and/or natural resource management is required.

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

A current manual driver's licence.

This position is classified as a Designated Fire Position under the Collective Agreement. Bushfire related activities, including bushfire suppression, is a mandatory component of the position. Appointment / promotion / transfer to the position is conditional upon successful completion of a nationally recognized fire fighting task-based fitness assessment.

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

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the Selection Criteria and qualifications/requirements, as well as a current resume/curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michaela Watts (02) 6207 1831 Michaela.Watts@act.gov.au

## **Climate Change and Energy**

### **Policy Branch**

### **Big Battery Policy**

### **Policy Officer**

### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 50587)**

Gazetted: 04 April 2022

Closing Date: 11 April 2022

Details: The Climate Change and Energy Division ensures the ACT remains a national and global leader in addressing climate change and promoting sustainable energy supply and use. Through policies and programs including active engagement with the community, we seek to reduce energy use, support renewable energy, promote environmentally sound transport choices, reduce waste and improve its management, improve information on climate change and increase resilience to our changing climate. These activities occur in all sectors including government, non-government, business, community and households, and contribute to Canberra's growth as a dynamic, sustainable and prosperous city.

This Administrative Services Officer Class 6 position is based in the Big Battery Policy team. This team is responsible for the delivery of the ACT Government's Big Canberra Battery Project which will see the installation of 250 MW of battery storage across the ACT. As a member of this team, the successful candidate will contribute to the policy design and implementation of different aspects of the Big Canberra Battery Project. This may include:

working with community, business and government stakeholders and consultants to develop high quality policy advice and design of initiatives under the project

design and implementation of procurement processes to deliver batteries of different scales

preparation of correspondence, advice, reports, Ministerials, cabinet submissions and briefings on policy issues relevant to the project.

Eligibility/Other Requirements: Some weekend and after-hours work may be required.

Note: This position is available immediately for a period of six months. This position is available immediately for a period of six months. This position is available to ACT Government officers and employees only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the selection criteria in the attached Position Description and a current curriculum vitae. Please forward your expression of interest to [lara.lloyd@act.gov.au](mailto:lara.lloyd@act.gov.au).

Applications should be sent to the Contact Officer.

Contact Officer: Scott Bales 62054435 [scott.bales@act.gov.au](mailto:scott.bales@act.gov.au)

### **Justice and Community Safety**

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

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

#### **ACT Corrective Services**

##### **Offender Reintegration**

##### **Director, Offender Reintegration Projects**

##### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 56963)**

Gazetted: 06 April 2022

Closing Date: 20 April 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Director, Offender Reintegration Projects (SOGB), within Offender Reintegration. The successful applicant will be responsible for project management and the delivery of key strategic projects that focus on service delivery and governance improvements for Offender Reintegration. You will also coordinate activities and ensure collaboration across various teams involved in the implementation of key projects.

In addition, you will provide leadership through influence to ensure successful change management and project implementation. You will also provide subject matter expert advice on Offender Reintegration services including compliance to policies, legislation and delegations.

Further to this, you will prepare reports, documentation, briefings and detailed correspondence for senior management and the Commissioner.

To be successful, you will be required to demonstrate exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders in addition to strong project management skills.

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

Eligibility/Other Requirements:

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

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

How to Apply: Applicants are required to submit the following:

- 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and
- 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: William Stuart (02) 6205 3369 [William.Stuart@act.gov.au](mailto:William.Stuart@act.gov.au)

**Emergency Services Agency****ACT Ambulance Service****Intensive Care Paramedic****Intensive Care Paramedic 1 \$92,626 - \$102,632 plus penalties, Canberra (PN: 38953, several)**

Gazetted: 31 March 2022

Closing Date: 18 April 2022

Details: About the Australian Capital Territory Ambulance Service (ACTAS)

ACTAS is responsible for providing emergency and non-emergency ambulance services to the ACT community. Our emergency operations comprise Graduate Paramedic Interns, Ambulance Paramedics and Intensive Care Paramedics who consistently achieve exceptionally high patient satisfaction scores. As part of the ACT Emergency Services Agency we work closely with the other emergency services 24 hours a day, 7 days a week.

ACTAS operates a modern fleet of emergency ambulances, non-emergency patient transport vehicles and a range of specialist assets including 4WD, single response and multi-purpose vehicles. In addition to our ground vehicles, ACTAS also provides Intensive Care Paramedics to the SouthCare Toll rescue helicopter. Each month ACTAS attends to in excess of 5,000 incidents in the ACT region.

ACTAS is committed to implementing a revised roster for emergency operations as part of the upcoming Enterprise Agreement negotiations. While final details are still to be determined, preliminary agreement has been reached that the roster pattern will be 4 on / 4 off equating to: Day, Day, Afternoon, Night.

Relocation Support:

ACT Public Sector ACT Ambulance Service Enterprise Agreement 2021-2022 provides for the reimbursement of reasonable relocation expenses for employees engaged on a permanent or long term temporary basis as follows:

Single with no dependants

\$12,000

Additional payment per dependant (first six dependants)

\$2,000

Additional payment per dependant (seventh and further dependants)

\$1,750

In order for a new employee to be reimbursed costs, valid receipts must be produced.

The location:

Well serviced by major shopping precincts, universities, sporting centres and an international airport, the Canberra region has everything that you need for you and your family to make yourselves at home. More than half of the ACT is protected as a nature reserve meaning that bushwalks, mountain bike trails, waterfalls, rivers, and spectacular lookouts are all within easy reach of the CBD. Want to venture further afield? The hustle and bustle of Sydney, the tranquillity of the NSW south coast or the excitement of the snow country are all within easy driving distance. More information on the region can be found at <https://visitcanberra.com.au/>.

Application:

If you can see yourself working with ACTAS then please apply via the [www.jobs.act.gov.au](http://www.jobs.act.gov.au) site.

We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

Eligibility/Other Requirements:

The role:

ACTAS is seeking applications from experienced intensive care paramedics to join the service in the position of Intensive Care Paramedic (lateral recruit). To be successful in your application you will:

Be a registered paramedic with Ahpra (or eligible to obtain registration),

Have successfully completed a minimum of 12 months as a qualified paramedic (i.e. 12 months of unsupervised practice after achieving an authority to practice),

Be able to provide evidence of having worked within a statutory ambulance service with an independent authority to practice at the level of Intensive Care Paramedic with a minimum of 12 months full time equivalent service in that role,

Be capable of assimilating into ACTAS (with due acknowledgement of your prior experience),

Be a team player capable of embracing the ACTAS leadership framework, and

Meet all criteria stated in the Position Description.

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

**How to Apply:****APPLICATION PROCESS**

Applications must be submitted via the [www.jobs.act.gov.au](http://www.jobs.act.gov.au) website prior to the closing date and should be marked CONFIDENTIAL. The following documents are required:

a completed Application Cover Sheet (note: this is automatically generated);

a two (2) page A4 statement (minimum size 12 font) addressing the above two capabilities for this position, showing your experience and what you can bring to the position of Intensive Care Paramedic with ACTAS;

a brief employment history/curriculum vitae (not more than two pages);

copies of your baseline qualification as a paramedic (e.g. Diploma of Paramedical Science, Bachelor of Paramedical Science, or equivalent post graduate qualification) AND your qualification as an Intensive Care Paramedic (minimum of an Advanced Diploma of Paramedical Science);

a scanned copy of your Ahpra registration (or application receipt);

a scanned copy of both sides of your Class C (or interstate equivalent) driving licence;

a points demerit transcript from the relevant motor registry authority in your state, territory, or country;

evidence of current immunisations which should include Tetanus, Hepatitis B, and most recent influenza, and must include a full course (three doses) of COVID-19 vaccinations plus any additional doses as advised;

completed Statutory Declaration (attached);

a copy of your current authority to practice / certificate to practice as an Intensive Care Paramedic issued by a statutory ambulance authority; and

a completed personal and medical information release consent form (attached).

Applicants should note that emailed applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both your inbox and spam box after submission. Postal applications will not be acknowledged.

