

OFFICIAL



ACT Government Gazette

Gazetted Notices for the week beginning 21 April 2022

VACANCIES

Calvary Public Hospital

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

Registered Nurse Level 1

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (LP7507)

Gazette Date: 27 April 2022

Closing Date: 08 May 2022

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://careers.calvarycare.org.au/jobs/search>

Reference Number: 492376

Applications can be forwarded to: <https://careers.calvarycare.org.au/jobs/search>

Contact Officer: Rochelle Smith (02) 6201 6564 rochelle.smith@calvary-act.com.au

ACT Executive

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

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

ACT Executive

Minister Davidson's Office

Adviser

Adviser Level 1 (upper) \$81,466 - \$85,461, Canberra (PN: 44966)

Closing Date: 10 May 2022

Weeks to Close: 2

Details: Minister Davidson's office is looking for an enthusiastic and professional candidate to fill the role of Adviser. Reporting to the Minister's Chief of Staff, the Adviser will provide high level policy, analytical and strategic political advice to the Minister and ACT Government.

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.

Key responsibilities of the role include:

- Development of policy and communications material
- Analysing and reviewing complex policy issues and assisting the Minister with issues management as directed.
- Assist in the co-ordination of Legislative Assembly business, such as legislation, Ministerial Statements and Motions in the Minister's office and across the Executive.
- Providing advice, briefings, speeches, correspondence, social media support and other outputs for the Minister as required.
- Working closely with other policy advisers, media advisers and the Chief of Staff to support and provide input into longer term planning, strategy development, and policy review for the Minister.
- Other duties as directed.

Note: The role is for the term of the Government and will be remunerated at the Adviser Level 1, which equates to \$81,466-\$85,461, plus 7% allowance and 11.5% superannuation.

How to Apply: Applications addressing the position requirements via a one -page cover letter and including a curriculum vitae and contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Jon Ord (02) 6207 4213 Jon.Ord@act.gov.au

ACT Executive

Minister Davidson Office**Senior Adviser****Senior Adviser Level 1 \$122,062 - \$128,110, Canberra (PN: 49970)**

Closing Date: 11 May 2022

Weeks to Close: 2

Details: Minister Davidson is seeking a Senior Policy Advisor with the capability to work across a range of portfolios.

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.

Key responsibilities of the role include:

- Under broad direction, review and analyse policy issues and advice for consistency with the Minister's and government's strategy and policy direction, and identify political issues
- read research and develop policy in an area of work that requires detailed understanding and consideration of sensitive organisational and political issues
- Manage Cabinet, Legislative Assembly and other government processes to assist the Minister with compliance and delivery of outcomes
- Develop, manage, and provide advice on relationships with key internal and external stakeholders, including in government, industry, and the wider community
- Prepare high quality written documents in a variety of forms including advice, correspondence, submissions, reports, speeches, and media releases
- Represent the Minister and government in engagement with internal and external stakeholders.
- Provide day to day supervision to other Advisors and contribute to the professional development of Advisors.
- Undertake Acting Chief of Staff duties on request/as required.
- A commitment to working in, and contributing to, a positive team culture.
- A demonstrated commitment, or willingness, to implement ACT Greens principles, values, and policies.

Note: The role is for the term of the government and is a Senior Adviser Level 1 position with a salary of: \$122,062 – \$128,110 plus 7% allowance and 11.5% superannuation.

How to Apply: Applications addressing the key responsibilities of the role via a one-page cover letter, including a curriculum vitae and contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Jon Ord (02) 6207 4213 jon.ord@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>

Health Systems, Policy and Research**Office of the Deputy Director General****Business Manager****Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 18592)**

Gazetted: 27 April 2022

Closing Date: 4 May 2022

Details: Do you thrive in a dynamic environment of changing priorities? The Office of the Deputy Director-General is seeking an organised and delivery focussed person for the position of Business Manager to the Deputy Director-General. The Deputy Director-General oversees and manages key strategic functions within ACT Health Directorate. As the Business Manager, you will be responsible for leading ministerial and government business activity in a high pressure and fast paced office. To be successful, you will have highly developed written and oral communication skills, be adaptable and responsive, and be able to quickly acquire knowledge and understanding of situations and subject

matter. The Business Manager will work closely with administration teams to mentor and support staff in the workflow, provision of executive support and government business coordination.

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.

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 from 26 May 2022 up until 26th May 2023 with a possibility of permanency.

How to Apply: Interested candidates are requested to submit a two page pitch against the selection criteria and duties of the position, a curriculum vitae demonstrating prior experience in a government environment (using examples to demonstrate your skills, knowledge and behavioural capabilities) and the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gabrielle Elliot (02) 5124 9656 Gabrielle.Elliott@act.gov.au

Population Health

Health Protection Service

ACT Government Analytical Laboratory

Forensic Chemist

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 46957)

Gazetted: 27 April 2022

Closing Date: 13 May 2022

Details: The Forensic Chemistry Unit at the ACT Government Analytical Laboratory has an opportunity for a suitably qualified and experienced chemist to conduct routine chemical analysis and support the Unit's analytical operations in the forensic investigation of drugs and poisons. The role will also assist the Unit in maintaining accreditation to ISO 17025. The successful candidate will have sound technical skills and knowledge required of the position and the ability to work collaboratively within a small team.

Eligibility/Other Requirements: Applicants must hold undergraduate degree in science (Major in Chemistry highly desirable). Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Notes: This is a temporary position available immediately for a period of 12 months with possibility of extension. 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: Interested candidates are requested to provide a written application (maximum three pages) demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a recent curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amalie Pakchung (02) 5124 9183 Amalie.Pakchung@act.gov.au

Office of the Director General

Communications and Engagement

Assistant Director, Media

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 51799)

Gazetted: 21 April 2022

Closing Date: 10 May 2022

Details: ACT Health is looking for a highly motivated and skilled person to join our communications and engagement team. While this role has a focus on managing the day-to-day media priorities of the ACT

Health Directorate the successful applicant will also work collaboratively within the broader communications and engagement team and across ACT Health help deliver the strategic communication priorities for the directorate through the preparation of internal and external communications plans and content.

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

Eligibility/Other Requirements: Applicants should have high-level written and oral communication skills and experience and a minimum of two years relevant work experience in a related sector. Tertiary qualifications in a relevant field are highly desirable.

Prior to commencement, the successful candidate 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.

How to Apply: In two pages or less tell us why you want the role and outline your demonstrated experience as it applies 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 may also be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Benson 0481 004 015 andrew.benson@act.gov.au

Digital Solutions Division

Technology Operations

Senior Director, Critical Systems and Infrastructure Hub

Senior Information Technology Officer Grade A \$155,107, Canberra (PN: 37926)

Gazetted: 21 April 2022

Closing Date: 10 May 2022

Details: Do you have an interest in leading technical projects and have strong communication skills and experience leading a team to success?

Do you want to be a part of building ICT infrastructure that improves the healthcare delivery of Canberrans?

The Digital Solutions Division within ACT Health is looking for a Senior Director to be responsible for leading and managing technical projects in our Critical Systems and Infrastructure Hub.

The Hub is responsible for coordinating the delivery of multiple ICT infrastructure components and ensuring the successful design, construction, commissioning, and operation of new hospital builds and refurbishment of existing wards.

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. To be successful, the Senior Director will need to lead and manage technical and project managers to provide technical oversight, consultancy, design and project delivery of all ICT Infrastructure elements of a new or refurbished Health facility.

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 permanent position. 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 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: Peter McNiven (02) 6205 3852 peter.mcniven@act.gov.au

ACT Long Service Leave Authority

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

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

ACT Long Service Leave Authority

Operations Section

Benefits Team

Senior Benefits Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510 , Canberra (PN: 43553)

Closing Date: 03 May 2022

Weeks to Close: 1

Details: The Long Service Leave Authority (the Authority) is a small organisation established to administer portable long service leave benefit schemes under the Long Service Leave (Portable Schemes) Act 2009, for workers in the ACT engaged in the Building and Construction, Contract Cleaning, Community Sector and Security Industries.

The Benefits Team has the responsibility for the administration and processing of long service leave benefits to workers and reimbursement to employers for each covered industry in accordance with the provisions of the Long Service Leave (Portable Schemes) Act 2009.

The Senior Benefits Officer is located within the Benefits Team and reports directly to the Benefits Manager and is responsible for the day-to-day administration of the benefits processing functions of the Authority, ensuring that worker benefits and employer reimbursement claims are processed in accordance with provisions of the portable schemes legislation.

The Senior Benefits Officer is also responsible for ensuring that the teams key objective measures are met and maintained in accordance with the Statement of Intent, along with the administration of the "National Reciprocal Agreement" between all states and territories in the covered industries of Building and Construction and Contract Cleaning, where long service leave entitlements and continuity of service is maintained for workers between interstate jurisdictions.

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

Further information relating to the ACT Long Service Leave Authority can be found at <http://www.actleave.act.gov.au>

Eligibility/Other Requirements: Current driver's licence not essential

Note: This is a temporary position available from 30 May 2022 for a period of up to six months.

How to Apply: Applications from potential candidates should include a supporting statement of no more than two pages outlining experience and/or abilities and skills in relation to the Selection Criteria.

Contact details of at least two referees and a current curriculum vitae are to be provided. Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Onny Ivy (02) 6247 3900 onny.ivy@actleave.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**

Neonatology**Women, Youth and Children****Registered Nurse****Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 17420 - 022EB)**

Gazetted: 22 April 2022

Closing Date: 11 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: www.canberrahealthservices.act.gov.au

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

NICU and SCN are family integrated and developmentally care focused units with staff who work closely to achieve excellent outcomes for the neonates and families in our care. You will be well supported by our Clinical Support Nurse and Clinical Development Nurses.

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:

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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: Lori Grlj (02) 61 426 352 Lori.Grlj@act.gov.au

Women Youth and Children

Neonatology

Registered Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 20912 - 022EG)

Gazetted: 21 April 2022

Closing Date: 10 May 2022

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

POSITION OVERVIEW

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

The Department of Neonatology is the only tertiary level five to six neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit.

The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

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

The successful applicant will need to be available to work a rotational shift work roster which includes morning, evening, and night duty.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Fiona Cameron 0481452429 fiona.j.cameron@act.gov.au

Medical Services

Clinical Pharmacist

Pharmacist Level 2/3 \$82,720 - \$113,540 (up to \$116,508 on achieving personal upgrade), Canberra (PN: 26233, several - 022EF)

Gazetted: 21 April 2022

Closing Date: 10 May 2022

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

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

Work is underway to build a new Surgical Procedures, Interventional Radiology and Emergency Centre which will transform the acute services delivered at the Canberra Hospital in the near future. This new centre will deliver additional Emergency Department treatment spaces, theatres, additional intensive care unit (ICU) beds, as well as including new paediatric ICU beds.

The position holder will work within a specific Divisional area to enable them to hone their skills in a more defined area of practice and support advancing practice within that area. Individuals applying for this role can provide an expression of interest as part of their application to work specifically within one of the following Divisions:

Cancer and Ambulatory Support

Medicine (includes Emergency and medical specialty areas)

Mental Health, Justice Health and Alcohol and Drug services

Women, Youth and Children

Surgery (includes intensive care and all surgical specialty areas)

Rehabilitation, Aged and Community Services

Individuals may also provide an expression of interest as part of their application to work as a generalist rotational pharmacist across all areas.

In your application, please submit a cover letter stating an expression of interest to work in one of the Divisional areas stated above or as a generalist rotational pharmacist across all areas.

The department is progressive and forward thinking, optimising the use of technology, and looking to progress extended scope roles for pharmacists and technicians across key areas of the organisation. The department already runs a successful SHPA accredited residency program, has an excellent intern training program and recently achieved SHPA accreditation for our first Advanced Training Residency. We are also introducing a new student scholarship program this year. The successful candidate will be joining the organisation at an exciting time where the department is looking to introduce more advanced training residencies and the implementation of a partnered pharmacist charting model at Canberra Health Services.

ABOUT YOU

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Behavioural Capabilities

Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind

Strong organisational skills with a high degree of personal drive and integrity

Developed or emerging leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities

Position Requirements/Qualifications:

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

Experience of working professionally as a registered pharmacist in an Australian hospital environment is essential (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).

The successful applicant will be appointed to the relevant level two or three pharmacist position increment based on their qualifications and experience in line with the following criteria:

For a level two pharmacist position increment – minimum of two years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level.

For a level three pharmacist position increment – minimum of four years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Consolidation Level, which may include a post graduate qualification at diploma level or above.

The successful applicant will need to be available for occasional weekend and after-hours work, including on call, working across hospital sites as necessary.

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.

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: Hamed Lane 5124 2203 hamed.lane@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Forensic Mental Health Service

Senior Psychologist/Social Worker/Occupational Therapist

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 45175, several - 022BW)

Gazetted: 21 April 2022

Closing Date: 10 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 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.

Forensic Mental Health Services is seeking an experienced psychologist, social worker, or occupational therapist to join our community based teams providing specialist clinical assessment, therapeutic intervention, and consultation liaison to general mental health services and their clients. Excellent formulation and communication skills are essential. Permanent and temporary opportunities are available. Part-time applications are also welcome.

If you would like to pursue a career in forensic mental health and be part of a vibrant and supportive team environment, then please consider applying.

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: www.canberrahealthservices.act.gov.au

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

FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community liaison,

and court settings. The care provided is underpinned by the National Principles for Forensic Mental Health Services. The service aims to provide collaborative care guided by principles of Recovery and involving the consumer, their carers and other key services.

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including: o Fixated and Lone Actor Grievance fuelled violence assessment centre (ACT FLAG)

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

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

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

**Note:* Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement:

<https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

ABOUT YOU

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

Behavioural Capabilities

1. Adaptability and flexibility to accommodate change and respond to novel situations.
2. Ability to communicate effectively and with influence on clinical issues
3. Resilience and calm in the face of conflict or uncertainty.

Position Requirements/Qualifications:

Mandatory:

Psychologists: Registered or eligible for general registration with the Psychology Board of Australia under AHPRA

Social Workers: Degree in Social Work and a member or eligible for membership of the AASW and hold a WWVP card.

Occupational Therapists: Registered or eligible for general registration with the Occupational Therapy Board of Australia under AHPRA

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

Desirable:

Professional experience in forensic mental health or a related field (i.e., custodial settings, community mental health, secure inpatient settings).

Area of practice endorsement in either clinical or forensic psychology

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

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

Current driver's licence

Other:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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: There are Permanent and Temporary positions available. The temporary positions are available for six months with the possibility of extension/permanency. Applications for part-time or full-time will be considered. The salary noted above will be paid pro rata for part time positions.

Contact Officer: Tegan Murray 5124 1813 tegan.murray@act.gov.au

Hospital In The Home

Clinical Development Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 12450 - 02250)

Gazetted: 21 April 2022

Closing Date: 10 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 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: www.canberrahealthservices.act.gov.au

Hospital in the Home (HITH) is an Inpatient service of CHS at Canberra Hospital and provides access to acute healthcare for patients generally, in their own home. Operating hours of the service are 0730 to 2200, seven days a week. Patients admitted to HITH are classified as Inpatients and would otherwise receive their medical treatment in a hospital ward.

HITH provides care to individuals with a variety of medical conditions across the lifespan. Whilst the main priorities of the CDN in HITH is to coordinate education and promote a learning culture within the unit, the role also includes providing high level clinical leadership and guidance to the nursing workforce. The CDN will also provide clinical support to assist nursing staff in the various clinical areas of HITH, including but not restricted to home visiting, assisting with patient referrals and reviewing patients in the HITH Unit.

