



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 26 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>

#### Digital Solutions

##### Office of the Chief Information Officer

##### Records Officer

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 52687, several)**

Gazetted: 01 June 2022

Closing Date: 15 June 2022

Details: Are you a professional, well-organised person who enjoys a fast-paced environment with competing priorities?

Do you want to be part of a busy team responsible for the management of records?

The Digital Solutions Division within the ACT Health Directorate is recruiting Records Officers to contribute to the day to day management of the agency's legacy paper records, including creation, retrieval, quality assurance, appraisal and destruction.

You will have a sound understanding of Record Management practices within a government context, strong organisational skills and attention to detail, adaptability and flexibility to accommodate change and conflicting priorities.

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,  
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.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Brown (02) 5124 9624 [KellyM.Brown@act.gov.au](mailto:KellyM.Brown@act.gov.au)

#### HSPE

##### Operations

##### Ngunnawal Bush Healing Farm

##### Aboriginal and Torres Strait Islander Community Liaison Officer

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 56983, several)**

Gazetted: 31 May 2022

Closing Date: 7 June 2022

**Details:** The ACT Health Directorate is seeking an experienced and motivated Assistant Aboriginal and Torres Strait Islander Community Liaison Officer to fill a temporary (5 month) vacancy supporting the delivery of the next Ngunnawal Bush Healing Farm Day program.

If you are passionate about delivering quality frontline health and wellbeing services that make a positive impact to the lives of Aboriginal and Torres Strait Islander people in the local community, we strongly encourage you to apply.

**Eligibility/Other requirements:**

These are designated positions 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.

The role may require working in health facilities which are considered high-risk environments, where evidence of an approved COVID-19 vaccination may be requested.

Compliance Requirements/Qualifications

Current driver's licence.

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 \(act.gov.au\)](#)

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

**Note:** These are temporary positions available from 1 July until 30 December 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

The position is based at the Ngunnawal Bush Healing Farm located in Tidbinbilla. The successful applicant will be required to participate in an on-call roster, including occasional work outside of normal hours.

**How to Apply:** Applicants are asked to please send an up-to-date curriculum vitae, one page written response addressing the position Selection Criteria, and the contact details for two referees.

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

Contact Officer: Lefan Jard 0466 869 334 [Lefan.Jard@act.gov.au](mailto:Lefan.Jard@act.gov.au)

## HSPE

### Operations

#### Ngunnawal Bush Healing Farm

#### Assistant Aboriginal and Torres Strait Islander Community Liaison Officer

#### Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 52140)

Gazetted: 31 May 2022

Closing Date: 7 June 2022

**Details:** The ACT Health Directorate is seeking an experienced and motivated Assistant Aboriginal and Torres Strait Islander Community Liaison Officer to fill a temporary (5 month) vacancy supporting the delivery of the next Ngunnawal Bush Healing Farm Day program.

If you are passionate about delivering quality frontline health and wellbeing services that make a positive impact to the lives of Aboriginal and Torres Strait Islander people in the local community, we strongly encourage you to apply.

**Eligibility/Other requirements:** The role may require working in health facilities which are considered high-risk environments, where evidence of an approved COVID-19 vaccination may be requested.

Compliance Requirements/Qualifications

Current driver's licence.

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 \(act.gov.au\)](#)

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

**Note:** This is a temporary position available from 1 July until 30 December 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

The position is based at the Ngunnawal Bush Healing Farm located in Tidbinbilla. The successful applicant will be required to participate in an on-call roster, including occasional work outside of normal hours.

**How to Apply:** Applicants are asked to please send an up-to-date resume, one page written response addressing the position Selection Criteria, and the contact details for two referees.

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

Contact Officer: Lefan Jard 0466 869 334 Lefan.Jard@act.gov.au

## **Digital Solutions Division**

### **Future Capability**

### **Future Capability Hub**

### **Project Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 50954)**

Gazetted: 31 May 2022

Closing Date: 10 June 2022

The Digital Solutions Division within ACT Health is seeking to recruit a motivated and experienced Project Officer who can be part of a dynamic project team to make a significant contribution to the digital transformational changes underway in our health system. 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. Under the broad direction of the Senior Project Manager, the Project Officer is responsible for preparing project documentation, contributing to issue resolution, planning, monitoring and reporting activities in line with the Digital Solutions Division Delivery Frameworks and processes.

To be successful, the Project Officer must have:

Proven time management and organisational skills with the ability to multitask and work under pressure.

Excellent communication skills interacting with diverse range of key stakeholders to assist in project delivery.

Good written skills with experience in developing detailed project documentation and providing secretariat support.

Experience in providing training support of staff during implementation of new solutions.

Strong problem solving skills to resolve issues as they arise as well as foresee potential project obstacles and take action to prevent these drawbacks.

**Eligibility/Other Requirements:** This role requires an Australian Government Negative Vetting Level 1 (NV1) Security Clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for NV1 Security Clearance, you must be an Australian citizen. If you not successful in obtaining a security clearance, your employment in the role will not commence, or if commenced, your employment will be terminated.

**Note:** This is a temporary position available from 13 June 2022 until 13 June 2023 with the possibility of permanency. Selection may be based on application and referee reports only.

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

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

Contact Officer: Sandra Millett (02) 5124 9409 Sandra.Millett@act.gov.au

## **Health Systems, Policy and Research**

### **Office of Professional Leadership**

### **Office of the Chief Medical Officer and Chief Psychiatrist**

### **Senior Director, Health Workforce Planning**

#### **Senior Officer Grade A \$155,107, Canberra (PN: 57419)**

Gazetted: 26 May 2022

Closing Date: 14 June 2022

**Details:** This is an exciting opportunity for the person with the right skills, attitude, and values to lead jurisdiction-wide health workforce planning.

Amongst other responsibilities, the Office of Chief Medical Officer and Chief Psychiatrist (CMO and CP) is also responsible for supporting ACT-wide health workforce strategy and planning. The expectation of the CMO and CP is for the high performing team in this office to provide sophisticated technical policy advice across diverse clinical issues and effectively manage several ACT-wide projects and frameworks, including jurisdiction-wide health workforce planning. An ability to work in a decentralised structure, allowing team members to deliver to their full potential with very a high level of efficiency, will be key to success in this position.

As Senior Director Health Workforce Planning, your direct responsibilities will be to lead and manage the development and implementing of jurisdiction-wide health workforce strategy and plan. You will also be involved in fulfilling jurisdiction-specific and inter-jurisdictional responsibilities as ACT's strategic workforce planning advisor, lead new and innovative workforce solutions and be involved in wider health policy matters within the Office of the CMO and CP.

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

**Eligibility/Other requirements:**

**Highly Desirable:**

Tertiary qualification in a health-related field.

Expert-level understanding of workforce planning frameworks and methodology and health care systems and processes.

Experience of supporting team members who will have a high level of technical skills in their own area of expertise.

This role may require working in high-risk environments such as quarantine and/or testing sites, where evidence of an approved COVID-19 vaccination may be requested.

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

**How to Apply:** Please submit a written application of no more than two pages, highlighting how your skills, knowledge and behaviours are suitable for this role as outlined in the Position Description, along with your current Curriculum Vitae, listing two referees and their contact details. In your cv we will be specifically looking for the depth of your skills, knowledge, expertise and experience.

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

Contact Officer: Dinesh Arya (02) 5124 9320 [Dinesh.Arya@act.gov.au](mailto:Dinesh.Arya@act.gov.au)

**Digital Solutions Division**

**Technology Operations**

**Cyber Security Hub**

**Senior Protective Security Officer**

**Information Technology Officer Class 2 \$90,099 - \$103,117, Canberra (PN: 57530)**

Gazetted: 26 May 2022

Closing Date: 14 June 2022

**Details:** Do you have experience co-ordinating, implementing or managing a guarding service? Are you a tech savvy individual who understands security concepts 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 Team. The Protective Security Team are responsible for implementing, maintaining and coordinating security, access, closed circuit television, Identity management and other related systems and infrastructure.

In this role, you will:

Manage security guard services, including patrols and response

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

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

Co-ordinating trades and system repairs

Undertake investigation, research and audit activities relating to assigned tasks

Provide technical support services to ACT Health project teams

Work with and or on electronic equipment

Be on-call, when required, to support the 24/7 critical nature of the ACT Health protective security environment

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

**Eligibility/Other requirements:** 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

## **Population Health Division**

### **Health Protection Service**

#### **Communicable Disease Control, Immunisation Unit**

##### **Immunisation Coordinator**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 21872)**

Gazetted: 27 May 2022

Closing Date: 10 June 2022

**Details:** The Communicable Disease Control Section (CDC) of the Health Protection Service (HPS) is a multidisciplinary section including nurses, epidemiologists, public health professionals and administrative officers. CDC is responsible for a range of functions aimed at minimising the harm caused by the spread of communicable diseases in our community.

CDC has three units: the Disease Surveillance Unit; the Immunisation Unit and the Infection Control Unit. The Immunisation Coordinator is responsible for providing professional and technical support to the Immunisation Unit to assist implementation and management of immunisation programs in the ACT.

