



ACT Government Gazette

Gazetted Notices for the week beginning 12 May 2022

VACANCIES

ACT Health

Selection documentation for the following positions may be downloaded from

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

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

Population Health Division

COVID-19 Response Branch

Director

Health Professional Level 5 \$133,552 - \$150,347, Canberra (PN: 50794)

Gazetted: 18 May 2022

Closing Date: 3 June 2022

Details: Health Professional Level 5 – Director, COVID-19 Mental Health and Wellbeing Psychologists and Mental Health Social Workers

ACT Health is seeking an experienced clinician to contribute to the operational response to COVID-19, specifically in providing mental health and wellbeing supports for people in quarantine, the community and the COVID-19 Response Team.

If you are the right person for this position, you will have experience leading a team of multidisciplinary health professionals, service and/or community development and the ability to lead the implementation policies and processes in the areas of mental health and wellbeing. This is a fast-paced role; everyday will bring new and unexpected challenges and changing priorities. It will suit someone who is comfortable with ambiguity and change.

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 highly encouraged to apply.

Eligibility/Other Requirements:

The successful application will need to undergo a pre-employment National Police Check and hold the mandatory qualifications for either a psychologist or a mental health social worker:

For Psychology: General Registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)

For Social Work: Degree in Social Work; Accreditation as a Mental Health Social Worker with the Australian Association of Social Workers (AASW);

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/wwvp)

Note: This is a temporary position available immediately up until 30 June 2023. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement addressing the Selection Criteria up to four pages in length, curriculum vitae and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Chan (02) 5124 1505 Natalie.Chan@act.gov.au

Digital Solutions Division

Technology Operations

Cyber Security Hub

Assistant Director, Protective Security Infrastructure

Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57510)

Gazetted: 18 May 2022

Closing Date: 1 June 2022

Details: Do you have experience designing or engineering electronic security and access control systems? Are you a tech savvy individual who understands protective security infrastructure and enjoys working in a diverse, fast-paced environment? Do you have good communications skills and the ability to build and maintain good working relationships? Do you work well in a team to achieve common goals?

Would you like to further your career in the Protective Security field?

Digital Solutions Division (DSD) is looking for a motivated individual to join the Cyber Security Hub's Protective Security Infrastructure Team. The Protective Security Infrastructure Team are responsible for implementing, maintaining, and coordinating security, access, closed circuit television, Identity management and other related systems and infrastructure across the ACT Health Directorate.

In this role, you will:

Design and engineer enterprise electronic security & access control systems or solutions

Develop and maintain relevant technical documentation and corporate policies

Implement, maintain, and coordinate security, access, closed circuit television, Identity management and other related systems and infrastructure across ACT Health

Liaise with service providers, vendors, and all relevant stakeholders in relation to system support, maintenance, and system enhancements

Coordinate trades and system repairs

Undertake investigation, research and audit activities relating to assigned tasks

Provide technical support services to ACT Health project teams

Be available for on-call, if required, to support the 24/7 critical nature of the ACT Health protective.

Note: 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.

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

Applications should be submitted via the Apply Now button below:

Contact Officer: Hakan Gultekin (02) 5124 9062 Hakan.Gultekin@act.gov.au

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Office of the Chief Nursing and Midwifery Officer

Midwife Coordinator, Safer Baby Bundle Project

Registered Midwife Level 3.2 \$129,103, Canberra (PN: 57119)

Gazetted: 16 May 2022

Closing Date: 30 May 2022

Are you a Midwife with project management experience? Do you want to be involved in the Safer Baby Bundle roll out in the ACT?

The Office of the Chief Nursing and Midwifery Officer is looking for a Midwife Coordinator to join the team. The Midwife Coordinator will be responsible for coordinating the ongoing roll out of the Safer Baby Bundle in the ACT, including planning, implementation and evaluation of the project. This exciting new role is part-time for 24 hours per week. The Office is located in Woden although at the moment we are mostly working from home.

The Chief Nursing and Midwifery Officer is responsible for the provision of professional and strategic leadership for the nursing and midwifery professionals within the ACT Health Directorate, Canberra Health Services, Calvary Public Hospital Bruce and across the ACT.

The Safer Baby Bundle is a national initiative led by the Centre of Research Excellence in Stillbirth (Stillbirth CRE) in collaboration with health departments across Australia, maternity professionals, bereaved parents and key stillbirth advocacy organisations. The overall goal is to reduce stillbirth by 20% for women from 28 weeks' gestation and beyond by the year 2023.

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:

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

Working towards or holds a postgraduate qualification related to Midwifery, Education, Management, Research or Project Management.

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 until 30 June 2024 with the possibility of extension and/or permanency. This position is part-time at 24 hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Mary Brunton (02) 5124 4978 Mary.Brunton@act.gov.au

Digital Solutions Division

Future Capability and Governance

Digital Health Record Program

Director, Data Capability

Senior Information Technology Officer Grade B \$133,552 - \$150,347, Canberra (PN: 43249)

Gazetted: 12 May 2022

Closing Date: 31 May 2022

The Digital Health Record Program of the Digital Solutions Division is looking for an enthusiastic person who has experience in leading technical teams in the delivery and management of high quality, well-structured cloud-based data solutions.

The role of Director, Data Capability will be fast-paced and challenging, but you'll be leading a team contributing to the transformational change in the ACT health system.

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

As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

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

the implementation and support of the Digital Health Strategy,

management of technology services and projects,

the development and implementation of a performance reporting framework,

statutory and intergovernmental reporting requirements,

management of the relationship and services delivery by technology vendors, development, implementation and maintenance of technology policies and procedures, and information management and protective security.

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

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

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

How to apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

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

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

Population Health

Preventive and Population Health

Program/Policy Officer

Administrative Services Officer Class 6/Senior Officer Grade C \$90,099 - \$122,062, Canberra (PN: 53084, several)

Gazetted: 12 May 2022

Closing Date: 26 May 2022

Details: Several exciting opportunities exist within the Population Health Division for Program/ Policy Officers at the Administrative Services Officer Class 6 and Senior Officer Grade C levels to undertake high-level project, program and/or policy work, provide policy advice and respond to emerging health issues and priorities.

Note: These are temporary positions available for six months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Interested candidates are requested to provide a maximum two page application demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for these roles outlined in the Position Descriptions - please be clear in your application which position you are applying for.

Please also provide a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian Ison (02) 5124 9514 adrian.ison@act.gov.au

ACT Integrity Commission

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

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

Chief Executive Officer

Full Time Statutory Office Holder: CEO, ACT Integrity Commission, Canberra (PN: 46607)

- HIGH-PROFILE LEADERSHIP & MANAGEMENT ROLE
- ANTI-CORRUPTION FOCUS
- CANBERRA LOCATION

The ACT Integrity Commission investigates and prevents corrupt conduct, with the aim of fostering public confidence in the ACT Legislative Assembly and the ACT public sector. To complement its investigative, referral and preventative functions, the Commission also delivers anti-corruption advisory, education and training services.

Commissioner the Hon Michael Adams QC invites applications for the Commission's Chief Executive Officer (CEO). The CEO manages the Commission's day-to-day functions and provides broad advice to the Commissioner on operational matters including financial, staffing and organisational requirements. The CEO also assists in the development of policies, programs and practices that support the objectives of the *Integrity Commission Act 2018*. To succeed in this pivotal role, high-order leadership, analytical, communication, negotiation, representational and interpersonal skills are required. Serious contenders will have senior management experience appropriate to the position's responsibilities - desirably in an investigatory/oversight body - and a clear understanding of the aims and objectives of public sector anti-corruption bodies. Relevant tertiary qualifications are expected.

A full-time appointment of up to seven years will be made under the provisions of the Integrity Commission Act 2018, with remuneration and other entitlements determined by the ACT Remuneration Tribunal's Determination 10. The CEO is entitled to be paid remuneration of \$288,126 per annum and entitlements.

The legislation sets out a range of appointment conditions and prohibitions. These are detailed in comprehensive position information available from admin@amandaorourke.com.au quoting Ref. No. 1042. Potential candidates must request this information as a first step.

After reviewing the position information, further enquiries may be directed to Amanda O'Rourke at Amanda O'Rourke Executive Search on 0452 199 031.

Contact Officer: Amanda O'Rourke Executive Search 0452 199 031 amandaorourke.com.au

Canberra Health Services

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

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

Woden Community Recovery Service

CHS Mental Health, Justice Health and Alcohol and Drug Services

Allied Health Assistant Level 3

Allied Health Assistant 3 \$68,984 - \$72,369 (up to \$76,559 depending on qualification level), Canberra (PN: 37818 - 022UQ)

Gazetted: 16 May 2022

Closing Date: 2 June 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

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

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

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Justice Health Services

Child and Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

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

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

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

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

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

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

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

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

The position reports to a Team Leader who is based on site in the relevant community health centre. This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

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

Contact Officer: Carla Ormston (02) 5124 1269 carla.ormston@act.gov.au

Medicine

Diabetes Service

Senior Nurse Lead Diabetes

Registered Nurse Level 4.1 \$129,103, Canberra (PN: 30642 - 022UD)

Gazetted: 12 May 2022

Closing Date: 14 June 2022

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

We are a young organisation that is focused on the future and it is an exciting time to join the team with major infrastructure builds due for completion in 2024. Our vision, role and values are extremely important to us as we work toward the provision of quality healthcare to our community and the surrounding regional areas.

The CHS Diabetes Service is seeking a highly dedicated and experienced Diabetes Nurse Educator to provide senior nursing leadership and clinical care and coordination within the Diabetes Service.

Not only will the successful candidate get to lead and work with a group of extremely dedicated and passionate clinicians, we will also offer the successful candidate 2 years full Australian Diabetes Educator Association (EDEA) membership (if illegible) paid. We also offer one of the highest base rates of pay for Nurses across Australia, Generous superannuation, access salary packaging benefits of up to \$17,000 per annum and over \$1500 per annum in leave loading.

We offer professional development courses and free on-site parking!

In addition, you may also be eligible for a relocation allowance of up to \$12 000!

If you already live in the Canberra region, you are aware of our hidden gems and wonderful lifestyle. If you are looking for your next adventure, Canberra is a picturesque city, conveniently nestled alongside Australia's highest alpine mountains and the South Eastern coastal region of New South Wales. This means that is the perfect city to base yourself so that you may be skiing some of the best alps in Australia within 2 hours or enjoying the pristine beaches of the South Coast within 90 minutes. To find out more about living in our wonderful city please visit <https://canberra.com.au/live/>

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 Health Service and various community-based locations within the ACT. Clients seen include adolescents and adults with all types of diabetes and women with hyperglycaemia in pregnancy (HIP).

The Senior Nurse Lead, in consultation with the Director of Diabetes and Assistant Director of Nursing, provides expert clinical leadership and is responsible for the daily operational requirements of the Diabetes Service, whilst ensuring quality patient centred care. This position works collaboratively with the interdisciplinary team in clinical service planning, implementation and evaluation and identifying future risk and new directions for the service.

ABOUT YOU

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

Behavioural Capabilities

1. Highly motivated with strong organisational and time management skills
2. Capacity to contribute to a positive, strong, and cohesive interprofessional culture
3. Adaptability and flexibility to manage changes in demand
4. Personal and professional integrity

Position Requirements/Qualifications:

Mandatory

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Required to be an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator.

Relevant

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Alison Winsbury (02) 5124 8366 alison.winsbury@act.gov.au

Facilities Management

Director Engineering Services

Infrastructure Manager/Specialist 2 \$185,133, Canberra (PN: 53057 - 022YT)

Gazetted: 17 May 2022

Closing Date: 3 June 2022

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Infrastructure and Health Support Services, a division of Canberra Health Services, are responsible for:

- Capital Project Delivery
- Facilities Management
- Minor Works and Off-Site Team
- Safety and Risk
- Domestic and Environmental Services
- Food Services
- Sterilising Services
- Security Services
- Fleet Management.

The Facilities Management (FM) Branch are a dedicated team that covers a diverse range of functions. The Branch is responsible for planned and reactive maintenance, asset management, minor works upgrades, safety and risk management, utilities management, and contracts and leasing for the Canberra Health Services property portfolio. FM is committed to attracting and retaining people with the right skills, knowledge and behaviours to ensure we can deliver on our vision and mission.

We support the ongoing education and development of all our people. Our goal is to develop our people to continue to have the right skills to help us meet our vision and deliver on our strategic objectives. We believe in supporting each team member to grow their skills and knowledge that they share with their team and the broader community that makes up the CHS Portfolio.

The Canberra Hospital and off-site facilities contain a myriad of highly sophisticated integrated specialised engineering systems that provide vital services to staff, patients, and visitors of the Canberra Health Service.

The continuity of the engineering plant and equipment is critical to patient safety and is a crucial focus of the FM operational responsibilities. The Director of Engineering services will be responsible for managing vital engineering activities and provide specialist advice ensuring the CHS facilities are functioning within a high level of reliability and resilience.

The advice provided will be aligned with the FM standard inclusion suite of documents, AS/NZS 4576's, Australian standards, National Construction Code, and other relevant frameworks.

In addition, CHS has a continuous construction and refurbishment project program to meet growing community needs and expanding health services demand. Activities are delivered by a wide range of delivery partners, including but not limited to Major Projects Canberra (MPC), ACT Property Group, a diverse range of multi-disciplined contractors, and FM.

FM are integral to the capital improvement programs and provide engineering advice, solutions, and support to an expansive project delivery team.

The Director will manage this FM interface and will be required to coordinate attendance at meetings and provide advice about project-related site inspections, commissioning, defect reporting and assessment, quality assessments and review of FM specification compliance.

This will require the Director to maintain information flow across a multitude of project delivery teams.

With the support of a small team, the Director will ensure projects are compliant with the FM standard inclusions and specifications and FM project engagement processes while maintaining productive and positive relationships.

The Director role will also manage some selected highly technical engineering services contracts, such as Electrical Main Switchboard (EMSB) and Generator maintenance contracts.

The FM engineering team is supported by a contracted multi-disciplinary engineering engagement that complements and supports the deliverables of the FM engineering team.

The Director will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a team. A broad range of general knowledge will be required, but not limited to, the following engineering services: Electrical, Hydraulics, Heating Ventilation and Air Conditioning (HVAC), Medical Gases, Building and Carpentry elements and Building Management Systems (BMS).

ABOUT YOU

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Behavioural Capabilities

- Requires an extensive knowledge of, legislative frameworks, regulations and Australian standards, technical standards such as AusHFG's, NSW Health Engineering Guidelines, National Construction Codes, and local and National Codes of Practice.
- Requires a high level professional and technical expertise across several engineering disciplines, with extensive experience and the ability to resolve complex issues in the delivery of quality outcomes.
- Requires advanced leadership and management skills, including extensive experience in leading and managing complex professional and operationally based teams.
- Performs an important leadership role in building organisational capability and resilience.
- Ability to provide support and advice to multiple work units engaging in the delivery of a diverse range of infrastructure projects, maintenance plans and programs characterised by a high level of complexity, and risk; including the provision of specialist professional technical supervision.
- Ability to oversee compliance processes and compliance intervention designed to ensure the integrity of maintenance and project outcomes.
- Demonstrated ability to develop and manage key strategic relationships with a broad range of internal and external stakeholders, including other government agencies and authorities, key private sector organisations, contractors, and professionals.
- Represents and advocates Canberra Health Services position in relevant forums, across directorates, and community forums.
- Provides high-level advice to senior management and Ministers, including in an area of engineering services speciality. Advice or recommendations provided at this level is technically authoritative and has a significant influence on the immediate work area and outside of CHS.
- Oversees the development, or develops and supervises the implementation of, high-level policy/strategy, ensuring consistency with relevant legislation, regulations, and with Government and Directorate objectives.
- Exercises a high degree of autonomy and independence in leading and managing a diverse team.
- Decisions made at this level involve the exercise of considerable delegated authority or significant accountability for the delivery of outcomes.

Position Requirements/Qualifications:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

- Engineering – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

- Architecture – a three-year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or
- Project Management – either:
 - A diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or
 - Certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or
- Have at least ten years relevant experience in project management, as described in the work levels.
- Hold a current drivers' 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.

Highly Desirable:

- Ten years' experience managing operational divisions in a health, or other complex, environment.
- Significant experience and working knowledge across multiple engineering disciplines

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Undergo a pre-employment medical examination

Contact Officer: Loretta Bettiens 0434 366 673 loretta.bettiens@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Youth Drug and Alcohol Counsellor

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 29107, several - 022XE)

Gazetted: 17 May 2022

Closing Date: 31 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 Alcohol and Drug Services is a part of the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate six areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, ten bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

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

This also includes the provision of high-quality liaison with external stakeholder, consumers and staff of Mental Health, Justice Health, Alcohol and Drug Services.

This position is part of the Counselling and Treatment Service (CTS) based at 1 Moore Street and may be required to work at various sites, including other health centres and Building 7, The Canberra Hospital.

The Youth Drug and Alcohol Program (YDAP) is a tertiary service within CTS for young people from 12-25 years with complex alcohol and drug issues based at 1 Moore Street but providing a service within a custodial, community or outreach setting.

The role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments and ability to provide a range of psychological/counselling treatments including family involvement therapies.

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

ABOUT YOU

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Behavioural Capabilities

1. Ability to work within a multi-disciplinary team, be flexible, adaptable, and comfortable with a changing working environment.
2. Strong organisational skills including excellent written and oral communication
3. Ability to analyse information and make decisions to complete tasks with minimal supervision

Position Requirements/Qualifications:

Relevant tertiary qualifications and experience working professionally in Allied Health or counselling is preferred.

For Social Work:

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

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Highly Desirable:

- Psychology Board of Australia endorsement or eligibility for endorsement as Principal and/or Secondary supervisor for Internship program

For Counselling

- Eligible qualification pathways

Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

(i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

(ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

(ii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course
AND

(i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

(ii) Three-year part-time ANZAP training in the Conversational Model.

- Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.
- 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:

- Current driver's licence

Note: There are two permanent positions available one full-time and one part-time 22:05 hours per week. 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.
- Reference checks
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Kate Soulsby (02) 5124 41590 Kate.Soulsby@act.gov.au

Chief Operating Officer

Medicine

Specialist 1-5 / Senior Specialist – Obesity Management

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 57144 - 0227E)

Gazetted: 16 May 2022

Closing Date: 23 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.

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

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website: www.canberrahealthservices.act.gov.au

The Obesity Management Service (OMS) uses an interdisciplinary approach to improve the health and well-being of adult patients with class III obesity defined as a BMI of 40kg/m² and over. The interdisciplinary team includes medical, dietetic, psychology, physiotherapy, registered nursing and administration staff. The team focuses on people with a high risk of developing complications from obesity or who already have additional health problems. In partnership with the Unit Director, Obesity Management Service Coordinator and Business Manager will ensure high quality outcomes for the people who use the Obesity Management Service. In addition, they collaborate with other departments to ensure high-quality outcomes for the people who use services across the Division.

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

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

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

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

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:

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:

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

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

Fellowship of the Royal Australasian College of Physicians (FRACP) or equivalent specialist qualifications with demonstrated experience in managing chronic disease.

Experience in the management of patients with obesity and one or more common obesity related complications.

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

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

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment Police check.

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

Contact Officer: Dr Deborah Inman (02) 5124 6350 deborah.inman@act.gov.au

Palliative Care

Cancer and Ambulatory Support

Palliative Care Research Program Facilitator

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 57254 - 022LL)

Gazetted: 16 May 2022

Closing Date: 2 June 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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www.canberrahealthservices.act.gov.au

The Division of Cancer and Ambulatory Support (CAS) provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient and non-admitted treatment settings. The division is also responsible for immunology, specialist palliative care, medical physics and radiation safety, walk in centres and organisational outpatient support through Central Intake, transcription, policy support and the Central Outpatients Department.

The Department of palliative care is a clinical and academic service which is participating in multicentre research. This role "research program facilitator" is a component of the delivery of the partnership in iSupport program of which CHS and the palliative care department are members.

This program will undertake a three-year multicentre trial to determine its effectiveness. The trial sites include multiple sites in different regions including Canberra Hospital for the ACT.

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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 patients' needs,

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

Position Requirements/Qualifications:

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

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

Experience working in a dementia or aged care setting.

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:

Three years clinical experience working with carers of people with dementia and older people

Knowledge of carer support principals

Note: This is a temporary part-time position available at 16 hours per week for three years.

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: Michael Chapman (+61) 0401 001 623 Michael.Chapman@act.gov.au

Adult Mental Health Unit

Psychologist

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 25983 - 022XD)

Gazetted: 17 May 2022

Closing Date: 3 June 2022

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website: www.canberrahealthservices.act.gov.au

The Office of the Director of Allied Health in Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Office of the Director of Allied Health also provides leadership to a range of allied health operational teams including the Allied Health Adult Inpatients Team who work in the Adult Mental Health Unit (AMHU), Ward 12B and the Mental Health Short Stay Unit (MHSSU).

The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation. 12B is 10 bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability. The successful applicant of the HP3 Psychologist position is responsible for conducting skilled clinical assessments and delivering individual and group based psychological interventions to people and facilitate group programs through the Therapeutic Group Program and be responsible for the carer group education and support groups which are currently being developed. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 Level as well as to students and clinically related staff (such as Allied Health Assistants). The position will report operationally

and clinically to the AH Manager and AH Clinical Lead of AMHU/MHSSU/12B respectively. Professional governance of this position will come from the Principal Psychologist (MHJHADS).