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

Contact Officer: Greg Brown N/A JASACTASRecruitment@act.gov.au

**ACT Corrective Services****Offender Reintegration****AMC Case Management Team Leader**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 14004)**

Gazetted: 31 March 2022

Closing Date: 14 April 2022

Details: A challenging and genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, suitably qualified and experienced person to join Offender Reintegration as AMC Case Management Team Leader (SOGC).

The successful applicant will oversee the development and implementation of individualised case plans aimed at changing anti-social behaviours and overcoming relevant social exclusion factors. You will have key operational management of financial and human resource issues and will be required to lead the team through implementing change initiatives, evidence-based practice and ensure quality assurance outputs meet best practice standards.

In addition, the successful applicant will have strong involvement in issues relating to Aboriginal and Torres Strait Islander people and will be required to liaise with Aboriginal and Torres Strait Islander people, community members and service providers, and requires cultural competency, including:

Understanding of the issues affecting Aboriginal and Torres Strait Islander peoples

Demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples

Demonstrated capability and commitment to continue to develop cultural knowledge

Further to this, you will assess the developmental needs of staff and provide mentoring, guidance and training on correctional issues, oversee the development and review of case management strategies and processes to ensure the provision of timely and high quality interventions, participate in the ongoing review of and evaluations of work practices and contribute to the development of correctional policy and procedures.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating strong leadership and management qualities.

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

**Eligibility/Other Requirements:**

Relevant tertiary qualifications in a related field are highly desirable.

Eligible persons may be required to undergo a Police Check.

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

How to Apply: Applicants are required to submit the following items: 1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

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

Contact Officer: Lizzie Spulak (02) 6205 5431 [Lizzie.Spulak@act.gov.au](mailto:Lizzie.Spulak@act.gov.au)

**ACT Corrective Services****Operational Support****Program Management Office****Program Administrator****Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 49316)**

Gazetted: 31 March 2022

Closing Date: 14 April 2022

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated, and conscientious person to fill the position of Program Administrator (ASO3) in the Operational Support Unit.

The successful applicant will be responsible for providing secretariat and administrative support for project activity across ACTCS, responding to enquiries and supporting project staff with the scheduling and coordinating of stakeholder meetings and workshops.

In addition, you will be responsible for taking minutes, facilitating information transfer and disseminating information between projects staff, maintaining accurate records, generating reports and sourcing resources as required.

The successful applicant will need to be self-motivated, show initiative, sound judgement and an ability to adhere to timeframes.

To be successful, you will demonstrate strong administrative capability and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

**Eligibility/Other Requirements:**

Awareness of ACT Government policies and processes in relation to corporate governance and records management, particularly in relation to disseminating and storing information is desirable.

Knowledge of Content Manager/TRIM or similar electronic documents and records management system is desirable.

Basic knowledge or understanding of project management is desirable.

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

This position does require a pre-employment medical.

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

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

How to Apply: Please submit a maximum three-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

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

Contact Officer: KezangX Choden (02) 6207 0005 [KezangX.Choden@act.gov.au](mailto:KezangX.Choden@act.gov.au)

**ACT Corrective Services  
Custodial Operations  
Court Transport Unit  
Area Manager**

**Correctional Officer Class 3 \$98,235 - \$104,713, Canberra (PN: 49415)**

Gazetted: 31 March 2022

Closing Date: 26 April 2022

Details: ACT Corrective Services is pleased to announce an exceptional career opportunity for individuals interested in becoming a Correctional Officer Class 3 at the Court Transport Unit (CTU). The operational hours in the CTU are 06:00 to 18:00, Monday to Fridays, based on an 8-hour day.

The successful applicant will be responsible for providing leadership, supervision and management of staff and operations within Correctional facilities. You will also have the capacity to assume control of the facility in the absence of the Director, CTU.

On a day-to-day basis, the successful applicant will ensure safe care and custody of detainees, maintain security and supervision of staff and detainees, admit and discharge detainees in accordance with relevant legislation and prepare reports and undertake investigations as required.

In addition, you will also assist in training and development including the provision of work performance assessments and feedback and ensure staff and detainees comply with relevant legislation, policies, and procedures.

To be successful, you will demonstrate exceptional communication and interpersonal skills in addition to leadership and management skills. You will also demonstrate a passion for people and a commitment to the promotion of a positive and rehabilitative culture and 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:

Relevant custodial experience and Certificate III and Certificate IV in Correctional Practice (Custodial) are essential.

If Certificate III in Correctional Practice is not held it must be attained within 12 months of date of entry to service.

Current unrestricted driver's license is essential.

Senior First Aid Certificate is essential

Relevant tertiary qualifications are desirable.

This position requires pre-employment psychological and medical testing and National Police record check.

This position requires registration under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

(2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and

(3) a copy of your current driver's licence.

Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Taylor-Dayus (02) 6207 1615 james.taylor-dayus@act.gov.au

**Emergency Services Agency**

**ACT Ambulance Service**

**Ambulance Operations**

**Ambulance Paramedic**

**Ambulance Paramedic 1 \$79,742 - \$89,707 plus penalties, Canberra (PN: 48655, several)**

Gazetted: 31 March 2022

Closing Date: 18 April 2022

Details: About the Australian Capital Territory Ambulance Service (ACTAS)

ACTAS is responsible for providing emergency and non-emergency ambulance services to the ACT community. Our emergency operations comprise Graduate Paramedic Interns, Ambulance Paramedics and Intensive Care



Paramedics who consistently achieve exceptionally high patient satisfaction scores. As part of the ACT Emergency Services Agency we work closely with the other emergency services 24 hours a day, 7 days a week.

ACTAS operates a modern fleet of emergency ambulances, non-emergency patient transport vehicles and a range of specialist assets including 4WD, single response and multi-purpose vehicles. In addition to our ground vehicles, ACTAS also provides Intensive Care Paramedics to the SouthCare Toll rescue helicopter. Each month ACTAS attends to in excess of 5,000 incidents in the ACT region.

The location:

Well serviced by major shopping precincts, universities, sporting centres and an international airport, the Canberra region has everything that you need for you and your family to make yourselves at home. More than half of the ACT is protected as a nature reserve meaning that bushwalks, mountain bike trails, waterfalls, rivers and spectacular lookouts are all within easy reach of the CBD. Want to venture further afield? The hustle and bustle of Sydney, the tranquillity of the NSW south coast or the excitement of the snow country are all within easy driving distance. More information on the region can be found at <https://visitcanberra.com.au/>.

We welcome people with experience from the community, public and private sectors able to meet the physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

If you are an Aboriginal or Torres Strait Islander, a veteran, identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

Eligibility/Other Requirements:

The role:

ACTAS is seeking applications from experienced paramedics to join the service in the position of Ambulance Paramedic (lateral recruit). To be successful in your application you will:

Be a registered paramedic with Ahpra (or eligible to obtain registration),

Have successfully completed a minimum of 12 months as a qualified paramedic (i.e. 12 months of unsupervised practice after achieving an authority to practice),

Be capable of assimilating into ACTAS (with due acknowledgement of your prior experience),

Be a team player capable of embracing the ACTAS leadership framework, and

Meet all criteria stated in the respective Position Description.

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

How to Apply:

#### APPLICATION PROCESS

Applications must be submitted prior to the closing date and should be marked CONFIDENTIAL.

The following documents are required:

a completed Application Cover Sheet (note: this is automatically generated);

a two page A4 statement (minimum size 12 font) addressing the above two capabilities for this position, showing your experience and what you can bring to the position of Ambulance Paramedic with ACTAS;

a brief employment history/curriculum vitae (not more than two pages);

copy of your baseline qualification as a paramedic (e.g. Diploma of Paramedical Science, Bachelor of Paramedical Science or equivalent post graduate qualification);

a scanned copy of your Ahpra registration (or application receipt);

a scanned copy of both sides of your Class C (or interstate equivalent) driving licence;

a points demerit transcript from the relevant motor registry authority in your state, territory or country;

evidence of current immunisations which should include Tetanus, Hepatitis B, and most recent influenza, and must include a full course (three doses) of COVID-19 vaccinations plus any additional doses as advised;

completed Statutory Declaration (attached);

a copy of your current authority to practice/certificate to practice as a paramedic issued by your employer; and

a completed personal and medical information release consent form (attached).