To be successful in this role, the occupant will have extensive knowledge of the National Immunisation Program and will be responsible for leading the provision of evidence based professional advice and technical support on immunisation and related matters. This includes the provision of advice to the immunisation unit, immunisation providers, agencies, health professionals, and the public.

**Eligibility/Other requirements: Mandatory:** Registered or be eligible for registration as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

**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:** Please submit a maximum two page response to the Selection Criteria and your curriculum vitae with names of two referees.

**Applications should be submitted via the "Apply Now" button below:**

Contact Officer: Kirstie Allard (02) 5124 9258 kirstie.allard@act.gov.au

## **HSPR**

### **OPL**

#### **Office of the Chief Nursing and Midwifery Officer**

##### **Ratios Implementation Manager**

**Senior Officer Grade A \$155,107, Canberra (PN: 52887)**

Gazetted: 26 May 2022

Closing Date: 9 June 2022

**Details:** Ambitious, well-organised and project management extraordinaire?! Stop here – we have the job for you! Join the Office of the Chief Nursing and Midwifery Officer to support the successful implementation of the Nurse/Midwife-to-Patient Ratio Framework across ACT public health services.

This position reports directly to the Chief Nursing and Midwifery Officer and is responsible for the overall management of the Ratios Framework Project, including strategies, consultations, reporting, governance, compliance and leadership of the Ratios Implementation Team.

In our Office we are busy creating a better working environment for nurses and midwives. We do this through stakeholder collaboration, by being "problem solvers", by writing persuasive, high quality, and well-informed policy and strategy, and by sharing with and caring for our colleagues. It's important to us that you support our team culture and contribute to maintaining our upbeat momentum.

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

**Eligibility/Other requirements:**

Have a minimum of five years' experience in a senior management or leadership position in a business, health or government context with experience in project management, change management business, health, legal and/or human resource management.

Hold a postgraduate tertiary qualification related to business, project or government management, nursing or midwifery.

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

**Note:** This is a temporary position available immediately up until November 2023 with the possibility of extension and/or permanency subject to funding approvals.

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 pitch addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities listed under 'What You Require' in the Position Description along with 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: Sarah Stewart (02) 5124 8237 Sarah.M.Stewart@act.gov.au

**Health Systems, Policy and Research**

**Office of Professional Leadership**

**Office of the Chief Medical Officer and Chief Psychiatrist**

**Senior Director, Clinical System Governance**

**Senior Officer Grade A \$155,107, Canberra (PN: 57238)**

Gazetted: 26 May 2022

Closing Date: 14 June 2022

**Details:** This is an exciting opportunity for the person with the right skills, attitude, and values to lead jurisdiction-wide clinical system governance.

Amongst other responsibilities, the Office of Chief Medical Officer and Chief Psychiatrist (CMO and CP) is also responsible for supporting ACT-wide clinical system governance. The expectation of the CMO and CP is for the high performing team in this office to provide sophisticated technical clinical policy advice across diverse clinical issues and effectively manage several ACT-wide projects and frameworks, including development and implementation of effective clinical system governance across the jurisdiction. An ability to work in a decentralised structure, allowing team members to deliver to their full potential with very a high level of efficiency, will be key to success in this position.

As Senior Director Clinical System Governance, your direct responsibilities will be to lead and manage the development and implementing of jurisdiction-wide framework and structure for clinical system governance. You will also be involved in fulfilling jurisdiction-specific and inter-jurisdictional responsibilities as ACT's strategic clinical system governance expert, lead new and innovative quality improvement and patient safety solutions and be involved in wider health policy matters within the Office of the CMO and CP.

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

**Eligibility/Other requirements:**

**Highly Desirable:**

Tertiary qualification in a health-related field.

Expert-level understanding of health and clinical care delivery systems, quality improvement tools and methods and clinical governance considerations.

Experience of supporting team members who will have a high level of technical skills in their own area of expertise.

This role may require working in high-risk environments such as quarantine and/or testing sites, where evidence of an approved COVID-19 vaccination may be requested.

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

**How to Apply:** Please submit a written application of no more than two pages, highlighting how your skills, knowledge and behaviours are suitable for this role as outlined in the Position Description, along with your current Curriculum Vitae (cv), listing two referees and their contact details. In your cv we will be specifically looking for the depth of your skills, knowledge, expertise and experience.

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

Contact Officer: Dinesh Arya (02) 5124 9320 Dinesh.Arya@act.gov.au

## **Office of the Director-General**

### **Culture Review Implementation**

#### **Assistant Director, Program Support**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 41704)**

Gazetted: 26 May 2022

Closing Date: 9 June 2022

**Details:** The Culture Review Implementation Branch is responsible for leading the planning for, and implementation of the recommendations arising from the independent review into the workplace culture in the ACT public health system that was conducted in 2018. The Branch works with stakeholders from across the three organisations that make up the ACT public health system, ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

We are looking for a senior officer with strong administrative and coordination experience and skills to support the Branch in achieving its outcomes.

You will undertake the secretariat function for two high profile governance committees, including preparing and distributing meeting papers.

You will undertake project work, research on a range of topics, and prepare briefings, reports and project documents and be involved in procurement and contract management activities.

This is a great opportunity to join an enthusiastic and committed team and lead a high profile and important health system-wide initiative.

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.

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.

**Note:** This is a temporary position available from 1 July 2022 until 30 April 2023.

**How to Apply:** Applicants must submit a written response to the Selection Criteria of no more than two pages outlining your ability to perform the advertised role (Skills, Knowledge, Behaviour, and related experience).

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Harris (02) 5124 9387 Belinda.Harris@act.gov.au

## **Corporate and Governance**

### **People Strategy and Culture**

#### **Culture Review Implementation**

#### **Director, People Analytics**

#### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 41703)**

Gazetted: 26 May 2022

Closing Date: 9 June 2022

**Details:** The Culture Review Implementation Branch is responsible for leading the planning for, and implementation of the recommendations arising from the independent review into the workplace culture in the ACT public health system that was conducted in 2018. The Branch works with stakeholders from across the three organisations that make up the ACT public health system, ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. As the Director, People Analytics, reporting to the Senior Director Program



Management, Culture Review Implementation, you will lead and develop a suite of reporting metrics, undertake data analysis and support the development of culture reporting and evaluation.

A primary part of the role is to provide data driven, evidence-based insights and recommendations to build and enhance a health workplace culture across the ACT public health system. You will use your experience and expertise to analyse complex business intelligence issues, examine large datasets and interpret data.

You will be required to analyse simple and complex data from a range of sources, use an evidence-informed approach to assess progress against identified measures to support future program design. You will have an integral role in the development of system-wide organisational health indicators and the associated framework to measure and report on this. To be successful, you will have a diverse range of experience and superior analysis skills using tools such as Power BI, advanced Excel and SPSS and the ability to interrogate large datasets using structured queries. You will be confident in your communication, have strong stakeholder engagement and negotiation skills, and clearly translate technical findings to senior audiences.

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

Eligibility/Other Requirements:

Desirable:

Previous experience working in complex organisations with a diverse range of stakeholders

Demonstrated experience in the use of SPSS, Power BI and Microsoft Excel, including pivot tables, formulas and data manipulation

Data analytics experience would be highly advantageous

Experience working with data visualisation tools is essential

Well-developed analytical thinking, with the ability to identify risks and problem solve

Ability to learn and think innovatively in the analysis and application of data

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.

How to Apply: Applicants must submit a written response to the Selection Criteria of no more than two pages outlining your ability to perform the advertised role (Skills, Knowledge, Behaviour, and related experience).

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Harris (02) 5124 9387 belinda.harris@act.gov.au

### **Canberra Health Services**

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

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

#### **CHS Chief Executive Officer**

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

#### **Registered Nurse Graduate – Transition to Practice Program**

#### **Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 42020 - 02353)**

Gazetted: 27 May 2022

Closing Date: 30 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](http://www.canberrahealthservices.act.gov.au)

Canberra Health Services (CHS) offers a 12-month, structured program that provides a supportive framework for registered nurses during their first year of clinical practice.

*We are excited to receive applications from nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of reliable, progressive, respectful, and kind.*

The 12-month Transition to Practice Program (TPPP) provides a supportive framework for registered nurses during their first year of clinical practice, incorporating at least two 6-month clinical rotations or 12 months within a speciality. The TPPP provides participants with dynamic learning opportunities offered through the diversity of services available and structured professional development tailored to the graduate nurse.

Positions will be offered on a permanent full-time or part-time basis to assist registered nurse graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the graduate nurse. The 12-month TPPP will incorporate at least two six-month rotations through clinical areas or 12 months within a speciality.

Additionally, there is the opportunity to apply for Jenny James Honours Scholarships. In conjunction with University of Canberra and ACT Health the Honours Scholarship provides a unique, supportive environment for candidates to progress research, alongside their clinical professional development. One day per week supported study leave is allocated to complete a clinically focused research project.