This is a full-time position working Monday to Friday within the AH team and will provide services to the Adult Mental Health Unit, 12B, Mental Health Short Stay Unit, and to any mental health surge wards that open at Canberra Hospital.

The AH team is made up of diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the AH Adult Mental Health Inpatient facilities. As a mental health psychologist, you will also be eligible for an extra allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2021-2022.

Responsibility Statement:

- Promote positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.
- Provide individual or group therapy service delivery.
- Apply knowledge, skills, and professional judgement in the delivery of routine services

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Behavioural Capabilities

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

- Leadership qualities in managing and positively influencing teams, processes and practice improvement in a human services environment.
- Ability to mentor more junior staff and students and external parties in a collaborative and influential manner.
- Be flexible, adaptable and comfortable with a changing working environment.
- Competent negotiation and influencing skills in dealing with complex situations.

Position Requirements/Qualifications:

Mandatory Qualifications:

- Be registered or be eligible for general registration with the Psychology Board of Australia (AHPRA)
- Minimum of three years (ideal five years) post qualification experience
- Current driver's licence.

Highly Desirable:

- Hold approval or be eligible for approval as a Psychology Board of Australia Supervisor.
- Experience working in an inpatient, acute mental health setting.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: David Warren (02) 5124 5001 david.warren@act.gov.au

Clinical Nurse Consultation - ADS Consultation Liaison

Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 22030 - 022U7)

Gazetted: 16 May 2022

Closing Date: 30 May 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

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

Rehabilitation and Speciality Services

Adult Community Mental Health Services

Adult Acute Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

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

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

Under supervision of the Assistant Director of Nursing, the Registered Nurse role at this level is responsible for the provision to provide sound clinical services and interventions to clients of Alcohol and Drug Services.

This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies. The Registered Nurse position is supported by a cohesive and multi-disciplinary team.

This position may be required to participate in overtime, and/or rotation roster.

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Behavioural Capabilities

Ability to provide leadership and management

Ability to apply critical thinking skills and forms defensible conclusions based on evidence and sound judgement.

Ability to manage confidential and sensitive information.

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

Position Requirements/Qualifications:

Relevant registration through the Australian Health Practitioner Regulation Agency (AHPRA).

A certificate or post graduate qualification in a relevant field.

Hold a current driver's licence.

At least three years recent experience in an Alcohol and Drug facility and/or previous experience as a RN3.1 or above.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Belinda Robson (02) 5124 7966 Belinda.Robson@act.gov.au

Director of Allied Health - Allied Health Adult Inpatients

Adult Mental Health Unit - Acute Inpatient

Psychologist

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 45530, several - 022XN)

Gazetted: 17 May 2022

Closing Date: 3 June 2022

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The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency six bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation. 12B is ten-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability. The successful applicant of the HP3 Psychologist position is responsible for conducting skilled clinical assessments and delivering individual and group based psychological interventions to people and facilitate group programs through the Therapeutic Group Program and be responsible for the carer group education and support groups which are currently being developed. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 Level as well as to students and clinically related staff (such as Allied Health Assistants). The position will report operationally

and clinically to the AH Manager and AH Clinical Lead of AMHU/MHSSU/12B respectively. Professional governance of this position will come from the Principal Psychologist (MHJHADS).

This is a full-time position working Monday to Friday within the AH team and will provide services to the Adult Mental Health Unit, 12B, Mental Health Short Stay Unit, and to any mental health surge wards that open at Canberra Hospital.

The AH team is made up of diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the AH Adult Mental Health Inpatient facilities. The successful applicant of the HP2 Psychologist position is responsible for conducting skilled clinical assessment and delivering individual and group based psychological interventions to people.

The successful applicant will be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 level as well as to students and clinically related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AMHU/ MHSSU. Professional governance of this position will come from the Principal Psychologist (MHJHADS).

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with high degree of drive

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

3. Ability to work collaboratively as part of a multidisciplinary team

Position Requirements/Qualifications:

Relevant Psychologist HP2 qualifications:

- Be registered or be eligible for general registration with the Psychology Board of Australia (AHPRA)
- Minimum of 12 months paid work experience, post qualification, in a related/ relevant organisation/ service post qualification experience
- Current Passenger vehicles driver's licence
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

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

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

Medical Services

Pharmacy

Medical Services

Pharmacy Technician

Technical Officer Level 1 \$61,765 - \$64,757, Canberra (PN: 21794 - 022UN)

Gazetted: 12 May 2022

Closing Date: 27 May 2022

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www.canberrahealthservices.act.gov.au

About Pharmacy

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

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

Position summary

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

ABOUT YOU

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Behavioural Capabilities

Attention to detail

Self-motivated and enthusiastic

Excellent communication skills

Position Requirements/Qualifications:

Essential requirements:

Certificate III in Hospital and Health Services Pharmacy Support qualifications and

Recent hospital pharmacy experience in the last 12 months

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

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

Highly desirable requirements:

Professional membership with Society of Hospital Pharmacists of Australia

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: Keat Gan (02) 5124 2121 Keat.Gan@act.gov.au

Cancer and Ambulatory Services

BreastScreen ACT

Client Support Officer

Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 22572 - 022RD)

Gazetted: 16 May 2022

Closing Date: 30 May 2022

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website: www.canberrahealthservices.act.gov.au

BreastScreen ACT is part of the BreastScreen Australia screening program. The Service offers free breast screening to women aged 40 years and over living in the ACT. The Program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All administrative support and assessments clinics are carried out in the Canberra city clinic.

ABOUT YOU

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Behavioural Capabilities

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

1. Passionate about customer service
2. Organised
3. Flexible

Position Requirements/Qualifications:

This role requires the ability to work varying start/finish times between 7.30am and 6.00pm to meet the operational requirements of the centre.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Ellannah Finch (02) 6205 1085 ellannah.finch@act.gov.au

Child and Adolescent Mental Health Services

Specialist Youth Mental Health Outreach (SYMHO)

Clinical Lead

Nurse Practitioner \$138,255, Canberra (PN: 38028 - 022U1)

Gazetted: 16 May 2022

Closing Date: 2 June 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

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website: www.canberrahealthservices.act.gov.au

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues and two services; Eating Disorders and Perinatal Infant Mental Health Services who also provide clinical services to adults. In partnership with non-government organisations CAMHS also provides clinical in-reach support to two residential care centres; Youth Step Up and Step Down and Supporting Young People Through Early Intervention Strategies (STEPS) that provide up to 12 weeks of short-term therapeutic interventions for young people.

The Specialist Youth Mental Health Outreach (SYMHO) team provides assessment and treatment to young people aged 14-25 who are experiencing psychosis and for young people aged 14 to 18 who are at ultra-high risk of developing psychosis.

A career with the Child and Adolescent Mental Health Services as a Nurse Practitioner is diverse, challenging and rewarding. If you're passionate about supporting young people with their mental health recovery, CAMHS is where you need to be.

The Specialist Youth Mental Health Outreach (SYMHO) are seeking a dynamic and highly skilled Nurse Practitioner (NP) to provide high level clinical leadership of the SYMHO multidisciplinary team and 2 clinical staff in-reaching into Youth Step Up and Step Down and STEPS residential care programs. They will also work in collaboration with Psychiatrists

This is a key high level leadership position that provides clinical leadership, management and supervision of a multidisciplinary team specialising in the provision of comprehensive case management, physical health care and psychosocial therapeutic interventions to young people. The NP is also responsible for chairing multi-disciplinary team meetings, clinical case reviews and facilitate training, education, group work and the provision of clinical supervision to Allied Health Professionals, Registered Nurse's, students, and allied health assistants. The role will also require the NP to participate in partnership meeting, lead research and quality initiatives. Additionally, the Nurse Practitioner is required to be available to work within all program areas of CAMHS, as service needs arise. The nurse practitioner will be required to cover the clinical and operational managers positions across CAMHS as required.

ABOUT YOU

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Behavioural Capabilities

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

Position Requirements/Qualifications:

1. Registered as a Nurse with endorsement of Nurse Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) with no conditions or undertaking relating to unsatisfactory professional performance or unprofessional conduct.

2. Successful completion of an Nursing and Midwifery Board of Australia (NMBA) approved program of study leading to endorsement as a Nurse Practitioner or a program that is substantially equivalent to an NMBA approved program of study leading to endorsement as a nurse practitioner as determined by the NMBA.

3. It is mandatory for all Nurse Practitioners to be endorsed by the Canberra Health Services Nursing and Midwifery Clinical Scope of Practice and Credentialing Committee.

The successful applicant will need to:

- 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.
- Be available to work within all program areas of CAMHS as the service needs arise.
- Have a current driver's licence.

Note: This is a temporary position available for 4.5 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.
- Meet the CHS Credentialing and Scope of Clinical Practice requirements for Nurse Practitioners.

Contact Officer: Kirsten Stafford (02) 5124 6544 kirsten.stafford@act.gov.au

Medicine

Registered Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 16711 - 022QK)

Gazetted: 12 May 2022

Closing Date: 7 June 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

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www.canberrahealthservices.act.gov.au

The CHS Division of Medicine provides a range of medical specialties and allied health services. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

An exciting opportunity exists for a dynamically skilled and suitably qualified Registered Nurse within the Clinical Forensic Medical Service (CFMS).

The successful applicant will be required to work a rotating roster across the three branches of service within CFMS:

Forensic and Medical Sexual Assault Care (FAMSAC) providing forensic evidence collection and medical assessment to both male and female victims of sexual assault.

Clinical Forensics ACT (CFACT) providing triage and support services in the outreach settings of the Australian Federal Police (AFP) custodial facilities.

Nursing assessments in the outpatient Fitness to Drive Medical Clinic (FTDMC).

ABOUT YOU

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Behavioural Capabilities

Strong organisational and problem-solving skills with the ability to manage and prioritise competing issues

Well-developed interpersonal skills and ability to maintain effective relationships with a range of internal and external stakeholders

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

Position Requirements/Qualifications:

The successful applicant will be required to work a rotating roster, including weekends, night duty and on-call.

Must be eligible to hold and maintain a baseline AFP Security Clearance.

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

Current driver's licence.

Minimum five years' experience working professionally as a Registered Nurse is preferred.

Relevant experience in emergency nursing with triage skills, sexual/women's health, clinical forensics or custodial medicine is preferred.

Relevant post graduate qualification in related field (i.e. Forensic Medicine, Emergency Nursing, Sexual and Reproductive Health).

Willingness to undertake further study as a Forensic Nurse Examiner.

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 32 hours per week for eleven months with the possibility of extension and/or permanency. 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: Cassandra Noble (02) 5124 2185 Cassandra.Noble@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Tribunal Liaison Assistant

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 23013 - 022U8)

Gazetted: 12 May 2022

Closing Date: 19 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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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

An exciting opportunity exists for an Administrative Services Officer to join the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) as the Tribunal Liaison Assistant. The Tribunal Liaison Assistant reports to the Tribunal Liaison Officer and is expected to provide administrative support to clinical staff and their teams. The service aims to provide collaborative care involving the consumer, their carers and other key services. This also includes the provision of high-quality customer service. The Tribunal Liaison team liaise regularly with the ACT Civil and Administrative Tribunal to ensure compliance with the Mental Health Act 2015.

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

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

ABOUT YOU

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Behavioural Capabilities

1. Proven communication and interpersonal skills in the provision of administrative services with health professionals and consumers including the capacity to manage when a stressful/emergencies emerge.
2. Ability to work in a team environment.
3. Adaptability and flexibility to accommodate change and provide responsive services to meet client needs.

Position Requirements/Qualifications:

Desirable:

Current driver's licence.

Experience within a health administration area.

Knowledge and experience in the use of relevant medical terminology.

An understanding in dealing with persons affected with Mental Illness.

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

Selection may be based on application and referee reports only.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
- Reference checks

Contact Officer: Kelly Daly/Sharon Steele (02) 5124 1099/(02) 5124 5410 Kelly.Daly@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Service (SMHS)

Clinical Development Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 16188 - 022SW)

Gazetted: 12 May 2022

Closing Date: 31 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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website: www.canberrahealthservices.act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence-based service providing high quality mental health care that is guided by principles of recovery.

The Division provides health services directly and through partnerships with community organisations. 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 people.

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

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

Dhulwa Mental Health Unit (DMHU) and the Gwangah Mental Health Unit (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

DMHU is a secure mental health facility that opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

GMHU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and GMHU has 10 beds for community transition.

The Clinical Development Nurse (CDN) is responsible for clinical teaching and the development of nursing practice within a therapeutic environment. This position reports to the SMHS Clinical Nurse Educator (CNE) and will liaise with the CNC's, managers, education providers, and other internal and external stakeholders in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working in the SMHS.

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

This position is primarily located within the Secure Mental Health Services however may be required to work across all Adult Mental Health Inpatient Units to meet operational needs.

ABOUT YOU

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Behavioural Capabilities

- Strong clinical and organisational skills with a high degree of drive.
- Ability to mentor and guide diverse teams and external parties in a collaborative and influential manner.
- Be flexible, adaptable, and comfortable with a changing working environment.

Position Requirements/Qualifications:

Mandatory:

- Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).
- Holds or is working towards post graduate qualifications, and/or has demonstrated advanced knowledge, skills and experience, in the area of adult education and clinical practice development.

Desirable:

- Demonstrated experience in adult education and clinical practice development.
- Current driver's licence.
- Certificate IV in Training and Assessment.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Peta Kleinig (02) 5124 1863 peta.kleinig@act.gov.au

eHealth and Informatics

Digital Health Record Project Group

Director, CHS DHR Readiness Patient Administration Lead

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 54720 - 022VI)

Gazetted: 16 May 2022

Closing Date: 30 May 2022

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Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

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

ABOUT YOU

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Behavioural Capabilities

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

Position Requirements/Qualifications:

Previous patient administration system experience would be highly regarded.

- The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time, as the project nears go-live.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Selection may be based on application and referees reports only.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Narelle Macgregor (02) 5124 9332 Narelle.MacGregor@act.gov.au

Rehabilitation, Aged & Community Services

Oral Health Services

Liaison Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 26590, several - 022JP)

Gazetted: 18 May 2022

Closing Date: 6 June 2022

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

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

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

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

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

These services are delivered in the community to:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinics

The Liaison Officer position is currently located in Civic and is part of OHS Administration Team.

Under limited direction, you will play a key role in the coordination of clients removed from the Dental Health Program Waiting lists including referral to external providers, processing of claims for payment including Medicare

for the Child Dental Benefits Scheme and liaising with both internal and external stakeholders. This role plays a key part of providing eligible clients within timely Dental treatment.

ABOUT YOU

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Behavioural Capabilities

Strong Organisational skills

High level of customer service

Sound time management and communication skills

Position Requirements/Qualifications:

Previous experience in a dental environment and an understanding of item numbers is desirable.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Rebecca Cowan (02) 5124 1725 Rebecca.Cowan@act.gov.au

Acute Allied Health Service

Nutrition Department

Manager Nutrition

Health Professional Level 5 \$133,552 - \$150,347, Canberra (PN: 27505 - 02328)

Gazetted: 18 May 2022

Closing Date: 6 June 2022

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POSITION OVERVIEW

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The Acute Allied Health Services is based within the Division of Allied Health and provides Acute Allied Health services and interventions to a range of patient in an inpatient and outpatient setting at Canberra Hospital. The Acute Allied Health Services consists of the following departments: Aboriginal and Torres Strait Islander Liaison Service, Psychology, Social Work, Speech Pathology and Audiology, Occupational Therapy, Physiotherapy, Nutrition and Exercise Physiology. Acute Allied Health Services provides an on-call and after-hours service on weekends and public holidays for Physiotherapy, Social Work, and Nutrition departments.

Under the limited supervision of the Director of Allied Health, the Manager Nutrition is responsible for the provision of clinical dietetic services across the Canberra Hospital Campus. This position is responsible for the strategic direction, planning and leadership of the Nutrition services to inpatients and out-patients of the Canberra

Hospital. Proven Leadership in Allied Health Clinical Services Development, Project Management, and Management of human, financial resources. Significant Knowledge and Skills in contemporary Models of Health Care, Clinical Governance, Quality & Safety framework issues and influencing factors in Allied Health. This position is required to work flexibly across services, locations and programs including participating in an after-hours roster, including potential for weekend and public holiday work and on-call duty.

ABOUT YOU

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Behavioural Capabilities

1. Strong organisational and interpersonal skills with a high degree of drive.
2. Strong clinical leadership and supervision skills.
3. Adaptability and flexibility to accommodate change and provide responsive services to meet patients' and service needs.

Position Requirements/Qualifications:

Mandatory:

- Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics.
- Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.
- Hold a current driver's licence.

Other:

- The successful applicant will need to be available for occasional weekend and after-hours work.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
 - Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
 - Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
 - Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Contact Officer: Andrew Slattery (02) 5124 5135 andrew.slattery@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Program

Physiotherapist

Health Professional Level 2 \$69,738 - \$95,736, Canberra (PN: 45160 - 022Y1)

Gazetted: 18 May 2022

Closing Date: 26 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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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

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

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

ABOUT YOU

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Behavioural Capabilities

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

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

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

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

Position Requirements/Qualifications:

Degree in Physiotherapy.

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

Current Driver 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 position is available for seven months with the possibility of extension and/or permanency.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Be registered with AHPRA.

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

Contact Officer: Judy Stone (02) 0401 692 520 Judy.Stone@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Service

Justice Health and Safety Services – Primary Health

Specialist 1-5 / Senior Specialist - Clinical Director/Deputy Clinical Director - Justice Health Safety Services - Primary Health

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 57276 - 022D2)

Gazetted: 18 May 2022

Closing Date: 10 June 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.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed harm minimisation person-centred care approach.

Justice Health Services (JHS) Primary Health team provides high quality healthcare to persons in custody at Alexander Maconochie Centre (AMC), Bimberi Youth Justice Centre (BYJC) and Dhulwa Mental Health Unit (DMHU). The team work with a vulnerable population to address complex physical, mental and social problems. The position will be accountable and responsible to the Director of Clinical Services (DOCS) MHJHADS, through an Individual Learning and Development Plan. The position will operate in partnership with other members of the executive of the Division.

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

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

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

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

Note: the role advertised for a SSPEC/SPEC within Justice Health Services is a permanent opportunity, however the division is seeking interest from the suitable candidate to act as Clinical Director for Justice Health Services for a temporary tenure of up to three years with the possibility of extension. Please contact Denise Riordan for more information on 5124 6545 or CHS.DOCSMHJHADS@act.gov.au.

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change.

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

Position Requirements/Qualifications:

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

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

Currently holds an Australian and or New Zealand fellowship in a relevant speciality or equivalent specialist qualifications.

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

Demonstrated experience in the management of clinical services is highly desirable.

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

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

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

Contact Officer: Dr Denise Riordan (02) 5124 6545 Denise.Riordan@act.gov.au

Social Work

Social Worker - Team Leader, Surgical Team

Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 25554 - 0220V)

Gazetted: 18 May 2022

Closing Date: 6 June 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

An exciting job share opportunity is available to team lead the social worksurgical team, Canberra Hospital. The successful applicant will provide leadership and clinical oversight to the surgical team and provide a clinical service to patients and carers. This team covers surgical areas of the hospital including ICU, neurosurgery, orthopaedics and general surgery.

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 Service, Social Work service is a contemporary evidence-based service, providing high quality inpatient and outpatient care at the Canberra Hospital. Acute Allied Health services comprises of distinct allied health teams including nutrition, physiotherapy, occupational therapy, speech pathology and audiology, exercise physiology and social work and aims to provide collaborative care working across other clinical divisions that make up Canberra Health Services, as required.

In this position it is expected you will provide clinical leadership, management of and guidance to the discipline workforce, as well as provide oversight and apply quality improvement processes to the service provided as a discipline and as an integrated allied health service working across multiple clinical Divisions. You will provide regular input into, and form, an integral part of the Acute Allied Health leadership team. You will be required to oversight professional development and supervision, promote and participate in quality improvement and research initiatives, manage credentialing and regulation compliance and contribute to team processes.

ABOUT YOU

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Behavioural Capabilities

- Advanced organisational skills with a high degree of drive
- Adaptability and flexibility to respond to evolving circumstances and provide responsive services to meet client and organisational needs
- Effective communication and interpersonal skills demonstrating leadership
- Ability to perform novel, complex, critical or difficult tasks with limited supervision.

Position Requirements/Qualifications:

Relevant qualifications and experience are essential.

- Tertiary qualifications in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW).
- Applicants must have a minimum of six years' experience working professionally in social work.
- The successful applicant will need to be available for occasional weekend and after-hours work.
- Previous hospital or health experience is desirable
- Previous clinical experience working with complex clients and social issues.
- Current driver's licence (mandatory for community positions)
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a temporary position available for seven months. This position is part-time at 14.70 hours per week and the full-time salary noted above will be pro-rata. This position may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. 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)
- Referee checks, including from current manager.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

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

Medicine

Renal Outpatients

Renal Transplant Nurse

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 27024 - 022KT)

Gazetted: 18 May 2022

Closing Date: 9 June 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 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, renal supportive care and renal transplantation services, acute, satellite and home dialysis and general nephrology. This team has a multidisciplinary approach with an emphasis on research and evidence-based practice and is committed to partnering with patients to provide excellent care.