Applicants should note that emailed applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both inbox and spam box after submission. Postal applications will not be acknowledged.

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

Contact Officer: Greg Brown N/A JACSACTASRecruitment@act.gov.au

**Public Trustee and Guardian****Governance and Corporate Unit****Assistant Director/Manager****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 36601)**

Gazetted: 05 April 2022

Closing Date: 19 April 2022

Details: The Public Trustee and Guardian is a unique organisation that provides trustee, guardianship and estate administration services to the ACT community.

We have a temporary vacancy, with possibility of permanency, for a motivated and well organised professional to be appointed as Assistant Director in our Governance and Corporate Unit.

The successful candidate will be responsible for managing and leading the day-to-day administration of the busy and dynamic Governance and Corporate Unit at the Public Trustee and Guardian.

Our Governance and Corporate Unit provides full suite of business and administrative services to the Public Trustee and Guardian.

We are seeking a skilled and confident communicator with strong client service and management skills.

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

Note: This is a temporary position available from 02 June 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.

How to Apply: Applicants should submit a two-page statement of claims, outlining how you meet the Behavioural Capabilities, Technical Skills and Knowledge components outlined in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Denise Caldwell (02) 6207 9800 [denise.caldwell@act.gov.au](mailto:denise.caldwell@act.gov.au)

**Security and Emergency Management****Emergency Management****Assistant Director, Emergency Management Policy****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 07199)**

Gazetted: 07 April 2022

Closing Date: 21 April 2022

Details: The Security and Emergency Management Division within the Justice and Community Safety Directorate is seeking a motivated and professional Assistant Director, Emergency Management Policy.

The Security and Emergency Management Division is responsible for providing whole of government strategic advice, policy development and implementation in relation to security and emergency management matters.

The Assistant Director, Emergency Management Policy will be located within the Emergency Management Branch and interact across the Security and Governance Branches within the Division as well as with other ACT Government stakeholders.

About the position

The Assistant Director, Emergency Management Policy drives the development of policies and projects to strengthen the ACT's whole of government emergency management capability. Through their work, the Assistant Director assists the Senior Director, Emergency Management to effect, lead, plan and deliver policy in relation to whole of government strategic emergency management priorities and direction. The Assistant Director is also responsible for development and delivery of briefings and strategic advice to Senior Officials and the ACT Executive under the limited direction of the Senior Director and Executive Branch Manager. They will work under the the Senior Director, Emergency Management to ensure development of appropriate policy that builds and strengthens ACT Government's disaster resilience, coordination and recovery.

The Assistant Director has direct responsibility for driving, designing, implementing and delivering specific projects and programs which support the functions of the Directorate with existing and emerging initiatives on a range of emergency management topics. They will be required to maintain a high level understanding of contemporary emergency management and government policy, stakeholder's interests and priorities, and remain across current and emerging issues within our operating environment.

The Assistant Director will establish and sustain positive and collaborative long-term relationships with a diverse range of stakeholders within the ACT public sector, the ACT community and nationally.

Under limited direction this position is required to exercise a high degree of independence to achieve goals and output in line with the Directorates' objectives. This will require well developed written and verbal communication and time management skills and ability to liaise and negotiate with a diverse range of stakeholders. Additionally, the position requires sound decision making and project management skills as well as ability to respond effectively to business needs and meet tight time frames.

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, veterans, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

Proven experience in managing development and implementation of programs or projects

Sound knowledge of territory emergency management legislation, arrangements and practices

Ability to manage self and staff in high pressure environments

Ability to work outside of normal business hours including weekends to support the emergency management arrangements of the ACT.

**Compliance Requirements/Qualifications:**

The successful candidate will be required to have, or ability to obtain, a Negative Vetting 1 security clearance

**Desirable:**

Well-developed skills in writing government briefs and papers.

Relevant experience and/or tertiary qualifications in a related field or equivalent experience in policy development and/or emergency management.

Note: This is a temporary position available until 26 August 2022 with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. The position is required to work remotely or in hybrid arrangement (home and office). The office is an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are asked to please supply:

A written response (a pitch) of no more than two A4 pages which:

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

outlines why you believe you are suitable for the position.

your curriculum vitae; and

contact details of two referees with a thorough knowledge of your work performance.

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

Contact Officer: Dianne Gordon (02) 6205 3133 [Dianne.Gordon@act.gov.au](mailto:Dianne.Gordon@act.gov.au)

**ACT Human Rights Commission**

**Public Advocate and Children and Young People Commissioner**

**Senior Director, Public Advocacy**

**Senior Officer Grade A \$155,107, Canberra (PN: 56952)**

Gazetted: 04 April 2022

Closing Date: 21 April 2022

Details: Are you looking for a challenging role in a dynamic multi-faceted work environment? If so, look no further!

The ACT Public Advocate (who is also the ACT Children and Young People Commissioner) is seeking a passionate, highly motivated, and well organised person with demonstrated superior legal policy, legal representation, and leadership skills to head up her public advocacy team.

The Public Advocate has legislative responsibility for protecting and promoting the rights and interests of people in the ACT who are experiencing vulnerability. Some of these functions are specific to children and young people, and others encompass people with complex disability needs, including older persons and those with mental health conditions and/or forensic patients.

The Senior Director, Public Advocacy works alongside the Public Advocate to lead and manage the activities of a team of staff who operationalise the Public Advocate's functions by seeking to ensure that the services and systems that support persons experiencing vulnerability do so in a way that assures their safety and wellbeing, while being appropriately cognisant of their rights.

The Senior Director, Public Advocacy has significant decision-making autonomy within agreed parameters and has strategic responsibility for providing high-level legal policy advice and representation (as required) on behalf of and to the Public Advocate, the public advocacy team, and within the broader Human Rights Commission. The Senior Director, Public Advocacy also has primary responsibility for management of the team's human resources and supports the Public Advocate in managing financial resources.

Eligibility/Other requirements:

Tertiary qualifications in social work/law or psychology/law are highly desirable.

Driver's licence C Class is desirable.

This position does require a Working with Vulnerable People Check.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than a three-page pitch addressing the Professional/Technical Skills and Knowledge, and the Behavioural Capabilities as detailed in the Position Description and a current curriculum vitae, including the details of two referees.

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

Contact Officer: Jodie Griffiths-Cook (02) 6207 5767 Jodie.Griffiths-Cook@act.gov.au

### **Legal Aid Commission**

#### **General Practice**

##### **Lawyers**

**Legal 2/4 \$82,860 - \$143,557, Canberra (PN: 000Various)**

Gazetted: 05 April 2022

Closing Date: 20 April 2022

Details: Legal Aid ACT is seeking experienced lawyers with five plus years post admission experience to fill positions in our expanding General Practice.

General Practice lawyers provide advice, duty, and ongoing representation services across a diverse range of practice areas, including NDIS, Tenancy, Migration, Employment, Discrimination, Mental Health, Guardianship, Family Violence, Family Law and Care and Protection.

You will be required to work in a team of lawyers and support staff. The role requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. Lawyers in Legal Aid ACT undertake a range of work by providing information and advice, community legal education and client representation.

Eligibility/Other Requirements: Eligibility to hold a restricted Practising Certificate in the ACT is required. Five year's post admission experience is highly desirable.

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

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

Contact Officer: Derek Schild (02) 6243 3403 derek.schild@legalaidact.org.au

### **Major Projects Canberra**

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

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

#### **Light Rail**

##### **Executive Assistant**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 51233)**

Gazetted: 01 April 2022

Closing Date: 15 April 2022

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Executive Assistant is responsible for providing high-level executive and administrative support to Light Rail's Executive Branch Manager (EBM), Technical Development and EBM, Commercial. Working closely with the executive support team, under limited supervision, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence and manage the diaries of the EBM's

including appointment bookings, meetings and preparation of travel arrangements for the broader team. In addition, the Executive Assistant will provide administrative support in preparing meeting agendas and minutes, reports, briefs as well as the preparation of ministerial correspondence. The role requires an ability to prioritise while supporting a diverse team with variable requirements. The successful candidate will have a high level of independence and impartiality.