Canberra Health Services values lead service with a vision of "Creating exceptional health care together". Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. Our vision and values were developed together by us, for us and are unique to our work.

#### **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**

Sound/developing organisational skills with a high degree of drive

Ability to work independently and as part of a multidisciplinary team

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

Strong communication and interpersonal skills.

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

##### **Mandatory**

Completed / will complete a Bachelor of Nursing Degree between December 2021 and June 2023

Registered or eligible to register as a registered nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement

A Permanent Resident of Australia or an Australian Citizen. This includes New Zealand citizens.

Current ACT drivers licence for Community placements (if allocated)

The successful applicant will need to be available for weekend and after-hours work for most clinical rotations

##### **Other:**

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

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

**Note:** These are permanent positions and will be offered on a permanent full-time or part-time basis to assist registered nurse graduates with transition into the workforce. If offered on a part-time basis, 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.

**Note:** The Resume Template and Video Application Instruction attachments to the right of this advertisement are required when applying for this position.

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

Contact Officer: Helen Cutler (02) 512 47957 [helen.cutler@act.gov.au](mailto:helen.cutler@act.gov.au)

## **Infrastructure and Health Support Services**

### **Facilities Management**

#### **Contracts Manager**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 14102 - 02356)**

Gazetted: 26 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](http://www.canberrahealthservices.act.gov.au)

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

Capital Project Delivery;

Facilities Management;

Safety and Risk;

Minor Works;

Domestic and Environmental Services;

Food Services;

Sterilising Services;

Security Services; and

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.

Reporting to the Facilities Director of Infrastructure and Health Support Services, the Contracts Manager will provide assistance in managing utilities and lease/licence agreements including renewals and establishment of new arrangement. The role will assist in developing service level agreements, statement of requirements and relevant documentation for approvals and tendering purposes.

#### **Supervising Responsibilities**

Contract and Compliance Officer (one FTE)

Leasing Manager (one FTE)

Contracts and Leasing Officer (one FTE)

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

High level attention to detail and ability to manage conflicting priorities and deadlines

Critical thinker who can efficiently determine work requirements and actions required

Organised approach to work and excellent project/program management skills

Knowledge and/or experience in leasing, finance, procurement processes and utilities management

**Position Requirements/Qualifications:**

Relevant Property, Finance or Procurement qualifications and a minimum of three years' experience working professionally in Property, Leasing and Facilities Management or Procurement role is preferred.

Proficient in Microsoft Office suite and excellent computer skills

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 three months with the possibility of extension.

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

Contact Officer: Loretta Bettiens (+61) 0434 366 673 [loretta.bettiens@act.gov.au](mailto:loretta.bettiens@act.gov.au)

**Medicine**

**Clinical Care Coordinator**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 38050 - 0236J)**

Gazetted: 27 May 2022

Closing Date: 15 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](http://www.canberrahealthservices.act.gov.au)

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities.

ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

**ABOUT YOU**

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**Behavioural Capabilities**

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

Proven advanced clinical experience in a leadership role

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

**Position Requirements/Qualifications:**

Relevant tertiary management or nursing qualifications and a minimum of three years' experience working professionally in Medical Wards is preferred.

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Minimum three years postgraduate nursing experience.

**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: Margaret McManus (02) 5124 5164 Margaret.McManus@act.gov.au

## **Nursing**

### **Registered Nurse Level 2**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 26970 - 02342)**

Gazetted: 27 May 2022

Closing Date: 10 June 2022

Details: **Our Vision:** creating exceptional health care together

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### **POSITION OVERVIEW**

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

[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah.

### **DUTIES**

Under limited direction of the Clinical Nurse Consultant, you will perform the role and responsibilities of a registered Nurse to provide the best quality care. You will:

Provide advanced nursing care consistently and competently to patients of varying complexity, including acting as a role model, a core clinical resource person, and a source of expert nursing knowledge, incorporating a risk assessment approach within the Acute and Sub-Acute Aged Care speciality based on comprehensive, contemporary specialised nursing knowledge and expertise and skills in the area of Gerontology.

Provide leadership within the multidisciplinary team to facilitate optimum health outcomes through leadership within the ward environment and ward management, co-ordinating clinical care, being autonomous in professional decision making, within scope of practice, when required, initiating clinical care activities and accepting accountability for clinical decisions and actions.

Support education within the specialty. While facilitating competency-based nursing practice as per National Competency Standards for the Registered Nurse and other specialty-specific competency to practice guidelines, through provision of support to less experienced staff, preceptorship of new staff, participation in area-specific activities such as in-service education support and promotion of reflective practice and maintenance of essential training.

Communicate effectively and appropriately (orally, non-verbally and in writing) in a diverse range of situations, using consistent and transparent processes including the ability to communicate effectively with clients who have a cognitive impairment.

Remain current in specialised knowledge, expertise and skills through continuing professional development and ongoing education.

Support safe and evidence-based practice within the specialty of gerontology through: Promotion of evidence-based practice collaboration with peers supporting policy change and new clinical initiatives in order to foster a dynamic workplace. Quality improvement initiatives within the specialty.

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

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

Ability to work independently and as part of a multidisciplinary team

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

High level leadership skills

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

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

Relevant nursing qualifications and a minimum of two years' experience working professionally in Acute Geriatrics setting is preferred.

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

Ability to work a rotating roster.

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.

#### **Prior to commencement successful candidates will be required to:**

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Dona Dolphus 51242624 Dona.Dolphus@act.gov.au

#### **Campus Modernisation**

##### **Senior Change Specialist**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 54842 - 022OG)**

Gazetted: 27 May 2022

Closing Date: 15 June 2022

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

#### **POSITION OVERVIEW**

The Infrastructure and Health Support Services (IHSS) Group is responsible for the infrastructure delivery and maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation. The Canberra Hospital Expansion Project includes at design and construction of a new 43,000m<sup>2</sup> acute clinical services building on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, cardiac care unit and inpatient beds. This development is referred to as the Critical Services Building (CSB). Senior Change Specialist, Campus Modernisation Operational Commissioning Manager, Campus Modernisation Project Director, Campus Modernisation OFFICIAL The Senior Change Specialist will report to the Operational Commissioning Manager, Campus Modernisation and will work closely with the team and more broadly across Canberra Health Services. The role will be working on a significant and exciting transformation program within a multi-disciplinary project team, performing all aspects of organisational clinical-related change management in relation to the CSB Project. This will include organisational change leadership, stakeholder management, communications and transitional planning, and support for learning development.

## ABOUT YOU

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

### **Behavioural Capabilities**

Demonstrated change management skills, with a passion for service innovation.

Strong interpersonal skills including written and verbal communication.

Time management skills to be effective in achieving key deliverables within strict timeframes.

Demonstrated ability to work across multiple business streams.

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

#### **Desirable**

Post graduate qualifications in health management.

Experience in managing clinical redesign and/or change management activities.

#### **The successful applicant will**

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

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

**Note:** This is a temporary position available for three years. This role is being advertised as a multi-classified position.

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

Contact Officer: Vanessa Brady 0404 364 949 [Vanessa.Brady@act.gov.au](mailto:Vanessa.Brady@act.gov.au)

## **Enrolled Nurse Graduate – Transition to Practice Program**

**Enrolled Nurse Level 1 \$65,056 - \$69,505, Canberra (PN: 54644, several - 02354)**

Gazetted: 27 May 2022

Closing Date: 30 June 2022

Details: **Our Vision:** creating exceptional health care together

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**Our Values:** Reliable, Progressive, Respectful and Kind

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Canberra Health Services offers a 12-month, structured program that provides a supportive framework for enrolled nurses during their first year of clinical practice.

We are keen to receive applications from nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of Reliable, Progressive, Respectful, and Kind.

The TTPP is to assist enrolled nurse graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the graduate nurse.

The 12-month program will incorporate at least two six-month rotations through clinical areas or 12 months within a speciality.

Successful candidates will be offered permanent employment full-time or part-time employment.

### **About us**

Canberra Health Services is a value's lead service with a vision of “Creating exceptional health care together”. Our values guide our day-to-day actions, behaviours, decisions, and communications to successfully deliver the best services to meet the needs of our community. Our vision and values were developed together by us, for us and are unique to our work.

### **Application Process:**

To be considered for any TTPP intake in 2023 applications must be submitted electronically at:

[www.health.act.gov.au/employment](http://www.health.act.gov.au/employment)



Applicants are required to submit the following:

Resume using the attached 2023 resume template; and

A video response to the required Selection Criteria (four questions), found in the Position Description  
Carefully follow the instructions contained in the Resume template and video submission instruction sheet. This video is both your Selection Criteria and your interview for the 2023 Transition to Practice Program

Shortlisted candidates will be contacted to submit the following:

One (1) professional Referee Report using the 2023 TTPP Referee Report template which can be downloaded from the TTPP Website

A current transcript of results from CIT/TAFE (unofficial is acceptable).

These are not required to be submitted with your application.