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:

1. Highly organised and motivated
2. Adaptability and flexibility to accommodate change and provide responsive services to meet staff and patient needs
3. Good leadership skills with the ability to work independently to agreed outcomes.
4. Excellent interpersonal and communication skills

Position Requirements/Qualifications:

- Be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
 - Minimum three years post graduate experience in a range of acute clinical nursing and/or community nursing.
 - Desirable, to be progressing towards a post graduate qualification in education, such as a Certificate IV in Training and Assessment, or a relevant clinical specialty.
 - A willingness to learn all aspects of the HITH service.
 - IV Cannulation skills and management of Central Venous Access Devices
 - Current open 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.
- Provide current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

Contact Officer: Louisa Andrews 51243957 louisa.andrews@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services**Justice Health****Administrative Support Officer 3****Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 41244 - 0229B)**

Gazetted: 21 April 2022

Closing Date: 10 May 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: www.canberrahealthservices.act.gov.au

Justice Health Services is part of the Mental Health, Justice Health and Alcohol and Drug Services. Justice Health Services (JHS) provides high quality primary and forensic mental health care and people can access these services through City Health Centre, Alexander Maconochie Centre (AMC), and young people at Bimberi Youth Justice Centre (BYJC). You may be required to work at various JHS sites providing administrative support including front office duties.

As the Administration Support Officer you will report to the Administration and Data Manager JHS, and be expected to provide high level administrative support to the Senior Manager, Forensic Mental Health Services and to clinical and management staff with a focus on effective administrative support to ensure service delivery and providing high-quality customer service to mental health consumers and external stakeholders.

This position is based at 1 Moore Street however may be required to work across multiple sites including the Alexander Maconochie Centre and Bimberi Youth Justice Centre.

The working hours for this position are 8.30am – 4.51pm. This position is not required to wear a uniform. This position is subject to the ACT Public Service Administrative and Related Classifications Enterprise Agreement 2018-2021.

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 with a commitment to achieving positive outcomes

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

Sensitivity and understanding with a non-judgemental attitude

Ability to manage confidential and sensitive information

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.

Prior to commencement successful candidates will be required to:

Be registered under the Working for Vulnerable People Act

Undergo a pre-employment National Police Check.

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

Contact Officer: Casey Shaw 51247706 casey.shaw@act.gov.au

Justice Health Services

Custodial Mental Health

Senior Registered Mental Health Nurse

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 19790, several - 022C1)

Gazetted: 22 April 2022

Closing Date: 11 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:

www.canberrahealthservices.act.gov.au

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

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

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

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

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

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

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

This position is based at the AMC in a seven-day mental health service that operates between 08:30 and 18:00 hrs daily. Shifts include 08:30 to 17:00 or 10:30 to 19:00 hours. Four to seven weeks annual leave depending on roster. Weekends and public holidays attract penalty rates. Custodial and laundry allowance applies. Eligible applicants may also apply for post-graduate qualification allowance. (Please refer to the *ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019* for a full account of employment conditions).

ABOUT YOU

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Behavioural Capabilities

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

Ability to communicate clinical concepts with influence and sensitivity.

Strong organisational skills with a high degree of drive.

Position Requirements/Qualifications:

Mandatory:

Be registered or eligible for general registration with the Nursing and Midwifery Board of Australia under AHPRA.

Minimum three-year (preferably five years) post-qualification experience

Desirable:

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

Other:

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

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

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

Note: There is one permanent position and one Temporary position available. The Temporary position is 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.

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: Leigh Thompson (02) 5124 2136 leigh.thompson@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Service

Director Of Nursing

Assistant Director of Nursing - Secure Mental Health Services

Registered Nurse Level 4.2 \$138,255, Canberra (PN: 36084 - 022CQ)

Gazetted: 22 April 2022

Closing Date: 10 May 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: www.canberrahealthservices.act.gov.au

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

Our Secure Mental Health Service comprises Dhulwa Mental Health Unit (DMHU) and the Gawanggal Mental Health Unit (GMHU) both of which provide high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a 17 bed secure mental health facility, providing 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment.

The 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 10 bed specialist mental health facility adjacent to Calvary Hospital in Bruce. The GMHU provides 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.

Both units are operationally managed by the Director of Nursing (DON) MHJHADS.

At this level you will provide senior leadership for the clinical and administrative operations of the DMHU and GMHU. This includes the day to day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality service to people across Secure Mental Health 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:

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

Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.

Flexible, adaptive and comfortable with a changing working environment.

Position Requirements/Qualifications:

Relevant registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of four years' post graduate experience working professionally in mental health. Minimum of 12 months leadership/management experience.

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

A current drivers Licence.

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

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

Desirable: Relevant post graduate qualifications in mental health or forensic mental health.

Previous management experience within a mental health or drug and alcohol treatment setting.

Holds or is working towards post graduate management qualifications.

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: Sonny Ward 0417 478 832 Contact Officer Number 0417 478 832

sonny.ward@act.gov.au

Women, Youth and Children**Neonatology****Registered Nurse**

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 13657, several - 022ED)

Gazetted: 22 April 2022

Closing Date: 10 May 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.

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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: www.canberrahealthservices.act.gov.au

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

NICU and SCN are family integrated and developmentally care focused units with staff who work closely to achieve excellent outcomes for the neonates and families in our care. You will be well supported by our Clinical Support Nurse and Clinical Development Nurses.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills, including 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:

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Fiona Cameron 0481452429 fiona.cameron@act.gov.au

Medical Services

Pharmacy

Emergency and Acute Medicine Pharmacist

Pharmacist Level 2/3 \$82,720 - \$113,540 (up to \$116,508 on achieving personal upgrade), Canberra (PN: 18773 - 022BV)

Gazetted: 22 April 2022

Closing Date: 10 May 2022

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Our Values: Reliable, Progressive, Respectful and Kind

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The department is progressive and forward thinking, optimising the use of technology, and looking to progress extended scope roles for pharmacists and technicians across key areas of the organisation. The department already runs a successful SHPA accredited residency program, has an excellent intern training program and recently achieved SHPA accreditation for our first Advanced Training Residency. We are also introducing a new student scholarship program this year. The successful candidate will be joining the organisation at an exciting time where the department is looking to introduce more advanced training residencies and the implementation of a partnered pharmacist charting model at Canberra Health Services.

POSITION OVERVIEW

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

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The Emergency and Acute Medicine Pharmacist will work within the Emergency Department and Medical Team, to promote quality use of medicines that is safe and cost-effective within Canberra Health Services (CHS). The position holder will provide clinical input under the supervision of the Lead Pharmacist.

The position holder will integrate into the CHS Pharmacy team and will provide a range of pharmacy services on a rostered basis.

ABOUT YOU

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Behavioural Capabilities

Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind

Strong organisational skills with a high degree of personal drive and integrity

Developed or emerging leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities

Position Requirements/Qualifications:

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

Experience of working professionally as a registered pharmacist in an Australian hospital environment is essential (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).

The successful applicant will be appointed to the relevant level 2 or 3 pharmacist position increment based on their qualifications and experience in line with the following criteria:

For a level 2 pharmacist position increment – minimum of 2 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level.

For a level 3 pharmacist position increment – minimum of 4 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Consolidation Level in this specialty area, which may include a post graduate qualification at diploma level or above.

The successful applicant will need to be available for shift work, including on call and occasional weekends, working across hospital sites as necessary.

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.

Contact Officer: Fallon Grieve 5124 2203 Fallon.Grieve@act.gov.au

Cancer and Ambulatory Services

COVID- 19 Vaccination and Testing Centres

Registered Nurse

Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 48350, several - 0229A)

Gazetted: 26 April 2022

Closing Date: 10 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)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

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

Seven community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

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

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

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

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

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

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

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

ABOUT YOU

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Behavioural Capabilities

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

- Good Communication Skills
- Ability to work well in a multidisciplinary environment
- Adaptable and Flexible to changes

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

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

Note: There are several temporary positions available for three months. Part-time hours will be considered and the full-time salary noted above will be pro-rata.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

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

Women, youth and children

Clinical Support and Projects

Clinical Development Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 22534 - 022EH)

Gazetted: 22 April 2022

Closing Date: 11 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

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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: www.canberrahealthservices.act.gov.au

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

Together with a small team of Clinical Development Nurses you will support nursing staff in both NICU and SCN to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education will be provided across morning and evening shifts, seven days a week.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive,

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

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

Position Requirements/Qualifications:

Relevant Post-graduate qualifications in Neonatal Nursing, Certificate IV in Workplace Assessment and a minimum of two years' experience working professionally in neonatology nursing is preferred.

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

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

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

Prior to commencement successful candidates will be required to:

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: Chelsey Helliwell (+61) 0422 189 893 Chelsey.Helliwell@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Police and Court Diversion

Senior Officer Grade C

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 22020 - 0225A)

Gazetted: 27 April 2022

Closing Date: 11 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.

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Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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

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

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

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

Seven community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

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 of wellbeing and harm minimisation. The participation of people accessing our services, their 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
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services, and
- Rehabilitation and Specialty Mental Health Services

POSITION OVERVIEW

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The Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality alcohol and other drug services that are guided by the principles of harm minimisation. The ADS provides a range of specialist services for people affected by alcohol and other drug use incorporating six areas including:

Opioid Treatment Services
 Medical Services,
 Consultation and Liaison Service,
 10 bed Inpatient Withdrawal Service
 Police Court Drug Diversion Service
 Counselling and Treatment Services

The SOG C position will be responsible for the overall management and leadership of the Police Court Drug Diversion Service, including exercise of financial and human resource delegations for the management or coordination of resources (people, equipment, information, knowledge and funds) to achieve agreed outcomes.

This role is part of the ADS Management team and is expected to assist with policy development, service development and implementation enabling smooth navigation between complex systems to improve access for people referred to this service with substance use disorders. This includes:

Ensuring quality of service delivery, including encouraging a learning culture and participative problem solving;

Translating corporate goals and objectives to day-to-day activities;

Providing leadership through open communication, establishing a safe working environment, ensuring staff are appropriately trained, responding to crises and other incidents appropriately, managing change, setting priorities performance targets; and

Accountability through performance indicators and regular reporting.

ABOUT YOU

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Position Requirements/Qualifications:

Mandatory:

Must hold a current driver's license

Must be registered under the Working for Vulnerable People Act; and

Previous experience within the Alcohol and Drug sector

Highly Desirable:

Tertiary qualifications (or equivalent) in Relevant degree and/or postgraduate qualifications in Alcohol and other Drugs, or behavioural science or management.

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 period of six months with the possibility of extension and/or permanency.

Contact Officer: Jennifer Harland 51241609 Jennifer.Harland@act.gov.au

Office of the Chief Operating Officer

After Hours Administrative Support Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 57006, several - 021WF)

Gazetted: 22 April 2022

Closing Date: 11 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

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POSITION OVERVIEW

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The After-Hours Administrative Support Officer (AHASO) will provide administration and clerical support to the After Hours Hospital Manager. The AHASO will provide timely and accurate administrative/transactional services for members of the healthcare team, under the direction of the After-Hours Hospital Manager to facilitate smooth operation of the service.

ABOUT YOU

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Behavioural Capabilities

Working in a demanding, busy and complex environment where there are competing priorities.

Balancing conflicting priorities and negotiating workable timeframes with the After Hours Hospital Managers.

Establishing and maintaining effective work relationships with staff.

Position Requirements/Qualifications:

Experience in administration and/or PROACT preferable but not mandatory.

The successful applicant will need to be available for weekend and after-hours work. Hours of work are eight hours per day plus a 30 minute unpaid meal break. Total of 56 hours per fortnight.

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 part-time positions available at 28 hours per week for 12 months with the possibility of extension and/or permanency, the full-time salary noted will be paid pro-rata. We are seeking motivated individuals to join the After-Hours team. The successful applicants will provide timely, accurate administrative services under the direction of the After-Hours Hospital Managers.

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: Susan Collins (02) 5124 4244 Susan.C.Collins@act.gov.au

Medicine

Diabetes Service

Diabetes Educator

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 28375 - 021QQ)

Gazetted: 26 April 2022

Closing Date: 13 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

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POSITION OVERVIEW

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

This nursing role requires the ability to provide appropriate skilled clinical assessment and intervention for clients with diabetes across CHS Health Campuses.

The Diabetes Nurse will be responsible professionally to the Senior Nurse Clinician of the CHS Diabetes Service.

ABOUT YOU

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Behavioural Capabilities

Highly motivated with strong organisational and time management skills

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

Adaptability and flexibility to manage changes in demand

Personal and professional integrity

Position Requirements/Qualifications:

Relevant qualifications as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA)

Post-graduate qualifications from a university or tertiary institution in Diabetes Education. Is an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator or is working towards obtaining credentialing status.

Must hold and maintain 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.

Note: This is a temporary part-time position available at 0.64 hours per week for six months with the possibility of extension, the full-time salary noted 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: Tracey Duggan (02) 5124 7929 Tracey.Duggan@act.gov.au

Rehabilitation and Community Care

Oral Health Services

Operational Manager, Oral Health Service Laboratory

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 28863 - 02210)

Gazetted: 27 April 2022

Closing Date: 16 May 2022

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POSITION OVERVIEW

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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

The Oral Health Service provides Laboratory services from the Phillip Health Centre. We provide Denture and removable orthodontic appliances to eligible adults, children and youths.

The position reports to the Oral Health Services (OHS) Director, Rehabilitation, Aged and Community Services.

ABOUT YOU

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Behavioural Capabilities

- High quality customer service skills
- Highly developed people management skills
- Be a proactive, enthusiastic and strong communicator
- Strong organisational skills

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.
- Previous experience with human resources management and change management

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Kireet Taneja (02) 5124 1732 Kireet.taneja@act.gov.au

Chief Operating Officer Clinical Services

Rehabilitation, Aged and Community Services

Clinical Director, Oral Health Services

Dentist Level 4 \$166,513, Canberra (PN: 46933 - 022IK)

Gazetted: 27 April 2022

Closing Date: 20 May 2022

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Please note there are two advertisements running concurrently to fill this vacancy, Req ID 0221L and Req ID 0221K. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

POSITION OVERVIEW

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

Want to work in a territory-wide health service that is implementing an oral and dental health reform?

It's an exciting time to be part of the CHS' Oral Health Services (OHS) and we're advertising a newly created role for a Clinical Director to be a part of our fan-tooth-tic team and help shape our future!

We are building a strong focus on governance, supporting leadership and team members, career progression, health promotion, and offering exceptional patient-centred care. We're also expanding and growing in more ways than one, with investments in new technology and innovations to improve patient care and a range of exciting projects being delivered over the next few years. We offer excellent employment conditions and benefits, including various allowances each year, annual leave, annual leave loading, salary packaging, generous superannuation, and a relocation allowance if you're moving from interstate and a whole lot more!

If you're not from Canberra/ACT and dream of space, a cosmopolitan lifestyle, fresh air, and flowing traffic, then this is the place for you. When you work with us you are part of a professional and caring community!

CHS' Oral Health Services (OHS) currently provides a range of public dental services to children, young people and adults who are eligible for the service. Services are provided at five Community Health Centres across the ACT, and are also provided at a correctional facility, into schools, nursing homes, and other identified sites via three Mobile Dental Clinics. The range of dental services includes preventative dental interventions, health promotion, emergency dental care, restorative dental care, prosthetic dental care, and some orthodontic interventions.

The Clinical Director is an integral position and will provide clinical and professional leadership and have highly developed clinical skills and knowledge of local, and national oral health care systems including current and emerging issues concerning oral health. The Clinical Director will work closely with the Director of OHS to lead service improvement and innovation through high-level clinical management. This also includes working with the Director, and senior clinicians to develop and progress plans and strategies for the OHS (i.e.: service promotion; design, development, and implementation of service models; and service enhancements).

ABOUT YOU

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Behavioural Capabilities

1. Excellent organisational skills with a high degree of drive, self-knowledge, and a commitment to personal development.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet consumer needs.
3. Demonstrated capacity to lead, inspire, motivate, and develop people to achieve determined objectives.
4. Build and maintain key relationships and high-level effective written and verbal communication and interpersonal skills.
5. Solutions-focussed approach to problem solving issues and working collaboratively with all members across multi-disciplinary teams.

Position Requirements/Qualifications:

Mandatory:

- Hold a recognised and relevant health degree (e.g. Bachelor of Dental Surgery, Bachelor in Dental Science).
- Be registered with, 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:

- Extensive experience in the leadership and management of diverse teams working in a public dental/oral health service environment.
- Has a recognised management qualification.
- Extensive experience in clinical supervision.
- Hold a current driver's licence.