The responsibilities for this position consist of coordinating and reviewing communication and incoming and outgoing documentation, prioritising and monitoring tasks and activities for the Executive Branch Managers including research information as required and prepare confidential correspondence, reports, briefs, including the assembly of supporting documentation necessary for Ministerial correspondence, meetings and forums. You will also be required to manage the diary and schedule including arrangement of appointments, meetings and travel as directed, prepare agendas and papers required for meetings including recording, transcribing and distribution of minutes for meetings and provide administrative support to the broader Light Rail Project team as required.

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

**Eligibility/Other Requirements:**

Experience in the use of Objective and Microsoft Office applications is desirable.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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

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

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

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

## **Project Development and Support**

### **Finance**

#### **Finance Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 36719)**

Gazetted: 05 April 2022

Closing Date: 19 April 2022

Are you our new Finance Officer?

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!

Project Development and Support provides leadership and contribute strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance. The Division is responsible for business case development and planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government.

As part of the Project Development and Support Division, Major Projects Canberra Finance supports the Agency through the provision of a financial management and governance including, but not limited to:

Provision of strategic and operational financial support and advice in accordance with the ACT Financial Management Act 1996.

Development and allocation of internal and external budgets, including coordination of the Agency's input into development of the ACT Government's annual budget papers.

Preparation of financial performance reports for the Agency.

Accounts receivable and accounts payable processing support.

Development and maintenance of financial management information systems and processes.

Preparation of the Agency's annual financial statements.

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

**Eligibility/Other Requirements:****Desirable:**

Tertiary qualifications are highly desirable.

Experience in the use of Oracle Financial Management Information System is highly desirable.

Notes: This is a temporary position available until February 2023 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sharon Lu (02) 6205 9658 Sharon.Lu@act.gov.au

**Office of the Legislative Assembly****Parliamentary Support****Committee Support****Administrative Officer****Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 257, several)**

Gazetted: 06 April 2022

Closing Date: 4 May 2022

Details: Are you interested in our democratic process?

Are you looking for a chance to get in on the ground floor, learning the functions of the ACT Parliament, and contributing daily to its successful administration?

The Office of the Legislative Assembly (the Office) is an impartial statutory agency which provides procedural and administrative advice and support to the Assembly and its committees. It is headed by the Clerk of the Assembly and is governed by the Legislative Assembly (Office of the Legislative Assembly) Act 2012.

Much of the detailed work of the Assembly is done by committees, made up of MLAs from across the parties. A major element of committee work is conducting inquiries into issues important to our communities. Committees are supported by the Office's Committee Support unit whose staff manage the day-to-day operation of committees and their inquiries by providing impartial procedural advice and practical support through activities such as drafting committee reports meeting papers and other documents, research, organising hearings, and administration.

We are seeking applications from experienced Administrative Officers who will provide a range of administrative and IT support services for Assembly committees and other Committee Support staff. This includes acting as the first point of contact for enquiries to Committee Support, and providing information to Members' offices, departmental officers, and the public.

Candidates must be able to demonstrate a high degree of professionalism, the ability to build and maintain workplace relationships, and will need to develop a solid understanding of relevant parliamentary practice and procedure.

Note: There are permanent and temporary positions available. Temporary positions will have the possibility of an extension and/or permanency from this process. A merit pool may be established from this selection process and be used to fill future vacancies within the Committee Support team over the next 12 months.

How to Apply: Please submit a written response (maximum 1,500 words) to the criteria in the 'What we are looking for' section in the Position Description including specific examples, along with your curriculum vitae and the names and contact details of two referees (preferably including a current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Sophie Milne (02) 6205 0137 sophie.milne@parliament.act.gov.au

**Parliamentary Support****Committee Support****Committee Secretary****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 253, several)**

Gazetted: 06 April 2022

Closing Date: 4 May 2022



Details: Are you interested in our democratic process?

Are you looking for a chance to contribute to the functions of the ACT Parliament, and its successful administration?

The Office of the Legislative Assembly (the Office) is an impartial statutory agency which provides procedural and administrative advice and support to the Assembly and its committees. It is headed by the Clerk of the Assembly and is governed by the Legislative Assembly (Office of the Legislative Assembly) Act 2012.

Much of the detailed work of the Assembly is done by committees, made up of MLAs from across the parties. A major element of committee work is conducting inquiries into issues important to our communities. Committees are supported by the Office's Committee Support unit whose staff manage the day-to-day operation of committees and their inquiries by providing impartial procedural advice and practical support through activities such as drafting committee reports meeting papers and other documents, research, organising hearings, and administration.

We are seeking applications from experienced Committee Secretaries who are responsible for managing the work of Assembly committees and providing impartial and accurate procedural advice to committee members.

Secretaries also prepare briefing materials for inquiries, analyse evidence, undertake research, draft reports, and supervise staff.

Candidates must be able to demonstrate a high degree of professionalism, the ability to build and maintain workplace relationships, and will need to develop a solid understanding of relevant parliamentary practice and procedure.

Eligibility/Other Requirements:

Desirable

Relevant tertiary qualifications

Demonstrated knowledge of and/or previous experience in parliamentary processes.

Note: There are permanent and temporary positions available. Temporary positions will have the possibility of an extension and/or permanency from this process. A merit pool may be established from this selection process and be used to fill future vacancies within the Committee Support team over the next 12 months.

How to Apply: Please submit a written response (maximum 1,500 words) to the criteria in the 'What we are looking for' section in the Position description including specific examples, along with your curriculum vitae and the names and contact details of two referees (preferably including a current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: David Monk (02) 6205 0129 david.monk@parliament.act.gov.au

## **Parliamentary Support**

### **Committee Support**

#### **Assistant Secretary**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 255, several)**

Gazetted: 06 April 2022

Closing Date: 4 May 2022

Details: Are you interested in our democratic process?

Are you looking for a chance to get in on the ground floor, learning the functions of the ACT Parliament, and contributing daily to its successful administration?

The Office of the Legislative Assembly (the Office) is an impartial statutory agency which provides procedural and administrative advice and support to the Assembly and its committees. It is headed by the Clerk of the Assembly and is governed by the Legislative Assembly (*Office of the Legislative Assembly*) Act 2012.

Much of the detailed work of the Assembly is done by committees, made up of MLAs from across the parties. A major element of committee work is conducting inquiries into issues important to our communities. Committees are supported by the Office's Committee Support unit whose staff manage the day-to-day operation of committees and their inquiries by providing impartial procedural advice and practical support through activities such as drafting committee reports meeting papers and other documents, research, organising hearings, and administration.

We are seeking applications from experienced Assistant Secretaries who will provide analysis and advice for Assembly committees, conduct research, and produce reports, briefings, and other communications of a professional and publishable standard. Assistant Secretaries provide back-up to, and may act in the absence of, Committee Secretaries as required.

Candidates must be able to demonstrate a high degree of professionalism, the ability to build and maintain workplace relationships, and will need to develop a solid understanding of relevant parliamentary practice and procedure.

Eligibility/Other Requirements:

Desirable

Relevant tertiary qualifications

Demonstrated knowledge of and/or previous experience in parliamentary processes.

Note: There are permanent and temporary positions available. Temporary positions will have the possibility of an extension and/or permanency from this process. A merit pool may be established from this selection process and be used to fill future vacancies within the Committee Support team over the next 12 months.