This position is based at the Canberra Hospital and reports to the Clinical Nurse Consultant of Renal Outpatients.

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:

- Highly developed communication and engagement skills
- Drive for ongoing personal and professional development
- Good organisational skills and a positive attitude
- Proactive and able to work independently and within a team

Position Requirements/Qualifications:

- 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.

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: Julie Voutos (02) 5124 3062 julie.voutos@act.gov.au

Infrastructure and Health Support Services Infrastructure and Health Support Services

Executive Officer

COVID-19 Infrastructure Coordinator

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 55633 - 022VX)

Gazetted: 17 May 2022

Closing Date: 24 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

This role is for Production, Preparation and Stores Area.

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

This position will support and provide communication, advice and coordination services to assist with the COVID infrastructure response works within IHSS due to the COVID-19 pandemic response.

Reporting to the Business Operations Manager, the COVID-19 Infrastructure Coordinator position will provide day to day coordination of activities relating to COVID-19 Testing Centres and Vaccination Centres as well as other related COVID-19 administrative duties.

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

- A critical thinker, who can calmly and efficiently determine work requirements and actions required
- Capacity to challenge requests, as appropriate and provide appropriate alternate options to address issues
- An organised approach to work, and in managing competing priorities
- Recognised for personable, but professional dealings with others.

Position Requirements/Qualifications:

Desirable:

- Possession of relevant qualifications and/or experience in a healthcare and/or project management environment.
- Effective and efficient written and verbal communication skills.

Note: This is a temporary position available for three months with the possibility of extension up to nine months and/or permanency. Selection may be based on application and referee report only.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
 - The successful applicant will need to be available weekday hours.
- Contact Officer: Natalie Bale 0410 629 190 natalie.bale@act.gov.au

Canberra Health Services

CHS Chief Operating Officer Clinical Services

CHS Women, Youth and Children

High School Immunisation Coordinator

Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 16260 - 022W3)

Gazetted: 18 May 2022

Closing Date: 6 June 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:

www.canberrahealthservices.act.gov.au

The Child and Adolescent Immunisation Team is part of the Division of Women, Youth and Children, Community Health Program's (WYCCHP). This team deliver the High School Immunisation, Early Childhood Immunisation, Seasonal Infant Influenza and the Kindergarten Health Check Programs. Team members work Monday to Friday, are credentialled to work across all areas and an allocation roster is provided. More information about the teams is provided below:

High School Immunisation Program

All high school students in the ACT are offered free vaccinations in Year 7 and Year 10 as part of the National Immunisation Program. These are delivered in all ACT high schools and are scheduled across the school year.

Early Childhood Immunisation Program and the Childhood Seasonal Influenza vaccine

The Early Childhood Immunisation Program provides immunisation to children from six weeks to five years, according to the Australian National Immunisation Program schedule. This includes the seasonal influenza immunisation program for all children aged six months to five years. Immunisation occurs in dedicated, booked immunisation clinics across the ACT.

Kindergarten Health Check Program

All Kindergarten students who attend an ACT primary school are offered a Kindergarten Health check. This includes a physical component that is delivered by the team in schools across the school year and includes vision, hearing, height, weight, and BMI.

ABOUT YOU

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Behavioural Capabilities

Strong organizational skills

Adaptability and flexibility to accommodate change

Ability to contribute positively to team culture, demonstrating kindness to colleagues and clients

Well-developed communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory:

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

Current driver's licence

Hold a recognised immunisation qualification

Desirable:

Leadership experience

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Louise Hawkins (02) 5124 1602 Louise.Hawkins@act.gov.au

Maternity

Continuity Program

Registered Midwife

Registered Midwife Level 1 \$71,730 - \$95,818, Canberra (PN: 16931, several - 0230N)

Gazetted: 18 May 2022

Closing Date: 6 June 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 service is family centered, as we understand that the family is central to the successful delivery of health care.

We believe in respect for mother, baby and their family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The environment is breast feeding friendly and we provide a safe, functional and comfortable work environment for all those that work here. We provide family-based care with an emphasis on partnership with families at this important time. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Maternity and Gynaecology outpatients.

Under the direction of the Continuity Program Clinical Midwifery Manager, working within a continuity team, the registered midwife will provide continuity of care to a caseload of women. The midwife is responsible for coordinating safe and effective delivery of care to women and babies during pregnancy, birth and in the immediate postnatal period. While in the program the midwife will be supported by Maternity and Continuity Clinical Development Midwives.

Successful midwives will work with a reduced caseload (75% FTE) to ensure time and space for learning and reflection. They will be allocated a buddy/mentor, who is passionate Level 2 midwife that nominated for the role.

Expected engagement in the program includes regular meetings with your mentor, regular meetings with peers, demonstrated commitment to working across the full scope of midwifery practice (including suturing and intravenous cannulation) and demonstrated commitment by the end of the program to be working towards a Level 2 continuity midwife duty statement. This rotation is subject to 6 monthly reviews with the CMM to ensure that midwives are supported to be achieving their goals as set out in their performance plans.

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 provide responsive services to meet clients' needs.
2. Promote positive workplace behaviours and be committed to role modelling these
3. An ability to work respectfully in partnership (with a range of stakeholders) while simultaneously demonstrating leadership
4. Ability to work autonomously while working effectively within a small team environment

Position Requirements/Qualifications:

- Relevant tertiary qualifications and completed a 12-month midwifery graduate program
- This is an on-call position and when on call the applicant needs to be available within 30 minutes of the Centenary Hospital for Women and Children
- Eligible for registration as a Midwife with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).
- Must 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: This is a temporary position available for 18 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.
- Provide two suitable references (one from your current manager)

Contact Officer: Christine Fowler 0478 407 586 christine.fowler@act.gov.au

Strategic Communications and Engagement

Assistant Director, Content and Engagement (Infrastructure)

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 45230 - 02221)

Gazetted: 17 May 2022

Closing Date: 30 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

Strategic Communications and Engagement

Our role is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals.

We are a dedicated, fun, hard-working team committed to supporting CHS staff to deliver business objectives and help drive positive cultural change through effective, timely and progressive communication activities.

This position will work with a small team to deliver communication and engagement activities to support the Infrastructure and Health Support Services Group (IHSS). IHSS is responsible for infrastructure delivery, maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across Canberra 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:

Strong organisation skills with a high degree of drive

Adaptable and flexible to accommodate change and provide responsive services to meet clients and consumer needs

Exhibit the values of Canberra Health Services when they go about their work – kind, reliable, respect and progressive.

Position Requirements/Qualifications:

Desirable:

Relevant tertiary qualifications and a minimum of five years' experience working professionally in communications and/or engagement is preferred.

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

The successful applicant will:

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Karen Warner (+61) 0419 489 891 karenl.warner@act.gov.au

Division of Medicine

Medicine

Personal Assistant to Director of Nursing

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 14190 - 022TW)

Gazetted: 17 May 2022

Closing Date: 31 May 2022

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

Our Values: Reliable, Progressive, Respectful and Kind

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

Applications are sought for an enthusiastic and professional individual to fill the position of Personal Assistant within the office of the Director of Nursing, Division of Medicine.

Reporting to the Executive Assistant to Executive Director, this position is responsible for managing the daily activities of the Director of Nursing. This position provides assistance to the five Assistant Directors of Nursing and the Clinical Director of the Division of Medicine as required. The position is required to prepare a range of correspondence, manage inboxes and calendars, provide secretariat support to committees, assist with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

Applicants will need to be professional and have excellent communications, organisational and time management skills while adhering to CHS confidentiality policies and procedures. The applicant must have ability to liaise effectively with staff at all levels.

It is expected that the Personal Assistant, Division of Medicine will have a strong understanding of the responsibilities and accountabilities of the functions of Ambulatory and Medical Inpatient Services. It is expected that you will be able to work collaboratively with executives across Canberra Health Services to support the delivery of priorities.

ABOUT YOU

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Position Requirements/Qualifications:

Knowledge and experience with CHS information management systems, including ACT Patient Administration System (ACTPAS), Clinical Patient Folder (CPF) and the Clinical Portal,
Experience with medical terminology and typing.

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: Sorsha Stuart-Rokvic (02) 5124 3603 Sorsha.Stuart-Rokvic@act.gov.au

CHS Chief Executive Officer

CHS Nursing & Midwifery and Patient Support Services

Coordinator

Health Service Officer Level 5 \$59,380 - \$62,328, Canberra (PN: 20993 - 022YZ)

Gazetted: 17 May 2022

Closing Date: 3 June 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 Wards persons Supervisors, Co-ordinators and Wards persons are a team within Patient Support Services. The coordinator works closely with the shift supervisor. The Co-ordinators are responsible for the direction and services delivery of a team of Wards persons working within the transport that operates daily including weekends and Public Holidays. These positions are also responsible for ensuring patients are transported throughout the hospital campus to and from their procedures in a safe and timely manner.

The coordinator is responsible for task management using the smart page system, radio, telephone, and pager.

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:

Be able to communicate to achieve the best results by giving time, attention and effort to staff under your supervision to produce a more harmonious workplace.

Having strong initiative and drive to promote the organisations values within the hospital campus.

Be attentive to the needs of others when listening and responding to feedback from staff and if required the ability to adapt to individual concerns and produce outcomes.

Demonstrated sound developed interpersonal, communication, negotiation, and organisational skills.

Position Requirements/Qualifications:

Relevant knowledge of Wards person duties and understanding of the Patient Support Services commitment to client services and outcomes.

A current unrestricted driver's Licence (ACT Government Class C or equivalent)

Knowledge of Microsoft Office package

The successful applicant will need to be available to work a rotating roster

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Neil Howlett (02) 5124 2610 Neil.Howlett@act.gov.au

Acute Allied Health Service

Acute Occupational Therapy

Senior Occupational Therapist

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 25573 - 022VJ)

Gazetted: 17 May 2022

Closing Date: 3 June 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

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 or 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 Occupational Therapist(s) to join Acute Occupational Therapy services in the Acute Allied Health Services team. The successful applicant(s) will be employed as a Health Professional Level 3. These positions are senior roles and are based within specific caseloads in acute ward areas to enhance learning and experience, access to professional development support, and high levels of clinical supervision and support to occupational therapy staff. They contribute to an experienced team of supervisors, clinical educators and occupational therapy leaders.

Due to a recent resignation the Acute Occupational Therapy team at Canberra Hospital are looking to fill some big shoes. The question you are asking yourself is - do the shoes fit me?

Our orthopaedics team services the orthopaedics and maxillofacial caseloads with just a dash of plastic surgery. It is probably one of the busiest ward areas we service and that's why it is so critical that we get the right person in this position.

You need to be cool under pressure and focused on the benefits that Occupational Therapy can provide inpatients. In our team you will find the support to build and grow as a clinician in this central senior role. To apply please follow the directions in the application pack and provide us with an introduction letter, your responses to the selection criteria and a copy of your CV. We look forward to hearing from you soon.

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

Organisational skills and drive and an appreciation of the clinical domain.

Recognition of the role of change and the impacts of the responsiveness of services to meet clients' needs.

A demonstrated ability to drive, communicate and direct in a team environment.

The ability to critically appraise your own performance and that of others.

Position Requirements/Qualifications:

Mandatory:

- Tertiary qualifications (or equivalent) in Occupational Therapy,
- Be registered with the Australian Health Practitioner Regulation Agency (AHPRA),
- Applicants must have a minimum of three years (ideal five years) post-qualification experience.

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

Note: This is a temporary position available for 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.
- 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: Domenico Tripodi (02) 5124 3286 Domenico.Tripodi@act.gov.au

Infrastructure and Health Support

Services

Food Services Staff Cafeteria

Cafeteria Supervisor

Health Service Officer Level 6 \$62,328 - \$65,010, Canberra (PN: 23281 - 02228)

Gazetted: 18 May 2022

Closing Date: 6 June 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 Food Services Department of The Canberra Hospital seeking Expressions of Interest for experienced Staff Cafeteria Supervisor to coordinate the Staff Cafeteria functions in the day to day running of the department in the areas of apply, monitor, and oversee HACCP (Hazard Analysis Critical Control Point) procedures to ensure food safety compliance. Under limited supervision, supervises, plans and co-ordinates the work of the cafeteria team and controls the operations. Exercise initiative and judgement in solving day to day operational problems. The successful applicant must have senior supervisory experience and industry recognised qualifications in food safety, staff competency-based training and hospitality management. Applicants must be able to demonstrate a sound understanding of office computer systems as well as Food Service Management IT Systems and need to possess oral and written communications skills of a particularly high order.

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

The function of the Food Service Department is to prepare and serve meals and

beverages to patients, staff and visitors, as well as the provision of services to other facilities of Canberra Health Services north and south of Canberra.

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

Food Service is organised into the following functional areas:

- Food Service Administration.
- Operation Support Services - Food preparation and Food Production.
- Patient Services:
 - Meal Plating and Rethermalisation
 - Meal deliveries to patients
 - Menu monitors.
- Cafeteria: Food, meals and drinks for staff and guests.
- Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.
- External sites: Dhulwa and other Community Centres.

ABOUT YOU

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Behavioural Capabilities

1. Strong communication and interpersonal skills and passionate about high quality customer service.
2. Flexibility and adaptability with a changing working environment to enable the provision of responsive services to meet clients' needs
3. Strong organisational, coordination and planning skills and a focus on outcomes.
4. High degree of self-drive and initiative.

Position Requirements/Qualifications:

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

Highly Desirable:

- Industry recognized qualifications

Desirable:

- Relevant experience in Microsoft Office applications.
- Relevant food service IT systems.
- The successful applicant will need to be available for rotational morning, evening, weekend and public holiday shifts. (Some position's will not be required to work shifts.)
- Current class C driver's licence
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Ric Della-Torre (02) 6207 9194 ric.della-torre@act.gov.au

Medicine

Neurology

Unit Director, Neurology

Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 00367 - 0200N)

Gazetted: 18 May 2022

Closing Date: 7 June 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

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

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

An exciting opportunity exists for an experienced neurologist to lead and manage a multidisciplinary health team.

The neurology department at Canberra Hospital provides both inpatient and outpatient services to the ACT and surrounding region in neurology and neurophysiology. The department manages approximately 2,300 in-patient admissions annually, with a dedicated ward, and an acute stroke unit. CHS provides the level 6 acute stroke service for the region, delivering acute intravenous thrombolysis and endovascular clot retrieval. The department also provides approximately 3,800 occasions of service per year to outpatients, including medical clinics, neurophysiology diagnostic investigations and the provision of botox.

Note: These positions are Specialist / Senior Specialist positions with The Unit Director Role being Tenured for a maximum of 3 years at which point a further 2 year extension can be garnered on agreement with Head of Service.

ABOUT YOU

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Position Requirements/Qualifications:

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

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

Fellowship of the Royal Australasian College of Physicians (FRACP) with specialist registration in Neurology or equivalent specialist qualifications.

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

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

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

For Senior Specialist we will also expect that you:

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

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

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

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

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

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

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

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

Undergo a pre-employment Police check.

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

WHAT YOU REQUIRE

These are the key selection criteria on which you will be assessed in conjunction with your curriculum vitae and experience:

Proven extensive clinical experience in the practice of Neurology with demonstrated ability to manage the varied case mix and to provide evidence-based, person-centred care, and a commitment to the maintenance and further development of these skills.

Proven ability to lead systems that support clinical governance, quality and safety, and the management of human, financial and operational resources.

Demonstrated high-level communication and interpersonal skills and the ability to provide leadership while working as a team member in a multidisciplinary environment.

Demonstrated strong commitment to teaching at all levels including medical, nursing, and allied health professional staff, and evidence of prior experience in supervision and teaching.

Demonstrated understanding of, and adherence to, safety and quality standards, work, health, and safety (WH&S) and the positive patient experience. Display behaviour consistent with CHS's values of reliable, progressive, respectful, and kind.

To be considered for a Senior Specialist position, you will also be assessed against two or more of the following selection criteria:

Clinical: Show advanced clinical expertise in their speciality area, which may include the ability to work without supervision, as recognised by their peers.

Safety and Quality: Provide leadership through:

a demonstrated ability to be effective in leading safety and quality activities, including experience relevant to specialist college accreditation

providing senior medical input to the safety and quality activities of the medical unit and clinical division, and participating actively in specialist college accreditation, as overseen by the Australian Medical Council.

Teaching: Provide senior input using demonstrated experience in the development and provision of teaching and training at CHS and services in the surrounding region.

Research: Undertake speciality-specific research and/or have relevant publications of research in a respected health or medical journal.

Administrative functions: Support the medical unit director in the administration of the unit and provide senior medical input to the development of policies and practices of the unit.

Contact Officer: Ashwin Swaminathan 02 5124 5148 Ashwin.Swaminathan@act.gov.au

Child and Adolescent Mental Health Services (CAMHS)

CAMHS Acute Service

Adolescent Intensive Home Treatment Team

Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 49489 - 022YK)

Gazetted: 18 May 2022

Closing Date: 1 June 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

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

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

- Rehabilitation and Speciality Services
- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)

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

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

ABOUT YOU

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

Behavioural Capabilities

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

- High level ability to manage confidential and sensitive information.
- High level ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.
- Works cohesively within a multi-disciplinary team and adapts quickly to a changing environment.

- Commitment to achieving positive outcomes for mental health consumers.

Position Requirements/Qualifications:

Mandatory:

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's licence.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Social Work:

- Degree in Social Work
- Applicants must have a minimum of three years (preferable five years) paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- 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)
- Must hold a current driver's licence.

Highly desirable for all disciplines:

- Experience in working with children and young people.
- 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 nine months. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise and be available for weekend and on call work when necessary. Selection may be based on application and referee reports only.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Comply with ACT Health credentialing and scope of clinical practice requirements for registered nurses.

Contact Officer: Norette Leahy (02) 5124 1095 Norette.Leahy@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

CIT Trade Skills

Automotive, Metals and Logistics

Automotive Trades Teacher

Teacher Level 1 \$79,598 - \$106,208, Canberra (PN: 51954)

Gazetted: 18 May 2022

Closing Date: 25 May 2022

The Automotive department is seeking a full-time teacher for the delivery of Automotive Light Mechanical trades. This is based at Canberra Institute of Technology Fyshwick. The position requires the ability to work within the department of teaching and support staff, to provide educational outcomes and meet compliance requirements for apprentices and general students, in a Vocational Education Training environment. The position also requires the ability to liaise with industry, students, and other stakeholders for the Department, and manage educational resources.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Refer to the *ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 - 2022, sub-Clause 40.*

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent)

Where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer - Presenting Skill Set and/or Enterprise Trainer - Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set)

Complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Industry Experience

In accordance with *sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 - 2022.*

All employees at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Certificate III in the following but not limited to: -

Light Vehicle Mechanical Technology AUR30616 - or equivalent

DESIRABLE

Knowledge of the Australian Apprenticeship System

Any OEM (Original Equipment Manufacturer) Electric Vehicle Training

High Level Computer Literacy

Note: This is a temporary position available until 31 December 2022 with the possibility of extension.

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

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

How to Apply: Applicants are required to address the Selection Criteria and to provide a current curriculum vitae along with the names of two referees. Response to the Selection Criteria should be concise and demonstrate capability, currency, and experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Evan Street (02) 6207 3814 Evan.Street@cit.edu.au

CIT Corporate Services

CIT Student Information Management Systems

Banner Business/Functional Analyst

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 41890)

Gazetted: 16 May 2022

Closing Date: 30 May 2022

Details: There is an opportunity for a suitably experienced Business/Functional Analyst in the Student Management Systems Team at the Canberra Institute of Technology (CIT). In this role, you will be required to identify and analyse issues arising with the functionality and use of CIT's Student Information Management System (the Banner System), liaise with stakeholders to design and document specifications for solutions. You will be responsible for designing and implementing both manual and automated testing procedures and then working with users, Banner technical team and vendors to ensure the accuracy of changes made to the Banner System. You will also be required to design and produce standard and ad-hoc reports to internal and external clients using Structured Query Language (SQL) tools such as SQL developer and the Argos reporting tool. You will have a strong client service focus and the ability to implement change management processes related to the Banner system, including preparation and implementation of system upgrades and development of Banner documentation. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience with Student Information Management Systems such as Banner, the Argos reporting tool, Java, Python, Git and Jenkins will be highly regarded. Shortlisted applicants will be required to undertake an SQL test.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Dulip Seneviratne (02) 6207 5601 Dulip.Seneviratne@cit.edu.au

Education and Training

Technology and Design

Cyber Security

Client Service Officer

Administrative Services Officer Class 2/3 \$59,813 - \$72,935, Canberra (PN: 42565)

Gazetted: 16 May 2022

Closing Date: 23 May 2022

Details: The Canberra Institute of Technology (CIT) Cyber Security Department is seeking a highly motivated and professional individual to provide a wide range of administrative support to staff, students, and external stakeholders. Duties will include liaising with clients, correspondence, scheduling, compliance reporting, promoting programs, pastoral care, and special projects.

The successful candidate will need to work as a team member and autonomously to support and promote the department/college priorities. The ability to exercise judgement and to interpret guidelines and procedures to resolve issues, inquiries and work tasks is essential.

Our ideal candidate will be a good communicator, have good digital and organisational skills and experience using CIT management systems or equivalent.