Closing date for 2023 TTPP applications: **30 June 2022**

Further information about the Program and the recruitment process is available on the website:

Transition to Practice Program for Enrolled Nurses | Health

Contact Officers:

TTPP EN Coordinator - Maxine Jordan email: [Maxine.jordan@act.gov.au](mailto:Maxine.jordan@act.gov.au) or phone (02) **5124 3382**

TTPP EN Clinical Development Nurses

[ENClinicalDevelopmentNurse@act.gov.au](mailto:ENClinicalDevelopmentNurse@act.gov.au) or phone (02) **5124 3360**

Please do not hesitate to get in touch with a contact officer if you have *any* queries related to the application process.

Contact Officer: Meghann Lang 5124 3178 [Meghann.Lang@act.gov.au](mailto:Meghann.Lang@act.gov.au)

## **Medicine**

### **Division of Medicine Clinical Development Nurse**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 57520 - 0234Z)**

Gazetted: 27 May 2022

Closing Date: 10 June 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](http://www.canberrahealthservices.act.gov.au)

The Division of Medicine offers inpatient care to patients admitted with medical conditions and associated complications. The core priorities of this position are to collaborate with the multidisciplinary team of the Medical Services and Division of Medicine and coordinate education and promote a learning culture within the Division of Medicine. This position involves working shift work and weekends.

### **ABOUT YOU**

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

### **Behavioural Capabilities**

Highly organised and motivated

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

Good leadership skills with the ability to work independently to agreed outcomes.

Excellent interpersonal and communication skills

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

Desirable:



Certificate IV in Training and Assessment

three years post graduate experience

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

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

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

**Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment Police check

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

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

Contact Officer: Clare Gallagher 0479188129 Clare.Gallagher@act.gov.au

### **Campus Modernisation**

#### **Senior Change Specialist**

**Registered Nurse Level 5.3 \$147,398, Canberra (PN: 57566 - 022QL)**

Gazetted: 26 May 2022

Closing Date: 14 June 2022

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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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

The Canberra Hospital Expansion Project includes the design and construction of a new 43,000m<sup>2</sup> acute clinical services building on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, cardiac care unit and inpatient beds. This development is referred to as the Critical Services Building (CSB). Senior Change Specialist, Campus Modernisation Operational Commissioning Manager, Campus Modernisation Project Director, Campus Modernisation OFFICIAL The Senior Change Specialist will report to the Operational Commissioning Manager, Campus Modernisation and will work closely with the team and more broadly across Canberra Health Services.

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

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Demonstrated change management skills, with a passion for service innovation.

Strong interpersonal skills including written and verbal communication.  
Time management skills to be effective in achieving key deliverables within strict timeframes.  
Demonstrated ability to work across multiple business streams.

**Position Requirements/Qualifications:**

**Mandatory**

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

**Desirable**

Post graduate qualifications in health management.  
Experience in managing clinical redesign and/or change management activities.

**The successful applicant will:**

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

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

**Note:** This is a temporary position available for three 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: Vanessa Brady (+61) 0404 364 949 [Vanessa.Bradley@act.gov.au](mailto:Vanessa.Bradley@act.gov.au)

**Medicine**

**Sexual Health Nurse**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 12612 - 0235M)**

Gazetted: 27 May 2022

Closing Date: 15 June 2022

**Our Vision:** creating exceptional health care together

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**POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Canberra Sexual Health Centre (CSHC) is based at The Canberra Hospital. We provide clinic-based care for sexual health and HIV patients as well as an innovative outreach programs. We have a strong philosophy of teamwork, evidence-based practice and continuing professional development.

**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 communication and interpersonal skills

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

Friendly, professional, empathic and non-judgemental

Strong computer literacy and data management skills

**Position Requirements/Qualifications:**

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

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

Mandatory requirements:

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

Current Driver's licence required for outreach programs

Highly Desirable:

Relevant post graduate qualifications – holds or working towards Sexual and Reproductive Health Nursing Certificate or equivalent.

Two years recent clinical experience in the speciality or other relevant area.

**Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment Police check.

Contact Officer: Fiona Kimber 5124 3758 [fiona.kimber@act.gov.au](mailto:fiona.kimber@act.gov.au)

## **Women, Youth and Children**

### **Canberra Maternity Options Services**

#### **Clinical Development Midwife**

**Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (PN: 44926 - 0232A)**

Gazetted: 26 May 2022

Closing Date: 14 June 2022

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

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

CMOS is under the governance of the Maternal and Child Health (MACH) Service. MACH deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention of early pregnancy concerns, child development; and information and support for parenting. MACH nurses/midwives are guided by the National Standards of Practice for Maternal, Child and Family Health Nurses in Australia (2017) and support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context.

MACH /CMOS services are delivered across ACT from health centre locations to outreach clinic sites and within client's homes.

#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

**Position Requirements/Qualifications:**

Registered as a Midwife with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA), with a minimum of 2 years' experience working professionally in Midwifery is preferred.

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

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

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

**Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

Contact Officer: Rebekah Howard 51244386 Contact Officer Number 51244386 Rebekah.Howard@act.gov.au  
Rebekah.Howard@act.gov.au

**Infrastructure and Health Support Services**

**Facilities Management**

**Safety and Risk Officer**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 50366 - 0230V)**

Gazetted: 26 May 2022

Closing Date: 2 June 2022

Details: **Our Vision:** creating exceptional health care together

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

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**POSITION OVERVIEW**

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](http://www.canberrahealthservices.act.gov.au)

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

The Infrastructure Safety and Risk Section provide specialised advice and oversight on all areas of construction work undertaken on behalf of CHS. This includes planned and reactive maintenance as well as minor and major construction projects on both brown and greenfield sites.

The Infrastructure Safety and Risk Section is involved of all stages of construction from concept, through design, delivery, commissioning, and demolition. Frequently, this is undertaken in an operating health care environment with many inherent, complex challenges.

The role of the Safety and Risk Officer is to apply their safety and risk expertise to support project and maintenance works to meet relevant Legislative, Australian Standard and CHS requirements. This includes (but is not limited to) site surveillance and monitoring of compliance on nominated construction sites. The Safety and Risk Officer will also be expected to assist with the implementation and maintenance of safety and risk management systems and processes that align to the strategic goals and objectives set by the Division.

By fulfilling the ISAR Section responsibilities, we ensure that CHS staff, patients, volunteers, visitors and contractors have the safest possible built environment. In addition to ensuring projects, repairs and maintenance are undertaken to the highest safety standards to keep CHS at the forefront of modern medical facilities.

#### **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**

Logical and critical thinking with the ability to identify and implement meaningful solutions to identified challenges  
Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.  
Integrity, compassion, enthusiasm, and empathy to provide the best possible outcome for all clients, carers, consumers and clinicians.

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

Relevant tertiary qualifications and a minimum of three years' experience working professionally in civil, commercial or residential construction safety is preferred.

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

Have or quickly obtain;

General Construction Induction Card (White Card or other jurisdiction equivalent)

10675NAT - Course in Asbestos Awareness

10852NAT Course in Working Safely with Asbestos Containing Materials

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 medical examination

Undergo a pre-employment National Police Check.

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

Contact Officer: Sarah Barnes 5124 3868 Sarah.Barnes@act.gov.au

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

#### **Infection prevention and Control**

#### **Registered Nurse Infection Prevention Control**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 15076, several - 02349)**

Gazetted: 26 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

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.

The Infection Prevention and Control Unit comprises a team of dedicated nursing staff working with the Infectious Diseases medical staff to minimise infection risks for patients, health care workers, and the general public.

The Unit strives for excellence in achieving this aim through ongoing programs including staff and public education, policy development and review, and surveillance of hospital-acquired infections; key input in location and equipping of new or redesigned clinical areas; outbreak management; and promotion of hand-hygiene and other infection control techniques.

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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#### **Behavioural Capabilities**

Self motivated

Adaptable to change

Team player

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

Relevant tertiary qualifications and a minimum of five years post graduate experience working professionally is preferred.

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

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

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

#### **Prior to commencement successful candidates will be required to:**

Obtain a clearance certificate

Undergo a pre-employment National Police Check.

**Note:** There is several Permanent, and Temporary positions available for six months with possibility of extension and or permanency. Part time hours will be considered, the full-time salary noted above will be paid pro-rata.

Contact Officer: Leanne Muir 5124 3695 Contact Officer Number 5124 3695 [Leanne.Muir@act.gov.au](mailto:Leanne.Muir@act.gov.au)

#### **Medicine**

#### **Cardiology**

#### **Cardiac Sonographer**

**Medical Imaging Level 4 \$124,735 (Up to 134,267 for positions designated in clause 20.1 of the EA), Canberra (PN: 46858 - 022D0)**

Gazetted: 26 May 2022

Closing Date: 14 June 2022

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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

The Cardiology department is a busy environment which services inpatients and outpatients for numerous cardiac procedures. An exciting opportunity exists for an experienced senior cardiac sonographer to become a part of a busy team. This position requires a high level of subject matter expertise and the ability to work autonomously to provide complex and critical echocardiographic service delivery. The role includes the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the Cardiac Sonographer group.