Note: Please note there are two advertisements running concurrently to fill this vacancy, Req ID 022IL and Req ID 022IK. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Kireet Taneja (02) 5124 1732 Kireet.taneja@act.gov.au

Medicine**Gastroenterology and Hepatology****Administration Officer**

Administrative Services Officer Class 2 \$59,813 - \$66,047, Canberra (PN: 18645, several - 022B4)

Gazetted: 27 April 2022

Closing Date: 11 May 2022

Details: Our Vision: creating exceptional health care together

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

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POSITION OVERVIEW

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The Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease.

The Unit provides:

- Inpatient care of patients with gastroenterological and diseases
- Consulting service
- Endoscopic procedures

- Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders
 - Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.
- This position provides administrative support to Division of Medicine Gastroenterology and Hepatology Unit (GEHU) outpatient department. Under general direction of the Office Manager and Administration Manager you will be responsible for providing support to the operations of the outpatient clinic, booking and scheduling of patient appointments, and providing a high level of customer service to the GEHU Department.

ABOUT YOU

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Behavioural Capabilities

1. Professional
2. Dedicated
3. Organised

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 eight months with the possibility of extension.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Sharon Brew (02) 5124 2195 Sharon.brew@act.gov.au

Division of Allied Health**Occupational Therapy****New Graduate Occupational Therapist**

Health Professional Level 1 \$65,402 - \$85,685, Canberra (PN: 29694, several - 0228D)

Gazetted: 27 April 2022

Closing Date: 17 May 2022

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POSITION OVERVIEW

CALLING ALL FINAL YEAR OCCUPATIONAL THERAPY STUDENTS. Are you about to graduate from university in the next few months? Is the thought of working with real patients what you have always wanted?

Canberra Hospital Occupational Therapy needs to fill a number of new graduate positions. Our award rates of pay for new graduates are the envy of NSW Health and we offer a supportive environment that is filled with professional development. We need enthusiastic staff who are willing to let your curiosity

for learning drive your contribution to public health. The positions are rotational and provide the opportunity to experience a number of clinical areas firsthand.

The Acute Occupational Therapy team are a friendly and supportive group of professionals with a passion for clinical excellence and the organisations values. You will be a motivated New Graduate (HP1) willing to rise to the challenge of clinical work in a fast-paced environment. If this sounds like the job, you have been looking for we would love to hear from you.

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

CHS Occupational Therapists provide exceptional care through the delivery of high-quality Occupational Therapy assessment and a range of therapeutic interventions including harm prevention and minimisation strategies, therapy to promote recovery, rehabilitation and reablement, supporting safe and sustainable discharge to the community, and long-term occupational engagement and the maintenance of wellbeing. Areas of work include The Canberra Hospital, University of Canberra Hospital, Duhlwa Mental Health Unit, consumers' homes and a variety of community health centres and community mental health, justice health and alcohol and drugs services located at various sites within the ACT.

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

Exciting opportunities exist for new graduate Occupational Therapist(s) to join CHS Occupational Therapy services; in the Acute Allied Health Services, in Rehabilitation, Aged and Community Services, in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) divisions of CHS. The successful applicant(s) will be employed as a Health Professional Level 1 for 12 months in this/these positions to maximise clinical and professional skills growth and development. Each new graduate will be afforded opportunities to rotate within and across divisions to enhance learning and experience, access to professional development support, high levels of clinical supervision, and support from wider occupational therapy teams, clinical educators and the occupational therapy professional group.

ABOUT YOU

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Behavioural Capabilities

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

Position Requirements/Qualifications:

Mandatory:

- Tertiary qualifications (or equivalent) in Occupational Therapy.
- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).
- Hold a current driver's licence.
- The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- Note: These are temporary positions available for 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.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

Allied Health

Newborn Hearing Screening Program

Newborn Hearing Screener

Technical Officer Level 1 \$61,765 - \$64,757, Canberra (PN: CO6253 - 022C3)

Gazetted: 27 April 2022

Closing Date: 16 May 2022

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POSITION OVERVIEW

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The ACT Newborn Hearing Screening Program (NHSP) is an early hearing loss detection program for infants born or residing in the ACT. The Program identifies babies that are born with significant hearing loss and introduces them to appropriate intervention as soon as possible. It is well known that babies that are identified with hearing loss early in life have improved quality of life, improved communication and language skills and social-emotional development and significantly better education and employment outcomes. The NHSP provides services for babies born at the Centenary Hospital for Women and Children, Calvary Public Hospital Bruce, Calvary John James Hospital and babies born through the home birthing program. Up to 6,500 babies are screened each year by a dedicated team of trained screeners.

ABOUT YOU

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Behavioural Capabilities

Strong interpersonal and communication skills

Ability to effectively manage own time to meet deadlines

A professional approach to work

Position Requirements/Qualifications:

A current driver's licence is mandatory

A current first aid certificate and/or previous experience in a nursing or allied health discipline would be an advantage.

Experience working in a Newborn Hearing Screening Program is desirable

The successful applicant will need to be available for weekend work

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

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

Note: This is a casual position available at four to ten hours per week, the full time salary 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 - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Contact Officer: Jennifer Bursell (02) 5124 7458 Jennifer.Bursell@act.gov.au

Medicine**Renal Service****Renal Clinical Development Nurse****Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 29935 - 02286)**

Gazetted: 27 April 2022

Closing Date: 11 May 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: www.canberrahealthservices.act.gov.au

The ACT Health 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 chronic kidney disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. 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.

The Renal Clinical Development Nurse will be required to work across the service to assist in educating the staff of the ACT Renal Network. The position is based at the Canberra Health Services and reports to the Renal Assistant Director of Nursing, Division of Medicine.

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 candidate will have the following attributes:

Excellent interpersonal skills with a proven ability to provide leadership and education to colleagues in a clinical setting

Drive for ongoing personal and professional development

Strong organisational skills with a high degree of drive and a positive attitude

Adaptability and flexibility to accommodate change and provide support to colleagues in a clinical environment

Position Requirements/Qualifications:

Working towards or hold post graduate studies relevant to speciality field.

Be registered or have applied 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.

Note: This is a temporary position available for eleven 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.

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

Contact Officer: Bonny Chen (02) 5124 3368 bonny.chen@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Rehabilitation, Aged and Community Services

Clinical Director

Health Professional Level 6 \$155,107, Canberra (PN: 46933 - 022IL)

Gazetted: 27 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: www.canberrahealthservices.act.gov.au

CHS' Oral Health Services (OHS) currently provides a range of public dental services to children, young people and adults who are eligible for the service. Services are provided at five Community Health Centres across the ACT, and are also provided at a correctional facility, into schools, nursing homes, and other identified sites via three Mobile Dental Clinics. The range of dental services includes preventative dental interventions, health promotion, emergency dental care, restorative dental care, prosthetic dental care, and some orthodontic interventions.

The Clinical Director is an integral position and will provide clinical and professional leadership and have highly developed clinical skills and knowledge of local, and national oral health care systems including current and emerging issues concerning oral health. The Clinical Director will work closely with the Director of OHS to lead service improvement and innovation through high-level clinical management. This also includes working with the Director, and senior clinicians to develop and progress plans and strategies for the OHS (I.e: service promotion; design, development, and implementation of service models; and service enhancements).

ABOUT YOU

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Behavioural Capabilities

Excellent organisational skills with a high degree of drive, self-knowledge, and a commitment to personal development.

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

Demonstrated capacity to lead, inspire, motivate, and develop people to achieve determined objectives. Build and maintain key relationships and high-level effective written and verbal communication and interpersonal skills.

Solutions-focussed approach to problem solving issues and working collaboratively with all members across multi-disciplinary teams.

Position Requirements/Qualifications:

Mandatory:

Hold a recognised and pertinent health degree (e.g. Bachelor Oral Health, Bachelor Oral Health Therapy).

Be registered with, 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:

Extensive experience in the leadership and management of diverse teams working in a public dental/oral health service environment.

Has a recognised management qualification.

Extensive experience in clinical supervision.

Hold a current driver's licence.

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: Kireet Taneja (02) 5124 1732 Kireet.taneja@act.gov.au

Acute Allied Health Service

Social Work

Social Worker

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 16735 - 022F8)

Gazetted: 27 April 2022

Closing Date: 13 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: www.canberrahealthservices.act.gov.au

Overview of the work area and position:

Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings:

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

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

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

ABOUT YOU

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

Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Ability to perform novel, complex, critical or difficult tasks with professional supervision.

Position Requirements/Qualifications:

Relevant undergraduate or postgraduate qualification in Social Work and a minimum of three years' experience working professionally in Social Work is preferred.

Hold 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.

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

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 - Working with vulnerable people (WWVP) registration (act.gov.au)

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

Contact Officer: Patrice Higgins 51242316 Patrice.Higgins@act.gov.au

Medical Services

Pharmacy

Oncology and Haematology Pharmacist

Pharmacist Level 2/3 \$82,720 - \$113,540 (up to \$116,508 on achieving personal upgrade), Canberra (PN: 18491 - 022BY)

Gazetted: 22 April 2022

Closing Date: 10 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 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.

The department is progressive and forward thinking, optimising the use of technology, and looking to progress extended scope roles for pharmacists and technicians across key areas of the organisation. The department already runs a successful SHPA accredited residency program, has an excellent intern training program and recently achieved SHPA accreditation for our first Advanced Training Residency. We are also introducing a new student scholarship program this year. The successful candidate will be joining the organisation at an exciting time where the department is looking to introduce more

advanced training residencies and the implementation of a partnered pharmacist charting model at Canberra Health Services.

POSITION OVERVIEW

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

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

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The Canberra Region Cancer Centre is a world-class health care facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology. It provides multidisciplinary care and support services to Canberra and Southern NSW communities, including a Cancer Wellbeing Centre, known as Your Space, for wellbeing education and support for patients, families and carers.

The Canberra Hospital has two newly refurbished cancer wards that provides 28 beds for Oncology patients, and four additional day beds that provide additional capacity for Phase 1 trials as part of the Cancer Clinical Trials Program.

The Oncology and Haematology Pharmacist will work within the Canberra Region Cancer Centre to promote quality use of medicines that is safe and cost-effective within Canberra Health Services (CHS). The position holder will provide clinical input under the supervision of the Lead Pharmacist and provide a range of pharmacy services on a rostered basis.

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

Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind

Strong organisational skills with a high degree of personal drive and integrity

Developed or emerging leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities

Position Requirements/Qualifications:

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

Experience of working professionally as a registered pharmacist in an Australian hospital environment is essential (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).

The successful applicant will be appointed to the relevant level 2 or 3 pharmacist position increment based on their qualifications and experience in line with the following criteria:

For a level 2 pharmacist position increment – minimum of 2 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level.

For a level 3 pharmacist position increment – minimum of 4 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency

against the National Standards for Advanced Pharmacy Practice at the Consolidation Level in this specialty area of practice, which may include a post graduate qualification at diploma level or above. The successful applicant will need to be available for shift work, including on call and occasional weekends, working across hospital sites as necessary.

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.

Contact Officer: Hamed Lane 02 5124 2203 hamed.lane@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

Education and Training Services

Library and Learning Services

Liaison Librarian

Professional Officer Class 1 \$63,614 - \$88,207, Canberra (PN: 54246)

Gazetted: 27 April 2022

Closing Date: 11 May 2022

Details: The Canberra Institute of Technology (CIT) is looking for a Liaison Librarian to become part of a team delivering dynamic and innovative information services including online, reference and specialist research. The successful candidate will be involved in planning and delivering digital and information literacy sessions in consultation with teaching staff, identifying and assessing learning resources; and undertake copyright compliance moderation duties. Liaison Librarians hold a key collaborative role in the design, implementation, and maintenance of dynamic online and Library service environments to engage students and teachers at CIT.

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: An appropriate degree or diploma together with training in information studies which qualifies for admission to Associate Membership of the Australian Library and Information Association (ALIA) or a recognised course of study.

An ability to work one shift per week.

Notes: This is a temporary full-time position available immediately up until 23 January 2023 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are required to address the Selection Criteria and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide referee's reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Stalker-Booth (02) 6207 3375 Claire.Stalker-Booth@cit.edu.au

Education and Training Services**CIT Health, Community and Science****Administration Service Officer****Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 38027)**

Gazetted: 21 April 2022

Closing Date: 28 April 2022

Details: An exciting opportunity exists within the Canberra Institute of Technology (CIT) Health, Community and Science College to fill an Administrative Officer position in CIT Wellbeing.

As part of the Wellbeing team at CIT you will play a key role in providing high-level customer service and administration skills to support the Wellbeing team to facilitate the students learning journey. You will require the ability to work both autonomously and cooperatively, as you will have significant independence of action, and accountability to build and 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:

Experience in the Vocational Education and Training sector.

Current driver licence.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Note: This is a temporary position available for immediately up until April 2023 with the possibility of extension up to 12 months. An order of merit will be established from this Selection Process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee only.

How to Apply Applications must include a current curriculum vitae and a written response (a pitch) of no more than two A4 pages which outlines why you would like to work in this role and demonstrates how your Skills, Knowledge and Experience is suitable for this position as outlined in the Position Description. For additional information, please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Richard Burgess (02) 6207 3879 richard.burgess@cit.edu.au

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

Education and Training Services**Placement Co-ordinator****Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 37562)**

Gazetted: 21 April 2022

Closing Date: 28 April 2022

Details: The Department of Community Work from Canberra Institute of Technology (CIT) Health, Community and Science is seeking a highly organised and customer focused individual who displays excellent communication and administrative skills.

This role involves liaising closely with students, teachers, staff, and Community organisations to ensure that students successfully complete all tasks required for placement. The successful candidate will

demonstrate ability to work under pressure with a diverse range of people and teams. The applicant must hold a driver's licence to visit students on placements.

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:

At least two years' experience working in administrative role

Must have a current drivers licence

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](http://www.workingwithvulnerablepeople.act.gov.au)

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: Please provide a written response to the Selection Criteria outlined in the attached position description, including a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mackenzie Clare (02) 6207 4922 mackenzie.clare@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

Digital, Data and Technology Solutions

Executive Assistant

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 41626)

Gazetted: 27 April 2022

Closing Date: 13 May 2022

Details: The Digital, Data and Technology Solutions Group, led by the Chief Digital Officer (CDO), has responsibility to drive the ACT's digital agenda, lead the whole of government strategic direction for ICT and cyber security, and provide technical, tactical and transactional support for whole of government ICT. The primary focus of this role is to provide high-quality support to the CDO. In addition to this, the role also provides support to the DDTS Executive Team. The position reports to the Executive Officer to the CDO and works as part of a broader network of Executive Assistants across ACT Government. This is an exciting opportunity to work in a high-profile area delivering initiatives that will have whole of government lasting impact. The successful applicant will possess very strong organisational skills with the ability to anticipate and plan ahead, ensuring that the CDO is always prepared, no matter what the day may bring. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. Additionally, the position liaises across the ACT Government and with various key stakeholders at local and national levels, to respond quickly to business needs and meet tight timeframes. If you have proven experience in delivering high-quality and customer-focussed support to senior executives, thrive in managing changing circumstances, are comfortable with multiple priorities and demands and have the ability to demonstrate resilience in a fast-paced, high-pressure environment, this could be the job for you. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available immediately up until October 2022, with the possibility of extension up to 12 months and/or permanency. Under the current COVID-19 restrictions many staff are currently working from home with limited access to on-site working. Please discuss any concerns around these arrangements with the contact officer. The position is located in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jean Allsop (02) 6207 7446 Jean.Allsop@act.gov.au

Digital, Data and Technology Solutions

Technology Services

Corporate Applications

Senior SharePoint /Power Automate Specialist

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 48833)

Gazetted: 27 April 2022

Closing Date: 11 May 2022

Details: Do you have experience developing and supporting solutions implemented using SharePoint and Power Automate? The Digital, Data and Technology Solutions Division seeks an energetic, results-driven person to join a team of specialists responsible for the delivery of the ACT Government's SharePoint Service. This includes the provision of end-user support, the investigation and resolution of issues, and the completion of site development, maintenance and monitoring activities. The successful applicant will play a leading technical role in the delivery of various projects involving the implementation of solutions using SharePoint Online and Power Automate.