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

Eligibility/Other Requirements:

Notes: This is a temporary position available until 01 July 2022 with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide a written response to the Selection Criteria outlined in the attached Position Description, include a current curriculum vitae and one referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Colquhoun (02) 6207 9934 Andrew.Colquhoun@cit.edu.au

Corporate Finance

Business Support

Business Support Manager

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 54730)

Gazetted: 13 May 2022

Closing Date: 20 May 2022

Details: CIT is looking to engage a suitably qualified and experienced business professional to join the Finance team in delivering key business services for Colleges and Divisions in the provision of vocational education and training (VET) services.

To be successful in the Business Support Manager (BSM) role, candidates must be able to demonstrate a high level of business acumen and technical competency in finance, accounting and business management generally. The position is one of four in the Business Support team where collaboration, innovation and client service are the cornerstones to delivering optimal client outcomes. The ability to communicate clearly and concisely in all forms with internal and external stakeholders is essential to be effective in the role. From the technical perspective, prior experience in a management accounting role is essential alongside demonstrable accrual accounting experience.

In addition to undertaking the various financial and management accounting tasks, a key function is to collect, analyse and report on a range of data to be used for internal and external reporting, costing, budgeting, forecasting and to inform internal decision making. Liaison with other areas within and external to the CIT Corporate Services Division is an ongoing requirement of the role. There will be the occasional requirement to provide direct technical and administrative support to other areas in peak times (e.g., for financial reporting).

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

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

Eligibility/Other Requirements:

A working knowledge of other support services is required including in the areas of procurement, contract management, record keeping and general administration. High level competency in utilising financial systems and the Microsoft Office suite is essential.

Relevant post-secondary qualifications in accounting, commerce or business is highly desirable.

Membership (or progress towards membership) of a peak accounting body (e.g., CPA, IPA, ICAA) will be highly regarded.

Relevant post-secondary qualifications in accounting, commerce or business is highly desirable.

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

How to Apply: Please provide a written application of no more than five pages addressing the Selection Criteria outlined in the Position Description demonstrating with examples, your suitability to the role. Please provide with the application, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Tong (02) 6207 3197 greg.tong@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

Economic Development

Sport and Recreation

Senior Director Sport and Recreation Infrastructure

Infrastructure Manager/Specialist 2 \$185,133, Canberra (PN: 34853)

Gazetted: 13 May 2022

Closing Date: 20 May 2022

Sport and Recreation is seeking a Senior Director to join our dynamic team delivering the sport and recreation infrastructure priorities of the ACT Government. This position is responsible for the strategic input, coordination, financial monitoring and overall management of community sport and recreation infrastructure projects for the ACT. With a core responsibility to oversee and coordinate all aspects of policy and planning regarding sporting facilities, this position also directly project manages complex development activities within the Branch. This involves working closely with the Sport and Recreation Executive Branch Manager and technical staff within the team. Effective communication and negotiation skills are key enablers in the performance of this role, as is a team-oriented style of engagement to influence and direct outcomes.

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:

Permanent Resident of Australia.

Hold a relevant professional qualification in Engineering or Architecture or Project Management and a minimum of ten years relevant experience in Engineering or Architecture or Project Management. Professional qualifications and experience is defined as:

Engineering - a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer, including recognition of equivalent overseas Engineering qualifications, and a minimum of ten years relevant experience in Engineering; or

Architecture - a three-year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect, including recognition of equivalent overseas qualifications, and a minimum of ten years relevant experience in Architecture; or

Project Management – either:

A diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

Certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

Have at least ten years relevant experience in project management.

Sport and Recreation operates on the Australian Institute of Sport (AIS) campus in the suburb of Bruce. As a tenant on the AIS campus all Sport and Recreation personnel must adhere to the AIS High Performance Zone Vaccination Policy which requires two doses of an approved COVID-19 Vaccine. If accessing High Performance Zones, evidence of vaccination must be readily accessible, should you be asked to provide this whilst onsite.

Note: Selection may be based on written application and referee reports only. A merit pool may be established from this recruitment process to fill future similar vacancies over the next 12 months. Please note, this position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

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

Applications should be sent directly to the Contact Officer.

Contact Officer: Rebecca Kelley (02) 6207 4389 rebecca.kelley@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection Branch

Licensing and Governance

Assistant Manager

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 45644)

Gazetted: 12 May 2022

Closing Date: 26 May 2022

Details: We are looking for a person that is ready to take the next step on their leadership journey. A person who is interested in seeing the positive impact of their work on the Canberra community. We are looking for a regulator who can read and interpret legislative instruments and turn them into real world actions.

The Lease and Occupational Licensing Team in the Licensing and Governance area of the Construction, Utilities and Environment Protection Branch, Access Canberra is seeking a motivated Assistant Manager to lead and support a small team. The team regulates the licensing of construction occupations and administers Work Health and Safety licensing in the ACT.

In this role you will be a valued part of the diverse leadership group contributing to the way we regulate construction licences and deliver Work Health and Safety licensing.

You will find solutions to regulatory issues, make regulatory decisions, suggest, and implement better ways to do business, you will have the opportunity to develop your writing for government and project management skills.

The team is supportive and flexible with a high level of autonomy and trust in our staff. If this position is of interest to you, please read the position description provided and apply for the job.

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

Note: This position is a temporary position available immediately for 10 months with the possibility of extension up to 12 months and/or permanency.

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

How to apply: To apply please submit your curriculum vitae and a two-page response detailing how your qualifications and experience demonstrate you Skills, Knowledge and Behaviour against the Selection Criteria.

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

Contact Officer: Krystal Eppelstun (02) 62074844 Krystal.Eppelstun@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 Response

Parking Operations and Traffic Camera Compliance

Traffic Camera Operator

Administrative Services Officer Class 2 \$59,813 - \$66,047, Canberra (PN: 36335, several)

Gazetted: 12 May 2022

Closing Date: 26 May 2022

Details: Do you like working in different places on a daily basis? If your answer is yes, you may be the person we are looking for. Access Canberra Traffic Camera Compliance team is seeking enthusiastic applicants to fill the role of Traffic Camera Operator. This role will see you out in the field utilising the latest technology to achieve compliance in relation to road safety.

The ACT Traffic Camera Compliance team is responsible for the operation of the Mobile Speed Cameras as a part of the Act Road Safety Program. Under the general direction of the Field Supervisor mobile camera operators operate traffic offence detection devices in accordance with legislation and operating procedures. Operations are largely performed from inside of a vehicle, during early morning, night and weekend shifts.

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 unrestricted driver's licence is required. You must be an Australian citizen or permanent Australian resident to be appointed as an Authorised Person under Road Transport Legislation. You may be required to undergo a health assessment prior to employment.

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

How to Apply: Please review the Position Description and job advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than one page, responding to the statement below, contact details of at least two referees and current curriculum vitae. The one page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Marek Bilski (02) 6207 3915 marek.bilski@act.gov.au

Policy and Cabinet

Office of the Coordinator-General Whole of Government COVID-19 (non-health) Response & Commonwealth-State Relations

Commonwealth-State Relations

Policy Officer, Commonwealth-State Relations

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 37542)

Gazetted: 12 May 2022

Closing Date: 7 June 2022

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

The Commonwealth-State Relations team is seeking an agile Policy Officer who is a critical thinker and can work collaboratively across government and other jurisdictions to support the Office of the Head of Service and the Chief Minister in relation to matters of local and national significance, notably for the National Cabinet. The Policy Officer will work well under pressure and support the team to coordinate and develop policy advice in this fast-paced, dynamic environment.

Working collegially in a small team, the Policy Officer will build strong relationships across the public service, with the Commonwealth and other jurisdictions to maintain productive relationships and provide whole of government governance, coordination and strategic policy advice.

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

Eligibility/Other Requirements: The successful candidate will be required to gain and maintain a National Baseline security clearance.

Note: This is a full-time position to commence as soon as possible. Part-time arrangements may be considered where effective job-sharing arrangements can be facilitated. A merit pool will be established from this selection process and may be used to fill future vacancies within Policy and Cabinet Division over the next 12 months. This position operates in an activity-based working (ABW) environment (located at 220 London Circuit, Canberra City). Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, staff are working partially on-site and partially from home.

How to apply: Please review the Position Description and submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role. The pitch should demonstrate that you possess the capabilities detailed in the "What you Require" section of the Position Description.

A current curriculum vitae including contact details for two referees.

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

Contact Officer: Megan Callaway (02) 6205 8299 Megan.Callaway@act.gov.au

**Communications and Engagement
Content, Governance and Protocol
Content**

Content Officer (social media)

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 31114)

Gazetted: 12 May 2022

Closing Date: 24 May 2022

Do you live and breathe social media? Know your reels from your engagement rates? Genuinely get excited about memes and GIFs?

Then we have the position for you!

If you work well in a team, are self-motivated and proactively look for solutions to problems we'd love to hear from you.

The Chief Minister, Treasury and Economic Development Directorate's Communication and Engagement team is looking for an ASO5 Content Officer who will work on the ACT Government's social media channels – Facebook, Twitter, LinkedIn and Instagram.

This role is an exciting opportunity for an enthusiastic and motivated communications professional with a passion for social media.

Collaborating within and across teams to develop and distribute high quality content, the successful applicant will:

Develop, create and publish high quality and engaging content for ACT Government social media channels.

Monitor social media channels and prepare responses to community enquiries by collaborating with stakeholders, subject matter experts and teams within other directorates and Ministerial offices.

Bring an audience-first lens to your work, including conducting analytics reporting to extract key insights, and undertaking research on social media trends and audience preferences to continuously improve content and engagement.

Support the implementation of engaging and interactive digital content strategies, for whole-of-government projects, services and initiatives.

Participate as an active team member in an environment that promotes skill and knowledge sharing and continual improvement.

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

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

How to apply: If you're interested in this opportunity, please submit a two-page (maximum) pitch addressing the Position Description and how you could make a positive contribution to social media at ACT Government. Please include an up-to-date curriculum vitae and the names of two referees.

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

Contact Officer: Joni Wanless (02) 6205 8206 Joni.Wanless@act.gov.au

Corporate

Workforce Strategy, Business Support and Information Governance

Senior Director, Information Management

Senior Officer Grade A \$155,107, Canberra (PN: 39518)

Gazetted: 12 May 2022

Closing Date: 26 May 2022

Details: Chief Minister, Treasury and Economic Development Directorate, is seeking an experienced and knowledgeable Senior Director who has sound judgement to manage the Information Management section within the Workforce Strategy, Business Support, and Information Governance Branch.

The role of the Senior Director of Information Management is to take a leading role for continuous improvement of the Directorate's information management frameworks and ensuring the Directorate is compliant with the *Territory Records Act 2002*.

The position has responsibility for Freedom of Information (FOI) applications, Open Access Information, the digital and physical records management, and privacy advice.

For further information please see the attached position description.

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

Notes: This position will be 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: Candidates will provide no more than a two-page pitch addressing the 'What You Require' criteria of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Al McLean (02) 6207 2260 Al.McLean@act.gov.au

Economic Development

Sport and Recreation

Director, Sport and Recreation Infrastructure

Infrastructure Officer 4 \$134,705 - \$153,043, Canberra (PN: 15106)

Gazetted: 16 May 2022

Closing Date: 23 May 2022

Details: Sport and Recreation is seeking a Director to join our dynamic team delivering the Sport and Recreation Infrastructure priorities of the ACT Government. This position is responsible for assisting the coordination and management of community-partnered sport and recreation infrastructure projects for the ACT. With a core responsibility to support all aspects of facility planning, design and construction activities within the Branch, this position works closely with the Senior Director and Manager of Sport and Recreation Infrastructure within the team. Effective communication and team-oriented style of engagement are key enablers in the performance of 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:

Permanent Resident of Australia.

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or have significant building or Infrastructure knowledge and/or project management experience

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

Sport and Recreation operates on the Australian Institute of Sport (AIS) campus in the suburb of Bruce. As a tenant on the AIS campus all Sport and Recreation personnel must adhere to the AIS High Performance Zone Vaccination Policy which requires two doses of an approved COVID-19 Vaccine. If accessing High Performance Zones, evidence of vaccination must be readily accessible, should you be asked to provide this whilst onsite.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: David Jeffrey (02) 6207 5815 David.Jeffrey@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Senior Coordination and Support Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 39752)

Gazetted: 13 May 2022

Closing Date: 27 May 2022

Details: The Cabinet, Assembly and Government Business branch has an exciting opportunity at the Administrative Services Officer Class 6 level. This position is at the forefront of government decision making and supports the passage of Cabinet and Government Business. To be considered for this role it would be expected that you have a curious mind, have the ability to gain a strong understanding of the ACT Government's Cabinet, Assembly and Government Business activities and thrive in a team environment.

This is a diverse and interesting role as part of a high functioning branch, who willingly support each other in meeting critical operational or project timeframes. The successful applicant will be expected to have sound administrative, governance and organisational skills and the ability to coordinate and deliver on whole of Government priority projects and tasks.

Note: This is a temporary position available until 30 September 2023 with the possibility of permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

How to Apply: A two-page pitch (maximum) outlining their suitability for the position in line with the Position Description. A current curriculum vitae with contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kieran Ives (02) 6205 9095 kieran.ives@act.gov.au

Procurement ACT

Goods and Services Procurement Branch

Sourcing, Advice and Supply

Procurement Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 14094, several)

Gazetted: 13 May 2022

Closing Date: 27 May 2022

Details: The Sourcing, Advice and Supply team within Procurement ACT is looking for enthusiastic and capable applicants to fill a number of Procurement Officer positions within the team.

In addition to generalist public sector procurement skills, we are looking to develop our staff's capability across a range of general areas, such as strategic and analytical thinking, teamwork, project management, communication, negotiation, written and representational skills. We are continually updating and improving our systems, knowledge and processes, and want staff who can adapt and work with others in a dynamic environment.

The successful applicants will be self-motivated, responsive, show initiative, have sound judgement, professional resilience and personal drive. We are looking for applicants that can think on their feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with Territory strategic goals.

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

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

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

Note: A merit pool will be established from this selection process and may be used to fill future identical permanent and temporary vacancies over the next 12 months.

How to Apply: Please submit a maximum two-page pitch responding to each of the Selection Criteria located in the Position Description and provide a copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Hart (02) 6205 2063 matthew.hart@act.gov.au

Access Canberra

Fair Trading and Compliance

Compliance

Inspector

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 00398)

Gazetted: 13 May 2022

Closing Date: 27 May 2022

Details: The Compliance Team in Access Canberra has a permanent Administrative Services Officer Class 4 position available. The successful applicant will join a dynamic and supportive team responsible for regulating gaming, liquor, security, controlled sports and fair trading (to name just a few!).

The Team is looking for an individual with a passion for planning and conducting compliance activities. The successful applicant will be able to demonstrate their ability to engage, educate and enforce in line with Access Canberra's Compliance Framework. As an inspector you will be required to exercise powers and use a risk/harm-based regulation model to conduct inspections/investigations, both individually and 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:

A current full driver's licence is essential.

A Certificate IV in Government (Investigations) or relevant experience in a regulatory environment is desirable but not essential.

This position may require a Working with Vulnerable People registration.

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

How to Apply: Considering the position description, interested candidates are requested to provide your curriculum vitae, including details of two referees and a two-page (maximum) document detailing why your skills, knowledge, behaviour, and qualifications make you the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janelle Grattidge (02) 6207 0067 janelle.grattidge@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 Response

Communications and Community Education

Director, Communications and Education

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

Gazetted: 13 May 2022

Closing Date: 27 May 2022

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

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

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

Then we want you!

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

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

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

This is a great opportunity to work in a diverse, challenging, and dynamic organisation where each day you will have the opportunity to do something different – so get in quick to express your interest now!

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

Note: This is a temporary position available from 20 June 2022 for a period of six months with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: To apply for this role please submit a maximum two-page pitch addressing the Skills, Knowledge and Behaviours listed in the Selection Criteria and details of two referees, one of which should have worked for you. Applications should be submitted via the 'Apply Now' button below.

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

DDTS

Strategic Business

Portfolio Delivery - EDU Program

Project Support Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 38759)

Gazetted: 13 May 2022

Closing Date: 20 May 2022

Details: Reporting to the Program Manager, Portfolio Delivery Office, Education Program, who manages a range of IT infrastructure and software projects for the Education Directorate. As Project Support Officer, you will be required to support the Project Manager and the team in a wide range of ACT Education Directorate's Infrastructure Capital Works projects requiring delivery of ICT equipment and services. This will include liaison with central Shared Services ICT technical teams, key Directorate stakeholders and vendors as required.

Eligibility/Other Requirements:

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

Note: This is a temporary position available from 23 May 2022 until 12 April 2023. The role includes the requirement to attend sites that are subject to vaccination mandates under a Public Health direction, the successful candidate must be willing and able to comply with all relevant Public Health directions in the performance of the advertised role.

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

why you want the role

what you would bring to the role

what you would get out of it

about an achievement that you are most proud of

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

Applications should be submitted via the Apply Now button below.

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

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

ACT Insurance Authority (ACTIA)

Finance Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 48095)

Gazetted: 13 May 2022

Closing Date: 23 May 2022

Details: Do you have experience in delivering wide range of financial services in a public or private sector environment? Do you have excellent technical and analytical skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy a challenge? Then this may well be the perfect job for you!

The ACT Insurance Authority (ACTIA) is looking for an enthusiastic, positive, and motivated individual with strong attention to detail to join us as a Finance Officer for a period of 6 months with a possibility of extension and/or permanency.

Reporting to the Director Financial Services, the Finance Officer will join a small fully integrated finance team in providing full range of financial support services including but not limited to Accounts Payable (AP), Accounts Receivable (AR), processing large volume of banking transactions, month end financial process, reconciliations and assisting in regular financial reporting requirements.

To be successful in this position requires relevant experience, very good technical skills in financial systems, Microsoft Excel, analytical and problem-solving skills, very good attention to details and accuracy along with sound communication, organisational and planning skills to deliver competing deadlines while working closely with operational areas and customers.

This role requires an individual who is excited to be a part of a team that values diversity and practices inclusiveness in line with the ACT Public Service values.

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

Eligibility/Other Requirements: Tertiary qualification in accounting/finance is highly desirable.

Note: This is a temporary position available immediately for 6 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 based on a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are required to submit a maximum two page personal pitch providing specific examples from past experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural Capabilities outlined in the position description attached. Accompanying your personal pitch please provide your curriculum vitae, including contact details of two referees and other required fields in the online application form.

Applications should be sent to the Contact Officer.

Contact Officer: Nirajan Adhikari (02) 6205 9812 Nirajan.Adhikari@act.gov.au

Corporate

Corporate Management

Facilities and Systems Support Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 57527)

Gazetted: 13 May 2022

Closing Date: 3 June 2022

Details: Our Facilities Support Team will be at the forefront of helping develop and implement this new working model for the ACT Government. To that end we are looking for a new team member to help us to provide support for our clients working in a modern and dynamic work environment that has been specifically designed to support a flexible work environment and activity based working.

The Facilities and Systems Support Officer is responsible for providing support to the Facilities Support Team through assistance in completing tasks relating to systems operation, process development, system reports and maintenance. The role will also include facilities support including maintenance, storage, deliveries, mail, induction, security, fleet, work health and safety including Covid related safety matters, sustainability, accounts payable and various administrative support roles.

The successful applicant will have sound customer service experience and will work collaboratively with all occupants of the Facilities Support Team to assist in the delivery of high-quality service from the team. Chief Minister, Treasury and Economic Development Department (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. For the right candidate/s job sharing may be considered as part of the employment solution for this position.

The ACT Government aspires to be the most progressive jurisdiction with regards to flexible work.

Our long term vision is to create quality flexible work environments across our office portfolio that will create opportunities to work from:

Hub locations (220 London Circuit, 480 Northbourne Ave)

Home

Spoke offices

Flexi offices in each Town Centre

Any other location with a WIFI connection

The ACTPS will gradually roll out flexible work space across its whole office portfolio.

Eligibility/Other Requirements: Driver's licence, Class C - Car licence, is essential.

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: Glen Cayirlys (02) 6205 0650 Glen.Cayirlys@act.gov.au

Property and Shared Services

ACT Property Group

Estate and Procurement Management

Property Manager, Asset Initiatives

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 57243)

Gazetted: 16 May 2022

Closing Date: 2 June 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 role is suited to someone with a background in property upgrades, building or asset management and a commitment to ensure good management of government property. Working in a team you will assist with ensuring the building assets managed by ACT Property Group are managed well through the lifecycle. You will need to be able to see the big picture, forward plan and build a case for the required resources and priorities. The role may supervise other staff providing operational property management, strategic asset management or ensuring the portfolio of properties are upgraded and maintained to agreed standards. The Strategic Estate Management team has an overarching view on the buildings, develops and maintains asset registers and plans, forward plans asset upgrades, acquisition and disposal. The Asset Initiatives team develops, implements and monitors major maintenance and upgrades to the property portfolio. The Operational Estate Management team ensures that buildings are inspected, planned maintenance and inspection programs are in place, reactive maintenance is managed effectively and monitors unplanned maintenance providing advice on emerging issues. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

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

Current driver's licence

Qualification/s in property management, procurement, project management, building trades, commercial real estate and/or Asset Management are highly desirable

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

Notes: This is a temporary position available immediately for 12 months. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. 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 Resume/Curriculum Vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Harriet Spring (02) 6205 3679 actpgcorporate@act.gov.au

Access Canberra

Licensing and Registrations

Transport Solutions

Accredited Driving Instructors Auditor

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 35367)

Gazetted: 16 May 2022

Closing Date: 23 May 2022

Details: The Accredited Driving Instructors (ADI) audit team is responsible for processing and assessing applications for ADI, Heavy Vehicle Assessors (HVA) and Motor Cycle Assessors to ensure they are eligible for accreditation under the legislated requirements.