#### **ABOUT YOU**

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

**Behavioural Capabilities**

Strong organisation and communication skills

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

**Position Requirements/Qualifications:**

**Mandatory:**

Bachelor of Science Applied science.

Graduate Diploma in Medical Ultrasound (Cardiac).

Accreditation with the Australasian Sonographer Accreditation Registry (ASAR).

Be registered under the Working for Vulnerable People Act.

**Desirable**

Minimum of five years post-qualification experience

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

**Other:**

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

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

**Prior to commencement successful candidates will be required to:**

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

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

Undergo a pre-employment National Police Check.

**Note:** This is a part-time temporary position available for six months with possibility of extension and/or permanency at 14.7 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Leah Giles 51242692 Leah.Giles@act.gov.au

**Medical Services**

**Medical Imaging**

**Radiographer**

**Medical Imaging Level 2 \$69,738 - \$95,736, Canberra (PN: 13884, several - 0232V)**

Gazetted: 26 May 2022

Closing Date: 14 June 2022

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**POSITION OVERVIEW**

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Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Radiographer position is a clinical role and is responsible for the provision of general radiography services during business hours, providing leadership for the whole department afterhours and on weekends. Daily operations include the management of patient scheduling, throughput and care as well as immediate staff and clinical contact, along with the management and operation of General Radiography.



The Radiographer position is required to support the Medical Imaging Department in the provision of a 24/seven service, this includes shift work, overtime and on-call duties outside normal working hours when required.

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#### **Behavioural Capabilities**

Strong organisational skills with a strong work ethic with an ability to work within a multi-disciplinary team

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

Excellent written and oral communication skills and the ability to liaise with a diverse range of stakeholders

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

##### **Mandatory:**

Tertiary qualifications in Medical Radiation Science (Radiography) or equivalent

Be registered or be eligible for registration as a Medical Radiation Practitioner in the division of Radiography with the Australian Health Practitioner Regulation Agency (AHPRA)

Be eligible for an ACT Radiation licence

##### **Desirable**

Experience in a trauma and teaching hospital

##### **Other:**

The successful applicant will need to be available for weekend and after-hours work, including the potential or occasional night duty, and participation in on-call and close-call rosters.

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Sam Wilson 51242111 [sam.wilson@act.gov.au](mailto:sam.wilson@act.gov.au)

## **Medicine**

### **Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$129,103, Canberra (PN: 53272 - 022XR)**

Gazetted: 26 May 2022

Closing Date: 14 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](http://www.canberrahealthservices.act.gov.au)

The ACT COVID -19 Care@ Home Program is a program that cares for patients who have tested positive to the variants of SARS-CoV-two and are managed safely in the community. The ACT COVID – 19 Care@home Program was developed to provide an outpatient monitoring service, with the aim to support patients at home and prevent



hospital attendance and admission where feasible. It is staffed by nurses and a medical team. The ACT COVID – 19 Care@home program is a seven day a week program, with hours of work 08:30 am to 5:00 pm. The CNC role would work Monday to Friday. The ACT COVID-19 Care@home Program is managed by the Division of Medicine at Canberra Health Services (CHS). The program also coordinates monoclonal infusions when required. The CNC main role is to coordinate the nursing team in the telehealth service ensuring patients positive with COVID 19 receive adequate medical care and treatment, symptom management advice, care of the immunosuppressed patient, and liaison with general practitioners to ensure the us

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Excellent interpersonal skills with a proven ability to provide leadership to and work effectively as part of a multidisciplinary team to achieve service delivery objectives

Drive for ongoing personal and professional development

Strong organisational skills with a high degree of drive

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

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

##### **Mandatory:**

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

##### **Desirable:**

Certification relating to relevant speciality, or equivalent.

##### **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.

**Note:** This is a temporary position available for seven months.

##### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Margaret McManus (02) 5124 5164 [margaret.McManus@act.gov.au](mailto:margaret.McManus@act.gov.au)

#### **Office of the Deputy CEO**

##### **Elective Surgery Liaison Nurse**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 48760 - 0233Q)**

Gazetted: 27 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

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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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Territory Wide Surgical Services forms part of the Division of the Deputy Chief Executive Officer within Canberra Hospital and Health Services of ACT Health and supports the provision of effective public surgical services in ACT public hospitals.

The role of the Territory Wide Surgical Services Team is to establish, review and update policy that governs the management of elective surgery for ACT public hospitals. The service also provides support for initiatives to improve the efficiency and effectiveness for elective surgery including managing access to surgery through the Central Waitlist Service and the Telephone information Service.

A key strategic priority for this service is to deliver timely access to effective and safe hospital care. Therefore, another key role of this service is to work collaboratively with all hospitals to develop and implement Territory Wide initiatives that are aimed at improving access to elective surgery and services.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

Strong organisational skills with a high degree of initiative and drive

Ability to adapt and be flexible to accommodate change and provide response services to meet the department's needs

A team player with high level leadership skills and is a positive advocate and representative of the service

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

Relevant tertiary Nursing qualifications and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), a minimum of five years' experience working professionally in the surgical field is preferred.

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

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

**Note:** This 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: Jelena Gissane (02) 5124 9035 [jelena.gissane@act.gov.au](mailto:jelena.gissane@act.gov.au)

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

#### **Secure Mental Health Service**

##### **Social Worker**

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 41042 - 022QW)**

Gazetted: 31 May 2022

Closing Date: 17 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](http://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 Dhulwa Mental Health Unit (DMHU) and Gwanggal Mental Health Unit (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

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

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

Dhulwa offers ten acute care beds and 15 rehabilitation beds. The Gwanggal has ten beds for community transition.

At this level it will be expected you will understand issues related to the care and rehabilitation of patients with moderate to severe mental illness and complex comorbid issues including trauma, psychosocial disadvantage, substance use, personality disorder, and criminal offending and have a sound understanding of the legislation relevant to mental health and be able to communicate effectively with relevant government and non-government agencies engaged with the public mental health system.

The Social Worker is responsible for promoting client outcomes through the provision of high-quality clinical services across both acute and rehabilitation settings and by collaborative working in a multidisciplinary team.

This position(s) may be required to participate occasionally in extended hours or weekend or holiday work. This duty statement outlines a range of possible duties that staff are expected to perform at this level.

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

Interest in mental health care and the principles of the recovery model.

Effective communication and interpersonal skills.

Adaptability and flexibility to accommodate change and provide a responsive service to meet the needs of clients.

Ability to relate to people of varied backgrounds.

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

Degree in Social Work

Professional membership or eligibility for professional membership of 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://Working with vulnerable people (WWVP) registration (act.gov.au))

Minimum of three years' experience post qualification

Previous experience in mental health service or forensic/custodial service.

Previous experience in an inpatient mental health facility.

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:** Merit List will be established for a period of 12 months to fill expected and or future vacancies. Applicants may be appointed by selection criteria and referee reports only.

**Prior to commencement successful candidates will be required to:**

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Graham Twycross (02) 512 41516 [graham.twycross@act.gov.au](mailto:graham.twycross@act.gov.au)

## Medicine

### Ward 7A

#### Clinical Care Coordinator

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 38049 - 0238P)**

Gazetted: 01 June 2022

Closing Date: 15 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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Ward seven - A is seeking applications from experienced Registered Nurses to temporarily fill Clinical Care Coordinator position. Ward Seven - A is a 32 - bed ward and this includes four stroke unit beds.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community-based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities.

ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

#### ABOUT YOU

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### **Behavioural Capabilities**

To be successful in this position, it is expected that the successful candidate will have the following attributes:  
Proven advanced clinical experience in a leadership role  
Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs

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

Relevant tertiary management or nursing qualifications and a minimum of three years' experience working professionally in Medical Wards is preferred.  
Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).  
Minimum three years postgraduate nursing experience.

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

### **Prior to commencement successful candidates will be required to:**

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

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

Contact Officer: Clare Gallagher (+61) 0479 188 129 [clare.gallagher@act.gov.au](mailto:clare.gallagher@act.gov.au)

### **Chief Operating Officer Clinical Services**

#### **Medicine**

#### **Specialist 1-5 / Senior Specialist – Obesity Management**

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

Gazetted: 01 June 2022

Closing Date: 9 June 2022

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#### **POSITION OVERVIEW**

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

<https://www.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/m<sup>2</sup> 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 maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital and Health Services / Canberra Health Services for clinical/ research matters.

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

#### **DUTIES**

Under limited direction of the OMS Unit Director, you will perform the following duties:

Provide medical leadership in comprehensive clinical care to patients of the Obesity Management Service.

Work effectively and harmoniously with medical and other health service colleagues as part of an inter-disciplinary health care team and communicate effectively with patients, colleagues and staff as a senior member of the clinical team in delivering patient care.

Contribute to the development, implementation and evolution of a clinical service for adults with Class III obesity, including bariatric surgery.

Comply with and implement Workplace Diversity, Occupational Health and Safety and Industrial Democracy principles and practices and display a commitment to CHS values.

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

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

To be successful in this position, 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.