How to Apply: Please submit a written response (maximum 1,500 words) to the criteria in the 'What we are looking for' section in the Position Description including specific examples, along with your curriculum vitae and the names and contact details of two referees (preferably including a current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Samuel Thompson (02) 6205 0435 [samuelt.thompson@parliament.act.gov.au](mailto:samuelt.thompson@parliament.act.gov.au)

### **Suburban Land Agency**

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

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

#### **Program Solutions**

#### **Sales and Client Services**

#### **Sales Officer**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 57095, several)**

Gazetted: 01 April 2022

Closing Date: 14 April 2022

Details: An exciting new opportunity exists to join the Sales and Client Services team at the Suburban Land Agency! The Suburban Land Agency (the Agency) is growing its in-house sales capacity and team. If you enjoy a challenge, are highly motivated, able to manage competing priorities in a fast-paced environment and are customer centric focused, then one of these positions may be for you.

We have two new Sales Officer positions that will help to manage land releases across the ACT. One position is in the Gungahlin area team and the other is in the Molonglo Valley team. As a Sales Officer you will contribute to the successful release and sales of land. You will work in a small team dealing with public enquiries and manage customers and sales data.

To thrive in this position, you will be a collaborative team player with a strong attention to detail and the ability to prioritise. You will possess excellent customer service, communication, and interpersonal skills. Experience and strong working knowledge of property sales processes, or the ability to quickly obtain that knowledge is highly desirable. Knowledge of a CRM system like Salesforce would also be an advantage.

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

Note: There are two positions available from this recruitment process. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is 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: Applications are sought from potential candidates for the two Sales Officer positions. Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. Please refer to the 'STAR method' when developing your claims against the Selection Criteria and take the opportunity to speak with the Contact Officer. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

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

Contact Officer: Kathy Torcasio (02) 6205 3020 [Kathy.Torcasio@act.gov.au](mailto:Kathy.Torcasio@act.gov.au)

**Program Solutions****Sales and Client Services****Senior Sales Officer****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 57097, several)**

Gazetted: 01 April 2022

Closing Date: 14 April 2022

Details: An exciting new opportunity exists to join the Sales and Client Services team at the Suburban Land Agency! The Suburban Land Agency (the Agency) is growing its in-house sales capacity and team. If you enjoy a challenge, are highly motivated, able to manage competing priorities in a fast-paced environment and are customer centric focused, then one of these positions may be for you.

We have two new Senior Sales Officer positions that will manage land releases across the ACT with one position responsible for Gungahlin land releases and the other for Molonglo Valley. As a Senior Sales Officer you will lead a small team and contribute to developing and implementing customer focused sales systems and processes in consultation with the Assistant Director.

To thrive in this position, you will be a collaborative team player with sound critical thinking and problem-solving skills and high-level communication and stakeholder engagement skills to influence decisions and achieve positive outcomes. You will manage the team to prioritise workloads and possess a strong attention to detail.

The ideal candidate will have relevant experience and knowledge of property sales processes and the ACT property market (especially land). Knowledge of a CRM system like Salesforce would also be an advantage.

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

Note: There are two positions available from this recruitment process. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is 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: Applications are sought from potential candidates for the two Senior Sales Officer positions.

Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. Please refer to the 'STAR method' when developing your claims against the Selection Criteria and take the opportunity to speak with the Contact Officer. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

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

Contact Officer: Kathy Torcasio (02) 6205 3020 [Kathy.Torcasio@act.gov.au](mailto:Kathy.Torcasio@act.gov.au)

**Program Solutions****Sales and Client Services****Assistant Director, Sales and Client Services****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57099)**

Gazetted: 01 April 2022

Closing Date: 14 April 2022

Details: An exciting new opportunity exists to join the Sales and Client Services team at the Suburban Land Agency! The Suburban Land Agency (the Agency) is growing its in-house sales capacity and team. If you enjoy a challenge, are highly motivated, able to manage competing priorities in a fast-paced environment and are customer centric focused, then this position may be for you.

The newly created position of Assistant Director, Sales and Client Services will report to the Director, Sales and Client Relations and have overall responsibility for land releases across the Gungahlin region. In this role you will think creatively about how to develop and then implement sales systems and processes. With a relatively high level of autonomy, you will be responsible for the leadership and management of a small team and exercise sound judgement to ensure effective representation of the Agency.

You will be a motivator and collaborator with excellent critical thinking and problem-solving abilities. Your strong attention to detail and ability to prioritise with a sense of urgency will be important in this position.

Ideally you will have relevant experience and knowledge of property sales processes, the current ACT property market (especially land) and possess excellent written communication, and interpersonal and stakeholder engagement skills.

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

Eligibility/Other Requirements: This position requires ability to work on a roster which includes weekends.

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

How to Apply: Applications are sought from potential candidates for the position of Assistant Director, Sales, and Client Services. Applicants should submit a supporting statement, addressing the Selection criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. Please refer to the 'STAR method' when forming your claims and take the opportunity to speak with the contact officer. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathy Torcasio (02) 6205 3020 [kathy.torcasio@act.gov.au](mailto:kathy.torcasio@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](mailto:jobs@act.gov.au)**

#### **Executive Branch Manager, Chief Information Officer**

#### **Temporary Vacancy (22 April 2022 – 1 June 2022)**

#### **Transport Canberra and City Services**

#### **Chief Operating Group**

#### **Position: E540**

#### **(Remuneration equivalent to Executive Level 1.4)**

Date circulated: 07 April 2022

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager Chief Information Officer commencing 22/4/2022 – 1/6/2022.

Reporting to the Chief Operating Officer, the Chief Information Officer (CIO) works in partnership with TCCS business units, the Chief Digital Officer, ACT Government ICT executives and CIO's to facilitate and deliver the digital, data and IT strategies for TCCS. As an executive leader, the CIO guides the directorate on delivering technology, providing strategic and technical advice for TCCS in respect of business objectives in line with WhoG priorities.

The CIO has strong adaptive and progressive leadership skills to drive business solutions and enable change management. They will manage relationships across TCCS and WhoG to facilitate and deliver TCCS digital, IT, data and program management needs. They will demonstrate their innovative and transformative mindset, including working across TCCS to lead the provision of a field services platform that is integrated across government and places the customer as the centre of TCCS service delivery.

The role requires a strategic leader with a strong customer focus and experience in complex and diverse technologies including geospatial, platform scaling, integration and consolidation, and transport and municipal asset management.

The ideal candidate will be an enthusiastic and adaptive leader, that has personal drive and integrity, likes working with people, is resilient and can deliver in a high-pressure environment, with excellent analytical skills and communication skills.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Branch Manager will also contribute to broader whole of service initiatives relating to workforce management and planning.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to William Mudge via email, [william.mudge@act.gov.au](mailto:william.mudge@act.gov.au) by COB Thursday 14 April 2022.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. This process may also be used to backfill for the following 12 months.

Remuneration: The position attracts a remuneration package ranging from \$258,398 - \$269,925 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

Contact Officer: William Mudge (02) 6205 3936 [william.mudge@act.gov.au](mailto:william.mudge@act.gov.au)

**Executive Branch Manager, People and Capability  
Temporary Vacancy (13 June 2022 to 19 August 2022 with possibility of extension)  
Transport Canberra and City Services  
Chief Operating Group  
Position: E605  
(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 7 April 2022

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager, People and Capability commencing 13/6/2022 – 19/8/2022 with a possible extension. This process may also be used to backfill for the following 12 months.

The Executive Branch Manager, People and Capability reports to the Chief Operating Officer. The People and Capability branch consists of three teams which provide advice, strategy and support services to the Directorate, executive and senior managers in the functions of employee relations, organisational development and internal communications and engagement.

The Executive Branch Manager, People and Capability is a key position within the Directorate and plays a major role in initiating, developing and guiding workforce initiatives to support the Directorate's strategic focus. This includes leading innovative policies, programs and practices to ensure the most effective use of the people capability to deliver sustainable performance. The position works in partnership with staff, unions and other government agencies to deliver the Directorate's key government outcomes.