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

Note: This is a temporary position available immediately for up to 12 months with the possibility of permanency. An order of merit will be established from the selection process which may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. All enquiries regarding the role should be directed to the Contact Officer.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Mathieson (02) 6205 2335 mark.mathieson@act.gov.au

Access Canberra

Corporate Support and Capability

Projects and ICT - Records Team

Records and Systems Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 04281)

Gazetted: 27 April 2022

Closing Date: 4 May 2022

Details: The Records Team is a unit within Projects and ICT who is responsible for the provision of advice and support to Access Canberra business units about the management of physical and electronic records arrangements in accordance with Territory and ACT Government standards. The team also provides administrative support and training for the Objective Electronic Document and Records Management System (EDRMS).

Access Canberra is looking for a suitable candidate who can join the Records Team. We're looking for someone who is excited about the prospect of using technology to make things easier, loves to fix problems before they occur and enjoys the challenge inherent in system-based problem solving and the delivery of records management advice and support to Access Canberra Teams.

If you:

understand why customer service plays a big part in providing credible and valued support
are an organised and dynamic individual who enjoys working with technology to solve business problems

are interested in systems administration and technical support

are excited by the opportunity to participate in change and help us on our journey to create a digital first, paperless environment

understand the importance of records management but would like to see a more contemporary approach applied

Then this is a great opportunity for you.

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

Note: This is a temporary position available immediately until 31 August 2022 with the possibility of extension up to six months. Selection may be based on application and referee reports only.

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

How to Apply: Suitability for this position will be assessed based on the skills, knowledge and behaviour required to successfully deliver against the duties and responsibilities of the role as set out in the Position Description. Your written application should be presented in the form of a 'pitch for the role'.

This should respond to the following two statements and be no longer than two pages.

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

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

Please submit your pitch with a current curriculum vitae and the contact details of at least two referees.

Touching base with the contact officer to discuss the duties of the position is highly recommended.

Applications should be sent to the Contact Officer.

Contact Officer: Monika Zupcic (02) 6205 2395 monika.zupcic@act.gov.au

Partnership Services

Records Services

Digital Records Support

Assistant Director, Governance, Performance and EDRMS Analysis

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 53881)

Gazetted: 27 April 2022

Closing Date: 4 May 2022

Details: Are you an enthusiastic person with attention to detail and a keen eye for processes? We are looking for you!

Digital Records Support is the central team responsible for the maintenance, and administration of the two Electronic Document Records Management Systems (EDRMS) for ACT Government. Objective and Content Manager (TRIM).

This position will be responsible for the management of Digital Records governance, as well as the monitoring of performance and key reporting of success measures within the team as well as assisting directorates in the realisation of benefits in moving onto EDRMS.

You will be a team player, as well as the ability to work autonomously under pressure. Being adaptable and having the ability to change focus often in a fast paced environment will be the key in this role.

Knowledge of the EDRMS systems is highly desirable.

If you love documentation, and being 10 steps ahead, look no further than Digital Records Support.

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

Eligibility/Other Requirements: Current ACT Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory. Knowledge and experience in EDRMS and analysis is highly desirable.

Note: This is a temporary position available from 1 July 2022 until 1 June 2023 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 are asked to provide a three page pitch addressing the 'What You Will Do' including reference to the Technical/Behavioural capabilities located in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Catriona Towner (02) 6205 7252 catriona.towner@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.

Access Canberra

Engagement, Compliance and COVID - 19 Response

Complaints Management Team

Assistant Director

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 42698)

Gazetted: 27 April 2022

Closing Date: 11 May 2022

Details: Are you ready to undertake an exciting adventure? Can you perform the unachievable regularly? Do you have the ability to pull a rabbit out of a hat, or make problems vanish into thin air? Can you create new space and time at a moment's notice? If so, pack up your magic wand and fly over to Access Canberra!

In this important position, you will play a vital role to support our master magicians within the Access Canberra Complaints Management Team.

We are on the lookout for a dynamic, flexible, solutions-focused individual to join the team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, stakeholders and the community.

If you're a person who likes to help make things happen and amaze others with your leadership, communication and stakeholder engagement skills then we want you to join our magical team in Access 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.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: To apply for this role please submit a current curriculum vitae, details of two referees and a maximum two page pitch detailing:

Your greatest achievements in the last five years, including how you would use your learnings from these achievements in this role, and

Why your experience and qualifications making you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peadar Troy (02) 6205 9749 peadar.troy@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.

Property and Shared Services

ACT Property Group

Customer and Tenancy Management

Assistant Director, Lease and Tenancy Occupation

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57245)

Gazetted: 26 April 2022

Closing Date: 13 May 2022

Details: ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates.

ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. This position is responsible for managing the leasing activities of the organisation with the Director and Senior Director, providing advice and guidance to the organisation and executive.

The person works with the Director to manage processes to acquire new sub-leases and the issuing of leases and licenses over managed properties. The ability to work with and negotiate complex leasing arrangements with private sector agents/owners, government tenants and community or commercial sector tenants of owned property is essential.

The role may also assist with government and non-government accommodation planning including analysing and reporting on occupancy. Expertise and extensive experience in commercial property leasing is essential for this role.

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

Eligibility/Other Requirements:

a current driver's licence (car).

Tertiary and/or Professional qualifications in Commercial Leasing, Commercial Real Estate, Property Management or similar are highly desirable.

Membership or the ability to obtain membership with relevant professional organisation(s) is desirable.

Note: This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

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

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: Aditya Rastogi (02) 6207 5602 actpgcorporate@act.gov.au

**Workforce Strategy, Business Support and Information Governance
Ministerial, Executive Support and Budget
Assistant Director, Executive Support and Budget
Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 35255)**

Gazetted: 26 April 2022

Closing Date: 10 May 2022

Details: Workforce Strategy, Business Support and Information Governance provides a range of services across CMTEDD, including advice and support for executive and non-executive recruitment and labour hire engagement, organisational change management, information management and governance, ministerial and budget services, diversity and inclusion support and workforce planning and succession planning advice.

The Ministerial, Executive Support and Budget team is looking for an enthusiastic and professional candidate to take on the role of Assistant Director, Executive Support and Budget. Under limited supervision you will be involved in the provision of business support services, including assisting with budget preparation and reporting and coordination activities for the nine ACT Government Ministers' Offices (ACT Executive).

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

Note: This is a temporary position available from 23 May 2022 until 19 May 2023. This position may be filled by application only.

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

How to Apply: Please submit a pitch of maximum two pages detailing your skills and experience as they apply to the attached Position Description, along with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.
Contact Officer: Tracey Henry (02) 6207 0372 tracey.henry@act.gov.au

Corporate**People and Capability****Employee Relations****Assistant Director Employee Relations****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 44885)**

Gazetted: 26 April 2022

Closing Date: 3 May 2022

Details: Assistant Directors of Employee Relations are confident, professional HR experts who provide accurate, timely advice. They engage collaboratively with staff and stakeholders at all levels to lead well thought through approaches to effectively deal with and solve complex people behaviour matters in the Chief Minister, Treasury and Economic Development Directorate. Successful applicants will have:

- strong relationship management and written communication skills
- ability to juggle competing priorities, use critical thinking skills and make sound judgements about people matters
- excellent understanding of the relevant legislative and industrial frameworks and
- experience in managing employee processes related to conduct, performance, leave and allowances and/or communication and consultation.

You will also contribute to strategic improvement projects and stakeholder education and awareness activities for a large, diverse workforce of approximately 2,500 staff. This is a fantastic opportunity to grow professionally and join a supportive, dynamic culture. You will be able to work flexibly, including working from home.

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

Eligibility/Other Requirements: Three or more years relevant experience in employee relations, injury management, investigations or another human resource related discipline is highly desirable.

Note: This is a temporary position available from 14 May 2022 up to 12 months with the possibility of permanency. A merit list may be created to fill future identical positions over the next 12 months.

How to Apply: Please provide a maximum three page pitch outlining your experience and/or abilities against the requirements and duties outlined in the Position Description and your curriculum vitae with contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janet Kaye (02) 6205 9762 janet.kaye@act.gov.au

Property and Shared Services**ACT Property Group****Integrated Facilities Management****Trade Compliance and QA Manager****Infrastructure Officer 2 \$90,210 - \$103,785, Canberra (PN: 46708)**

Gazetted: 22 April 2022

Closing Date: 11 May 2022

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation

solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

This role ensures that ACT Property Group delivers a high-quality maintenance and upgrades service to its clients. This role will spend time in the field quality assuring work done by trades on behalf of ACT Property Group. This person is critical to ensure that quality standards are met, work is completed to the required standard, customers are satisfied, work processes are complied with, and information is provided to property custodians. The role will also provide assistance to other parts of the trades and maintenance sections to support the overall work of the team.

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

Eligibility/Other Requirements: Applicants for this role should have the following qualifications:

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

Hold a relevant building degree, or

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

In addition, applicants must:

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

Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV);

Hold a current driver's licence.

Qualifications in Work Health and Safety, Procurement, Contract Management and membership of a relevant professional organisation are highly desirable

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

How to apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

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

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

Contact Officer: Cassandra Keppell (02) 6205 9876 ACTPGCorporate@act.gov.au

**Digital, Data and Technology Solutions
Customer Engagement Services Branch
Technical Systems Administrator**

Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 14349)

Gazetted: 22 April 2022

Closing Date: 12 May 2022

Digital, Data and Technology Solutions (DDTS) is seeking an appropriately skilled and experienced person to become a Technical Systems Administrator within the Emergency Services Agency (ESA) ICT team.

The successful applicant will be part of a team working with the ACT ESA to achieve business strategies through effective management of ICT infrastructure, resources and systems, providing technical support for the Microsoft-based windows server infrastructure and desktops. Additionally, providing strategic, operational, and technical advice and support for ESA specific domains, servers and devices including liaison with internal and external stakeholders and vendors as required.

Provide technical support in all supported versions of the following products:

Commvault back-up solution

Microsoft Key Management Services (KMS) and licensing

Microsoft File Services (DFS, DFSR)

Microsoft Active Directory Certificate Services

Microsoft Systems Centre Operations Manager (SCOM)

Microsoft Windows scripting using Powershell and VBS

VMware vSphere 7 ESX including vCentre

SQL Server (2014, 2022) Express, Standard and Enterprise

HPESIM and HPE Server Hardware

End Point Enterprise Security Software

Microsoft Windows Printing and device management

Microsoft Windows, Server and related infrastructure (DNS, DHCP, WSUS, NTFS)

Microsoft Server Operating Systems from 2012R2/2022

Microsoft Clustering and Geo-clustering technology

Microsoft Active Directory/Directory Services/ILM

Microsoft IIS

Provide hardware, application and software services to support ESA technologies. E.g. maintenance, backup and recovery, system monitoring, reporting, technical documentation, standard operating environment, operating system and firmware updates and patching, software packaging and deployment, and application installation and upgrade management and participation in the ITIL processes of change, incident and problem management for the following:

Servers

Desktops

Onsite server rooms/data facilities

Network connectivity (requesting rule changes, patching)

Communication Centre facilities, workstations and consoles

ESA systems hosted on managed servers and desktops, and end point devices

Liaise with ESA, DDTS and external service providers, vendors and stakeholders on the provision of new and existing IT services.

Provide first, second and third level ICT technical support, advice and problem resolution for customers over the phone, by email and face to face for Emergency Services Environments, including:

Managing accounts through Active Directory

Analysing system logs and identifying potential issues with computer systems

Supporting business applications and systems (e.g. ACT Ambulance VACIS ruggedised laptops, digital display systems, mobile data terminals, voice, radio and communications centre systems)

Providing rostered on call and after-hours support (1 week in every 4-5 weeks)

Maintain an awareness of market trends, emerging tools, digital strategies and technologies in order to advise ESA on technological risks or directional change that may impact service delivery.

Undertake project related activities under the direction of project managers, individually or as a team member

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:

Knowledge of the Information Technology Infrastructure Library (ITIL) framework would be highly advantageous

Minimum of three years working in systems administration in a Microsoft enterprise environment would be highly advantageous.

Qualifications and certifications in supported products and technologies would be highly advantageous

An ACT Government CMTEDD Baseline clearance is required for this position, or ability to have one soon after commencing

Driver's license

Note: Shortlisted applicants will be invited for an interview and may include a written and/or practical technical assessment. 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: Before the closing date and referring to the Position Description, please submit your: curriculum vitae outlining all relevant skills, qualifications, knowledge and experience

details of two referees, one of whom is your current manager, and,

Two-to-three-page pitch describing:

a Microsoft server and desktop environment you have developed, maintained and supported

how you received, investigated and resolved a complex technical issue in a server/desktop environment

how you have collaborated with internal and external stakeholders and vendors to provide high quality service or advice

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

Contact Officer: Karen Carlton (02) 6207 2335 karen.carlton@act.gov.au

Workforce Capability and Governance

Director, Strategic

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 44913)

Gazetted: 22 April 2022

Closing Date: 10 May 2022

Details: Are you interested in making a difference and contributing to better outcomes for the ACT Public Sector? Do you thrive on working in a values-based, stimulating and results-orientated environment? Do you enjoy leading positive change, thinking strategically, and developing a high performing team? If so, then this is the job for you!

The Professional Standards Unit (PSU) is engaged in an exciting reform agenda to increase the unit's contribution to whole-of-government policy, education and learning and development for the prevention and early intervention of misconduct. The PSU aims to actively lead innovative strategies to prevent misconduct and promote early intervention utilising data informed insights identified in individual misconduct investigations.

The Director, Strategic plays a key role in the reform agenda, leading a small team undertaking a broad range of activities including producing data analytics, leading policy and legislative reform and providing

communications, education, and training regarding integrity and misconduct obligations across the ACTPS.

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

Eligibility/Other Requirements:

- Relevant qualifications in policy, human resources, investigations, or a related field, or significant study towards gaining such qualifications, are highly desirable.
- Educational and professional qualifications checks may be undertaken prior to employment.
- Criminal history checks will be conducted prior to employment.
- This position does not require a pre-employment medical.
- This position does not require a Working with Vulnerable People Check.

Notes: This is a temporary position immediately for six months with possibility of extension or permanency. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: In applying for this position, you are not required to address individual Selection Criteria. Rather, you should provide a statement of no more than two pages outlining your background, capabilities, and experiences and how these align with the duties (WHAT YOU WILL DO), and capabilities and behaviours (WHAT YOU REQUIRE) required to be successful for this role. You should also provide a curriculum vitae to a maximum of four pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: David Collins (02) 6207 6736 DavidJ.Collins@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 Response

Event and Business Coordination Team

Event and Business Coordination Officer

Administrative Services Officer Class 4/5 \$75,239 - \$88,510, Canberra (PN: 37808, 40600)

Gazetted: 22 April 2022

Closing Date: 6 May 2022

Details: Do you have a passion to support local business? How about providing advice and guidance to support safe and successful events? Do you work well in a team and individually and proactively look for solutions to problems? Are self-motivated and able to multi-task?

Then this may be the opportunity for you!

The Event and Business Coordination (EBC) Team through a coordinated case management approach, foster strong working relationships across government and with external to government stakeholders. This service is provided to ensure timely coordination of approval processes and continuous liaison with event organisers. EBC also provide advice to businesses wanting to establish in Canberra by outlining the various approvals and endorsements relevant to get the business up and running.

Suitability may be determined of application only, so make it count!

Skills/experience needed:

You will have strong written and verbal communication skills to engage and educate businesses and event organisers to support obtaining various approvals.

You will plan and prioritise workflow both individually and in a team environment with a keen eye for detail.

Provide support and advice to clients; and identify, analyse, manage, and monitor relationships with and between stakeholders.