##### **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 Deborah Inman Phone (02) 5124 6350 [deborah.inman@act.gov.au](mailto:deborah.inman@act.gov.au)

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

### **Neuropsychology**

#### **Registered Psychologist**

**Health Professional Level 1 \$65,402 - \$85,685, Canberra (PN: 57026 - 0236E)**

Gazetted: 01 June 2022

Closing Date: 20 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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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

#### **Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)**

provide health services 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 and/or harm minimisation approach. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government services to ensure the best possible outcomes for consumers.

An exciting opportunity exists for a Psychologist with a strong interest in cognitive function to join the friendly and supportive **MHS Neuropsychology team**. The team provides high quality neuropsychological services to consumers across all programs of MHJHADS including:

Child and Adolescent Mental Health Services

Adult and Older Persons Mental Health Services

Alcohol and Drug Services

Justice Health Services

Secure Mental Health Inpatient Services

MHS-Intellectual Disability

Adult Mental Health Rehabilitation Unit

Adult Mental Health Day Service

The team also provides consultation and in-servicing of staff, supervision of psychologists and provisional psychologists, and advice to the Division on matters related to neuropsychological assessment and intervention.

The overall functions of the Psychologist include:

Promoting positive client outcomes through the provision of high-quality clinical services, with support

Providing individual or group service delivery

Performing normal professional work under general professional guidance

May perform novel, complex, critical, or difficult tasks with professional supervision

The Psychologist position reports to the Team Manager of MHS Neuropsychology.

*This is a position for a new graduate psychologist. Provisional psychologists who have submitted their application and are awaiting formal approval of general registration with the Psychology Board of Australia are encouraged to apply.*

The successful applicant will be part of a large network of psychologists with access to internal training and education. Psychologists in MHJHADS professionally report to the Principal Psychologist and are supported to meet their professional learning goals.

At the end of the graduate year, consideration for ongoing appointment as a Health Professional Level two is contingent on successful recruitment through a merit selection process.

## ABOUT YOU

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### **Behavioural Capabilities**

Ability to manage confidential and sensitive information.

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.

High-level interpersonal, communication and team building skills, appropriate to work in a multidisciplinary clinical environment.

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

Be registered or be eligible for general registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).

A strong interest in psychometric testing. This position is ideal for those who seek to professionally develop their knowledge and skills in the assessment of cognitive function.

### **Desirable:**

Previous clinical placement experience in psychometric assessment

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 12 months with the possibility of extension and/or permanency.

### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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: Mia Cotan Utomo (02) 5124 1269 mia.cotanutomo@act.gov.au

## **Community Care Program**

### **Community Nursing - Link Team**

#### **Afterhours Community Nurse Coordinator**

**Registered Nurse Level 3.1 \$114,201 - \$118,901, Canberra (PN: 13163 - 0233G)**

Gazetted: 01 June 2022

Closing Date: 20 June 2022

**Our Vision:** creating exceptional health care together

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**Our Values:** Reliable, Progressive, Respectful and Kind

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### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.



A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting. The Link team is responsible for providing after hours nursing services to patients with a broad range of needs within the ACT community by coordinating the afterhours rapid response service for community nursing including weekends and ACT public holidays.

#### **ABOUT YOU**

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#### **Personal Attributes:**

To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational and leadership skills with a commitment to a consultative team approach.

Advanced clinical skills, attention to detail and problem-solving ability.

Ability to work under pressure and prioritise competing service needs including those of patients with complex factors.

A positive, collaborative, and effective communicator with well-developed written, oral, and interpersonal skills including negotiation and liaison abilities.

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

##### **Mandatory:**

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

A current Australian driver's licence.

##### **Desirable:**

Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and /or community health applicable to the position.

Registered Nurse with a minimum three years full time equivalent.

The successful applicant will need to be available for occasional extra shifts/relief for the other part time RN3 coordinators in the team.

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 16 hours per week for six months with the possibility of extension. The full-time salary noted will be paid pro-rata.

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Leontine Muis (02) 5124 2900 [Leontine.A.Muis@act.gov.au](mailto:Leontine.A.Muis@act.gov.au)

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

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

##### **Manager**

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 24304 - 0239V)**

Gazetted: 01 June 2022

Closing Date: 15 June 2022

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#### **POSITION OVERVIEW**

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[www.canberrahealthservices.act.gov.au](http://www.canberrahealthservices.act.gov.au)

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. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first on set psychosis.

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

The permanent full time clinical team Manager's role will provide clinical leadership to a front-line mental health team - CAMHS North Community Team. This clinical managerial role will include the daily management of a multidisciplinary service, including management of the choice and partnership approach clinical service system, duty officer role, facilitating group work and provide clinical supervision to HP1, HP2, HP3, RN's and allied health assistants.

The role will also require the team Manager to undertake professional development, participate and lead quality initiatives and the management of human, financial and physical resources, including work, health, and safety.

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#### **Behavioural Capabilities**

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

1. Strong Organisation Skills with a high degree of drive.
2. Adaptability and flexibility to accommodate change and provide responsive services to staff and clients
3. Team work and ability to work collaboratively as part of a management team

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

Relevant Tertiary qualifications in either Social work, Psychology or Occupational Therapy and a minimum of five years' experience working professionally in a health setting is preferred.

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

**Note:** The successful candidate will be required to be available to work within all program areas of CAMHS as the service needs arise

#### **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: Kirsten Stafford (02) 5124 6544 [kirsten.stafford@act.gov.au](mailto:kirsten.stafford@act.gov.au)

#### **Medicine**

##### **Ambulatory**

**Registered Nurse Level 2 \$99,612 - \$105,575, Canberra (PN: 50507, several - 0236D)**

Gazetted: 27 May 2022

Closing Date: 15 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](http://www.canberrahealthservices.act.gov.au)

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

Gastroscopy

Colonoscopy

Bronchoscopy

Endoscopic ultrasound (EUS)

Endoscopic Retrograde Cholangiopancreatography (ERCP)

Ano-rectal manometry services

The GEHU performs approximately over 20,000 occasions of service per year including approximately 6000 procedures. It provides an outpatient clinical service for patients with inflammatory bowel disease (IBD), hepatological, pancreatobiliary and general gastrointestinal conditions. This position will be required to work across various areas within GEHU, Endoscopy, pre admission and bowel prep clinics, assist in other procedures such as ERCP, work in recovery.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

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

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

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

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

**Note:** These are permanent part-time positions available at 24 hours per week, 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: Val Davies (02) 5124 3488 [valerie.davies@act.gov.au](mailto:valerie.davies@act.gov.au)

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

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

##### **Interagency Coordinator**

##### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 04311 - 0236R)**

Gazetted: 01 June 2022

Closing Date: 15 June 2022

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#### POSITION OVERVIEW

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[www.canberrahealthservices.act.gov.au](http://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 Interagency Coordinator position is currently located in Civic and is part of the Oral Health Services Administration Team.

Under limited direction, you will play a key role in the coordination of the Mobile Dental Clinic that provides services throughout Canberra to Residential Aged Care facilities with tasks such as liaising with both internal and external stakeholders, overseeing processes and procedures in relation to its services and work with the Operational Managers of OHS for rostering and reporting. You also play a key role in the coordination of General Anaesthetics across all hospitals sites for OHS clients.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Strong Organisational skills
2. High level of customer service
3. Sound time management and communication skills

#### Position Requirements/Qualifications:

Previous experience in a dental environment and an understanding of Dental terminology and 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 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: Rebecca Cowan (02) 5124 1725 [rebecca.cowan@act.gov.au](mailto:rebecca.cowan@act.gov.au)

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

**Specialist 1-5 / Senior Specialist - Paediatrician**

**Specialist Band 1-5/Senior Specialist \$185,645 - \$250,812, Canberra (PN: 28964,26039 - 02318)**

Gazetted: 01 June 2022

Closing Date: 21 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

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**POSITION OVERVIEW**

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

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

Canberra Hospital is the only paediatric tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of over half a million. Canberra Hospital is a modern 600-bed hospital providing most major medical and surgical sub-specialty services.

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers.

Paediatrics at Canberra Hospital, co-located within the Centenary Hospital for Women, Youth and Children, can cater for up to 48 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department.

There is a tertiary accredited Level 6 Neonatal Intensive Care Unit. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Diabetes and Paediatric Surgery. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney.

There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 18,000 paediatric presentations per year and is accredited with the Royal College of Physicians (RACP) for paediatric basic training and Australasian College of Emergency Medicine (ACEM) training.

The department has an FRACP training program with a paediatric fellow, 10 registrars, 6 SRMO positions and 5 PGY2 positions. We regularly have candidates undertaking the Sydney Child Health Program (SCHP) in preparation for RACP or Royal Australasian College of General Practitioners (RACGP) training. There is an active junior doctor teaching program which is producing quality trainees interested in continuing in paediatrics. Involvement in departmental teaching is required and research is encouraged and supported.