The audit team also conduct on-road and desktop audits of ADI to ensure they comply with the Code of Practice and the Assessment Standards for issuing a provisional driver's licence under the Competency Based Training and Assessment scheme. Audits are also conducted on HVA and Motorcycle assessors to ensure that they are complying with the legislated requirements for upgrading a driver's class of licence.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au). A current C class licence, as a minimum.

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

How to Apply: Please submit:

Your two-page pitch detailing your ability, ingenuity, experience and qualifications and how they make you the best person for this role

your current curriculum vitae

contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gerry Ward (02) 6205 9618 Gerry.Ward@act.gov.au

Treasury, Economic and Financial Group

Economic and Financial Analysis Branch

Economic and Regulatory Policy

Director, Economic and Regulatory Policy

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 55458)

Gazetted: 18 May 2022

Closing Date: 1 June 2022

Details: The Chief Minister, Treasury and Economic Development Directorate leads the ACT Public Service and provides strategic advice and support to the Chief Minister, the Treasurer and the Cabinet on policy development, financial and economic policy, service delivery and whole of government issues. It facilitates the implementation of government priorities and provides high level executive support and policy advice.

The Directorate is responsible for:

The provision of direction and coordination across the ACTPS on policy and strategy, managing the ACT's intergovernmental relationships.

Advising the Government and agencies on the Territory's budget, management of the Government's financial assets and liabilities, including superannuation liabilities and investments.

Providing economic policy and advice to the Government and agencies, preparing revenue estimates and supporting the Treasurer's role in federal financial relations.

Strategic planning and direction on public sector standards, including service-wide employment, workforce culture and capability, industrial relations and work safety, the implementation of machinery of government changes, and the promotion of ethics and accountability.

Community engagement, whole-of-government communications, provision of public affairs advice and planning and support to the Head of Service, the Strategic Board and its sub-committees.

DIVISION AND BRANCH OVERVIEW

The Economic and Financial Group is responsible for economic policy and advice, federal financial relations, and insurance policy.

The Economic and Financial Analysis Branch provides advice on Treasury matters in the areas of tax and revenue reform, revenue forecasts, economic policy, regulatory policy, and Government Business Enterprise policy. We take a central agency role, working across government and with other jurisdictions and levels of government.

BUSINESS UNIT OVERVIEW

Key functions of the Economic and Regulatory Policy Unit include:

Providing economic advice across a range of competition, regulatory and productivity related policy areas.

Undertaking research and analysis on sectoral policy matters, particularly for emerging areas, such as in relation to zero emissions vehicles, and key sectors such as electricity, water, gas, waste, renewable energy, climate change, parking and transport.

Responsibility for fees and charges policy for the Treasury.

Representing the agency on a range of ACT Government and interjurisdictional working groups.

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:

To be eligible for this role, relevant tertiary qualifications are highly preferred, with demonstrated experience in leading economic analysis and policy development in a challenging environment. You should also possess strong communication and management skills.

Responsibilities for this position include:

- Developing policy and undertaking economic analysis and research.
- Providing high level advice and recommendations to executive management and Government on matters for which the Unit is responsible.
- Leading the preparation of reports, briefings to Ministers, submissions to Cabinet, ministerial speeches, replies to questions on notice.
- Representing Treasury at meetings, inter-Directorate committees, and other forums.
- Managing and supervising a team of highly trained economists.
- Contributing to corporate activities and demonstrating ACT public service values.

Note: This is a temporary position available for nine months with the possibility of permanency. Selection may be based on application only.

How to apply:

Your pitch addressing the Selection Criteria outlined in the Position Description on how you would approach the role (maximum of two pages).

A current curriculum vitae with details of two referees.

Applications should be submitted via the Apply Now button below:

Contact Officer: Ian Lawrence (02) 6205 7234 Ian.Lawrence@act.gov.au

Access Canberra

Fair Trading and Compliance Compliance

Senior Inspector

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 55411)

Gazetted: 17 May 2022

Closing Date: 31 May 2022

Details: Here is your opportunity to work within a busy, dynamic, and dedicated compliance team within Access Canberra. The Compliance Team will see you working on a variety of matters involving gaming, liquor, fair trading, and controlled sports (to name a few!).

The successful applicant will be able to demonstrate their ability to engage, educate and enforce in line with Access Canberra's Compliance Framework.

As Senior Inspector you will be required to exercise powers and use a risk/harm-based regulation model to conduct inspections/investigations, both individually and as a team member. This position involves the direct supervision of people.

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 driver's licence is essential.

A Certificate IV in Government (Investigations) or relevant experience in a regulatory environment is desirable.

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

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: Please review the Position Description for details about the role and associated responsibilities. To apply for this role please provide your curriculum vitae, including details of two referees and a two-page (maximum) document detailing your expression of interest for the role, including how your skills, knowledge, behaviour, and qualifications make you the best person for the role.

Applications should be submitted via the Apply Now button below

Contact Officer: Krista Brennan (02) 62055267 Krista.Brennan@act.gov.au

Economic Development

Skills Canberra

Skills Policy and Strategy

Director, Analytics and Policy Services

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 21915)

Gazetted: 18 May 2022

Closing Date: 25 May 2022

Details: Skills Canberra is looking for a dynamic and inquisitive individual to lead the Analytics and Policy Services team. In this role, you will: lead forecasting as it relates to the budget and funded training initiatives; oversee economic and statistical analyses of skills initiatives to determine their outcomes and impacts; provide strategic advice to senior management and executive staff, high level advisory and statutory bodies on training initiatives and training reforms in the ACT; work collaboratively across Skills Canberra and economic development; and help to improve the business area through leading and establishing improved ways of thinking, engaging and delivering. This position involves direct supervision of staff.

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

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. 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 your current curriculum vitae and a pitch of no more than 1,500 words addressing the Professional and Technical Skills and the Behavioural Capabilities outlined in the Position Description.

For more information, please contact the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andre Diez de Auz (02) 6205 7035 Andre.DiezdeAuz@act.gov.au

Corporate

People and Capability

Senior Director, People and Development

Senior Officer Grade A \$155,107, Canberra (PN: 31951)

Gazetted: 18 May 2022

Closing Date: 25 May 2022

Details: This position leads three busy teams delivering complex people management outcomes in conduct, performance, complaints and injury management as well as the design and delivery of development programs. The

successful applicant will be a proven leader who can juggle competing priorities and thrive in a fast-paced environment.

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

Eligibility/Other Requirements: Tertiary qualifications in a Legal or Human Resources-related discipline will be highly regarded.

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

How to Apply: To apply, please submit a maximum two-page response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in Position Description and attach a curriculum vitae with contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Wright (02) 6207 1356 Steven.Wright@act.gov.au

Construction, Utilities and Environmental Protection

Environmental Protection Authority

Assistant Director, Water Regulation

Senior Professional Officer Grade C \$113,397 - \$122,062, Canberra (PN: 11026)

Gazetted: 17 May 2022

Closing Date: 24 May 2022

Details: The Environment Protection Environment Protection Authority, located within the Construction, Utilities and Environment Protection Branch is seeking an Assistant Director, Water Regulation to lead regulatory work on water resources and lakes.

Access Canberra works across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities, and implement new initiatives. We use a risk and harm approach to secure regulatory compliance through a broad range of enforcement tools aimed at those not doing the right thing to protect our community.

The Environmental Protection Authority sits within Access Canberra and is based out of the Dickson Office Block on Northbourne Avenue, we offer:

Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.

The opportunity to work with passionate, innovative, and experienced leaders who encourage and support you to develop your interests and expertise.

A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.

This position will report to the Senior Director within the EPA and will lead the Water Regulation Team with two officers reporting to you.

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

Eligibility/Other Requirements:

Current ACT or equivalent Driver's licence

A tertiary qualification and/or experience in environmental management or other relevant qualifications are highly desirable.

Relevant qualifications and/or experience in investigations and compliance.

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

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

How to Apply: Please reply to the contact officer with one page outlining your experience and why you would be the best person for this position.

For more information, please contact Su Wild-River on Su.Wild-River@act.gov.au
Applications should be sent to the contact officer.

Note: This is a temporary position commencing 31 May for up to six months
Contact Officer: Su Wild-River (02) 6207 1191 Su.Wild-River@act.gov.au

Corporate

Corporate Management

Facilities Support Officer

Administrative Services Officer Class 3/4 \$67,770 - \$81,466, Canberra (PN: 57526)

Gazetted: 13 May 2022

Closing Date: 3 June 2022

Details: Our Facilities Support Team will be at the forefront of helping develop and implement this new working model for the ACT Government. To that end we are looking for a new team member to help us to provide support for our clients working in a modern and dynamic work environment that has been specifically designed to support a flexible work environment and activity based working.

The Facilities Support Officer is responsible for regularly travelling to provide facilities support to the various Hub and spoke sites around Canberra.

Duties will include facilities maintenance and repairs, accommodation services support to the Hub and Spoke Services Team through assistance in completing tasks relating to building maintenance, meeting room and function space set up, storage, deliveries, induction, security, fleet, work health and safety including Covid related safety matters, sustainability, accounts payable, systems support and various administrative support roles.

The successful applicant will have sound customer service experience and will work collaboratively with all occupants of the Facilities Support Team to assist in the delivery of high-quality service from the team.

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

Eligibility/Other Requirements: Driver's licence, Class C - Car licence, is essential.

Note: This position will be filled at either the ASO3 or ASO4 level, dependant on the skills and experience of the successful applicant. A Merit Pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. For the right candidate/s job sharing may be considered as part of the employment solution for this position.

The ACT Government aspires to be the most progressive jurisdiction with regards to flexible work.

Our long term vision is to create quality flexible work environments across our office portfolio that will create opportunities to work from:

Hub locations (220 London Circuit, 480 Northbourne Ave)

Home

Spoke offices

Flexi offices in each Town Centre

Any other location with a WIFI connection

The ACTPS will gradually roll out flexible work space across its whole office portfolio.

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: Glen Cayirlys (02) 6205 0650 Glen.Cayirlys@act.gov.au

Economic Development

Sport and Recreation

ACT Academy of Sport (ACTAS)

Senior Business Support Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 49478)

Gazetted: 17 May 2022

Closing Date: 31 May 2022

Details: Sport and Recreation is seeking a suitably qualified and experienced Senior Business Support Officer to be based at the ACT Academy of Sport (ACTAS). The person will require demonstrated experience providing and improving business support services (HR, finance, government compliance), processing accounts payables and receivables, conducting regular expenditure reviews against approved budget allocations, reconciling expenses, managing petty cash expenses, and analysing financial data and providing reports and information for senior management.

Eligibility/Other Requirements: Sport and Recreation operates on the Australian Institute of Sport (AIS) campus in the suburb of Bruce. As a tenant on the AIS campus all Sport and Recreation personnel must adhere to the AIS High Performance Zone Vaccination Policy which requires two doses of an approved COVID-19 Vaccine. If accessing High Performance Zones, evidence of vaccination must be readily accessible, should you be asked to provide this whilst onsite.

Note: This is a temporary position available from mid-June for 12 months with the 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: Please submit a written response to the 'What You Require' section of the position Description and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gerard Corradini (02) 6207 4410 Gerard.Corradini@act.gov.au

Digital Data and Technology Solutions

Executive Branch Manager, Strategic Business Branch, Digital Data and Technology Solutions (DDTS)

Executive Level 1.3 \$243,560 - \$254,418 depending on current superannuation arrangements, Canberra (PN: E484)

Gazetted: 16 May 2022

Closing Date: 31 May 2022

Details: Applications are sought for the position of Executive Branch Manager, Strategic Business Branch, Digital Data and Technology Solutions (DDTS) within the Chief Minister Treasury and Economic Development Directorate (CMTEDD). The position is part of the executive team of DDTS and reports directly to the Executive Group Manager, DDTS.

The Executive Branch Manager, Strategic Business Branch will provide leadership, analysis and advice on planning, developing and implementing innovative strategies to drive data and digital transformation across government. The role involves development of strong relationships with the executive leadership of the ACT Government Directorates and their Chief Information Officers.

The position requires a person with excellent leadership and executive management skills with a strong track record of achievement. Demonstrated experience in delivering outcomes in a challenging multi-stakeholder environment is essential. Ability to be innovative and effective in a range of policy, project delivery, financial management, people management, wider community and business matters is essential. Demonstrated capacity to

contribute to and support various activities across the directorate and operate in a complex and dynamic environment is also required.

As a member of the DDTS executive team you will contribute to the effective operation of DDTS by learning and sharing knowledge of business priorities, responsibilities and challenges, and ensure DDTS adds value through leadership, advice and solutions.

Remuneration: The position attracts a remuneration package ranging from \$243,560 - \$254,418 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$217,171.

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

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

The Government Office Block in Canberra City is a designated activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

For more Executive Branch Manager opportunities with Digital Data and Technology Solutions please click [here](#).

How to Apply: Applicants should review the position description of the position/s they are interested in and submit an application of no more than two pages for each position they wish to be considered for by addressing the Executive Capabilities and the requirements of the position. Applications should include a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bettina Konti (02) 6207 2242 CDO@act.gov.au

Policy and Cabinet

Wellbeing Project Team

Senior Director - Wellbeing Project Team

Senior Officer Grade A \$155,107, Canberra (PN: 44323)

Gazetted: 16 May 2022

Closing Date: 30 May 2022

Details: The Wellbeing Project Team in Policy and Cabinet Division, CMTEDD, is seeking a permanent Senior Director to continue shaping the implementation and further development of the ACT Wellbeing Framework. The Wellbeing Team is responsible for leading development of the ACT Wellbeing Framework, guiding its implementation across the ACT Public Service, and engaging the community and other stakeholders in its rollout. This role is a key leadership position within the team and division, involving a high degree of outreach with colleagues across the Service, and engagement within government and the community. You will work closely with the Executive Branch Manager to progress implementation of the Framework, including leading and managing elements of the work program and members of the team, and determining priorities and direction for the project going forward.

Current priorities include:

- building a solid wellbeing focus in ACT Budget, Cabinet and planning/reporting processes;

- re-establishing community engagement in the project following the COVID disruption;

- building and supporting a wellbeing focus within the activities of agencies across the Service;

- engaging with other jurisdictions and organisations on issues of mutual interest in building our wellbeing approach; and

- developing new policy, systems and evidence (data and narrative insights and determinants of outcomes) to support the operation of the Wellbeing Framework.

From 1 July 2022, the Policy Design and Evaluation Team within the Policy and Cabinet Division will be integrated within the Wellbeing Team to provide greater overall capacity to build insights around the drivers of wellbeing and determinants of whole-of-government outcomes.

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: Demonstrated policy, management and leadership experience/abilities within government. Written and oral communication skills of a high order. A collaborative approach to policy and program development. Comfortable working on data and digital projects. Policy-related tertiary qualifications (e.g. Arts, Law, Economics, Communications) or equivalent highly desirable.

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

The Policy and Cabinet Division values people who bring their lived experience to help us achieve more informed business outcomes. We encourage people from all backgrounds to apply for this role.

Our attractive remuneration package is competitive, we also offer excellent employment conditions and benefits set out in our Enterprise Agreement, including:

Salary Packaging

Annual Leave Loading

Generous Superannuation

Access to professional development programs

Flexible work arrangements

A merit pool will be established from this selection process and may be used to fill future vacancies at level within Policy and Cabinet Division over the next 12 months.

Please note that this position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 circumstances, most staff are working from home. Please discuss any concerns you may have with the Contact Officer.

Additionally, the ACT Public Service is committed to providing flexible and part time work options and to encouraging remote/balanced working where desirable and appropriate.

How to Apply:

Please provide a pitch of no more than two pages outlining why you should be a Senior Director in the Wellbeing Team. The pitch should:

draw on examples from your work, as well as the way you work;

explain why you would be the best person to join our team; and

relate to the selection criteria in the position description.

We are looking for a story about you and what you will bring to this role.

Please provide a Curriculum Vitae that details your relevant skills, work experiences (roles, timing, responsibilities and achievements), qualifications - as well as contact details of two referees - to jobs@act.gov.au by the closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter J Robinson (02) 6207 7015 peterj.robinson@act.gov.au

Digital Data and Technology Solutions

**Executive Branch Manager, Human Resource Information Management System (HRIMS) Program Manager
Executive Level 1.3 \$243,560 - \$254,418 depending on current superannuation arrangements, Canberra (PN:
E1208)**

Gazetted: 16 May 2022

Closing Date: 31 May 2022

Details: Applications are sought for the position of Executive Branch Manager, HRIMS Program Manager, Digital Data and Technology Solutions (DDTS) within the Chief Minister Treasury and Economic Development Directorate (CMTEDD). The position is part of the executive team of DDTS and reports directly to the Executive Group Manager, DDTS.

DDTS provides professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. The role is focused on Human Resources Information Management System (HRIMS) Program delivery for our directorate customers and will provide a range of strategic services including ICT procurement and contract management, governance, change management and business improvement.

The successful applicant will have strong leadership and stakeholder management capabilities. These, together with a strong strategic focus and a deep understanding of business change, the ideal candidate will provide customers and staff with a clear direction for their role pre and post implementation.

As a member of the DDTS executive team, you will contribute to the effective operation of DDTS as a whole by learning and sharing knowledge of business priorities, responsibilities and challenges, and ensure DDTS adds value through leadership, advice and solutions.

Remuneration: The position attracts a remuneration package ranging from \$243,560 - \$254,418 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$217,171.

Contract: The successful applicant will be placed on a short-term contract for up to two years.

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

The Government Office Block in Canberra City is a designated activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

For more Executive Branch Manager opportunities with Digital Data and Technology Solutions please click [here](#).

How to Apply: Applicants should review the position description of the position/s they are interested in and submit an application of no more than two pages for each position they wish to be considered for by addressing the Executive Capabilities and the requirements of the position. Applications should include a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bettina Konti (02) 6207 2242 CDO@act.gov.au

Digital Data and Technology Solutions

Executive Branch Manager, Technology Services Branch

Executive Level 1.3 \$243,560 - \$254,418 depending on current superannuation arrangements, Canberra (PN: E483)

Gazetted: 16 May 2022

Closing Date: 31 May 2022

Details: Digital Data and Technology Solutions (DDTS) within the Chief Minister Treasury and Economic Development Directorate (CMTEDD). The position is part of the executive team of DDTS and reports directly to the Executive Group Manager, DDTS.

As Executive Branch Manager, Technology Services, your focus will be on strategy, planning and delivery of the technical services that underpin whole of government ICT capability, including infrastructure (cloud and on-premises); networks and communication; and cyber security.

The Executive Branch Manager (EBM), Technology Services Branch will provide leadership, analysis and advice on planning, developing securing and implementing innovative strategies for the ACT's digital service delivery agenda. The role also covers the Chief Information Security Officer (CISO) and its functions, and will drive the risk management of the ACT Government systems, contribute to and influence policy and strategic thinking for cyber security.

As a member of the DDTS executive team you will contribute to the effective operation of DDTS as a whole by learning and sharing knowledge of business priorities, responsibilities and challenges, and ensure DDTS adds value through leadership, advice and solutions.

Remuneration: The position attracts a remuneration package ranging from \$243,560 - \$254,418 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$217,171.

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

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

The Government Office Block in Canberra City is a designated activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Our workforce is currently working

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

For more Executive Branch Manager opportunities with Digital Data and Technology Solutions please click [here](#).

How to Apply: Applicants should review the position description of the position/s they are interested in and submit an application of no more than two pages for each position they wish to be considered for by addressing the Executive Capabilities and the requirements of the position. Applications should include a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bettina Konti (02) 6207 2242 CDO@act.gov.au

Digital Data and Technology Solutions

Executive Branch Manager, Data and Analytics

Executive Level 1.3 \$243,560 - \$254,418 depending on current superannuation arrangements, Canberra (PN: E1081)

Gazetted: 16 May 2022

Closing Date: 31 May 2022

Details: Applications are sought for the position of Executive Branch Manager, Data and Analytics, Digital Data and Technology Solutions (DDTS) within the Chief Minister Treasury and Economic Development Directorate (CMTEDD). The position is part of the executive team of DDTS and reports directly to the Chief Digital Officer. The position leads the ACT Data Analytics Centre (ACTDAC), the ACT Government's central and dedicated unit to drive data analytics, data governance and data reform. The Executive Branch Manager provides leadership to the Branch with a focus on:

leading the implementation of the ACT Data Governance and Management Framework from a whole of government perspective;

Contributing to the evolution of the ACT's strategic digital agenda through the data lens;

guiding the consistent, safe and responsible use and sharing of ACTPS data assets to benefit the ACT community; and

working to remove the challenges and barriers to data sharing and use. The position is responsible for delivering a number of complex whole of government data projects and providing support on the national data agenda to the Chief Digital Officer and the Special Minister of State.

As a member of the DDTS executive team you will contribute to the effective operation of DDTS by learning and sharing knowledge of business priorities, responsibilities and challenges, and ensure DDTS adds value through leadership, advice and solutions.