Provide administrative operational support including secretariat support to event committees and working groups as required.

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

Eligibility/Other Requirements:

You must hold a current C class driver's licence.

This position does not require a pre-employment medical

This position does not require a Working with Vulnerable People Check

Highly desirable to have an understanding of current regulatory requirements for event approvals or the ability to quickly acquire such knowledge.

Highly desirable to have an understanding of the current regulatory requirements for establishing a new business or the ability to quickly acquire such knowledge.

Note: These are two temporary positions available immediately for a period of three months with the possibility of extension. We are advertising two positions, an ASO4 and an ASO5, positions will be filled dependent on the skills and experience of the successful applicants.

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 should address the Selection Criteria located in the Position Description by providing a pitch of two pages for the position you want to apply for. These roles will be filled at the ASO4 (PN:37808) or ASO5 (PN:40600) dependant on the skills and experience of the successful applicants. Please include an up-to-date curriculum vitae. Referee reports may be requested.

Applicants for either position will be considered for both, there is no need to submit two separate applications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dani Zivak (02) 6205 8622 dani.zivak@act.gov.au

Corporate

Corporate Management

Governance, Security and Audit

Security Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 48832)

Gazetted: 21 April 2022

Closing Date: 5 May 2022

Details: Corporate provides a range of strategic, governance, organisational development, administrative and human resource functions for the Chief Minister and Treasury and Economic Development Directorate (Directorate). It administers the governance framework, corporate policies, audit, and compliance assurance programs, as well as drives our strong risk framework including supporting business continuity, emergency management and protective security.

Corporate are seeking an organised and driven Security Officer who will be responsible for coordinating protective security functions and supporting the improvement of the protective security maturity within the Directorate.

The Security Officer works in the Governance, Security and Audit team, which are a dynamic and customer-oriented team of subject matter experts focused on delivering best practice corporate, advice, services, and support in a demanding environment.

The Security Officer supports the Directorates' Agency Security Advisor with the implementation and ongoing management and reporting of the Protective Security Framework and security-related activities

within the Directorate. This includes, but is not limited to, reviewing, updating, and communicating policies, procedures, guidance, and training documentation.

Reporting to the Director, Security and Risk, the Security Officer is responsible for providing security advice, including for international travel, coordinating access to CCTV footage, and coordinating security clearances.

This is a wonderful opportunity to work in a supportive environment with a great team of people who want to help their staff develop and grow their skill set. We are open to discussing flexible working arrangements.

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: Hold an Australian Government Security Vetting Agency (AGSVA) Vetting 1 (NV1) Security Clearance Negative or have the ability to obtain and maintain one.

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

How to Apply: Please provide a one-to-two-page written response addressing your ability to meet the Criteria outlined in the attached Position Description. Please also provide your current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Fleur Reid (02) 6207 7860 fleur.reid@act.gov.au

Community Services

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

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

Housing ACT

Client Services Branch

Development and Support

Tribunal Services Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 57305)

Gazetted: 27 April 2022

Closing Date: 11 May 2022

Details: The Development and Support team is looking for a motivated and enthusiastic Tribunal Services Officer to join the team. The Tribunal Services Officer reports to the Assistant Director, Tribunal Services and is responsible for providing ancillary administrative support to the Assistant Director, Tribunal Services, and the Tribunal Advocates. This includes the preparation of legal papers, research, and briefs in relation to legal matters and the organisation of some meetings. The Tribunal Services Officer also works closely with Housing Managers and Team Leaders in Tenant Experience and other areas of Housing ACT on tenancy matters under the *Residential Tenancies Act 1997*.

Eligibility/Other Requirements:

Current driver's licence.

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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](http://www.act.gov.au/working-with-vulnerable-people)

Desirable, but not essential, qualification and experience:

Relevant qualifications Law/Legal Studies is desirable but not essential.

Note: This is a temporary position available immediately until 30 June 2022 with possibility of extension up to 12 months or permanency. Selection may be based on application and referee reports only.

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 may be conducted online.

Applications should be submitted via the Apply Now button below.

Contact Officer: Min McIntyre (02) 6205 1856 min.mcintyre@act.gov.au

Office of Deputy Director General

Office for Aboriginal and Torres Strait Islander Affairs

Director, Strategic Policy and Partnership

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 04758)

Gazetted: 27 April 2022

Closing Date: 11 May 2022

Details: The Office for Aboriginal and Torres Strait Islander Affairs (OATSIA) is seeking a highly motivated person to undertake the role of Director, Strategic Policy and Partnerships. This role is part of the OATSIA leadership team and leads a unit to provide strategic advice to the ACT Government on Aboriginal and Torres Strait Islander Affairs and is responsible for the ACT commitments under the ACT Aboriginal and Torres Strait Islander Whole of Government Agreement and 'Closing the Gap' agenda and ensures that both important mechanisms are utilised as a foundation for setting the agenda for Aboriginal and Torres Strait Islander Affairs.

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

How to Apply: Applicants are required to provide a written response to the selection criteria of no more than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brian Wilson (02) 6205 2507 brian.wilson@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Operational Support

Operational Support Officer, Case Aid

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 35869, several)

Gazetted: 26 April 2022

Closing Date: 12 May 2022

Details: The Children, Youth and Families division provides early intervention and prevention services to ACT children, young people and their families and provides services to children with developmental delays. Children, Youth and Families also works with key stakeholders in government and the community sector to provide child protection and youth justice services to children, young people, their families and their carers. Children, Youth and Families works to support vulnerable children and young people to be safe, strong and connected.

The Child and Youth Protection Case Aids are responsible for providing high level administrative support to the CYPS Case Manager teams as well as the wider CYPS branch.

Case Aids are required to assist with the delivery of best possible life outcomes for children and young people across a wide range of administrative support functions to ensure our statutory obligations are met.

Eligibility/Other Requirements:

Essential qualifications and experience:

Experience and/or desire to work in a community services environment.

Proficiency with Microsoft Office products and database systems.

Current driver's licence.

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

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

How to Apply: Submit your written response to the Selection Criteria along with your curriculum vitae.

When responding to the Selection Criteria please keep your responses to 400 words or less, per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Armour (02) 6207 1633 Amy.Armour@act.gov.au

Housing act

Policy and business transformation

Quality management, risk, response and review

Review and Response Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 31772)

Gazetted: 26 April 2022

Closing Date: 10 May 2022

Details: Are you looking for a new challenge, or an opportunity for some different experience?

The Client Review and Response Team have a vacancy at the ASO 5 level.

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

At Housing ACT, we provide social housing and specialist homelessness funding to meet the needs and circumstances of low income and disadvantaged people.

The primary duties will include the acknowledgement, assessment and triage of complaints received via both phone and email. Other opportunities will be available to assist with Human Rights Commission and Ombudsman Office complaint investigations, as well as compensation and second level reviews – these opportunities will be agreed with the successful applicant, dependent on skills, experience and interest.

We are seeking a demonstrated team player who has a good understanding of Housing ACT business systems, client complexity and is committed to excellence in service delivery.

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: If this sounds like you then please send your curriculum vitae together with a written response of no more than two pages outlining why this would be the right opportunity for you at this time.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Cavanagh (02) 6205 2202 Sarah.Cavanagh@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Practice and Performance

Practice Leader**Child and Youth Protection Professional Level 4 \$121,730 - \$130,613, Canberra (PN: 07520 , several)**

Gazetted: 26 April 2022

Closing Date: 13 May 2022

The Practice Leader is an enabling role that operates at both a strategic and operational level. The role allows for the identification of best practice and opportunities for improvement in practice and policy across CYPs. The Practice Leader is expected to use that information to continuously improve staff development, including mentoring operational staff.

The Practice Leaders are responsible for staff induction and a broad range of staff development opportunities as well as making recommendations to others in relation to policy, practice and team management

Eligibility/Other Requirements:

Essential qualifications and experience:

Relevant tertiary qualifications e.g., in Social Work, Psychology, Social Welfare, Social Science or related discipline.

At least five years' experience in human services fields.

Current driver's Licence

Desirable qualifications and experience:

Relevant tertiary qualifications in adult learning and development e.g. Certificate IV in Training and Assessment.

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

How to apply: All applications, including your written response to Selection Criteria and curriculum vitae must be submitted. Please keep your response to 400 words or less per criteria.

Applications should be submitted via the 'Apply Now' button

Contact Officer: Alison Trehwella (02) 6207 0621 alison.trehwella@act.gov.au

Corporate Services**Communication and Engagement****Assistant Director, Communication and Engagement****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 55628)**

Gazetted: 26 April 2022

Closing Date: 10 May 2022

Details: The Community Services Directorate (CSD) is seeking an experienced, innovative and driven communication and engagement professional who's committed to making a contribution to their local community and is up for a challenge.

Under limited direction you will develop, deliver and evaluate best practice communications and community engagement projects in line with the Whole of Government Communications and Engagement Plan and identified CSD priorities.

You will deliver effective, well-evidenced and targeted community and stakeholder engagement activities, and work collaboratively with the team to develop and deliver the right information to the right audience at the right time.

Collaborating within and across teams to develop and distribute high quality content, this role will ensure the right information is provided to the right audience, at the right time, by:

Bringing a strategic, planned and audience-first lens to their work

Collaborating with stakeholders in partnership with a strong client service ethic

Working in a fast-paced environment, while being flexible and open to change

Working as part of the broader communication and engagement and corporate services teams

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

Eligibility/Other Requirements: Applicants must demonstrate a comprehensive knowledge of contemporary communications and engagement practices and experience in developing high quality, integrated communications and engagement media, strategies and plans

Relevant tertiary education qualifications or extensive professional experience in Communications, Journalism, Media Studies and/or Public Relations are essential requirements of this role.

A current driver's license is desirable.

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: If you are interested in this opportunity, please submit a two-page (maximum) pitch addressing the Selection Criteria and how you could make a positive contribution to the Communication and Engagement Branch and the Community Services Directorate. Please include an up-to-date curriculum vitae and the name of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Robey 0408 665 130 lisa.robey@act.gov.au

Housing ACT

Policy and Business Transformation

Quality Management Risk Response and Review

Senior Assurance Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 52603)

Gazetted: 26 April 2022

Closing Date: 10 May 2022

Do you work well both individually and in a team environment? Do you enjoy a mix of field and office based work? do you look at a problem and think, I know how to tackle that! then this might be the role for you.

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

At Housing ACT, we provide social housing and specialist homelessness funding to meet the needs and circumstances of low income and disadvantaged people.

Under broad guidance, the senior assurance officer is expected to assist in all areas of the teams work and work collaboratively to lead projects that analyse, assess, evaluate and report the Total Facilities Manager's (TFM) performance against a range of Key Performance Indicators, contractual requirements and other criteria. Responsibilities also include to collaboratively implement Quality Assurance audit and/or review projects on particular aspects of the TFM contract, Housing ACT Business Processes, risk and business continuity, as well assist with the management of Housing ACT Information Management System.

We are seeking a demonstrated team player who has a good understanding of Housing ACT business systems, client complexity and is committed to excellence in service delivery.

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: If this sounds like you then please send your curriculum vitae together with a written response of no more than two pages outlining why this would be the right opportunity for you at this time.

Applications should be submitted via the 'Apply Now' button

Contact Officer: Paul Hewett (02) 6207 1049 paul.hewett@act.gov.au

Housing ACT

Policy and Business Transformation

Quality Management Risk Response and Review

Senior Practitioner

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57341)

Gazetted: 26 April 2022

Closing Date: 10 May 2022

Details: Are you looking for a new challenge, or an opportunity for some different experience?

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

At Housing ACT, we provide social housing and specialist homelessness funding to meet the needs and circumstances of low income and disadvantaged people.

The Senior Practitioner is a new position that supports and leads the Client, Review and Response team to ensure delivery of a comprehensive complaints handling process. The Senior Practitioner role is responsible for leading and developing Housing ACT's complaints processes and capabilities to ensure tenant experience delivery is responsive, and customer centric.

We are seeking a demonstrated team player who has a good understanding of Housing ACT business systems, client complexity and is committed to excellence in service delivery.

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: If this position sounds like you then please send your current curriculum together with a written response of no more than two pages outlining why this would be the right opportunity for you at this time.

Applications should be submitted via the Apply Now button below.

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

Strategic Policy

Education Strategy

Implementation Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 41252)

Gazetted: 27 April 2022

Closing Date: 9 May 2022

Details: The Education Strategy Team drives the implementation of the Future of Education Strategy and the Directorate's Strategic Plan through alignment, connection and collaboration.

We are looking for a high-quality candidate to join a small and dynamic team. The preferred candidate will be equipped and interested to support directorate capability through the design and delivery of

resources, tools and methods that contribute to integrated delivery of outcomes, proactively collaborating across the directorate, and contributing to comprehensive reports and advice to executive audiences.

Notes: This is a temporary position available immediately up until 17 June 2022, with the possibility of extension up to six 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.

As we continue to manage the impacts of the COVID-19 pandemic, officers may be required or elect to utilise Home-Based Working for extended periods. In such cases officers will be fully supported to set up their own home office and be supplied with necessary equipment as required.

This position is available to ACT Government officers and employees only.

How to Apply: Please provide your curriculum vitae, including identifying your referees and a one page pitch as to how you will demonstrate the public service values in this important role to:

denise.ryan@act.gov.au.

If this position interests you and you have further questions, please contact Denise Ryan on (02) 6207 0587.

Applications should be sent to the Contact Officer.

Contact Officer: Denise Ryan (02) 6207 0587 Denise.Ryan@act.gov.au

Office For Schools

Office for Schools

Mount Stromlo High School

Deputy Principal- Student Engagement and Wellbeing - Mount Stromlo High School

School Leader B \$151,757, Canberra (PN: 39707)

Gazetted: 21 April 2022

Closing Date: 12 May 2022

Details: Mount Stromlo High School is looking for a strategic, connected, and genuine School Leader B to join our Executive team to lead and unite the school community. The successful applicant will lead student engagement across the school, building respectful relationships with the whole school community. The successful applicant will undertake an appropriate teaching load and other duties as determined by the principal which include:

Job Description:

As a member of a genuine, connected, and strategic executive team, achieve whole-school goals and implement the school action plan.

Lead and manage the Student Engagement team to improve wellbeing outcomes for all students, as well as delivering a range of flexible learning opportunities to give all students a platform for success.

Work with the school executive and Focus Group leaders to lead Social and Emotional Learning curriculum and pedagogical improvement.

Support the Executive team to establish and maintain a Professional Learning Community, demonstrating positive and respectful relationships with staff, students, and the wider school community.

Working with the Learning Support SLC, continue to drive a model of inclusion that gives all students the best opportunity to succeed.

Support student social and emotional learning within a Restorative Practices framework and a PBL approach.

Undertake an appropriate teaching load and other duties as determined by the Principal.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable*

People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](http://act.gov.au)

How to Apply: Please submit your curriculum vitae, statement of claims based on the five Leadership Capabilities outlined in the application package (maximum five pages) and two referees.

Applying for the position

Questions about individual school leader positions should be directed to the relevant Contact Officer. This can help when preparing your submission as the contact officer be able to share with you more detailed information about the position, allowing you to tailor your response.

Conducting some research about the Directorate, the ACT Government, and the ACT Public Service before making a submission can also provide you with insights to help make your responses more relevant.

The aim of a written response is to provide the selection panel with clear, concise information and evidence about your demonstrated suitability and potential to perform the role effectively.

Before you start your written response, check the format and style that is being requested as this may differ from other formats and styles you've prepared previously. Any written response should be persuasive with evidence-based examples to demonstrate your abilities.

Statement of claims based on the Position Information and School Leader Capability Framework:

The statement of claims is integral to the application. The capabilities are supported by descriptors.

Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Curriculum Vitae:

Your resume or curriculum vitae should be up to date and provide relevant information about your education, employment history, experience, and workplace achievements. It should be formatted to make it easy to read.