The Staff Specialist will work alongside the paediatricians in the Paediatric Department and will report operationally and professionally to the Unit Director of Paediatrics and the Executive Director, Medical Services. Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/applying-work-us/enterprise-agreements>

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

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

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

**Note:** There are two positions available, one permanent full time position and one eleven month temporary full time position with the possibility of extension and/or permanency.

## DUTIES

Under limited direction of the Unit Director, you will perform the following

Manage inpatients and outpatients referred to the General Paediatric Service and in doing so, promote a commitment to high quality, customer service principles, practices and attributes.

Contribute to the on-call requirements in General Paediatrics and provide support for acute paediatric inpatients.

Initiate and manage clinical governance systems within the Paediatric Department by practicing evidence-based medicine, participating in clinical audit and morbidity and mortality review and contributing to the review and maintenance of policies and guidelines.

Contribute to the education and training of students attending ANU Medical School, junior medical staff, postgraduate trainees and other members of the clinical team during the provision of clinical care and contribute to research in areas of medical interest related to the clinical practice or science of Paediatrics.

Undertake other duties appropriate to this level of classification which contribute to the operation of the section with the delivery of high-quality person and family centred, safe and high-quality patient care.

Promote a collaborative approach to care that enables all members of the clinical team to feel respected and valued and optimises patient care and treatment outcomes.

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

## ABOUT YOU

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### Behavioural Capabilities

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

Experience in the practice of paediatrics

Strong organisational skills with a high degree of drive

Good understanding of the principles of quality and safety to deliver exceptional care

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

### 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 (RACP) or equivalent specialist qualifications.

Hold a current driver's licence

Be registered under the Working for Vulnerable People Act.

The successful applicant will need to be available for the on-call roster

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.

Contact Officer: Dr Blessy Charles (02) 5124 7607 [Blessy.charles@act.gov.au](mailto:Blessy.charles@act.gov.au)

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

**Adult Community Mental Health Services**

**Manager**

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 43847 - 0238L)**

Gazetted: 31 May 2022

Closing Date: 14 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](http://www.canberrahealthservices.act.gov.au)

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

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

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

- Increase standardisation of procedures, processes, and practices to promote more internal consistency in service delivery and best practice interventions
- Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact
- Provide optimal treatment for people in their homes and community as effective hospital diversion

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

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

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

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

**ABOUT YOU**

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

**Behavioural Capabilities**

- Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment

**Position Requirements/Qualifications:**

**Mandatory:**

- Prior experience in a management level 4 role that oversees operational and/or clinical coordination of a multidisciplinary team of staff.
- Current or previous experience as a Mental Health Officer

**For Psychology:**

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

**Desirable:**

- Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students
- Strong understanding of adult community mental health services with minimum of five years post qualification experience.
- Comprehensive experience or understanding of the NDIS and NGO sectors within the adult community sector and rehabilitation.

**For Occupational Therapy:**

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia

**Desirable:**

- Strong understanding of adult community mental health services with minimum of five years post qualification experience.
- Comprehensive experience or understanding of the NDIS and NGO sectors within the adult community sector and rehabilitation.

**For Social Work:**

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

**Desirable:**

- Strong understanding of adult community mental health services with minimum of five years post qualification experience.
- Comprehensive experience or understanding of the NDIS and NGO sectors within the adult community sector and rehabilitation.
- 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. This position is part-time at 29:40 hours per week and the full-time salary noted above will be pro-rata.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Colin Noonan (02) 5124 1895 [colin.noonan@act.gov.au](mailto:colin.noonan@act.gov.au)



## Strategy, Policy and Planning

### Executive Assistant, Deputy Chief Executive Officer

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 42559 - 0235R)**

Gazetted: 31 May 2022

Closing Date: 14 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](http://www.canberrahealthservices.act.gov.au)

Located on the Canberra Hospital campus, the Office of the Deputy Chief Executive provides strategic support to the Deputy Chief Executive Officer, undertakes high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office currently consists of a Business Manager and Executive Assistant. The Executive Assistant position reports to the Deputy Chief Executive through the Business Manager. The role also works closely with the senior leadership team, including the Chief Executive Officer, Chief Operating Officer and divisional Executive Directors across the Directorate.

Under broad direction, the Executive Assistant will play a key role in providing high level administrative and diary support to the Deputy Chief Executive Officer.

### ABOUT YOU

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### Behavioural Capabilities

Proven understanding of the workings of a Senior Executive Office in a complex working environment.

High level professional communications skills, with demonstrated capability to effectively communicate with senior executive staff, Ministerial office staff and external stakeholders.

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

### Position Requirements/Qualifications:

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

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

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

**Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

Contact Officer: Kate Schorsch (02) 5124 2728 [Kate.schorsch@act.gov.au](mailto:Kate.schorsch@act.gov.au)

## Women, Youth and Children

### Maternity

#### Assistant Director of Midwifery

**Registered Midwife Level 4.3 \$147,398, Canberra (PN: 18010 - 02333)**

Gazetted: 31 May 2022

Closing Date: 17 June 2022

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

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#### POSITION OVERVIEW

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](http://www.canberrahealthservices.act.gov.au)

The Division of Women, Youth and Children offers a range of primary, secondary, and tertiary services across the acute and community-based sectors. These services include specialist paediatric services, including high care, adolescents, medical and surgical wards, and day stay and outpatient services. Specialist neonatology services include a tertiary level Neonatal Intensive Care Unit, and a Special Care Nursery. Maternity Services include antenatal, birthing, and postnatal care for low-risk women, and women requiring complex care.

Reporting to the Director of Nursing and Midwifery, the Assistant Director of Midwifery (ADOM) holds a senior leadership position within the Division of Women Youth and Children (WYC). The ADOM provides leadership, strategic direction, planning and operational leadership to the Midwifery teams to achieve high quality and safe patient care within WYC.

The Centenary Hospital for Women and Children (CHWC) offers a range of high-quality maternity options for care during pregnancy, birth and early parenting. We offer antenatal clinics for routine and high-risk pregnancies, continuity and core midwifery antenatal, birthing, and postnatal services through our birth suite and birth centre and inpatient antenatal and postnatal care through our inpatient wards and home birth. The maternity department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery.

#### ABOUT YOU

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#### Behavioural Capabilities

1. Strong leadership capability, including capacity to build and inspire cohesive high performing teams,
2. Possess considered complex problem-solving ability including the capacity to simultaneously manage and prioritise multiple issues, demonstrating a high degree of drive,
3. An ability to progress relationships and work respectfully in partnership with a range of stakeholders including consumers,
4. Resilience and adaptability in a dynamic health environment.

#### Position Requirements/Qualifications:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Midwife.
- Relevant Post graduate qualifications in health management, leadership and/or project management Post graduate qualifications in Midwifery and/or Nursing qualifications and a minimum of five years' experience working professionally in Midwifery.
- 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: Cathy O'Neill (02) 5124 7470 [Cathy.O'Neill@act.gov.au](mailto:Cathy.O'Neill@act.gov.au)

## Medicine

### Diabetes Service

#### Diabetes Nurse

**Registered Nurse Level 1 \$71,730 - \$95,818, Canberra (PN: 19395, several - 02355)**

Gazetted: 31 May 2022

Closing Date: 17 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

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](http://www.canberrahealthservices.act.gov.au)

The Diabetes Service is seeking enthusiastic Registered Nurse's to join a interprofessional team comprising of medical, nursing and allied health professionals.

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

This nursing role requires the ability to provide appropriate skilled clinical assessment for clients with diabetes across CHS Health Campuses and provides an excellent foundation in diabetes education.

#### ABOUT YOU

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#### Behavioural Capabilities

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

#### Position Requirements/Qualifications:

- Relevant qualifications as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA)
- Working towards or commitment to undertake post graduate Australian Diabetes Educators Association (ADEA) accredited Graduate Certificate in Diabetes Education and Management.
- Must hold and maintain 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: These are several positions available for six months with the possibility of extension and/or permanency. There are several positions available and there are opportunities to rotate between multiple sites within the Diabetes Service.

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: Tracey Duggan (02) 5124 7929 [Tracey.Duggan@act.gov.au](mailto:Tracey.Duggan@act.gov.au)

## **Women, Youth and Children**

### **Maternity**

#### **Registered Midwife**

**Registered Midwife Level 2 \$99,612 - \$105,575, Canberra (PN: 32747, several - 0235W)**

Gazetted: 31 May 2022

Closing Date: 17 June 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](http://www.canberrahealthservices.act.gov.au)

The CHS division of Women, Youth and Children, provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital, Centenary Hospital for Women and Children and Health Services, Community Health Centres, client's homes, schools and Child and Family centres.

The Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas, providing specialised maternity care to all risk women and babies. Our continuity of midwifery care program provides maternity care to low risk women planning to birth in the Birth Centre environment and also continuity of midwifery care to 'all risk' women with a plan to birth in our Birthing Suite. The program also offers publicly funded homebirth to women meeting eligibility requirements

The advertised position is for a case load midwife providing continuity of midwifery care during the antenatal, birth and postnatal periods to 35-40 women a year in the community.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

Promote positive workplace behaviours and be committed to role modelling these.