Remuneration: The position attracts a remuneration package ranging from \$243,560 - \$254,418 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$217,171.

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

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

The Government Office Block in Canberra City is a designated activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

For more Executive Branch Manager opportunities with Digital Data and Technology Solutions please click [here](#).

How to Apply: Applicants should review the position description of the position/s they are interested in and submit an application of no more than two pages for each position they wish to be considered for by addressing the Executive Capabilities and the requirements of the position. Applications should include a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bettina Konti (02) 6207 2242 CDO@act.gov.au

Communications and Engagement Branch

Director, Digital Content

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 42181)

Gazetted: 13 May 2022

Closing Date: 1 June 2022

Details: We're improving ACT Government websites to simplify and streamline our digital channels and create a simple, unified and customer focussed digital experience for the community.

You'll be taking the lead in developing content strategy, new content and information architecture for some of our key websites. This role is also responsible for the day-to-day management of CMTEDD owned websites and working with colleagues to build digital literacy across the ACT Public Service.

This role requires a strong understanding of digital content and WCAG accessibility standards, plain language, SEO, analytics and writing/editing for the web, experience using HTML and a range of content management systems (CMS).

Bring your digital and content strategy skills to a well-supported and empowered digital team. You will be joining a great and supportive Branch of communications professionals, committed to enhancing user experience across our digital channels for the community.

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

Eligibility/Other Requirements: Relevant tertiary education qualifications such as in Digital Design, Communications and/or Media Studies is highly desirable.

Note: This is a temporary position available from 12 June 2022 until 9 June 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Applications should be sent directly to the Contact Officer.

Contact Officer: Jack Walsh (02) 6205 2603 jack.walsh@act.gov.au

Access Canberra

Construction Utilities and Environment Protection

Builder and Building Surveyor Licensing

Licensing Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 03095)

Gazetted: 18 May 2022

Closing Date: 25 May 2022

Details: Are you a critical thinker who enjoys finding solutions to complex problems? Do you have great customer service skills? Are you looking to join a supportive team that works hard but has fun too? If this is what you are looking for, we may have the perfect role for you!

The Construction Licensing and Governance section is part of the Construction, Utilities and Environment Protection Branch at Access Canberra. We process licences and registrations under a variety of legislation including the *Construction Occupations (Licensing) Act 2004*, the *Architects Act 2004* and the *Work Health and Safety Act 2011*. The section performs these functions on behalf of statutory officers: The Construction Occupations Registrar, the ACT Architects Board and the Regulator of Work Health and Safety. We are responsible for providing administrative support to the compliance and regulatory teams of Access Canberra in relation to the above occupations. This section is also responsible for providing administrative support for compliance activities in

relation to Crown lease provisions and the processing of extension of time applications under the *Planning and Development Act 2007*.

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 until 2 December 2022 with a 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 only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Gabrielle Barnes (02) 6205 4894 gabrielle.barnes@act.gov.au

Access Canberra

Corporate Support and Capability

Finance and Budgets

Senior Finance Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 05506)

Gazetted: 17 May 2022

Closing Date: 24 May 2022

Details: Access Canberra is seeking applications for a Senior Finance Officer to assist with financial reporting and budgeting, staff development, providing support in accounting and financial administration, as well as managing the coordination of procurement within Access Canberra. The successful applicant will have the capacity to work with large quantities of data, have good attention to detail and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders.

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

Eligibility/Other Requirements: Previous experience working with finance systems, in particular TM1 and Oracle, would be highly desirable.

Notes: This is a temporary position available for 12 months with the possibility of extension. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is designed for activity-based working (ABW) since 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a written application addressing the criteria under the 'What You Require' section of the Position Description (maximum two pages), along with your current curriculum vitae listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lalanka Amarasiri (02) 6207 9175 Lalanka.Amarasiri@act.gov.au

City Renewal Authority

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

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

Chief Operations Officer

Temporary Vacancy (ASAP to 30 June 2022 with possibility of extension)

City Renewal Authority

Business Operations

Position: E1082

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List Band 1

Date circulated: 12 May 2022

Closing Date: 18 May 2022

Reshape the National Capital

Applications are invited for the temporary position of Chief Operations Officer with the City Renewal Authority (the Authority) in Canberra, ACT.

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

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

- the encouragement and promotion of a vibrant city through the delivery of design-led, people-focused urban renewal
- the encouragement and promotion of social and environmental sustainability, and
- operational effectiveness, delivering value for money using sound risk practices.

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

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

The Chief Operations Officer provides strategic leadership and expert project and technical advice in relation to all aspects of the Authority's operational, project and financial management.

The role includes consultation with key internal and external stakeholders (within and outside of Government), business management, program review, and the formulation and implementation of development plans to support implementation of the City Precinct Renewal Program.

The Chief Operations Officer supports the CEO and the Authority Board in anticipating and responding to a broad range of urban renewal needs and requirements to ensure the successful achievement of the agency's objectives and programs. The position plays a central role in how the Authority establishes and sustains its role and its partnerships with other ACT Directorates, industry, and the broader community.

The role is also a focus for identifying and communicating innovation and creativity across the different elements of the agency's work.

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

To apply: Please contact our Chief Executive Officer Malcolm Snow at Malcolm.Snow@act.gov.au or (02) 6205 1878 by COB Wednesday 18 May 2022

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

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

Contact Officer: Malcolm Snow (02) 6205 1878 Malcolm.Snow@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

Corporate

People Management

Safety and Wellbeing

Assistant Director Work Health and Safety

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57492)

Gazetted: 17 May 2022

Closing Date: 31 May 2022

Details Community Services Directorate is seeking a highly motivated individual with excellent leadership, advocacy, and communication skills to join the team as Work Health and Safety Assistant Director, in the People Management Branch.

The position is responsible for the continuous improvement of CSD's safety management system through identification of trends based on collection, analysis and reporting of incident, hazard, and risk data, and providing general advice on work health and safety matters.

Development of policy, guidelines and other materials on emerging work health and safety matters along with education and communication strategies will be required. The role will also be responsible for providing high level policy and legislative advice and technical expertise to ensure the safety and wellbeing of employees.

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

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

Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below:

Contact Officer: Ed Chakawodza (02) 62054895 Ed.Chakawodza@act.gov.au

Corporate

People Management

Workforce Management

Assistant Director

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57392)

Gazetted: 17 May 2022

Closing Date: 31 May 2022

Details: Community Services Directorate is seeking an Assistant Director with a strong background in strategic human resources, demonstrating comprehensive skills and experience in effective workforce planning and reporting. Under direction, the key responsibilities of the role will be to deliver workforce reporting, analysis and planning toward informing an integrated strategic Directorate approach to workforce management.

The role is responsible for, among other tasks, collating and analysing data from across multiple databases, identifying current and future workforce needs against strategic priorities and deliverables, regularly reviewing and reporting the Directorate's workforce position, including articulation of environmental considerations and under direction, building workforce planning practices toward the Directorate achieving anticipative, responsive and effective workforce strategies and management.

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

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

This position 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 maximum two-page application providing examples demonstrating your suitability against the Skills, Knowledge, and Behaviours for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cathy Chandler (02) 6205 0949 cathy.chandler@act.gov.au

Children, Youth and Family

Child and Youth Protection Services

Bimberi Residential Services

Facilities Officer - Bimberi Residential Services

General Service Officer Level 8 \$72,451 - \$76,559, Canberra (PN: 19003)

Gazetted: 13 May 2022

Closing Date: 27 May 2022

Details: Bimberi Residential Services is seeking an experienced committed, and innovative individual to permanently fill the role of Facilities Officer. You will work as part of a small team responsible for undertaking on the job activities related to the maintenance and servicing of the Bimberi Youth Justice Centre's facilities, stores, equipment, vehicle fleet and grounds. This role also assists in the coordination of external contractors and liaises with internal clients and participates in minor building projects and improvements.

The occupant of this position may be required to be available to work at both Bimberi Youth Justice Centre (BYJC) and Bimberi Community Residential Services properties including Narrabundah House Indigenous Supported Residential Facility (Narrabundah House).

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant intervention to children, young people and their families. It is comprised of Bimberi Youth Justice Centre (BYJC) and Bimberi Community Residential properties including Narrabundah House Indigenous Supported Residential Facility (Narrabundah House).

BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

Eligibility/Other Requirements:

Desirable qualifications and experience:

An industry recognised qualification in trade skills or equivalent work experience.

Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment.

Essential requirements:

Possession of a current driver's licence

Senior First Aid Certificate

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 registrations refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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: Applications are sought from potential candidates that should include;

supporting statement addressing each of the criteria should be limited to 400 words per criteria outlining your Knowledge, Experience, Professional/Technical Skills and Behavioural Capabilities in carrying out the duties outlined in the Position Description; and

names and contact details of at least two referees, including your most recent/current supervisor or manager: and a current curriculum vitae must also be included.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Campbell (02) 6207 3582 stuart.campbell@act.gov.au

Corporate

People Management

People Management Leadership Team

Senior Director

Senior Officer Grade A \$155,107, Canberra (PN: 57396)

Gazetted: 12 May 2022

Closing Date: 26 May 2022

Details: The Community Services Directorate are seeking a Human Resources professional with extensive experience in contemporary and outcomes focussed HR management to work closely with the Executive Branch Manager to deliver strong leadership of teams in the People Management Branch.

The People Management Branch provides strategic and operational management, support and advice in the areas of Safety and Well-being, Employee Relations, Workforce Development and Facilities and Fleet Management. The Senior Director role will be responsible for providing high-level advice and direction on Human Resource matters specific to Employee Relations, Work Health and Safety and Facilities to the Executive Branch Manager and will work closely with all Directorate Executives, external stakeholders and across the ACT Government to support delivery of strategically aligned outcomes for the Directorate.

To be successful in this role you will have strong leadership, communication and interpersonal skill, be adaptable and flexible, demonstrate the ability to effectively manage current and emerging priorities in a dynamic environment, whilst maintaining high work standards and service excellence.

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

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

How to Apply: If the above role sounds like you and you want to be a part of a dedicated and high performing team, please submit no more than two pages addressing your suitability against the Skills, Knowledge and Behaviours, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maggie Drejer-White (02) 6205 2436 maggie.drejer-white@act.gov.au

Strategic Policy

Performance and Systems

Project Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 38203)

Gazetted: 12 May 2022

Closing Date: 26 May 2022

Details: Looking to make a difference? Interested in using information to support the broader human service portfolio? Seeking a role in an organisation that is committed to supporting Canberrans to reach their full potential?

The Project Officer in the Strategy and Projects team is an exciting and diverse role, offering opportunities to work across the breadth of the Community Services Directorate, to deliver timely information to support the development and provision of human services policy, programs and services. Please see the attached position description for a complete outline of the position's responsibilities.

Roles may be filled based on operational requirements and the business needs of the COVID-19 Response Branch.

Applicants will only be contacted if a vacancy arises suiting their skills and experience. Weekend work may be available if desired.

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

Note: A Merit Pool will be established from this selection process and will be used to fill similar vacancies over the next 12 months. Our team is currently working from home these positions 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-style response (no longer than two pages) to the Position Description, along with your curriculum vitae and phone and written references from two referees using the Referee Report form attached. Selection may be based on written applications and references only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katrina Martin (02) 6207 5779 Katrina.Martin@act.gov.au

Cultural Facilities Corporation

Manager Canberra Ticketing

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 021A)

Gazetted: 12 May 2022

Closing Date: 9 June 2022

Details: Are you passionate about customer service? Have proven success in leading a dynamic sales and call centre team? The Canberra Theatre Centre is looking for a Ticketing Manager to join our small dynamic team. If you are a self-starter who inspires teams, is great with building relationships, and working with customers and clients to ensure a quality ticket buying experience, we are interested in hearing from you. You will have at several years' experience managing ticketing operations preferably in a major performing arts venue. An understanding of the systems aspects of ticketing that will assist in driving the business of the theatre. This role liaises closely with the Marketing and Programming departments of the Canberra Theatre Centre and Cultural Facilities Corporation. Your excellent communication skills and ability to liaise and collaborate with a wide range of colleagues will be essential to your success in the role.

The Canberra Theatre Centre currently uses the ENTA ticketing system and is currently in the procurement process for a new system that may incorporate ticketing, marketing, CRM, food and beverage, and event management systems. Your ability to manage staff and systems in a changing environment and quickly learn and master new systems is paramount.

To be successful in this role you will be proactive, resourceful, a friendly team player, highly self-motivated and results oriented, and above all, keen to make a difference at the Canberra Theatre Centre every night the curtain rises.

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

How to Apply: Applicants must provide a two-page Pitch Statement (1,000 word maximum) addressing the "What You Require" section of the Position Description and indicating what you would bring to this role, along with a current curriculum vitae and contact details of two referees. Applications should be submitted via the Apply Now button below.

Contact Officer: Mike Domigan 6243 5454 mike.domigan@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

System Policy and Reform

Enrolments and Planning

Schools Planning

Assistant Director, Schools Planning

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 41631)

Gazetted: 17 May 2022

Closing Date: 31 May 2022

Are you interested in ensuring we provide schools in the right place, at the right time?

We are looking for an enthusiastic Assistant Director to assist in identifying and assessing sites for new and expanded schools and responding to proposals for development across Canberra which may impact schools planning. You will manage a diverse range of projects and can liaise and communicate with a range of stakeholders across the Education Directorate and other areas of government. You will procure and manage consultants and be actively engaged in ensuring strategic planning and detailed site planning in Greenfields and infill areas meets the Directorate's requirements for well-located timely provision of school infrastructure.

You will have a sound understanding of the land use planning process, and well-developed skills necessary to engage with and prepare policy documents and utilise student projections modelling to inform timely and comprehensive advice. You will bring your skills and experience to helping solve complex challenges.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please provide a written response to the Selection Criteria (two page maximum) and attach your curriculum vitae, and contact details for 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.

School Improvement and Performance

Tuggeranong Network

Taylor Primary School

Business Manager - Taylor Primary School

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 45205)

Gazetted: 16 May 2022

Closing Date: 30 May 2022

Details: Taylor Primary School is seeking a dynamic, organised team player who will be an active member of the leadership team overseeing the operation of the school business and is accountable to the ACT Education Directorate in meeting relevant legislative requirements.

The Business Manager plays an integral role within the school community and enables the school improvement agenda, ensuring the school is a safe and positive environment where students are at the centre of every decision made. The role provides collaborative support to the principal while working alongside the School Leadership Team and the school community to support improving student outcomes.

Business Manager positions at this level are required to work under minimal direction in managing the operations of the school and provide strategic advice and recommendations on complex matters. Business Managers working at the SOGC level are responsible for achieving results, accountable for business outcomes in using and allocating resources and working in tandem with the principal on the day-to-day operations of the school.

The successful applicant will be responsible for strategic, financial and facilities management; communication and stakeholder engagement; procurement and contract management; compliance risk and governance; and human resource management.

As the Business Manager at Taylor Public School the successful applicant will:

Manage and lead staff through sound human resource management, and the development of programs that focus on the needs of the school community, including the professional development and timetabling of school administrative and support staff.

Apply sound understanding of accounting principles to plan, forecast, develop and implement financial requirements and manage the school budget.

Under limited direction, make decisions within governance frameworks that may have a major impact on the business operations of the school, including initiating another course of action or reviewing decisions to deliver business outcomes.

High level liaison and communication skills and an ability to negotiate with and influence key Stakeholders.

Strategic thinking to design and deliver strategic programs that meet the needs of the school community, including recommendations on best practice service delivery and business improvement practices.

6. Collaborate with the School Leadership Team to deliver on outcomes that best support students and the school community.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
Asbestos Awareness training is a requirement of this role and must be completed prior to or on commencement of this role.

Note: This is a temporary position available from 30 May 2022 until 29 May 2023.

Desirables:

Business qualifications or experience in a business-related role.

Financial qualification or relevant experience.

How to Apply: Please submit a curriculum vitae and a response to the Selection Criteria, no more than one page per criteria. Please submit contact details for two referees who can support your statements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Linda Francis (02) 6142 0520 linda.francis@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.

Service Design & Delivery

Student Engagement

Flexible Education

Student and Family Engagement Officers

ASO6/HP3 \$90,099 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 46963, several)

Gazetted: 16 May 2022

Closing Date: 1 June 2022

Details: The position is responsible for providing effective trauma informed interventions for students and families, across Flexible Education. As part of a multidisciplinary team, the SFEO will also identify, develop and implement community development and wellbeing initiatives that work to strengthen the educational outcomes for students. These positions will work directly with students and families, which could involve completing outreach in settings such as homes, schools and community.

Eligibility/Other Requirements:

Essential qualifications and experience for the Health Professional Level 3:

Tertiary qualifications in Social Work

Current professional registration:

Social worker membership with the Australian Association of Social Workers or eligibility for membership

At least three years post qualification experience in a relevant field of case management working with children and families.

Highly Desirable experience for the ASO6 Level

Demonstrated knowledge and understanding of Trauma Informed Practice

Demonstrated experience in case management and working with young people

Both ASO & HP3 – Current drivers' licence is essential.

Access to personal vehicle is desirable.

A sound knowledge and understanding of the social and economic issues affecting children, young people and their families within the ACT Government.

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 registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

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

Note: These are temporary positions available immediately for 12 months with the possibility of permanency.

These positions will be filled at either the ASO6 or HP3 level, dependant on the skills and experience of the successful applicants. All applicants will be considered against the same Selection Criteria. A Merit Pool will be

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

How to Apply: Please submit response to the selection criteria (maximum four pages) curriculum vitae and details for two referees, including your current supervisor.

Applicants are asked to please advise which classification you are applying for in your response to the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Smith 0481 479 656 Lauren.Smith@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Erindale College

Business Manager

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 50170)

Gazetted: 13 May 2022

Closing Date: 20 May 2022

Details: Erindale College together with the Active Leisure Centre, Erindale Theatre and the Erindale Library, make up the Erindale Education and Recreation Complex (EERC). The administration of the College is to ensure that teachers and school leaders dedicate their time and professional practice to improving student achievement and supervise an extensive team with extensive responsibilities for business and facilities management in the EERC. As a member of the Executive Team, the Business Manager will manage the business aspects of a dynamic educational environment with high level responsibility for human resource, finance, risk, and Directorate compliance management. High level knowledge and skills in management, and systems design and implementation are essential, along with communication skills to ensure outstanding service delivery.

The Business Manager is required to work in partnership with the principal to ensure the needs of the school community are met and system requirements are fulfilled. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business Manager has responsibility for supervising and developing administrative and education support officers.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with

Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Asbestos awareness training is a requirement of this role and must be completed prior to or on commencement of this role.

Desirables:

Business qualifications or experience in a business-related role

Financial qualifications or relevant experience

A demonstrated understanding of the fitness industry.

A demonstrated understanding of theatre management.

Note: Selection may be based on application only.

How to Apply: Please submit a curriculum vitae and a response to the Selection Criteria below. No more than one page per criteria. Please submit contact details for two referees who can support your statements.

Selection Criteria

Ability to supervise staff, oversight workloads and display a commitment and leadership in excellent customer service principles, practices and attributes.

Leadership, administrative and management abilities of a high order.

Ability to prepare and manage financial resources effectively, according to Departmental policies and procedures.

Well-developed liaison, communication and negotiation skills.

Ability to undertake research, reviews or investigations and prepare reports and associated papers.

Ability to coordinate policy development and provide advice on budgetary and building management matters.

Ability to work with staff in a manner consistent with the Department's Equal Employment Opportunity policy and occupational health and safety and industrial democracy guidelines.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gary Lawson (02) 6142 2973 gary.lawson@ed.act.edu.au

Business Services

People and Performance

Recruitment

Director - Recruitment Operations

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 33469)

Gazetted: 12 May 2022

Closing Date: 26 May 2022

Details: The People and Performance Branch is seeking a dynamic, committed and highly motivated Director to manage a broad range of operational Recruitment activities for the Education Directorate. The successful candidate will have proven ability to lead a highly transactional team, delivering on critical activities within a government context.

The successful applicant will be required to work collaboratively across the People and Performance Branch supporting delivery of Recruitment services to ACT Public Schools and the Education Support Office.

Applicants must possess highly developed interpersonal skills, demonstrated organisational ability, and the capacity to manage multiple activities and overlapping timeframe to ensure delivery of key services.

Eligibility/Other Requirements: This position requires a solid understanding of the HR context or relevant qualifications/experience in a similar role.

Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/Practicing Certificate.

How to Apply: Applicants must address the Professional and Technical Skills and Knowledge as outlined in the Position Description with a focus on evidence of achievements and outcomes. Applicants should also provide a contemporary curriculum vitae and contact details for two referees. Please ensure that both referees are current or immediate past supervisors. You should also be aware that you may be asked to provide further referee details and that assessment of applicants may be on the basis of application, curriculum vitae and referee comments alone.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Tranda (02) 6205 7390 michelle.tranda@act.gov.au

Executive Group Manager

Executive Level 2.4 \$315,479 - \$351,379 depending on band and current superannuation arrangements, Canberra (PN: E1237)

Gazetted: 12 May 2022

Closing Date: 27 May 2022

Details: The Executive Group Manager reports directly to the Deputy Director-General and will be responsible for leading and managing a program of work to elevate the Education Directorate's commitment to workplace safety in schools. The Executive Group Manager will:

Coordinate a whole of Directorate response to systemic issues identified by recent Worksafe activity and the workforce including through unions regarding workplace safety,

Manage a series of safety-related projects,

Establish and implement a safety-first culture across EDU and support change management in schools and the Education Support Office (ESO), and

Develop implementation, measurement and assurance mechanisms to embed policy and cultural change, and Effectively and efficiently manage the Directorate's resources, assets and people to achieve agreed outcomes.