Referees:

In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

The selection process:

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing, and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Radford (02) 6142 3444 peter.radford@ed.act.edu.au

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

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

Development and Implementation**Implementation Coordination****Senior Director, Implementation Coordination****Infrastructure Officer 5 \$161,140, Canberra (PN: 13471)**

Gazetted: 27 April 2022

Closing Date: 4 May 2022

Details: Would you like to play a leading role in delivering land for development in Canberra?

The Development and Implementation team within Environment, Planning and Sustainable Development (EPSDD) are looking for an experienced Project Director to drive the planning and site investigations work that will facilitate the delivery of urban renewal through land release across Canberra.

The successful applicant will lead a multi-disciplinary team of project managers, technical specialists, consultant and contractors to undertake a wide range of investigations on sites being prepared for release to the market. Experience in delivering land-based projects - analysing and resolving issues, assessing and managing risk, facilitating co-operative partnerships and bringing out the best in a multi-disciplinary team will be needed to support the objectives of the Implementation Coordination team over the coming months.

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

Eligibility/Other Requirements:

Pre-requisite Qualifications and/or Experience: Positions classified as an Infrastructure Officer require the occupant to:

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

Hold a relevant building degree; or

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

Highly Desirable:

Tertiary qualifications and/or demonstrated experience in related field such as: Project/Contract Management, Urban Planning, Infrastructure engineering/design and construction management, Property Law or Architecture;

A minimum of ten years' project and contract management experience in land development.

Notes: This is a temporary position available until June 2022 with the possibility of extension up to six months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. Please note, this position may combine working from home and working in an office. The office is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

How to Apply: Applicants should provide their curriculum vitae, including two referees, and a two-paged pitch addressing the Selection Criteria as detailed in the Position Description - covering skills, knowledge and behaviour.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lynette Marsh (02) 6205 8592 Lynette.Marsh@act.gov.au

Corporate Services and Operations**Finance Information and Assets****Strategic Finance****Finance Business Partner****Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 03048)**

Gazetted: 21 April 2022

Closing Date: 13 May 2022

Details: Environment, Planning and Sustainable Development Directorate is seeking a highly skilled and motivated accountant to join our team as a Finance Business Partner. As a Business Partner you will work closely with the Directorate's leadership team and staff to provide strategic financial and budget information, analysis, forecasts and reports. This role works collaboratively with the business to influence and shape the financial plans and advise on future direction within the operational areas of the Directorate. In the role you will be asked to draw upon skills including strong communication skills, management accounting knowledge and strategic thinking.

Eligibility/Other Requirements: Explain any eligibility requirements you want to highlight or otherwise leave blank.

Tertiary qualifications in Accounting or a related field and CA/CPA qualifications or progress toward same is highly desirable.

Note: This is a temporary position available from 9 May 2022 until 7 April 2023 with the possibility of permanency. This position is for an initial period of 10 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: To apply please complete the online application form and attach both:

A two page pitch outlining the skills, expertise and experience you will bring to the roll

A Curriculum Vitae

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

Contact Officer: Stuart Wall (02) 6205 0760 stuart.wall@act.gov.au

Environment, Heritage and Water

Conservation, Planning and Policy

Biosecurity and Agriculture Policy

Assistant Director, Invasive Species

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 04387)

Gazetted: 21 April 2022

Closing Date: 5 May 2022

The Conservation, Biosecurity and Water Policy and Planning Branch develops, administers and oversees implementation of several key environmental and conservation strategies, policies and plans to support the environment and industry. The Branch is responsible for legislation relating to nature conservation, fisheries, biosecurity and water.

The Branch provides secretariat support for the work of the ACT Scientific Committee, ACT and Region Catchment Management Coordination Group and Grassy Woodlands Stakeholder Group, and policy support for several environment and primary industries inter-jurisdictional fora.

We regularly collaborate with a diverse group of stakeholders, both within and outside the ACT Government, including the Parks and Conservation Service, Resilient Landscapes Branch, Conservation Research Branch, Transport Canberra and City Services Directorate, ACT Woodlands and Wetlands Trust, Conservation Council and many others.

The Biosecurity and Agriculture Policy Section develops and reviews ACT policies, strategies, plans and legislation relating to invasive species, animal health, plant health and the primary industries. Key strategies include the *ACT Biosecurity Strategy 2016-2026*, *ACT Weeds Strategy 2009-2019* (under review) and *ACT Pest Animal Management Strategy 2012-2022*.

The Section also develops and coordinates whole-of-government policy advice for input to the Agriculture Ministers' Meeting (AMM) and its subordinate committees and convenes ACT Government biosecurity committees for EPSDD. The ACT Chief Veterinary Officer, located within the Section, develops animal health policy and provides oversight of veterinary services and animal health matters in the ACT.

We are looking for a highly motivated individual to join the Biosecurity and Agriculture Policy Team. The successful applicant will develop policies and plans to support ACT and National invasive species management and environmental biosecurity issues. This will involve the preparation of briefs, reports and correspondence. Strategic thinking, well-developed written and oral communication and collaboration skills are essential.

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: Highly Desirable:

Tertiary qualifications in biological, agricultural, natural resource and/or environmental science/policy, or related disciplines;

A sound knowledge of biosecurity and agriculture issues and policy matters within the ACT and surrounding region.

Note: This is a temporary position available from 2 May 2022 until 1 May 2025. 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 (2) pages addressing the selection criteria and a current curriculum vitae.

Applications should be emailed directly to the Contact Officer.

Contact Officer: Bruce Hancocks (02) 6205 4322 bruce.hancocks@act.gov.au

Planning and Urban Policy

Executive Branch Manager, Building Reform, Housing and Design Services

Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements,

Canberra (PN: E1043)

Gazetted: 27 April 2022

Closing Date: 11 May 2022

Details: The Executive Branch Manager (EBM) Building Reform, Housing and Design Services role will be required to support the Government's economic and social vision for Canberra and the ACT and the Government's objectives of strong, responsible, responsive and accountable government. Proven experience delivering robust advice to an elected Executive will be important for this role.

An understanding of construction and building will be of benefit but is not critical. You will also provide critical direction in regard to housing policy and for initiatives to support the growth in Canberra. You'll be expected to have a good working knowledge or an ability to quickly acquire understanding of the ACT Government and relevant legislative and compliance obligations.

The position requires an energetic person with exceptional leadership and executive management skills to achieve effective business planning, governance, issue management and collaborative partnerships inside and out of Government. Strong strategic stakeholder engagement and negotiation skills are also necessary. Experience in dealing with an extensive range of policy, financial management, business operations, people management, a range of stakeholders including the community is essential.

Applicants need to exhibit a proven ability to provide strong leadership, undertake capacity building and manage people and performance while delivering on commitments and building a skilled team.

You will provide support to the overall Planning and Urban Policy division and lead integration and collaboration across the division and other divisions within the Directorate and Government.

This position is also responsible for leading a positive culture based on respect and collaboration across the Environment, Planning and Sustainable Development Directorate and the ACT Public Service.

Remuneration: The position attracts a remuneration package ranging from \$258,398 - \$269,925 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$230,539.

Contract: The successful applicant will be placed on a short-term contract from 1 June 2022 to 1 June 2023 with the possibility of extension up to a further year only.

How to Apply: Applicants should submit a covering pitch for the role (maximum two - three pages), identifying how you can fulfil the role requirements and your successful achievements against the core requirements and executive capabilities.

Your pitch, a copy of a current curriculum vitae, and the name and contact details for two referees should be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bethel Sendaba Bethel.Sendaba@act.gov.au

City Renewal Authority

Design and Place Strategy

Senior Project Manager

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 57146)

Gazetted: 27 April 2022

Closing Date: 13 May 2022

Details: The City Renewal Authority is looking for a dynamic Project Manager to join the team. The Senior Project Manager will be considered a Subject Matter Expert (SME) in the field of urban renewal and will have scalable expertise to deliver a broad range of projects within the Authority's portfolio. We require a candidate with strong leadership and stakeholder engagement skills and the ability to support the review and development of policies and procedures.

The Senior Project Manager will be responsible for the management and delivery of urban renewal projects within the Authority's precinct. These projects will include landscape and urban design, city activation initiatives and place management schemes. Working in partnership across the Authority is a key output of the position and will include providing high level support and advice to other business units as required. Reporting to the Executive Branch Manager (Director) Design and Place Strategy, the Senior Project Manager will work autonomously, following with the Authority's Renewal Program.

Eligibility/Other Requirements:

- Professional qualifications in urban design and landscape architecture, or architecture, or commensurate demonstrated experience in urban renewal projects is highly desirable.
- Minimum of eight years' experience in a directly relevant field, preferably in urban renewal and public realm related projects.
- Knowledge and experience of architectural, engineering or landscape related software such as Adobe Suite, CAD and GIS.

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: Please provide your response limited to three pages addressing the Selection Criteria, Behavioural Capabilities and the Compliance Requirements/Qualifications. Please also attach your curriculum vitae and provide the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Geoff Bunnett (02) 6207 2297 Geoff.Bunnett@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

Courts and Tribunals

Magistrates Court**Coroners Unit****Support Officer to Coroner, Coroner's Court****Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 29676)**

Gazetted: 27 April 2022

Closing Date: 4 May 2022

Details: The Coroners Section provides administrative and legal support to the ACT Coroner's Court.

Legal officers assist coroners with the coronial investigation by drafting legal documents and correspondence on behalf of the court, attending court hearings when required (including acting as Counsel Assisting) and communicating directly with families. This may include providing terms of reference or direction for the investigation or organising medical expert opinions.

Administrative staff assist coroners with the coronial investigation by maintaining various records and registers, dealing with routine enquiries by phone and email, and drafting and processing routine legal documents (such as a coroner's directions and orders). This may include listing a case for hearing in open court, coordinating hearing matters, as well as drafting and sending letters to family members at key points during a coroner's investigation to provide updates regarding the cause of death, how the coroner intends to investigate and whether any further medical investigations are required.

Eligibility/Other Requirements:**Professional/Technical Skills and Knowledge**

Demonstrated experience in interpreting and applying legislation, including knowledge of or the ability to quickly acquire an understanding of the *Coroner's Act 1997 (ACT)*.

Demonstrated ability to communicate effectively with a wide range of stakeholders in difficult circumstances and handle confidential material with discretion and sensitivity.

Demonstrated ability to deliver high quality customer service and support to a diverse range of stakeholders.

Demonstrated experience in court processes generally.

Demonstrated knowledge, or the ability to gain knowledge, of police practices in investigating deaths falling within the jurisdiction of the coroner and experience in an institutional setting of dealing with or supporting families who are coping with the tragedy of losing a loved one to an expected death.

Compliance Requirements/Qualifications

Experience working in a court, police or legal environment is highly desirable.

The position is subject to a national police background check.

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

How to Apply: Please submit your application using the Apply Now button below along with your response to the selection criteria and your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Susan Little (02) 6207 1203 susan.little@courts.act.gov.au

Corporate**Strategic Finance****Senior Director, Financial Reporting****Senior Professional Officer Grade A \$155,107, Canberra (PN: 57255)**

Gazetted: 26 April 2022

Closing Date: 10 May 2022

Details: Strategic Finance is responsible for the analysis of current and emerging economic and financial issues, assisting in the development of the Directorate's budget strategy and specific budget proposals, providing advice on financial performance and trends, and assisting business unit managers with business specific financial needs.

Strategic Finance is seeking a motivated, well organised person who can lead a team to effectively perform the role and functions of Senior Director, Financial Reporting. They should possess a very good understanding and have experience in public sector processes including monthly and annual financial reporting, financial frameworks, management accounting skills, excellent analytical ability and are client focused with high-level communication skills.

The successful applicant will be required to:

Provide high level support and advice to the Chief Finance Officer and other business units within the Directorate

Provide financial and performance management reporting and forecasts for various purposes including executive and ministerial purposes

Coordinate and prepare Directorate financial reports including monthly management reports and annual financial statements

Lead a team to provide efficient and accurate advice to internal and external stakeholders

Proactively liaise and negotiate with other agencies as required

Eligibility/Other Requirements:

A degree with a major in accounting or equivalent is highly desirable.

Ability to develop and manipulate financial modelling tools and use complex spreadsheets and TM1.

Membership of either Australian professional accounting bodies (CPA or ICA) is also highly desirable.

How to Apply: Interested applicants should provide a written pitch addressing the Professional and Behavioural Capabilities within the Position Description. The pitch should be no longer than two pages and should demonstrate your experience and abilities. A current curriculum vitae should also be provided with two referee contacts. All enquiries regarding the role can be directed to the contact officer. Applications should be submitted via the Apply Now button below.

Contact Officer: Dragana Cvetkovski (02) 6205 4389 Dragana.Cvetkovski@act.gov.au

Emergency Services Agency

Risk and Planning

ESA Spatial Services

Spatial Services Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 07949)

Gazetted: 26 April 2022

Closing Date: 20 May 2022

Details: Would you like to make maps that truly make a difference to your community? Are you keen to apply your Geographic Information System (GIS) skills in a fast-paced high output operationally focused team? The ACT Emergency Services Agency (ESA) is searching for an experienced Spatial Services Officer to help deliver the ESA's contemporary centralised spatial intelligence/ GIS capabilities.

The successful candidate will be comfortable with Operating the Esri suite of ArcGIS desktop and online applications, as well as having the ability to keep up to date with technological advancements in the field. Additionally, you will perform operational duties as part of an Incident Management Team (IMT) when required, help coordinate Mapping and Planning Support (MAPS) volunteers and assist with training others in our self-service mapping tools in support of ESA's workforce. This role also assists with management of spatial data holdings (including data updates, data validation etc.) and the day-to-day management and coordination of the ESA's MAPS volunteers.

The successful applicant may be required to work outside of normal hours on a rotational 'on-call' roster on weekends and in response to emergencies. Additional hours worked will be remunerated in accordance with the relevant enterprise agreement.

We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

If you are an Aboriginal or Torres Strait Islander, if you require extra supports to engage in the workforce due to a disability, if you are a veteran, or identify as LGBTIQ, or if you bring the life experience of a culturally and linguistically different background we are especially welcoming of your application.

Eligibility/Other Requirements:

- A Diploma, Advanced Diploma or qualifications relevant to the role are highly desirable.
- Experience working in an emergency service or high-pressure environment is highly desirable.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au).
- Driver's license is essential.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Steve Forbes (02) 6205 5235 Steve.Forbes@act.gov.au

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

ACT Corrective Services

Custodial Operations

Trainee Correctional Officer

Correctional Officer Trainee \$50,140, Canberra (PN: 32711, Several)

Gazetted: 26 April 2022

Closing Date: 17 May 2022

Do you have what it takes to be a Correctional Officer? Do you have life experience and an interest in community safety? Do you like working in a team and have exceptional communication skills? Are you resilient when faced with challenging situations and environments? Do you have the maturity to be assertive whilst remaining level-headed, non-judgmental, fair and respectful? If so, this may be the role for you!

Successful applicants will be required to complete a 12-week Correctional Recruit Training (CRT) course in the first instance and will receive a training salary of \$50,140 per annum for this period. The CRT will provide you with all the relevant training to be a competent and accomplished Correctional Officer. This includes everything from legislations and policies, to report writing and dealing with challenging behaviours. Following the successful completion of this training, you will automatically become a Correctional Officer Grade 1 earning a salary range between \$68,508 and \$81,694 per annum, plus superannuation and the potential for allowances. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice within the first 12 months of your employment. These positions are based at the Alexander Maconochie Centre in Canberra.

We encourage applications from a diverse range of individuals with varying work and life experiences, in particular applications from women and from Aboriginal and Torres Strait Islander people.

ACT Corrective Services (ACTCS) will be hosting an information session for people interested in learning more about these opportunities. Senior ACTCS staff will team up with current Correctional Officers to describe what it is like to work in a correctional environment. You will also have the chance to find out more about the opportunities for women, young people and people from diverse backgrounds, as well as details about the required training. (Please note, attendance at the information session is not mandatory).

The information session will be held at the Hellenic Club, Canberra City, on 5 May 2022 at 6:30pm. To register to attend this information session, please telephone (02) 6207 1149 or email ACTCSpeopleandculture@act.gov.au. For more information, please see the “Frequently Asked Questions” document available on the ACT Government jobs website.