The position requires a high degree of sensitivity and confidentiality, as well as a flexible approach to meeting tight deadlines. The position requires effective relationships with employee representatives and union officials.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Branch Manager will also contribute to broader whole of service initiatives relating to workforce management and planning.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Petra Crowe via email, [petra.crowe@act.gov.au](mailto:petra.crowe@act.gov.au) by COB Thursday 21 April 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 \$258,398 - \$269,925 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

Contact Officer: Petra Crowe (02) 62053817 [petra.crowe@act.gov.au](mailto:petra.crowe@act.gov.au)

**Transport Canberra and Business Services**

**Transport Canberra Operations**

**Bus Operations**

**Bus Operator**

**Bus Operator - Training \$73,589, Canberra (PN: SDRT01, several)**

Gazetted: 01 April 2022

Closing Date: 18 April 2022

Transport Canberra is looking for new and experienced bus operators to join our team to deliver high-quality passenger services across Canberra.

We are seeking people with outstanding customer service skills, strong communication skills, fantastic personal presentation and a great driving record to help deliver around 19 million bus boardings each year. To be a successful bus operator you need to:

Have great map reading and time-keeping skills and be able to follow a regular schedule over specified routes of travel

Be able to operate a public transit vehicle, ensuring safe and comfortable carriage of all customers

Meet Transport Canberra's eligibility and suitability requirements

Demonstrate the TCCS values of safety, excellence, collaboration, respect, innovation and integrity

Transport Canberra offers great pay and benefits, as well as comprehensive training and licence upgrades. Further information is available in the Transport Canberra Operations (ACTION) Enterprise Agreement 2021 – 2022.

If successful, you will be employed on a full time temporary basis while undergoing three to five weeks of training, following successful completion of the course, you will be offered permanent part time employment.



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

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

Notes: These positions are part-time at 20:00 hours per week and the full-time salary noted above will be pro-rata.

Want to know more about the Transport Canberra recruitment process, eligibility and suitability requirements?

Read the Transport Canberra Bus Operator – Applicant information Pack.

How to Apply: Write a one-page pitch addressing the points identified in the “What you will do” and “What you require” sections of the Position Description.

Attach the following documents to the online form:

Your curriculum vitae and your one-page pitch

The completed ‘Bus Operator Acknowledgement’ form

A copy of your Australian driver’s licence

A current five-year Australian Driver History Check (from the relevant Australian state or territory authorities where you have lived)

A copy of your current Working with Vulnerable People registration or a copy of the receipt for your Working with Vulnerable People application

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Hocking (02) 6207 7598 [Ian.Hocking@act.gov.au](mailto:Ian.Hocking@act.gov.au)

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

## **Transport Canberra and Business Services**

### **Transport Canberra Operations**

#### **Bus Operations**

#### **Bus Operator**

#### **Bus Operator - Training \$73,589, Canberra (PN: C10875, several)**

Gazetted: 01 April 2022

Closing Date: 18 April 2022

Transport Canberra is looking for new and experienced bus operators to join our team to deliver high-quality passenger services across Canberra.

Transport Canberra is looking for more casual drivers, with work available predominantly on Saturdays, Sundays and Public Holidays.

We are seeking people with outstanding customer service skills, strong communication skills, fantastic personal presentation and a great driving record to help deliver around 19 million bus boardings each year. To be a successful bus operator you need to:

Have great map reading and time-keeping skills and be able to follow a regular schedule over specified routes of travel

Be able to operate a public transit vehicle, ensuring safe and comfortable carriage of all customers

Meet Transport Canberra’s eligibility and suitability requirements

Demonstrate the TCCS values of safety, excellence, collaboration, respect, innovation and integrity

Transport Canberra offers great pay and benefits, as well as comprehensive training and licence upgrades. Further information is available in the Transport Canberra Operations (ACTION) Enterprise Agreement 2021 – 2022.

If successful, you will be employed on a full-time temporary basis while undergoing three to five weeks of training.

Casual opportunities will then be offered upon successful completion of the training course.

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

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

Notes: These positions will be offered on a casual basis and the full-time salary noted above will be paid pro-rata.

Want to know more about the Transport Canberra recruitment process, eligibility and suitability requirements?

Read the Transport Canberra Bus Operator – Applicant information Pack.



How to Apply: Write a one-page pitch addressing the points identified in the “What you will do” and “What you require” sections of the Position Description.

Attach the following documents to the online form:

Your curriculum vitae and your one-page pitch

The completed ‘Bus Operator Acknowledgement’ form

A copy of your Australian driver’s licence

A current five-year Australian Driver History Check (from the relevant Australian state or territory authorities where you have lived)

A copy of your current Working with Vulnerable People registration or a copy of the receipt for your Working with Vulnerable People application

Applications should be submitted via the Apply Now button below.

Contact Officer: Ian Hocking (02) 6207 7598 [Ian.Hocking@act.gov.au](mailto:Ian.Hocking@act.gov.au)

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

## **Transport Canberra and Business Services**

### **Domestic Animal Services**

#### **Kennel Master**

#### **Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 23681)**

Gazetted: 04 April 2022

Closing Date: 11 April 2022

Details: Do you love dogs and working as part of a team? Domestic Animal Services (DAS) administers a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety, registration of animals, patrolling, care of animals and promotion of responsible pet ownership.

The Kennel Master will be based at the Mugga Lane Animal Shelter in Symonston and will be responsible for maintaining procedures to ensure animal health and welfare is maintained. This will involve cleaning the facility, conducting health checks, feeding and administering medication, attending to minor wounds and abrasions, preparing enrichment activities and ongoing training for the dogs suitable for adoption. This role involves the supervision of a small team of Kennel Hands.

The primary responsibilities for this position are to:

Daily feeding, watering and inspection of all animals, daily cleaning of animal housing areas i.e., hose out, replace bedding, feeding and watering utensils.

Administering medication and treatment as prescribed by veterinary practitioner.

Report any signs of illness, disease or discomfort observed in animals to the Operations Manager immediately.

Preparation and provision of environmental enrichment activities for animals including exercising and training of animals as required.

As required, determine the suitability of dogs for rehoming, including preliminary temperament testing.

Cleaning and disinfection of the vet room after consultations.

Facilitate ‘Meet and greets’ between dogs and potential owners.

Preparedness to transport dog(s) for veterinary treatment if required, assist with vet duties, including the euthanasia of dog(s).

Operate and maintain Domestic Animal Services’ Information Technology Systems to ensure accurate data in relation to applications, registrations and renewals is maintained.

Eligibility/Other Requirements:

Demonstrated knowledge and skills handling and controlling dogs, including the ability to read a dog’s body language.

Under limited supervision, determine work priorities, organise workload to meet deadlines and achieve outcomes under pressure

Effectively communicate and liaise with staff, volunteers and members of the public to provide high quality customer service.

Demonstrated understanding and commitment to the TCCS values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

Note: A Merit Pool will be established from this Selection Process and will be used to fill future vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page application providing examples demonstrating your suitability for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

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

Contact Officer: Ellen Bentley (02) 6205 3074 [Ellen.Bentley@act.gov.au](mailto:Ellen.Bentley@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](mailto:jobs@act.gov.au)**

#### **General Inspectorate**

##### **Inspector**

**ORS Inspector 5 \$83,620 - \$88,510, Canberra (PN: 50869)**

Gazetted: 06 April 2022

Closing Date: 20 April 2022

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

We have an exciting permanent vacancy for a motivated and highly organised professional to fill the role of Inspector within our General Inspectorate Team. The Inspector is responsible for identifying non-compliance with WHS legislation and recommending appropriate responses to enable persons conducting a business or undertaking to achieve compliance. You will conduct workplace visits, verification activities, audits and projects and will work closely with the more senior inspectors.

The successful candidate will have solid attention to detail and the ability to manage and complete multiple tasks in collaboration with various stakeholders. If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

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.

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: Applications are sought from potential candidates and should include a supporting address against the Selection Criteria described in the ideal candidate section of the Position Description of no more than two (2) pages. Please also ensure you demonstrate your ability to meet the essential requirements of the position.

Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gary McGivern (02) 6207 0925 [gary.mcgivern@worksafe.act.gov.au](mailto:gary.mcgivern@worksafe.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**

##### **Major Investigations Team**

##### **Investigators**

**ORS Inspector 6 \$90,099 - \$103,117, Canberra (PN: 57210, several)**

Gazetted: 05 April 2022

Closing Date: 19 April 2022

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the

*Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

The WorkSafe ACT Major Investigations Team is growing, and we have several permanent positions available for candidates with a background or focus on regulatory compliance and investigations as well as work health and safety from within various industry sectors. You will have practical knowledge and experience of investigations. No two days are the same in the Major Investigations team. Do you have the ability to deal with sensitive situations? Are you passionate about making a difference in the community? Looking to make a career change? If you answered yes to any of these questions, you might be the next WorkSafe ACT Investigator we are looking for! Job responsibilities include, but are not limited to:

ability to work within a team and autonomously

conduct and manage workplace investigations in accordance with best practice which will involve managing exhibits, preparing briefs of evidence for court and the giving of evidence in court

experience in developing and building rapport to gain cooperation from people in challenging and confronting situations

conducting investigations and providing advice in accordance with legislation administered by WorkSafe ACT  
drafting reports, investigation plans briefing notes, correspondence and other written material relating to investigations

conducting records of interviews and statements

participating in team meetings, planning and training activities, and  
maintaining records in accordance with the Territory Records Act 2002

Essential requirements include:

must be flexible regarding shifts, and able to respond after hours (e.g. for emergencies), and  
current unrestricted driver's licence.

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.

If you believe you have the experience and skills necessary to succeed in this role, we encourage you to apply.

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

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the skills under 'Ideal Candidate' section in the Position Description. Please also ensure you demonstrate your ability to meet the 'Essential Requirements'. Applicants should also provide a cover letter, curriculum vitae and two referee reports.

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

Contact Officer: Tyrone Smithers (02) 6207 9819 [Tyrone.Smithers@worksafe.act.gov.au](mailto:Tyrone.Smithers@worksafe.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.

## APPOINTMENTS

### ACT Health

#### **Senior Officer Grade C \$113,397 - \$122,062**

Diane Collins, Section 68(1), 1 April 2022

### Canberra Health Services

#### **Health Professional Level 2 \$69,738 - \$95,736**

Anna Brichacak, Section 68(1), 4 April 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Cherrie Cabrisus, Section 68(1), 31 March 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Grace Filiatrault, Section 68(1), 24 March 2022

**Senior Officer Grade A \$155,107**

Jennifer Harland, Section 68(1), 29 March 2022

**Technical Officer Level 1 \$61,765 - \$64,757**

Yarledy Loaiza Tabares, Section 68(1), 30 March 2022

**Registered Midwife Level 1 \$71,730 - \$95,818**

Aimee Marsh, Section 68(1), 31 March 2022

**Administrative Services Officer Class 2/3 \$59,813 - \$72,935**

Jamie Matthews, Section 68(1), 31, March 2022

**Health Professional Level 2 \$69,738 - \$95,736**

Renaë Mehonoshen, Section 68(1), 4 April 2022

**Staff Specialist 1-5 / Senior Specialist Band, \$185,645 - \$250,812**

Namita Mittal, Section 68(1), 07 April 2022

**Health Service Officer Level 3 \$54,613 - \$56,388 (Retention Point CHS Only \$56,483-\$61,166)**

Stephanie Noy, Section 68(1), 31 March 2022

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

Angela Sonter, Section 68(1), 1 April 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Samantha Were, Section 68(1), 31 March 2022

**Health Professional Level 2 \$69,738 - \$95,736**

Shi Wong, Section 68(1), 4 April 2022

**Chief Minister, Treasury and Economic Development****Administrative Services Officer Class 6 \$90,099 - \$103,117**

Elodie Auvray, Section 68(1), 1 April 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Sin Man Choi, Section 68(1), 15 April 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Simona Frentiu, Section 68(1), 15 April 2022

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Samantha Groom, Section 68(1), 1 April 2022

**Senior Officer Grade A \$155,107**

Mark Harper, Section 68(1), 4 April 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Christopher Hayes, Section 68(1), 29 March 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Allira Middlebrook, Section 68(1), 22 March 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Andrew Shcherbakov, Section 68(1), 15 April 2022

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Pengyao Wang, Section 68(1), 4 April 2022

**Education****Administrative Services Officer Class 5 \$83,620 - \$88,510**

Jiye Kim, Section 68(1), 1 April 2022

**Justice and Community Safety****Administrative Services Officer Class 3 \$67,770 - \$72,935**

Marc Kynoch, Section 68(1), 28 March 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Elizabeth Maher, Section 68(1), 28 March 2022

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Trudy Page, Section 68(1), 5 April 2022

**Senior Officer Grade A \$155,107**

Zhong Zheng, Section 68(1), 26 April 2022

**Major Projects Canberra****Infrastructure Officer 4 \$134,705 - \$153,043**

Gary Vernon, Section 68(1), 4 April 2022

**Suburban Land Agency****Senior Officer Grade C \$113,397 - \$122,062**

James Feeney, Section 68(1), 4 April 2022

**Transport Canberra and City Services****Administrative Services Officer Class 3 \$67,770 - \$72,935**

Susan De Smet, Section 68(1), 10 March 2022

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Liesa Kruska, Section 68(1), 4 April 2022

**General Service Officer Level 5/6 \$58,918 - \$64,843**

Dylan Lazarus, Section 68(1), 29 March 2022

**TRANSFERS****Canberra Health Services****Louise Drinkwater**

From: Registered Nurse Level 2 \$99,612

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 17719) (Gazetted 5 January 2022)

**Tonia Ebbels**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Health Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Health Services, Canberra (PN. 25101) (Gazetted 10 January 2022)

**Sumi Joseph**

From: Registered Nurse Level 1 \$71,730

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 42509) (Gazetted 23 November 2021)

**Amelia Laing**

From: Health Professional Level 3 \$98,489

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. 40160) (Gazetted 25 August 2021)

**Shanty Mathew**

From: Registered Nurse Level 2 \$99,612

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 56661) (Gazetted 31 January 2022)

**Brigitte Pride**

From: Health Professional Level 2 \$69,738

Canberra Health Services

To: Health Professional Level 2 \$69,738 - \$95,736

Canberra Health Services, Canberra (PN. 31464) (Gazetted 18 January 2022)

**Morgan Wojciechowski**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services, Canberra (PN. 36789) (Gazetted 24 March 2022)

**Education****Michelle Dunne Breen**

From: Senior Officer Grade C \$122,062

ACT Health

To: Senior Officer Grade C \$113,397 - \$122,062

Education, Canberra (PN. 43635) (Gazetted 21 January 2022)



**Transport Canberra and City Services****Sally Giorgio**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Education

To: Administrative Services Officer Class 2 \$59,813 - \$66,047

Transport Canberra and City Services, Canberra (PN. 19516) (Gazetted 28 February 2022)

**PROMOTIONS****ACT Health****Health Systems Policy and Research****Public Health, Protection and Regulation****Health Protection Service/Communicable Disease Control****Fotis Sgouros**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

ACT Health

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

ACT Health, Canberra (PN. 34442) (Gazetted 17 February 2022)

**Office of the Director-General****Communication and Government Relations****Ministerial & Government Services****Lachlan Thomas**

From: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$133,552 - \$150,347

ACT Health, Canberra (PN. 45489) (Gazetted 19 October 2021)

**ACT Teacher Quality Institute****Daniel Callan**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

ACT Teacher Quality Institute

To: †Senior Officer Grade C \$113,397 - \$122,062

ACT Teacher Quality Institute, Canberra (PN. 38489) (Gazetted 10 February 2022)

**Canberra Health Services****Clinical Services****Rosalie Austin**

From: Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services

To: †Registered Nurse Level 4.3 \$147,398

Canberra Health Services, Canberra (PN. 14143) (Gazetted 1 March 2022)

**Emma Boschetti**

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. 22430) (Gazetted)

**Carmen Connellan**

From: Principal Dental Assistant \$81,466

Canberra Health Services

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Canberra Health Services, Canberra (PN. 15913) (Gazetted 1 March 2022)

**Rebecca Crawford**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Education

To: Registered Midwife Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 44180) (Gazetted 10 June 2021)