To undertake this role, the candidate must possess these attributes:

Demonstrated experience in strategic planning and program/project management.

Excellent communication, people management, stakeholder engagement and change management skills.

Relevant knowledge and/or experience in workplace safety and/or industrial relations.

Knowledge and understanding of service delivery, particularly human services knowledge will be preferred.

Demonstrated leadership in strategic public policy.

It is essential applicants can work flexibly in a fast-paced environment, with some out of hours work required.

Remuneration: The position attracts a remuneration package ranging from \$315,479 to \$329,577 (Executive Level 2.3) and \$336,341 to \$351,379 (Executive Level 2.4) depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$281,963 (Executive Level 2.3) – \$300,758 (Executive Level 2.4).

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

Note: Selection may be based on application and referee reports only. The position will be filled at either the Executive Level 2.3 or Executive Level 2.4 depending on skills and experience of the preferred candidate.

How to Apply: Applications should include a maximum two page Expression of Interest and a Curriculum Vitae with the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristine Reyes 1 EDU DirectorGeneralOffice@act.gov.au

School Improvement

South Weston

The Woden School

Front Office and Administration Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 57439)

Gazetted: 12 May 2022

Closing Date: 26 May 2022

Details: The Woden School is seeking an active member for the Administration Team assisting with the operations of the school business. The Front Office Administration Officer will work under general direction in relation to established priorities, task methodology and work practices to provide support to the Business Manager in the day-to-day administration of the school in line with school requirements and Directorate priorities.

The Woden School is a specialised school and provides highly targeted and engaging teaching and learning for young adults in Year 7 – 12 that prides themselves on inclusivity, teamwork, collaboration, and support to ensure all students are able, connected and empowered members of the community.

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

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

How to Apply: If you are interested in this exciting position please submit a two-page application, including your current curriculum vitae with two written referees. Your application must demonstrate your suitability against the Professional/Technical Skills and Knowledge and Behavioural Capabilities for the role specific requirements.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenna Blake (02) 6142 0200 jenna.blake@ed.act.edu.au

School Improvement and Performance

South Weston

The Woden School

Building Services Officer 8

Building Service Officer 3 \$72,451 - \$76,559, Canberra (PN: 46618)

Gazetted: 12 May 2022

Closing Date: 26 May 2022

Details: The Woden School is seeking an active member for the Administration Team assisting with the operations of the school business. The Building Services Officer works in close partnership with The Business Manager to ensure all aspects of the school building and grounds of the school are in line with school requirements and Directorate priorities.

The Woden School is a specialised school and provides highly targeted and engaging teaching and learning for young adults in Year 7 – 12 that prides themselves on inclusivity, teamwork, collaboration, and support to ensure all students are able, connected and empowered members of the community.

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

Eligibility/Other Requirements: 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).

Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior to commencement. For further information refer to: [Access Canberra](https://www.act.gov.au/access-canberra). An industry recognised trade qualification or equivalent work experience is desirable.

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

How to Apply: If you are interested in this exciting position, please submit a two-page application, including your current curriculum vitae with two written referees. Your application must demonstrate your suitability against the selection criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenna Blake (02) 6142 0200 jenna.blake@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Director of Complaints and Investigations

Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 10970)

Gazetted: 17 May 2022

Closing Date: 24 May 2022

This role will assist the Commissioner for Sustainability and the Environment, particularly in undertaking complaints and investigations. You will bring knowledge of environment and sustainability to a small team and assist in investigating important issues.

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

Note: This is a permanent part-time position available at 29:24 hours per week, the full-time salary will be paid pro-rata. Selection may be based on application and referee reports only.

How to apply: Submission of a short curriculum vitae and an Expression Of Interest (maximum two pages) addressing the Selection Criteria.

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

Contact Officer: Sophie Lewis (02) 6207 2629 sophie.lewis@act.gov.au

Corporate Services and Operations

Chief Operating Officer (COO)

Executive Officer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 39532)

Gazetted: 17 May 2022

Closing Date: 24 May 2022

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) has responsibility within the ACT for policy development relating to climate change, heritage, land, planning, energy and water, land information and place names, together with regulatory responsibilities for development and building applications, surveying, nature conservation and environment protection.

EPSDD serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community.

Are you interested in an opportunity to work with the Chief Operating Officer Executive support team?

The role is fundamental in supporting the COO in delivering against a range of deliverables for the Directorate.

To be competitive for this role you will need to be highly organised, thrive in a dynamic workplace, and have high level coordination, communication, and stakeholder management skills.

You will need to demonstrate a high degree of energy, independence, resilience, and confidentiality, while being adaptive in the workplace to meet requirements in a fast-paced environment.

The duties of the role include reviewing and coordinating multiple projects and priorities for the COO across the division, the Directorate and Whole of Government.

The successful applicant should be able to demonstrate an understanding and ability to work within the ACTPS Code of Conduct and ACTPS values of respect integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

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

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

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.

Selection may be based on application and referee reports only.

How to Apply: Please provide a current curriculum vitae and a two-page pitch demonstrating how your skills, experience and knowledge align to the Selection Criteria, while outlining why you want this role.

If you require additional information about this role, please contact Craig Simmons on (02) 62076322 craig.simmons@act.gov.au

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Simmons (02) 62076322 Craig.Simmons@act.gov.au

Environment

ACT Parks and Conservation Service

National Parks and Catchments / Tidbinbilla Nature Reserve

Threatened Species Officer

Technical Officer Level 1 \$61,765 - \$64,757, Canberra (PN: 07938, several)

Gazetted: 13 May 2022

Closing Date: 1 June 2022

The ACT Parks and Conservation Service (PCS) is seeking dynamic and experienced team players to contribute to wildlife conservation initiatives at Tidbinbilla Nature Reserve (TNR).

TNR's Threatened Species Program focuses on the recovery of threatened species through breeding programs, conservation research, and education. Managed by a team of skilled and experienced staff the program works collaboratively with a broad range of stakeholders, research institutions and organisations to manage various innovative conservation projects including recovery programs for the Southern Brush-tailed Rock-wallaby, Northern Corroboree Frog and Grassland Earless Dragon and the development of a 120Ha safe haven for critically endangered wildlife – one of the ACT governments flagship projects.

The positions available are outcome focused but also have an emphasis on teamwork and flexibility. The Merit Pool list is valid for a twelve-month period.

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

Eligibility/Other Requirements: Tertiary qualifications in the field of Environmental Management, Wildlife Biology or Ecology are desirable. The successful applicant will be required to undertake after-hours incident management duties, work a shift roster & wear a uniform. Manual driver's licence is also required.

Note: These are temporary positions available from 30 June 2022 to 30 June 2023 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 words per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

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

Contact Officer: Sarah A May (02) 6207 3695 sarahA.may@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

ACT Corrective Services

Corporate Services

Finance and Business Services Unit

Assistant Director, Budget and Reporting

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 37398)

Gazetted: 17 May 2022

Closing Date: 3 June 2022

Details: Are you passionate about numbers, budgets, and reconciliations? Do you have the ability to influence business decisions based on factual evidence? Can you translate finance language into simplified terms? Do you find yourself regularly sitting in the driver's seat, taking the lead and just making things happen? Can you manage and enhance the capability of staff just as well as you can develop a complex budget?

If this sounds like you, this could be the career opportunity you've been waiting for! We're looking for an Assistant Director within our Finance and Business Services team who support the division in finance and budgeting. Sound financial knowledge, extremely strong collaboration skills, and a can do attitude are absolutely essential to this role.

You will help the Corrective Services team understand how finance and budgets work, lead simplified collaborative financial discussions, develop and prepare strategic and operational budgets and reporting, as well as manage a variety of ad-hoc requests whilst supervising the daily operations of a small team. You will be supported with your capability development and opportunities for career growth, which include the opportunity to drive change initiatives.

To be successful, you will need to be a confident effective communicator, able to get your head around complex issues quickly, and deliver solutions for a multitude of problems.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications in Accounting are highly desirable.

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

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)

This position requires a pre-employment medical.

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

The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role.

How to Apply: To apply, applicants are required to submit two items: (1) a one-to-two-page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Gallace (02) 6205 0793 Steven.Gallace@act.gov.au

ACT Corrective Services

Operational Support

Organisational Capability Unit

Design and Development Specialist

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 57363, several)

Gazetted: 16 May 2022

Closing Date: 30 May 2022

ACT Corrective Services (ACTCS) is seeking applications from highly motivated and experienced people to fill the positions of Design and Development Specialist (ASO6) within the Organisational Capability Unit (OCU)

The successful applicant will be primarily responsible for developing content for training programs for both custodial and non-custodial topics/programs. You will also support the Assistant Director, Program Design & Development in developing new training program materials in a variety of formats, including face to face group learning, e-learning and self-directed learning.

In addition, you will establish and maintain effective working relationships with both internal and external stakeholders, including interstate jurisdictions, organisations and community groups, to support training activity across ACTCS. You will also facilitate effective governance and accountability in training activities, supporting transparency of compliance with related policy, legislation and national standards.

To be successful, you will possess knowledge of program design and development in the Vocational Education and Training sector and have excellent interpersonal, organisational and communication skills, necessary to build rapport with a diverse range of clients and stakeholders.

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

Eligibility/Other Requirements:

Compliance Requirements/Qualifications

A qualification in education or training is highly desirable.

Proven experience developing training content using e-learning authoring tools is desirable.

How to apply: To apply, applicants are required to submit two items:

Two-page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; and

A current resume with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items

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

Contact Officer: Kathryn Wilson (02) 6205 1320 Kathryn.Wilson@act.gov.au

Corporate

People and Workplace Strategy

Executive Assistant to the Chief Human Resources Officer

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 12142)

Gazetted: 12 May 2022

Closing Date: 26 May 2022

The Executive Assistant to the Chief Human Resources Officer (CHRO) is responsible for providing high level administrative and secretarial support to the CHRO including management of emails and diary bookings. The Executive Assistant to the CHRO is also responsible for the co-ordination of Senior Executive recruitment and associated employment contract activities for the directorate.

The successful applicant will possess outstanding organisational, multi-tasking skills and prioritisation skills and the ability to liaise with key stakeholder across the ACT Government.

The Executive Assistant must maintain a high level of confidentiality and discretion and exercise sound judgement in a sensitive working environment.

Eligibility/Other Requirements: Well developed keyboard skills are essential. Knowledge of executive recruitment is highly desirable.

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

Selection may be based on application and referees only.

How to apply: Interested applicants should provide a written pitch of no more than two pages addressing both the Professional/ Technical Skills and Knowledge and Behavioural Capabilities. A current curriculum vitae with the name and contact details of two referees (one being your current supervisor) should be provided with your written pitch.

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

Contact Officer: Diane Bush (02) 6205 1746 Diane.Bush@act.gov.au

Legislation Policy and Procedure

Aboriginal and Torres Strait Islander Children and Families Advocate

Executive Level 1.2 \$228,661 - \$238,849 depending on current superannuation arrangements, Canberra (PN: E1226)

Gazetted: 13 May 2022

Closing Date: 13 June 2022

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

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

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

Remuneration: The position attracts a remuneration package ranging from \$228,661 to \$238,849 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$203,749.

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

Eligibility/Other Requirements: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to Apply: Candidates are requested to submit a curriculum vitae, the name and contact details of three referees and a response to the Selection Criteria (responding to both the job specific criteria and Executive Capabilities) of no more than three pages. The response should demonstrate an understanding of the issues affecting Aboriginal and Torres Strait Islander children and young people in the ACT and the role of the interim Advocate in addressing those issues.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gabrielle McKinnon (02) 6205 3158 Gabrielle.McKinnon@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**

CIT Woden Project

Executive Project Support Assistant

Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 49318)

Gazetted: 17 May 2022

Closing Date: 31 May 2022

Are you our new Executive Project Support Assistant for the CIT – Campus Woden Project?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra is responsible for the delivery of a new Canberra Institute of Technology campus in Woden, new Woden public transport interchange, and associated urban realm improvements.

The Executive Project Support Assistant is responsible for providing high-level executive support to the Executive Group Manager (EGM) CIT Campus-Woden, and administrative support to the broader team. Working closely, under limited supervision, with the EGM, the Executive Project Support Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of the EGM (and other Executives, as required) including appointment bookings, meetings and preparation of travel arrangements for the broader team.

In addition to that, the Executive Project Support Assistant will provide secretariat and administrative support in preparing meeting agendas and minutes, collating reports, briefs and integration of CIT Campus-Woden requirements with MPC Communications, Human Resources and Finance sections, as well as facilitation of ministerial correspondence. The role requires an ability to prioritise while supporting a diverse team with variable requirements. A high level of independence, proactive approach, impartiality and discretion are also important. 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: A driver's licence (C-Class) is desirable.

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

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Kylie Bailey (02) 6205 4570 Kylie.Bailey@act.gov.au

Infrastructure Delivery Partners

Social Project Management

Project Officer

Infrastructure Officer 2 \$90,210 - \$103,785, Canberra (PN: 36229)

Gazetted: 16 May 2022

Closing Date: 6 June 2022

Would you like to make a positive difference to the Canberra community with the work that you do? 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 through the delivery of critically important infrastructure projects in the health, emergency, corrective services and policing sectors? Then this opportunity is for you!

The Social Infrastructure Project Management Branch within Major Projects Canberra's Infrastructure Delivery Partners Division is looking for a high performing team member who will assist as a project manager with the procurement, contract administration, and delivery of critically important infrastructure projects in partnership with ACT Health, Canberra Health Services, and Justice and Community Safety.

To be successful in this role you must be highly motivated and self-driven, with the ability to work as part of a team and individually to manage the delivery of a range of infrastructure projects within time, cost and scoping targets.

Eligibility/Other Requirements:

Mandatory:

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

Hold a relevant building degree; or

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

This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people.

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications.

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

Contact Officer: Barry Ingram (02) 6207 0037 barry.ingram@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

Suburban Land Agency

Office of the Chief Executive

Executive Support Team

Executive Officer

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57512)

Gazetted: 17 May 2022

Closing Date: 30 May 2022

Details: The Suburban Land Agency (the Agency) is a diverse, innovative, and professional team of people who come from a 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.

The Agency has a collaborative and high performing Executive Support team whose primary function is to ensure the Agency's Executive are effectively supported, by managing competing priorities to support the delivery of Agency objectives and meet stakeholder expectations.

The Executive Support Team provides administrative support for our Executives to ensure they have the information they need to make key decisions for the organisation.

Note: This is a temporary position available from 16 June 2022 for six months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than three A4 pages outlining their skills and experience relevant to the role. A copy of a current Curriculum Vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Macpherson (02) 6207 9497 katherine.macpherson@act.gov.au

Suburban Land Agency

Office of the Chief Executive

Executive Support Team

Executive Assistant

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 57513)

Gazetted: 16 May 2022

Closing Date: 30 May 2022

Details: The Suburban Land Agency (the Agency) is a diverse, innovative, and professional team of people who come from a 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.

The Agency has a collaborative and high performing Executive Support team whose primary function is to ensure the Agency's Executive are effectively supported, by managing competing priorities to support the delivery of Agency objectives and meet stakeholder expectations.

The Executive Support Team provides administrative support for our Executives to ensure they have the information they need to make key decisions for the organisation.

Note: This is a temporary position available from 16 June 2022 for six months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applicants should submit a supporting statement, addressing the Selection Criteria, of not more than three A4 pages outlining their skills and experience relevant to the role. A copy of a current Curriculum Vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Macpherson (02) 6207 9497 katherine.macpherson@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

ACT NOWaste

Strategic Coordination and Planning Section, Business Analytics and Support Team

Business Analytics Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 45549)

Gazetted: 18 May 2022

Closing Date: 25 May 2022

Details: ACT NoWaste is unique in recycling and waste management in Australia: we work across both state/territory and local government-level functions, which provides opportunities to deliver sustainable services

to the ACT community and influence and contribute efforts to improve waste management outcomes at local, regional and national levels.

We are a diverse, innovative and professional team of people 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?"

Eligibility/Other Requirements:

Experience as a data analyst or business data analyst.

Knowledge of statistics and experience using reporting and database packages for analysing datasets (Excel, Power BI, SQL etc.) would be an advantage.

Qualifications in Mathematics, Economics, Computer Science, Information Management or Statistics would be highly desirable.

Experience with Salesforce or a similar Customer Relationship Management (CRM) system would be highly regarded.

Permanent Resident of Australia.

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

This position 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 explain why you're interested and the best person for the job addressing the 'What you Require' section of the Position Description in a 'pitch style' application of no more than two-three pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jonathan Feng (02) 6205 7387 jonathan.feng@act.gov.au

City Services

ACT NOWaste

Strategic Coordination and Planning Section, Business Analytics and Support Team

Finance and Administration Officer

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 36296)

Gazetted: 18 May 2022

Closing Date: 1 June 2022

Details: ACT NoWaste is unique in recycling and waste management in Australia: we work across both state/territory and local government-level functions, which provides opportunities to deliver sustainable services to the ACT community and influence and contribute efforts to improve waste management outcomes at local, regional and national levels.

We are a diverse, innovative and professional team of people 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?"

Eligibility/Other Requirements:

Qualifications relevant to the duties of the position and/or substantial work experience relevant to the position.

Experience in Microsoft Office suite of programs.

Experience in working with multiple IT systems at once will be an advantage.

Permanent Resident of Australia.

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 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: Please explain why you're interested and the best person for the job addressing the 'What you require' section of the Position Description in a 'pitch style' application of no more than two-three pages, along with your current curriculum vitae listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claudia Haggarty (02) 6207 5565 claudia.haggarty@act.gov.au

Chief Operating Officer Group

Finance Officer

Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 14141)

Gazetted: 17 May 2022

Closing Date: 31 May 2022

Details: This position is part of a small and dynamic team reporting to the Senior Director, Finance Business Partners. The position provides business units within Transport Canberra and City Services with financial and budgeting support, reporting and advice on a range of financial issues.

Some of the primary responsibilities for the position include, but are not limited to:

Perform financial month end close including reconciliation, journals, AR and AP within required timeframes.

Assist Finance Business Partners in the development of internal budgets and forecasts for the current and forward years.

Assist with specific activities such as costing of budget initiatives, activity based costing, capital proposals, acquittals project costings and business systems support.

Develop relationships across all lines of business and operations to facilitate financial and business management support.

Liaise with business stakeholders to identify and understand business problems and undertake process improvements.

Please see attached Position Description for full details.

Eligibility/Other Requirements:

Relevant tertiary qualifications in accounting is highly desirable.

Permanent Resident of Australia

Membership of a professional accounting body is highly desirable.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is located at 480 Northbourne Avenue Dickson, an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Interested candidates should submit a short application, of no more than two pages, addressing the Selection Criteria attached, and provide details of two referees and a current curriculum vitae to gary.spencer@act.gov.au by the due date.

If you have any questions about the position, please call Gary Spencer on 6207 6339.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gary Spencer (02) 6207 6339 Gary.Spencer@act.gov.au

City Services

Road ACT

Program Development

Administration Officer/Dams and Structures

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 53142)

Gazetted: 17 May 2022

Closing Date: 10 June 2022

Details: Roads ACT is responsible for the management of the territorial and municipal road network, national highways, community paths, driveways, the 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.

The successful candidate will be responsible for maintaining records pertaining to contracts including daily costing, administrative tasks associated with work orders, invoice coding, cost control including monitoring allocated budgets, preparing work packages for requests for tender and responding to public enquires through various formats.

This position is a key role in the RM team to assist the Director, Program Development with the daily on-going tasks associated with delivery of our services. The successful candidate will work with a diverse and active team within RM and be a key player in the daily work being undertaken.

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:

Permanent resident of Australia

Driver's licence (C Class) is essential.

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

How to Apply: Please submit:

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 Descriptions

Contact details of two referees

A current curriculum vitae

Applications should be submitted via the Apply Now button below.

Contact Officer: Maryam Moradi (02) 6207 5739 Maryam.Moradi@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

Program Delivery

Administration Officer/Community Paths

Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 53135)

Gazetted: 17 May 2022

Closing Date: 10 June 2022

Details: Roads ACT is responsible for the management of the territorial and municipal road network, national highways, community paths, driveways, the 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.

The successful candidate will be responsible for maintaining records pertaining to contracts including daily costing, administrative tasks associated with work orders, invoice coding, cost control including monitoring allocated budgets, preparing work packages for requests for tender and responding to public enquires through various formats.

This position is a key role in the RM team to assist the Director, Program Delivery with the daily on-going tasks associated with delivery of our services. The successful candidate will work with a diverse and active team within RM and be a key player in the daily work being undertaken.

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:

Permanent resident of Australia

Driver's licence (C Class) is essential.

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

How to Apply: Please submit:

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 Descriptions

Contact details of two referees

A current curriculum vitae

Applications should be submitted via the Apply Now button below.

Contact Officer: Maryam Moradi (02) 6207 5739 Maryam.Moradi@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.