There are five stages to this recruitment process:

initial application assessment;

Language, Learning and Numeracy (LLN) testing and written assessment;

psychometric (psychological aptitude) testing;

interview; and

referee assessment.

You will be notified if you do not progress from one stage to the next.

Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement of the CRT. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months. Current Correctional Officers of ACTCS will not be required to undertake the psychometric testing and medical assessment part of the recruitment process, nor will they need to attend the CRT. Should current Correctional officers be deemed successful, they will be transferred to the AMC in due course.

To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement.

Eligibility/Other Requirements:

Relevant custodial experience or Certificate III in Correctional Practice 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 desirable.

This position may require pre-employment medical testing and Police 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 - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

Note: You will automatically be converted to a Correctional Officer Grade 1 upon successful completion of training. Applicants that do not provide your pitch PLUS all four documents listed below will not be considered by ACTCS.

How to apply: Tell us in one to two pages, why your life experience, skills and/or knowledge would make you perfect for this role.

In addition, you must submit the following:

An ACT Government Application Cover Sheet (online document);

Updated curriculum vitae with contact details of at least two referees, one of which should ideally be a current or immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months;

A copy of your driver's licence; and

A completed Association Declaration form.

Applications should be submitted via the 'Apply Now' button

Contact Officer: Jenny West (02) 6205 3478 ACTCSPeopleandCulture@act.gov.au

ACT Corrective Services

Operational Support

Organisational Capability

Registered Training Organisation (RTO) Support Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 14176)

Gazetted: 26 April 2022

Closing Date: 10 May 2022

Details: ACT Corrective Services (ACTCS) is seeking applications from motivated and conscientious people to temporarily fill a part time position as an Registered Training Organisation (RTO) Support Officer within Operational Support.

As the RTO Support Officer, you will be responsible for a range of administrative functions and processes relating to aspects of training registration, preparation, co-ordination and reporting according to organisational requirements and RTO compliance standards.

Successful applicants will be required to provide a range of administrative support to the Unit, including co-ordination and scheduling of training programs, data entry, drafting basic correspondence, responding to enquiries and undertaking less complex research and correspondence.

Further to this, you will also enter and maintain database student information, provide administrative support to ACTCS stakeholders in the preparation and duration of training programs, and develop and maintain records in accordance with the requirements of a Registered Training Organisation and the *Territory Records Act 2002*.

To be successful you will need to have the ability to deliver a range of student/client supports and demonstrated ability in entering and maintaining data in a range of systems to meet organisational and legislative requirements, in addition to working collaboratively with others to meet team and organisational goals.

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

Eligibility/Other Requirements:

Driver's licence Class C is essential

This position requires a pre-employment medical

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

Knowledge of the record keeping and audit requirements of a Registered Training Organisation using VETtrak or similar, or the capacity to quickly gain that knowledge is highly desirable.

Note: This is a temporary part-time job-sharing opportunity available immediately for six months with a possibility of extension up to 12 months and is currently at two days per week (14.7 hours per week).

How 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: Cecilee Miller (02) 6205 4910 cecilee.miller@act.gov.au

Corporate Services

Communications and Engagement

Senior Communications Officer - Communications and Engagement

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53888, several)

Gazetted: 22 April 2022

Closing Date: 29 April 2022

Details: The Senior Communications Officer, Communications and Engagement will work closely with the Assistant Director, Communications and Engagement in designing and implementing communications, stakeholder, and employee engagement projects in line with Justice and community Safety Directorate (JACS) priorities.

The Senior Communications Officer, Communications and Engagement will be highly organised, have a good attention to detail and sound communication skills. The Senior Communications Officer,

Communications and Engagement will liaise with a broad range of audiences across government, stakeholders, and the community. They will also be self-motivated, have the ability to respond quickly to changing priorities and show initiative, sound judgement and an ability to meet tight timeframes.

Note: There are several temporary positions available immediately until 28 October 2022 with the possibility of permanency.

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.

Interstate applications welcome and remote working options available for the right candidate

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

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional/Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the Position Description. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Madeleine Orbuloye (02) 6207 1282 madeleine.orbuloye@act.gov.au

ACT Corrective Services

Corporate Services

ACT Corrective Services Wellbeing Coordinator

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 56865)

Gazetted: 21 April 2022

Closing Date: 5 May 2022

A challenging and genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS), for a highly motivated, values-driven professional to join Corporate Services as the Wellbeing Coordinator (ASO6).

The ACTCS Wellbeing Coordinator plays a key role in the delivery of key wellbeing tasks and assistance in the establishment and delivery of the ACTCS Wellbeing Program. This includes coordinating and connecting all ACTCS staff to initiatives, training and support that empowers ACTCS staff to make informed choices and take action to address and improve their health and wellbeing.

In addition, you will be required to monitor, maintain and analyse unscheduled leave for Correctional Officers, implementing measures, in conjunction with management and peer support officers, to ensure staff are adequately supported.

Further to this, you will contribute broadly to improving workplace safety, reducing workplace injuries, reducing absenteeism and addressing issues related to morale and culture.

To be successful, you will be able to work collaboratively and possess exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Eligibility/Other Requirements:

The successful candidate may be required to undergo a National Police Check.

This position requires a pre-employment medical

Experience in a correctional facility environment is highly desirable

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

How to apply: Applicants are required to submit two items:

- 1) a one-to-two-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.

Corporate Services**Communication & Engagement****Assistant Director, Communications and Engagement**

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 44349)

Gazetted: 21 April 2022

Closing Date: 28 April 2022

The Assistant Director, Communications and Engagement will work closely with the Director, Communications and Engagement in managing and implementing communications, stakeholder and employee engagement projects in line with JACS priorities.

The Assistant Director, Communications and Engagement will be highly organised, have a good attention to detail and excellent communication and leadership skills. The Assistant Director, Communications and Engagement will liaise with a broad range of audiences across government, stakeholders and the community. They will also be self-motivated, have the ability to respond quickly to changing priorities and show initiative, sound judgement and an ability to meet tight timeframes.

Eligibility/Other Requirements:

Experience in the direct media liaison within ACT media is highly desirable.

Relevant tertiary qualifications and/or significant experience working professionally in the fields of media management is highly desirable.

The ability to work flexibly with regular weekend and after-hours work is required.

A current driver's licence is essential.

Background / Security clearance checks will be conducted.

Note: This is a temporary position available immediately until 28 October 2022 with the possibility of permanency. 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. Interstate applications welcome and remote working options available for the right candidate

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

In your personal pitch, please explain why you are the best person for the job and how you meet all the Professional / Technical Skills and Knowledge, and Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate

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

Contact Officer: Madeleine Orubuloye (02) 6207 1282 madeleine.orubuloye@act.gov.au

ACT Law Courts Tribunal**ACT Civil and Administrative Tribunal Research Associate**

Associate Level 1 \$67,770 - \$69,465, Canberra (PN: 41263)

Gazetted: 21 April 2022

Closing Date: 5 May 2022

The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated and enthusiastic person to perform the role of the ACAT Research Associate. The successful applicant will be people focused, possess well-developed administration and research skills, excellent attention to detail, and the ability to work independently as well as part of a team. The ACAT Research Associate works in a dynamic, demanding role and works closely with the ACAT President, ACAT Registrar and other Tribunal Members. The Officer will perform a range of associate work, including providing in-hearing support to

presiding members, providing technological support across the ACAT, legal research, reviewing and editing of written decisions, and general administration.

Eligibility/Other Requirements: Completion or near completion of a Bachelor of Laws Degree (or higher law qualification) is essential.

Note: This is a temporary position available for a period of 12 months. The start date is negotiable, with an approximate start date being mid-2022. Please contact Simone Kivela if you have any questions about the position.

How to apply: Applicants are required to submit:

A current curriculum vitae;

Contact details of at least two referees; and

A pitch of no more than two pages, telling us how your skills, experience and ability make you the best person for the job, and how you demonstrate the Behavioural Capabilities outlined in the Position Description. Your pitch should include any specific examples or achievements which demonstrate your ability to perform in the role.

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

Contact Officer: Simone Kivela (02) 6207 8765 simone.kivela@act.gov.au

Major Projects Canberra

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

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

Light Rail

Assistant Director, Environment and Sustainability Planning

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 33675)

Gazetted: 22 April 2022

Closing Date: 11 May 2022

Are you passionate about sustainability?

Do you like a challenge and want to be a key part of a high performing team who work to support a modern, connected and vibrant city?

Then this opportunity is for you! The Light Rail Team in Major Projects Canberra is looking for someone to lead the sustainability workstream, within the Design, Environment and Planning Team. Building on the award winning sustainability success delivered as part of Stage one City to Gungahlin, this role will lead the implementation of Infrastructure Sustainability Council (ISC) Infrastructure Sustainability Ratings for the capital works projects associated with Canberra light rail, working in partnership with staff and project advisors across Major Projects Canberra, the Project Technical Advisor, other technical advisors, and stakeholders within the ACT Government, in addition to external organisations.

Eligibility/Other Requirements:

Highly Desirable:

Hold a relevant degree in sustainability, environmental engineering, environment, or science.

Knowledge and experience delivering an infrastructure sustainability accreditation (Infrastructure Sustainability Council or equivalent).

Knowledge of government procurement and budget processes or demonstrated ability to quickly acquire this knowledge.

Hold an accreditation, recognised within Australia, with a professional body in the field of sustainability, engineering, environment, science, or project management.

Note: This is a temporary position available for a period up to three years 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: 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: Marcus Sainsbury (02) 6207 2060 marcus.sainsbury@act.gov.au

Project Development and Support

Project Management Office

Contracts and Prequalification

Assistant Director, Contracts

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57018)

Gazetted: 22 April 2022

Closing Date: 18 May 2022

Are you our new Assistant Director, Contracts?

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 Contracts and Prequalification Team is part of the Project Management Office Branch within the Project Development and Support Division. The Contracts team prepares and drafts the various agreements and contracts used in the delivery of the Territory's capital works program and maintains a suite of contemporary contracts for this purpose.

In this role, you will be part of a small team of highly experienced officers who are required to work collaboratively and responsively with both Major Project Canberra project officers and officers from Partner Directorates to enable the timely drafting, preparation and execution of contracts and agreements required in the delivery of construction related services and works.

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

Eligibility/Other Requirements:

Desirable:

- Relevant tertiary or post graduate qualifications in a related area would be highly desirable. This would include procurement, law, contract management or commercial management in an infrastructure related environment.

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. Current and former ADF members are encouraged to apply.

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

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

Contact Officer: DavidE Grey (02) 6207 7604 davidE.grey@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**

Built Form and Divestment**Built Form Program****Senior Development Manager****Infrastructure Officer 5 \$161,140, Canberra (PN: 55958)**

Gazetted: 21 April 2022

Closing Date: 17 May 2022

Details: Are you an experienced professional with demonstrated expertise in sustainable urban design and development? The Suburban Land Agency's (the Agency) Agency's Built Form team is seeking applications for the position of Senior Development Manager to drive the design and delivery of showcase sustainable developments for the Agency.

The Built Form team is a diverse team of passionate professionals who are committed to strong leadership in people-, place- and design-led urban development that balances commercial outcomes with social and environmental innovations.

The Senior Development Manager reports to the Program Manager, Built Form. The role is responsible for leading and overseeing the design development of bespoke sustainable built form projects while operating in an interdisciplinary team environment with project managers, property specialists, land delivery and construction management experts. Using a risk management approach, Senior Development Managers ensure appropriate project governance is established and maintained, and that project performance is reported against targets.

This is an exciting opportunity to lead a dynamic team in designing and constructing exemplar housing projects and innovative built form outcomes. As part of this, you will be expected to proactively engage with various areas within the Agency, government organisations, industry, community, and consultants. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

The successful occupant will be required to:

hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

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

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

How to Apply Applicants should submit a three-page pitch (maximum) outlining their suitability for the position addressing the Selection Criteria. 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: Petra Oswald (02) 6205 8665 petra.oswald@act.gov.au

Transport Canberra and City Services

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

City Services**Development Coordination Branch****Major Projects Support****Senior Director****Infrastructure Manager/Specialist 3 \$197,474, Canberra (PN: 35491)**

Gazetted: 27 April 2022

Closing Date: 16 May 2022

The Development Coordination Branch ensures quality outcomes of development across the city and undertakes work to inform infrastructure planning. The branch has responsibility for coordinating the directorate's involvement in development and infrastructure projects including entity advice on development proposals, design review and asset acceptance and custodianship of the ACT's base reference transport models. The branch is also responsible for the school safety program which includes infrastructure improvements, school crossing supervisors and active travel programs.

The Major Projects Support Business Unit provides a coordination function to support the directorate's engagement in major projects by ACT Government and the private sector. Major projects are defined as having some or all of the following effects:

Significantly impact 'places' and 'networks' managed by TCCS (Transport Canberra and City Services)

Create high profile and complex assets that transfer to TCCS

Present complex strategic and operational integration challenges

Likely to highly disrupt TCCS operations and service delivery during construction

Intended to provide a means to delivering key government objectives.

The Major Projects Support Business Unit also provides coordination and secretariat functions to support the ACT Disruption Taskforce which is a multi-agency committee responsible for overseeing efforts to reduce disruption of major infrastructure and development projects.

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

Eligibility/Other Requirements:**Professional / Technical Skills and Knowledge**

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

relevant building degree; or

significant level of building or Infrastructure knowledge and/or project management experience.

Compliance Requirements / Qualifications

Background checks may be conducted to confirm tertiary qualifications, experience and professional memberships.

Driver's licence (C-class) is mandatory.

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

How to apply: Applicants should submit a supporting statement addressing the Selection Criteria outlining their skills and experience relevant to the role. Please provide a current curriculum vitae including two referees.

Applications are to be submitted via the 'Apply Now' button below.

Contact Officer: Geoffrey Davidson (02) 6205 9799 Geoffrey.Davidson@act.gov.au

City Services**ACT NoWaste****Policy, Regulation and Partnerships****Director, Waste Education and Partnerships****Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 36232)**

Gazetted: 26 April 2022

Closing Date: 12 May 2022

Details: ACT NoWaste delivers the ACT Government's recycling and waste management program, and is a unique organisation in Australia: we deliver both state/territory and local government functions. We are a diverse, innovative and professional team from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

ACT NoWaste has an overarching goal of achieving less waste in landfill, and the Director Waste Education and Partnerships leads a team to develop and implement a program of work to achieve this goal, promoting behaviour change in relation to waste avoidance and recycling and supporting the community through engagement, information and education.

The role requires a strategic manager with strong behaviour change, communication and engagement skills and experience leading a diverse team across a range of functions.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

Eligibility/Other Requirements:

Degree level qualifications and/or experience in marketing (particularly social marketing), behaviour change or communications will be highly regarded.

Driver's licence is preferred but not essential.

Note: This is temporary position available immediately for a period of 12 months. 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 located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applicants are to address the criteria highlighted under the 'What you Require' section located in the Position Description (maximum four pages), and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Harrington (02) 6205 4878 Katherine.Harrington@act.gov.au

City Services**ACT No Waste****Waste Regulation****Senior Compliance Officer****Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 39834)**

Gazetted: 26 April 2022

Closing Date: 10 May 2022

ACT NoWaste delivers the ACT Government's recycling and waste management program including:

Strategy, planning and policy

Stakeholder collaboration at a local, regional, and national level to reduce waste, increase reuse and recycling, and contribute to action on climate change and the ACT's transition to a more circular economy

Design, delivery and evaluation of policies, services, and infrastructure

Service delivery including household collections, waste drop off and recycling facilities

Waste education, engagement, behaviour change and communications program

Regulation including single use plastics phase out, the ACT Container Deposit Scheme (CDS), regulation of all waste facilities and transporters of waste, and mandatory reporting of all waste activities conducted in the ACT

Management of all Territory-owned recycling and waste management infrastructure

Customer service, revenue collection and data analytics

ACT NoWaste is a unique organisation in Australia: we work across both state/territory and local government functions. We are a diverse, innovative, and professional team who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

The Waste Regulation Team

The *Waste Management and Resource Recovery Act 2016* (the Act) and *Waste Management and Resource Recovery Regulation 2017* (the Regulation) creates a regulatory environment that aims to promote and reward responsible practices in waste management and resource recovery. Additionally, it supports the Government's objective to reduce waste and minimise the volume of material going to landfill. The Waste Regulation Team is responsible for implementing and administering the Act and Regulation.