**Sally Haseler**

From: Registered Nurse Level 3.2 \$129,103

Canberra Health Services

To: †Registered Nurse Level 4.2 \$138,255

Canberra Health Services, Canberra (PN. 30788) (Gazetted 1 February 2022)

**Audrey Hawthorne**

From: Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services, Canberra (PN. 13526) (Gazetted 15 February 2022)

**Clinic Services****Naomi Hughes**

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 31318) (Gazetted 2 February 2022)

**Clinical Services****Women, Youth and Children****MACH Team****Monique Johnston**

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. P22654) (Gazetted 5 October 2021)

**Canberra Health Services****Caroline McNaught**

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.2 \$129,103

Canberra Health Services, Canberra (PN. 22179) (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

**Harpreet Natt**

From: Health Service Officer Level 7 \$66,857 - \$70,601

Canberra Health Services

To: Health Service Officer Level 9 \$78,051 - \$88,207

Canberra Health Services, Canberra (PN. 00915) (Gazetted 23 February 2022)

**Phoebe O'Carrigan**

From: Registered Midwife Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Midwife Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 03943) (Gazetted 24 January 2022)

**James Robinson**

From: Senior Officer Grade C \$113,397 - \$122,062

Canberra Health Services

To: †Senior Officer Grade B \$133,552 - \$150,347

Canberra Health Services, Canberra (PN. 29237) (Gazetted 16 February 2022)

**Cassandra Sanders**

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. 56893) (Gazetted 8 November 2021)

**Leanne Scott**

From: Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services

To: †Senior Officer Grade B \$133,552 - \$150,347

Canberra Health Services, Canberra (PN. 40536) (Gazetted 16 February 2022)

**Erinn Stenhouse**

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. 19671) (Gazetted 21 February 2022)

**Rashmi Thakur**

From: Technical Officer Level 1 \$61,765 - \$64,757

Canberra Health Services

To: Health Professional Level 2 \$69,738 - \$95,736

Canberra Health Services, Canberra (PN. 19442) (Gazetted 2 August 2021)

**Jacqueline Williams**

From: Senior Officer Grade C \$113,397 - \$122,062

Canberra Health Services

To: †Senior Officer Grade B \$133,552 - \$150,347

Canberra Health Services, Canberra (PN. 53795) (Gazetted 16 February 2022)

**Canberra Institute of Technology**

**Education and Training Services**

**Student Services**

**Client Relationship**

**Michelle Clarke**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Canberra Institute of Technology, Canberra (PN. 20985) (Gazetted 5 January 2022)

**CIT Education Services**

**Student and Academic Services**

**Education Services**

**Michaela Martin**

From: Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Institute of Technology, Canberra (PN. 49971) (Gazetted 7 April 2022)

This Appointment is to a non-Advertised vacancy and is Made in accordance with the Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An Appointment under this section is not appealable.

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

**Access Canberra**

**Customer Coordination**

**Service Centres**

**Matthew Farrell**

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. 44066) (Gazetted 28 February 2022)

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**

**Harsh Patel**

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. 49605) (Gazetted 28 February 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Digital, Data and Technology Solutions**

**Strategic Business Branch**

**Business Enablement and Advisory Services Team**

**Ryan Paxton**

From: Information Technology Officer Class 1 \$72,935 - \$83,023

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 00016) (Gazetted 16 February 2022)

**Access Canberra**

**Customer Coordination**

**Service Centres**

**Yao Sun**

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. 44077) (Gazetted 28 February 2022)

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.

### **Community Services**

**Children, Youth and Families**

**Child and Youth Protection Services**

**Child and Youth Protection Services****Tegan Gough-Donnelly**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Community Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Community Services, Canberra (PN. 18481) (Gazetted 4 January 2022)

**Housing ACT****Infrastructure and Contracts****Contracts and Business Operations****Suppalack Leung**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Education

To: †Senior Officer Grade C \$113,397 - \$122,062

Community Services, Canberra (PN. 10575) (Gazetted 24 January 2022)

**Education****Deputy Director General****Jolene Clinch**

From: Senior Officer Grade C \$113,397 - \$122,062

Education

To: †Senior Officer Grade B \$133,552 - \$150,347

Education, Canberra (PN. 37546) (Gazetted 27 August 2021)

**School Improvement****North/Gungahlin Network****Palmerston District Primary School****Anita Donaldson**

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 48741) (Gazetted 17 February 2022)

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 for Schools****Tuggeranong Network****Lake Tuggeranong College****Cameron Taylor**

From: Information Technology Officer Class 1 \$72,935 - \$83,023

Education

To: Information Technology Officer Class 2 \$90,099 - \$103,117

Education, Canberra (PN. 44993) (Gazetted 10 February 2022)

**Environment, Planning and Sustainable Development****Office of the Director General****Communications, Engagement and Media****Media****Adam Anderson**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$113,397 - \$122,062

Environment, Planning and Sustainable Development, Canberra (PN. 50758) (Gazetted 19 January 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

### **Environment**

#### **ACT Parks and Conservation Service**

##### **Environmental Offsets**

##### **Emma Carlson**

From: Professional Officer Class 1 \$63,614 - \$88,207

Environment, Planning and Sustainable Development

To: Professional Officer Class 2 \$90,099 - \$103,117

Environment, Planning and Sustainable Development, Canberra (PN. 39931) (Gazetted 8 February 2022)

### **Justice and Community Safety**

#### **ACT Courts and Tribunal**

##### **Registrar's Office ( Magistrates Court)**

##### **Roisin Carmody**

From: Legal 1 \$69,739 - \$140,456

Justice and Community Safety

To: †ACT Courts and Tribunal Legal 2 \$152,603 - \$158,874

Justice and Community Safety, Canberra (PN. 42375) (Gazetted 17 August 2021)

#### **ACT Courts and Tribunal**

##### **Corporate Services**

##### **Rodney Deaman**

From: Senior Officer Grade A \$155,107

Justice and Community Safety

To: †Infrastructure Manager/Specialist 1 \$172,791

Justice and Community Safety, Canberra (PN. 50467) (Gazetted 9 March 2022)

#### **ACT Courts and Tribunal**

##### **Registry Operations**

##### **Civil Section**

##### **Alesi Herold**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Justice and Community Safety

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Justice and Community Safety, Canberra (PN. 42396) (Gazetted 28 February 2022)

#### **ACT Emergency Service Agency**

##### **ACT State Emergency Service and ACT Rural Fire Service**

##### **Volunteer Management Section**

##### **Stephen Huntley**

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. 48024) (Gazetted 11 February 2022)

#### **ACT Courts and Tribunal**

##### **Registry Operations**

##### **Civil Section**

##### **Braydon Locke**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Justice and Community Safety

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Justice and Community Safety, Canberra (PN. 02118) (Gazetted 28 February 2022)



**Major Projects Canberra****Infrastructure Delivery Partners****Civil****Nicole Carmona**

From: Infrastructure Officer 3 \$113,659 - \$124,766

Major Projects Canberra

To: †Infrastructure Officer 4 \$134,705 - \$153,043

Major Projects Canberra, Canberra (PN. 24787) (Gazetted 15 December 2021)

**Infrastructure Delivery Partners****Civil****Benjamin Hayes**

From: Infrastructure Officer 3 \$113,659 - \$124,766

Major Projects Canberra

To: †Infrastructure Officer 4 \$134,705 - \$153,043

Major Projects Canberra, Canberra (PN. 31872) (Gazetted 15 December 2021)

**Office of the Legislative Assembly****Business Support****Finance****Xuanqi (Amber) Zhu**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Justice and Community Safety Directorate

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Office of the Legislative Assembly, Canberra (PN311) (Gazette 16 February 2022)

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

Megan Pottie- Incorrectly notified as a Transfer in Gazette 10/03/2022. Correct promotion details below,

**Megan Pottie**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 34220) (Gazetted 11 January 2022)

**Canberra Health Services**

Brigitte Pride- Incorrectly notified in gazette 31/03/2022, re-gazetted 07/04/2022.