Chief Operating Officer

Finance

Finance Business Partner

Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 00638)

Gazetted: 16 May 2022

Closing Date: 30 May 2022

Would you like to be part of team of dynamic Finance Business Partners within the Finance Branch We have an exciting opportunity for nine months looking after a number of business units within Transport Canberra and City Services (TCCS). As a Finance Business Partner you are the key link between Finance and the business within TCCS. About you

You're an experienced management accountant with the ability to assist and communicate easily with a diverse range of staff within TCCS. Patient and understanding, you work well in small teams under limited supervision, have the ability to supervise one staff member and provide assistance, advice and financial reports, budgets and forecasts to management and staff.

About the role

The Finance Branch sits within the Chief Operating Officer Group and is responsible for facilitating the management of the Directorate's budget, and providing financial advice to the Minister, the Executive Leadership Team, and line managers. The Finance Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Directorate and co-ordinating the Directorate's budget and financial processes. The Finance Branch works closely with Shared Services to provide financial services, accounting and technical reporting capabilities to the Directorate. This position is part of a small and dynamic team reporting to the Senior Director, Finance Business Partners. The position provides business units within Transport Canberra and City Services with financial and budgeting support, reporting and advice on a range of financial issues.

The primary responsibilities for this position are to:

Providing advice to the CFO, management and the Executive team on a diverse range of financial issues.

Undertake management accounting responsibilities within the team relating to relevant business units provide briefings and advice to the Executives and Managers on financial, budget and forecast related issues.

Look for and implement business processes improvements

Participate in negotiations, liaison and coordination across the Directorate and with other government agencies
Contribute to the planning activities of the Finance Branch and ensures the Branch is meeting a wide range of Governance requirements.

Promote a commitment to high quality customer service principles, practices and attributes.

Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

This position does involve the direct supervision of one staff member.

Eligibility/Other Requirements:

Tertiary qualifications in accounting and professional membership or progress towards CPA or CA membership is highly desirable as well as the ability to develop and manipulate financial modelling tools and use complex spreadsheets and TM1/CDM is highly desirable.

Notes: This is a temporary position available immediately for nine months with possibility of extension up to 12 months. A Merit Pool may 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.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Darren Hooper (02) 6205 4348 Darren.Hooper@act.gov.au

City Services

Road ACT

Traffic Management and Safety

Traffic Signals Operations Officer

Infrastructure Officer 2 \$90,210 - \$103,785, Canberra (PN: 57509)

Gazetted: 13 May 2022

Closing Date: 3 June 2022

Within Roads ACT, Traffic Management and Safety (TMS) undertake a diverse range of work on various ACT assets. These include roads and pavements, bridges, cycle paths, footpaths, car parks, signage, roadside furniture, CCTV, Bluetooth travel time receivers and traffic signals.

Traffic Management and Safety are seeking a high performing officer to fill the position of Traffic Signals Operations. This position is responsible for the day-to-day monitoring and operation of the Territory's road network from the Transport Management Centre, through the adjustment of traffic signals, setting of messages on variable message signs and deployment and coordination of resources and responses. On occasions the Officer may be required to attend meetings or attend incidents in the field to assist with coordination and response to planned or unplanned incidents. The position also provides support and assistance to the broader Traffic Signals Unit with respect to day-to-day administration and projects and other tasks associated with the day to day operation of the Traffic Signals Unit.

Eligibility/Other Requirements:

Demonstrated knowledge of SCATS, STREAMS, add insight or Genetec software and associated hardware

Experience related to ITS, SCADA or similar technical industries

Experience in administrative tasks.

Australian citizenship or permanent residency

Driver's licence (C-class)

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:

A supporting statement of no more than two pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached Position Description.

A current curriculum vitae

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: Chris Bunnik (02) 6207 5223 chris.bunnik@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Fleet Services

Inventory Parts Interpreter

SGSO 6.1 - SGSO 6.4 \$81,903 - \$85,292, Canberra (PN: NSP104)

Gazetted: 12 May 2022

Closing Date: 26 May 2022

Details: The Fleet Services section delivers all tasks associated with the maintenance, repair and operational readiness of Transport Canberra's commuter bus fleet. The team consists of skilled non trades and skilled trades staff performing a variety of roles. The workshops are supported by inventory and supply sections co-located within the workshop ensuring the supply of all components and materials required to support vehicle maintenance and repair operations. Transport Canberra Fleet Services team is focused on providing a high level of customer service and sustainable transport outcomes.

The role of Inventory Parts Interpreter will be responsible for a range of duties including the effective and timely delivery of inventory holdings, receipting, acquisitions and distribution of items in accordance with the ACT Procurement Act 2001 and Transport Canberra procedures. Utilising the Transport Integrated Management system, the inventory parts interpreter is responsible for establishment and ongoing monitoring of arrangements or the supply of parts and servicing the front counter. You will be required to effectively liaise with a range of key stakeholders and the ability to constantly display a commitment to high quality customer service principles and practices.

To be successful in this position you will:

Have a 'hands on' approach and a high level of enthusiasm

Have high level communication and interpersonal skills

Have previous experience in an operational store's environment

Eligibility/Other Requirements:

Permanent Resident of Australia

A pre-employment criminal history check will be conducted

This position does require a pre-employment medical

Driver's Licence (C-class) is mandatory

Hold a forklift licence (or the ability to obtain)

Experience in working within the Automotive / Transport Industry would be an advantage

The ability to work rostered shifts, from early morning to late at night including weekend rostered overtime

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 attach your curriculum vitae and provide a one -page supporting statement outlining experience and/or ability and addressing the requirements of "What you Require".

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Mascord (02) 6205 8278 paul.mascord@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.

Office of the Director General

Marketing and Communications Officer

Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 39525)

Gazetted: 17 May 2022

Closing Date: 2 June 2022

Details: Join the Transport Canberra and City Services (TCCS) communications team for a unique opportunity to work on a range of projects and programs that impact the everyday lives of your family, friends and our community.

TCCS is the team that makes sure Canberrastays attractive, safe and easy to move around. Help design and implement strategies and campaigns that promote a range of initiatives from public transport use, walking, riding and scooting to road and public amenity improvements, recycling and more!

We currently have multiple opportunities for enthusiastic junior officers looking to build their experience and skills. We are looking for people willing to jump in and try their hand at a range of different tasks from coordinating displays, representing us at events, writing creative and engaging content for use across a range of mediums (web, social media, electronic mail, etc) as well as someone who has great interpersonal skills and can work with operational teams to develop customer friendly information both online and on the ground.

Eligibility/Other Requirements: Tertiary qualifications in communications and/or marketing are desirable.

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

How to Apply: To apply please submit a one page pitch responding to the Selection Criteria and a curriculum vitae (maximum two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Lizzy Green (02) 6205 9742 Lizzy.Green@act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 5 \$83,620 - \$88,510

Taylor Jensen, Section 68(1), 29 April 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Elif Wade, Section 68(1), 16 May 2022

ACT Integrity Commission

Administrative Services Officer Class 6 \$90,099 - \$103,117

Isabella Woods, Section 68(1), 16 May 2022

Canberra Health Services

Medical Imaging Level 2 \$69,738 - \$95,736

Laura Bayliss, Section 68(1), 19 May 2022

Enrolled Nurse Level 1 \$65,056 - \$69,505

Sinead Broadbent, Section 68(1), 12 May 2022

Enrolled Nurse Level 1 \$65,056 - \$69,505

Alaina-Lee Armstrong, Section 68(1), 16 May 2022

Health Professional Level 1 \$65,402 - \$85,685

Joshua Commons, Section 68(1), 16 May 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Katie Dorsett, Section 68(1), 17 May 2022

Administrative Services Officer Class 2 \$59,813 - \$66,047

Rachel Ernst, Section 68(1), 18 May 2022

Medical Imaging Level 2 \$69,738 - \$95,736

Salma Farid, Section 68(1), 19 May 2022

Registered Midwife Level 1 \$71,730 - \$95,818

Bronwyn Hall, Section 68(1), 12 May 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Narendra Kurra, Section 68(1), 12 May 2022

Health Service Officer Level 3/4/5 \$54,613 - \$62,328

Hao My Ly, Section 68(1), 12 May 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Sona Manuel, Section 68(1), 19 May 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Usha Pandey, Section 68(1), 12 May 2022

Registered Nurse Level 2 \$99,612 - \$105,575

Jessica Pillay Samoo, Section 68(1), 12 May 2022

Sterilising Services Health Service Officer Level 3/4/5 \$54,613 - \$62,328

Kim Punzalan, Section 68(1), 12 May 2022

Administrative Services Officer Class 4 \$75,239 - \$81,466

Jyoti Rao, Section 68(1), 11 May 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Emily Robertson, Section 68(1), 12 May 2022

Sterilising Services Health Service Officer Level 3/4/5 \$54,613 - \$62,328

Marvin Romero, Section 68(1), 12 May 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Jeddahlou Salcedo, Section 68(1), 12 May 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Gurdeep Singh, Section 68(1), 12 May 2022

Registered Nurse Level 2 \$99,612 - \$105,575

Andrew Smyth, Section 68(1), 16 May 2022

Registered Nurse Level 1 \$71,730 - \$95,818

Christa TARASUIK, Section 68(1), 12 May 2022

Canberra Institute of Technology

Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Amy Walker, Section 68(1), 26 April 2022

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$90,099 - \$103,117

Amanda Clarke, Section 68(1), 19 May 2022

Administrative Services Officer Class 5 \$83,620 - \$88,510

Damon Kleinschafer, Section 68(1), 13 May 2022

Senior Officer Grade C \$113,397 - \$122,062

Lynette Troy, Section 68(1), 16 May 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Reema Verma, Section 68(1), 19 May 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Emily Warwick, Section 68(1), 16 May 2022

Community Services

Administrative Services Officer Class 4 \$75,239 - \$81,466

Kaitlin Dobing, Section 68(1), 11 May 2022

Senior Officer Grade C \$113,397 - \$122,062

Vanessa Dumbrell, Section 68(1), 13 May 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Caitlin Fazey-Robinson, Section 68(1), 17 May 2022

Director of Public Prosecutions

Paralegal Grade 2 \$69,465 - \$75,239

Abbie De Josselin, Section 68(1), 13 May 2022

Paralegal Grade 2 \$69,465 - \$75,239

Andrew Garrity, Section 68(1), 17 May 2022

Prosecutor Associate \$75,239 - \$77,544

Isobel Harris, Section 68(1), 16 May 2022

Prosecutor Grade 1 - 2 \$81,709 - \$127,728

Elinor Knaggs, Section 68(1), 16 May 2022

Prosecutor Associate \$75,239 - \$77,544

Lillian Thomas, Section 68(1), 16 May 2022

Education

Infrastructure Officer 3 \$113,659 - \$124,766

Jeffery Burdett, Section 68(1), 16 May 2022

Administrative Services Officer Class 3 \$67,770 - \$72,935

Grace Guthrie, Section 68(1), 18 May 2022

Infrastructure Officer 5 \$161,140

Richard Hooper, Section 68(1), 11 May 2022

Building Service Officer 3 \$72,451 - \$76,559

Jonathan Kerry, Section 68(1), 16 May 2022

Senior Officer Grade B \$133,552 - \$150,347

Clare Stimpson, Section 68(1), 16 May 2022

Justice and Community Safety

Administrative Services Officer Class 3 \$67,770 - \$72,935

Thy Vu, Section 68(1), 17 May 2022

Major Projects Canberra

Infrastructure Officer 4 \$134,705 - \$153,043

Kevin BESWICK, Section 68(1), 12 May 2022

Administrative Services Officer Class 6 \$90,099 - \$103,117

Sophie Blake, Section 68(1), 11 May 2022

Infrastructure Officer 4 \$134,705 - \$153,043

Chi Cheung CHEN, Section 68(1), 16 May 2022

Administrative Services Officer Class 5 \$83,620 - \$88,510

Sajith Ipe Thomas, Section 68(1), 11 May 2022

Transport Canberra and City Services

Senior Officer Grade C \$113,397 - \$122,062

Huw Morse-Evans, Section 68(1), 16 May 2022

Worksafe ACT

ORS Inspector 6 \$90,099 - \$103,117

Karen Palmer, Section 68(1), 13 May 2022

TRANSFERS

Canberra Health Services

Jennica Dacanay

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 46901) (Gazetted 14 March 2022)

Seena John

From: Registered Nurse Level 1 \$71,730

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 25479) (Gazetted 1 March 2022)

Maggie Maloney

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 18847) (Gazetted 3 March 2022)

Haylee Norris

From: Registered Nurse Level 1 \$99,612

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 24616) (Gazetted 1 March 2022)

Teena Russell

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: Registered Midwife Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 45729) (Gazetted 7 April 2022)

Elsy Scaria

From: Registered Nurse Level 1 \$71,730

Canberra Health Services

To: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services, Canberra (PN. 21894) (Gazetted 17 January 2022)

Canberra Institute of Technology

Vinitha Menon

From: Professional Officer Class 1 \$63,614

Transport Canberra and City Services

To: Professional Officer Class 1 \$63,614 - \$88,207

Canberra Institute of Technology, Canberra (PN. 30745) (Gazetted 19 November 2021)

Chief Minister, Treasury and Economic Development

Melissa Lister

From: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 31633) (Gazetted 22 November 2021)

Pia Marbaniang

From: Administrative Services Officer Class 6 \$90,099

Justice and Community Safety

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 57381) (Gazetted 10 May 2021)

Environment, Planning and Sustainable Development

Lachlan Adams

From: Senior Officer Grade C \$113,397 - \$122,062

Major Projects Canberra

To: Senior Officer Grade C \$113,397 - \$122,062

Environment, Planning and Sustainable Development, Canberra (PN. 48436) (Gazetted 15 March 2022)

Justice and Community Safety

Joshua Ceramidas

From: Senior Officer Grade A \$155,107

Justice and Community Safety

To: Senior Officer Grade A \$155,107

Justice and Community Safety, Canberra (PN. 38393) (Gazetted 25 June 2021)

Ashleigh Scott

From: \$67,770 - \$81,466

Community Services

To: Patient Transport Officer 1 \$62,023 - \$65,912

Justice and Community Safety, Canberra (PN. 48686) (Gazetted 10 March 2022)

John David Wilson

From: \$68,508 - \$81,694

Justice and Community Safety

To: Patient Transport Officer 1 \$62,023 - \$65,912

Justice and Community Safety, Canberra (PN. 26848) (Gazetted 10 March 2022)

Transport Canberra and City Services

Dorothy Robson

From: General Service Officer Level 5 \$73,589

Transport Canberra and City Services

To: Bus Operator - Training \$73,589

Transport Canberra and City Services, Canberra (PN. SBOT18) (Gazetted 27 April 2022)

PROMOTIONS

ACT Health

Corporate and Governance
People Strategy and Culture
People Strategy and Culture
Kate Meehan

From: Administrative Services Officer Class 3 \$67,770 - \$72,935
Justice and Community Safety
To: Administrative Services Officer Class 5 \$83,620 - \$88,510
ACT Health, Canberra (PN. 57010) (Gazetted 25 March 2022)

Canberra Health Services

Michelle Bennett

From: Health Professional Level 4 \$113,397 - \$122,062
Canberra Health Services
To: † Health Professional Level 5 \$133,552 - \$150,347
Canberra Health Services, Canberra (PN. 23235) (Gazetted 28 March 2022)

Wai Yin Chan

From: Registered Nurse Level 1 \$71,730 - \$95,818
Canberra Health Services
To: Registered Nurse Level 2 \$99,612 - \$105,575
Canberra Health Services, Canberra (PN. 29058) (Gazetted 25 January 2022)

Siji George

From: Registered Nurse Level 3.1 \$114,201 - \$118,901
Calvary Health Care ACT (Public)
To: † Registered Nurse Level 4.1 \$129,103
Canberra Health Services, Canberra (PN. 56748) (Gazetted 20 January 2022)

Surya Gijo

From: Technical Officer Level 1 \$61,765 - \$64,757
Canberra Health Services
To: Technical Officer Level 2 \$66,857 - \$76,559
Canberra Health Services, Canberra (PN. 49683) (Gazetted 9 February 2022)

Olivia Ashby

From: Registered Nurse Level 1 \$71,730 - \$95,818
Canberra Health Services
To: Registered Nurse Level 2 \$99,612 - \$105,575
Canberra Health Services, Canberra (PN. 22546) (Gazetted 23 February 2022)

Joshua Kristy-Purcell

From: Registered Nurse Level 1 \$71,730 - \$95,818
Canberra Health Services
To: Registered Nurse Level 2 \$99,612 - \$105,575
Canberra Health Services, Canberra (PN. 22885) (Gazetted 23 February 2022)

Canberra Health Services

Alagaretnam Lavakumaran

From: Sterilising Services Health Service Officer Level 3/4/5 \$54,613 - \$62,328

Canberra Health Services

To: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services, Canberra (PN. 40232) (Gazetted 8 April 2022)

Kyaw Maung

From: Senior Officer Grade C \$113,397 - \$122,062

Canberra Health Services

To: † Senior Officer Grade B \$133,552 - \$150,347

Canberra Health Services, Canberra (PN. 54945) (Gazetted 9 February 2022)

Fiona McClenahan

From: Technical Officer Level 1 \$61,765 - \$64,757

Canberra Health Services

To: Technical Officer Level 2 \$66,857 - \$76,559

Canberra Health Services, Canberra (PN. 49682) (Gazetted 9 February 2022)

Canberra Health Services

Molly-Rose McDonnell

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services, Canberra (PN. 50327) (Gazetted 14 February 2022)

Canberra Health Services

Employee ID: 78973340

From: Technical Officer Level 3 \$78,051 - \$88,207

Canberra Health Services

To: † Senior Officer Grade C \$113,397 - \$122,062

Canberra Health Services, Canberra (PN. 56916) (Gazetted 15 March 2022)

Chief Minister, Treasury and Economic Development

Access Canberra

Corporate Support and Capability

Skills Safety and Support

James Bradford

From: Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development

To: † Senior Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development, Canberra (PN. 39272) (Gazetted 30 March 2022)

Finance and Budget Group

Various

Danyal Butt

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. 33099) (Gazetted 8 October 2021)

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Alicia Spindler

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 09831) (Gazetted 7 March 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Chief Minister

Veronica Williams

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Community Services

To: †Administrative Services Officer Class 6 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 37566) (Gazetted 18 March 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Community Services

The Office of the Coordinator-General for Family Safety

Fleur Joyce

From: Senior Officer Grade C \$113,397 - \$122,062

ACT Health

To: †Senior Officer Grade B \$133,552 - \$150,347

Community Services, Canberra (PN. 40203) (Gazetted 12 October 2021)

Education

School Improvement

Cindie Decker

From: \$173,364

Education

To: †School Leader A 3 \$200,133

Education, Canberra (PN. 01802) (Gazetted 31 January 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Improvement

Brian Downton

From: \$151,757

Education

To: †School Leader A 2 \$186,748

Education, Canberra (PN. 01662) (Gazetted 31 January 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Improvement

Lyndall Henman

From: \$151,757

Education

To: †School Leader A 1 \$173,364

Education, Canberra (PN. 45287) (Gazetted 31 January 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Tuggeranong Network

Caroline Chisholm School

Jennifer Heywood

From: \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 33587) (Gazetted 12 April 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Improvement

Kim McCormack

From: \$151,757

Education

To: †School Leader A 1 \$173,364

Education, Canberra (PN. 04147) (Gazetted 31 January 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Improvement

Diana Whymark

From: \$173,364

Education

To: †School Leader A 2 \$186,748

Education, Canberra (PN. 01669) (Gazetted 31 January 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Justice and Community Safety

Corporate

Office of the Chief Operating Officer

Megan Carey

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

Justice and Community Safety, Canberra (PN. 38349) (Gazetted 22 April 2022)

Emergency Services Agency

ACT Ambulance Service

Kerri Carter

From: Assistant in Nursing \$55,182 - \$57,050
Canberra Health Services

To: † Patient Transport Officer 1 \$62,023 - \$65,912

Justice and Community Safety, Canberra (PN. 48694) (Gazetted 21 March 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Legislation, Policy and Programs

Civil and Regulatory Law

Civil Law

Nicola Sheville

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Justice and Community Safety

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety, Canberra (PN. 57389) (Gazetted 14 January 2022)

Major Projects Canberra

Project Development and Support

Project Management Office

Project Management and Reporting System

Judith Dudok

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

Major Projects Canberra, Canberra (PN. 37746) (Gazetted 29 June 2021)

Transport Canberra and City Services

City Services

City Presentation

Place Management

Jonathon Corby

From: General Service Officer Level 7 \$66,857 - \$70,601

Transport Canberra and City Services

To: † General Service Officer Level 9 \$78,051 - \$88,207

Transport Canberra and City Services, Canberra (PN. 10329) (Gazetted 24 March 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

City Presentation

Place Management

Michael Schow

From: General Service Officer Level 7 \$66,857 - \$70,601

Transport Canberra and City Services

To: † General Service Officer Level 9 \$78,051 - \$88,207

Transport Canberra and City Services, Canberra (PN. 00500) (Gazetted 24 March 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

City Services

City Presentation

Place Management

Daniel Simpson

From: General Service Officer Level 5/6 \$58,918 - \$64,843

Transport Canberra and City Services

To: † General Service Officer Level 9 \$78,051 - \$88,207

Transport Canberra and City Services, Canberra (PN. 14647) (Gazetted 24 March 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.