There are several programs operating under the Act and Regulation, including the ACT Container Deposit Scheme (CDS), regulation of all waste facilities and transporters of waste, and mandatory reporting of all waste activities conducted in the ACT. Additionally, new ICT systems are being developed to support ongoing efficient and effective administration of the Act and Regulation.

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. The current available position is for PN 39834 Senior Compliance Officer, in the Compliance and Assessment team. This is the permanent role.

Future opportunities may arise across the ASO6 positions in the team. Applicants are invited to indicate their preference for the following positions during the application stage, and these preferences will be considered during selection. Opportunities to shift between positions may arise from time to time.

How to apply: To apply, please write no more than four pages addressing the Criteria in the attached document and attach your current curriculum vitae

All enquiries should be directed to the contact officer in the first instance.

Applications should be submitted via the 'Apply Now' button

Contact Officer: Megan Corrigan (02) 6207 7665 megan.corrigan@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Director - Customer and Corporate Services

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 51276)

Gazetted: 26 April 2022

Closing Date: 26 May 2022

Details: Contribute to Growth Opportunities

A genuine opportunity exists for an experienced executive to join the team at Canberra Memorial Parks, as Corporate and Customer Services Director reporting directly to the CEO.

This position has visibility across the whole organisation. You will be required to participate in Board meetings, manage the relationship with the broader government stakeholders and deputise for the Chief Executive Officer.

About Us

Canberra Memorial Parks is an independent statutory authority established to manage three cemeteries in the ACT and newly opened crematorium.

The crematorium provides opportunity for growth and a need to compete with the private sector. To do this Canberra Memorial Parks has an ambitious strategy to position its brand in the community, promote its services and develop new memorialisation options and products.

The Opportunity

Key Leadership opportunity managing all corporate, marketing and customer service functions ensuring Canberra Memorial Parks provides excellent customer service and positions itself in the community through effective stakeholder relationships and promotional activities.

With strong commercial and analytical skills, you will provide high-level specialist business advice to the CEO and Board on a diverse range of issues including product development, sales reporting, financial performance, and marketing activities.

Leading a dynamic team of passionate professionals, who strive to deliver a unique and sensitive customer experience, you will have a demonstrated leadership record, strong commercial and analytical skills and a considered and engaging people focus.

Your key responsibilities will be to:

- Lead and supervise the corporate and customer service teams establishing a culture of customer and stakeholder engagement
- Design and deliver key customer facing products and services through the front-line customer engagement team and develop customer service protocols and practices
- Develop and maintain management reports including analysing, planning, forecasting, and reporting on key financial drivers
- Establish and operate controls and monitor compliance with internal controls policies and procedures and develop and manage projects and programs
- Establish analytical and reporting frameworks to support the financial position and performance

About You

- Your application will need to address:
- Managing business and corporate functions for similar sized organisation with a turnover of approximately \$5m pa
- Leading, inspiring, motivating, and supporting teams to achieve results and excellence in the delivery of customer service
- High level written and oral communication developing and maintaining superior stakeholder relationships in a sensitive environment
- Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.
- Experience in cemetery and/or crematorium operations and development of memorialisation products and services, while not essential, would be highly regarded.

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:

- Business qualifications or equivalent is desirable.
- Experience in cemetery operations, including product development and marketing, is highly desirable
- Driver's licence is highly desirable.
- This position does not require a pre-employment medical.

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

How to Apply: Please provide a summary of your claims to the position, a detailed response to the Selection Criteria (contained in the 'What You Require' section of the Position Description) and your curriculum vitae, along with details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kerry McMurray (02) 6207 0026 Kerry.McMurray@act.gov.au

City Services

City Operations

Asset Management Engineer

Infrastructure Officer 2 \$90,210 - \$103,785, Canberra (PN: 14743)

Gazetted: 22 April 2022

Closing Date: 6 May 2022

Details: Join the Transport Canberra and City Services as we make Canberra attractive, safe, and easy to move around. We offer rewarding careers with great benefits, where you will work on projects that make a difference to the everyday lives of your family, friends, and community. This role is in the Infrastructure Planning section of City Operations.

We are a diverse, innovative, and professional team who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

Infrastructure Planning is responsible for supporting the operational areas of City Presentation and Roads in the planning and management of our open space and public municipal infrastructure assets.

Key responsibilities include asset and data management, services planning, contract management, project management, forward works planning, technical design review and providing Directors with support, advice, guidance and direction on all assets associated with City Presentation and Roads.

This role will report to the Director Asset Management, Infrastructure Planning, City Operations.

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

Eligibility/Other Requirements: Professional / Technical Skills and Knowledge

Hold a relevant professional qualification in Engineering, Architecture or Project Management, or accreditation with a professional body recognised within Australia (tertiary qualification in civil/water resource engineering desirable); or

Hold a relevant building degree; or

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

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

How to Apply: To apply please submit an application addressing the Selection Criteria (of no more than five pages) a current curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: George Diamand (02) 6207 2610 george.diamand@act.gov.au

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

City Services**Roads ACT****Business Support****Senior Director, Business Support****Senior Officer Grade A \$155,107, Canberra (PN: 41153)**

Gazetted: 27 April 2022

Closing Date: 14 April 2022

Details: Temporary vacancy up to 6 months with possibility of extension

Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

This position oversee the statutory and business management reporting for Roads ACT meeting business needs and corporate governance guidelines. The primary responsibilities of the Senior Director are:

Building and maintaining productive relationships with internal and external stakeholders

Continuously improve business processes, including challenging conventional approaches and driving forward change to assist the Roads ACT team to deliver their services

Effective contract management processes to adhere to the TCCS Contract Management framework when managing contracts

Administrative guidance and support to senior management and staff within Roads ACT

Provide professional, business, finance, strategic and people management advice to the Executive Branch Manager and senior management within Roads ACT

Provide leadership to all Roads ACT staff to ensure the ACT Public Service and TCCS values are reflected in the way we work

Provide effective leadership in management of the Business Support team

Eligibility/Other Requirements:

Permanent resident of Australia

Drivers Licence (C-class) is mandatory

Relevant tertiary qualifications in business administration desirable

Note: This is a temporary position available from the 30th of May to the 30th of November 2022.

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 and addressing the requirements listed in 'What You Require' in the attached Position Description

Contact details of two referees

A current curriculum vitae (resume)

Applications should be sent directly to the contact officer

Contact Officer: Shelly Fraser (02) 6207 9020 shelly.fraser@act.gov.au

Worksafe ACT

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

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

There were no vacancies this week for Worksafe ACT

APPOINTMENTS**ACT Audit Office****Administrative Services Officer Class 5 \$83,620 - \$88,510**

Sandra Avila, Section 68(1), 27 April 2022

Canberra Health Services**Assistant in Nursing \$55,182 - \$57,050**

Dhurba Acharya, Section 68(1), 14 April 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Nadezda Caress, Section 68(1), 20 April 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Donald Chetse, Section 68(1), 26 April 2022

Registered Nurse Level 3.1 \$114,201 - \$118,901

Tracy-Jayne Fletcher, Section 68(1), 14 April 2022

Registered Midwife Level 1 \$71,730 - \$95,818

Nicole Groom, Section 68(1), 28 April 2022

Health Service Officer Level 7 \$66,857 - \$70,601

Robby Hoang, Section 68(1), 14 April 2022

Assistant in Nursing \$55,182 - \$57,050

Sebin Joy, Section 68(1), 14 April 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Sulochana Pandit, Section 68(1), 28 April 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Lauren Procter, Section 68(1), 21 April 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Jose Luigi Sanchez, Section 68(1), 18 April 2022

Health Professional Level 2 \$69,738 - \$95,736

Melanie Schiller, Section 68(1), 25 April 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Kathryn Wynter, Section 68(1), 7 April 2022

Canberra Institute of Technology**Teacher Level 1 \$79,598 - \$106,208**

Dilsha Seethilal, Section 68(1), 1 May 2022

Chief Minister, Treasury and Economic Development**Administrative Services Officer Class 4 \$75,239 - \$81,466**

Laura Johnson, Section 68(1), 26 April 2022

Administrative Services Officer Class 5 \$83,620 - \$88,510

Priya Verma, Section 68(1), 19 April 2022

Technical Officer Level 4 \$90,099 - \$103,117

Kieran Wallace, Section 68(1), 26 April 2022

Community Services**Child and Youth Protection Professional Level 2 \$76,975 - \$103,625**

Tre Holten-Williams, Section 68(1), 26 April 2022

Director of Public Prosecutions**Prosecutor Grade 1 - 2 \$81,709 - \$127,728**

David Armstrong, Section 68(1), 14 April 2022

Prosecutor Associate \$75,239 - \$77,544

Mitchell Greig, Section 68(1), 19 April 2022

Education**Senior Officer Grade C \$113,397 - \$122,062**

Kenneth Dodds, Section 68(1), 19 April 2022

Administrative Services Officer Class 4 \$75,239 - \$81,466

Georgia Duncan, Section 68(1), 25 April 2022

School Assistant 4 \$69,095 - \$74,817

Julie Giucci, Section 68(1), 26 April 2022

Building Service Officer 3 \$72,451 - \$76,559

Peter Mackay, Section 68(1), 22 April 2022

School Assistant 3 \$57,626 - \$62,020

Sheree Murray, Section 68(1), 26 April 2022

Health Professional Level 4 \$113,397 - \$122,062

Katherine Rich, Section 68(1), 26 April 2022

School Assistant 4 \$69,095 - \$74,817

Philip Taylor, Section 68(1), 26 April 2022

Justice and Community Safety**Graduate Paramedic Intern \$76,422 plus penalties**

Ryan de Kieffe, Section 68(1), 2 May 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Longina Kolodziejczyk, Section 68(1), 26 April 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Thomas Morris, Section 68(1), 20 April 2022

Graduate Paramedic Intern \$76,422 plus penalties

Anna Pham, Section 68(1), 2 May 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Susan Walizada, Section 68(1), 18 April 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Brendan West, Section 68(1), 26 April 2022

Major Projects Canberra**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Amelia Grieve, Section 68(1), 19 April 2022

Transport Canberra and City Services**Professional Officer Class 1 \$63,614 - \$88,207**

Asefeh Zeinalabedini Charandabi, Section 68(1), 24 March 2022

General Service Officer Level 5/6 \$58,918 - \$64,843

Alice Wolfe, Section 68(1), 28 April 2022

TRANSFERS**Justice and Community Safety****Brooke Cooper**

From: \$71,730 - \$95,818

Canberra Health Services

To: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety, Canberra (PN. 24978) (Gazetted 12 October 2021)

Mimi Huang

From: Administrative Services Officer Class 6 \$90,099

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety, Canberra (PN. 10264) (Gazetted 25 February 2022)

Alissa Murphy

From: \$71,730 - \$95,818

Canberra Health Services

To: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety, Canberra (PN. 24981) (Gazetted 12 October 2021)

Liam Sproule

From: \$71,730 - \$95,818

Canberra Health Services

To: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety, Canberra (PN. 24977) (Gazetted 12 October 2021)

Christie Thompson

From: \$71,730 - \$95,818

Canberra Health Services

To: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety, Canberra (PN. 24993) (Gazetted 12 October 2021)

Transport Canberra and City Services**Bao Nguyen**

From: Senior Officer Grade C \$113,397

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$113,397 - \$122,062

Transport Canberra and City Services, Canberra (PN. 05131) (Gazetted 24 March 2022)

PROMOTIONS**ACT Audit Office****Financial Audit****Chuhuiyi Zhang**

From: Auditor \$67,770 - \$88,510

ACT Audit Office

To: Auditor/Senior Auditor \$67,770 - \$110,810

ACT Audit Office, Canberra (PN. 11187) (Gazetted 11 March 2022)

Canberra Health Services**Jordan Lawrence**

From: Medical Imaging Level 2 \$69,738 - \$95,736

Canberra Health Services

To: Medical Imaging Level 3 \$108,340 - \$114,157 (up to \$119,818 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 11547) (Gazetted 18 May 2021)

Canberra Health Services**Mizanur Rahman**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Health Services, Canberra (PN. 01962) (Gazetted 16 February 2022)

Canberra Health Services**Marsha Rutten**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Health Services, Canberra (PN. 02248) (Gazetted 16 February 2022)

Clinic Services**Catherine Samara-Wichrama**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Health Services, Canberra (PN. 40329) (Gazetted 5 January 2022)

Canberra Health Services**Devi Vijayan**

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 23191) (Gazetted 2 February 2022)

Chief Minister, Treasury and Economic Development**Revenue Management****Compliance****Sungeun Dalton**

From: Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development, Canberra (PN. 49931) (Gazetted 7 February 2022)

Revenue Management**Compliance****Joanne Darnell**

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. 42719) (Gazetted 7 February 2022)

Revenue Management**Compliance****Lotta du Plessis**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 33910) (Gazetted 7 February 2022)

Revenue Management**Compliance****Falyne Hurst**

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. 37827) (Gazetted 7 February 2022)

Revenue Management**Compliance****Amandeep Kaur**

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. 42536) (Gazetted 7 February 2022)

Revenue Management**Compliance****Brodie Liddell**

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 35817) (Gazetted 7 February 2022)

**Shared Services and Property
ACT Property Group
Estate and Procurement Management
Scott Moore**

From: Building Service Officer 2 \$62,023 - \$64,843

Education

To: †Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 57243) (Gazetted 9 November 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

**Revenue Management
Compliance
Tanjina Nasrin**

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. 39347) (Gazetted 7 February 2022)

**Revenue Management
Compliance
Jessica Riesen**

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. 02904) (Gazetted 7 February 2022)

**Workplace Safety and Industrial Relations
Injury Management
Tesreena Sandhu**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 08590) (Gazetted 2 June 2021)

**Revenue Management
Compliance
Chloe Shute**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development, Canberra (PN. 55540) (Gazetted 7 February 2022)

**Revenue Management
Compliance
Amanda-Rose SMITH**

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. 12568) (Gazetted 7 February 2022)

Revenue Management

Compliance

Anson So

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. 40918) (Gazetted 7 February 2022)

Policy and Cabinet

Cabinet, Assembly and Government Business

Carolyn Stewart

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 50364) (Gazetted 17 September 2021)

Revenue Management

Compliance

Jinju Tian

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. 00596) (Gazetted 7 February 2022)

Access Canberra

Construction, Utilities, and Environment Protection

Environment Protection Authority

Su Wild-River

From: Senior Officer Grade B \$133,552 - \$150,347

Transport Canberra and City Services

To: †Senior Officer Grade A \$155,107

Chief Minister, Treasury and Economic Development, Canberra (PN. 39139) (Gazetted 8 February 2022)

Education

School Improvements

South and Weston Network

Yarralumla Primary School

Rose Clifton

From: Administrative Services Officer Class 4 \$75,239 - \$81,466

Education

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Education, Canberra (PN. 54430) (Gazetted 13 October 2021)

Major Projects Canberra

Infrastructure Delivery Partners

Social Project Management

Nicola Foote

From: Infrastructure Officer 4 \$134,705 - \$153,043

Major Projects Canberra

To: †Infrastructure Officer 5 \$161,140

Major Projects Canberra, Canberra (PN. 54524) (Gazetted 28 April 2022)

Office of the Legislative Assembly

Parliamentary Support

Committee Support

Sophie Milne: 00794

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Office of the Legislative Assembly

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Office of the Legislative Assembly, Canberra (PN267) (Gazette 30 November 2022)

CORRIGENDA

Canberra Health Services

Promotion for Devi Vijayan gazetted 10/03/2022 the date of effect will be 05/05/2022.