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

Ability to work autonomously while working effectively within a small team environment.

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

Relevant tertiary qualifications and a minimum of four years' experience working professionally in Midwifery is preferred.

This is an on-call position and when on call 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.

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

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

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

#### **Prior to commencement successful candidates will be required to:**

Undergo a pre-employment National Police Check.

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

Provide suitable references

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

Contact Officer: Julianne Nissen (02) 5124 7368 [julianne.c.nissen@act.gov.au](mailto:julianne.c.nissen@act.gov.au)

## **Finance and Business Intelligence**

### **Procurement and Supply**

#### **Assistant Director Procurement**

#### **Assistant Director Procurement**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 54976 - 02348)**

Gazetted: 27 May 2022

Closing Date: 15 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

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Canberra Health Services, Procurement and Supply are seeking talented procurement professionals who love a challenge and will relish the opportunity to contribute to an expanding Health Service.

Join our friendly, supportive, and collaborative team

Grow your career, broaden your procurement knowledge and support the growth of Canberra Health Services.

Role offers work flexibility and salary sacrifice

#### **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](http://www.canberrahealthservices.act.gov.au)

Finance and Business Intelligence (FBI) provide strategic and operational financial and performance information to Canberra Health Services. Additionally, the branch manages procurement, supply, revenue, patient accounts services and health information services.

The Assistant Director, Procurement (SOGC) is a critical role within our organisation that reports to the Director, Procurement under the Senior Director (Infrastructure Manager/Specialist 3), who leads the Procurement and Supply Branch within FBI.

The role has responsibility for the delivery of procurement services for CHS including project management, governance, compliance, reporting and analysis.

As part of the Procurement and Supply Branch senior officers team, the role will ensure that:

procurement activities are consistently managed across the organisation;

compliance with all relevant legislation is achieved;

best practice procurement processes are implemented; and,

value for money is achieved for CHS.

We are seeking a procurement specialist with a strong customer centric approach to their practice. You will be familiar with procurement principles and enjoy working in partnership with others. You will provide specialist advice and support to stakeholders to facilitate the successful delivery of procurement activities, in accordance with CHS procurement processes. The Assistant Director of Procurement will have a high degree of emotional intelligence, being able to adjust communication styles for different audiences. In addition, we are looking to develop skills across a range of general areas, such as strategic and analytical thinking, leadership and staff development, project management, communication, negotiation, written and representation skills. We are continually updating and improving our systems, knowledge and processes, and want staff who can adapt and lead others in a dynamic environment.

You will be self-motivated, responsive and show initiative, and have sound judgement, professional resilience and personal drive. You can think on your feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with strategic goals.

## ABOUT YOU

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### Behavioural Capabilities

Effective and positive leadership skills to build a positive culture of feedback, reflective practice and learning by fostering a collaborative learning environment.

A high-level communicator, with demonstrated interpersonal skills to establish and maintain effective working relationships across the organisation, and proven ability to liaise with both technical employees and business users.

Ability to work with a high degree of autonomy, think about future challenges with ability to influence the team and stakeholders to implement innovative solutions.

Displays critical thinking skills and forms defensible conclusions based on evidence and sound judgement, and the ability to positively influence outcomes aligned with the CHS strategic and corporate plans.

### Position Requirements/Qualifications:

Relevant tertiary qualifications and experience in either clinical, operational management or policy development including extensive analytical background within a health care system are highly desirable, and a minimum of five years' experience working professionally in a public sector and /or demanding client project environment is preferred.

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

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

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

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

Undergo a pre-employment National Police Check.

**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.

Contact Officer: Kate Scott 5124 2786 [kate.k.scott@act.gov.au](mailto:kate.k.scott@act.gov.au)

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

### Community Mental Health Services

#### Clinical Manager

**Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade), Canberra (PN: 31324 - 02370)**

Gazetted: 01 June 2022

Closing Date: 15 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](http://www.canberrahealthservices.act.gov.au)

Adult community Mental Health provides assessment and treatment for Adults over the age of 18 years who are experiencing moderate to severe mental health issues.

The City Mental Health community team is made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

City mental Health team is seeking a dynamic and experienced Health Professional level 3 to undertake the with roles including but not limited to regular transition in the role of Duty Officer, and of the high-level clinical management, Under the direction of the Clinical Team Manager, the HP3 will provide expertise in referral management and mental health assessment, referral management including risk assessments and provide support to HP1 and HP2 clinicians.

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.

Working hours are 8:30am to 16:51pm.

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

#### ABOUT YOU

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#### Behavioural Capabilities

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

- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Commitment to achieving positive outcomes for adults with moderate to severe and chronic mental illness, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable and comfortable with a changing working environment.

#### Position Requirements/Qualifications:

##### Mandatory for all disciplines:

- Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of three years' post-qualification experience working professionally in respective field, five+ years' post qualification experience is preferred.
- A current driver's licence.

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

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

##### Highly Desirable for Psychology:

- Approved or eligible for approval as a Psychology Board of Australia Supervisor.
- Mental Health Psychologist Allowance: Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist Allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021. Refer to Annex C of the Agreement or speak to the Contact Officer listed to find out if you could be eligible.

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

##### Highly desirable for all disciplines:

- Experience working within mental health services/experience working with people with mental health illness and disorders
- The successful applicant may be required for occasional after-hours work, with access to time off in lieu.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: This is a temporary position available for eight months with the possibility of extension and/or permanency. An Order of Merit may be used to fill future identical full time and part time permanent and temporary vacancies



across adult community mental health services within a 12-month period. 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 the Vulnerable persons check and work within the scope of clinical practice requirements for allied health professionals.

Contact Officer: Brad O'Donnell (02) 5124 1795 Brad.ODonnell@act.gov.au

### **Canberra Institute of Technology**

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

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

#### **Chief Executive Office**

##### **Director, Executive Office**

**Senior Officer Grade A \$155,107, Canberra (PN: 37350)**

Gazetted: 31 May 2022

Closing Date: 14 June 2022

Do you thrive working with complexity in a fast-paced environment providing strategic advice and leadership across a dynamic and diverse organisation?

Do you think creatively and push the boundaries on how information and data is communicated to ensure understanding and effective decision making for a range of stakeholders?

Are you a leader with government and stakeholder management experience who loves a challenge and wants to join in a transformation journey that will shape the future of public provision of vocational education and training? Then we want to hear from you!

CIT is looking for an experienced leader, someone who is a strategic thinker and great stakeholder manager, to support CIT in delivering on multiple strategic priorities.

To be successful in this role you will have strong leadership, communication and interpersonal skills, be adaptable and flexible and able to manage ambiguity and uncertainty across multiple scales and contexts.

You will be joining a dynamic, innovative and supportive division and will enjoy working together with a contemporary CEO and close-knit future focused executive team.

This is an opportunity where each day you will have the chance to shape the CIT of the future and ensure the ACT has the skills it needs to thrive and prosper.

#### **Eligibility/Other Requirements: Highly Desirable**

Experience working on Cabinet, Ministerial and Government business, specifically in the ACT Government and/or Government context.

Advanced knowledge and policy expertise of the VET sector and the broader ecosystem within which CIT operates.

**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.

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

Contact Officer: Alice Clements (02) 6207 3222 [alice.clements@cit.edu.au](mailto:alice.clements@cit.edu.au)

#### **Corporate Services**

##### **Human Resources**

##### **Human Resource Administration Officer**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 40051)**

Gazetted: 31 May 2022

Closing Date: 14 June 2022

Details: Are you a positive, engaging, and collaborative individual who can establish relationships with any level of government quickly? Then the Human Resource (HR) Administration Officer role may be the job for you.

To succeed in this role you will have a sound understanding of contemporary Human Resource Management (HRM) activities, demonstrate initiative and be a team player able to support the delivery of HR initiatives. We're



looking for someone who can think on their feet, problem solve and have strong administrative and organisational skills to meet team and management priorities.

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

Eligibility/Other Requirements: Relevant Qualifications and/or experience in using information systems such as human resource management (Chris21), learning and development, eLearn and experience in using platforms systems such as Eventbrite and TRIM is desirable.

Notes: This is a temporary position available immediately for six months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

How to Apply: Please submit two-page pitch outlining your skills, experience and behavioural qualities relating to the Selection Criteria and relevance to the role.

Applications should be sent to the Contact Officer.

Contact Officer: Susan Abrahamffy (02) 6205 1708 Susan.Abrahamffy@cit.edu.au

## **Corporate Services**

### **Human Resources**

#### **Manager, Strategic Workforce Planning**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 55490)**

Gazetted: 26 May 2022

Closing Date: 14 June 2022

**Details:** The CIT Strategic Workforce Planning team are seeking a skilled and experienced workforce planner to lead our team. We are focussed on the development of a strategic workforce planning/recruitment strategy to align with the objectives of the CIT Strategic Compass – CIT Futures 2025 and to assist CIT to meet the needs of a constantly adapting ecosystem of students, business and community as the public provider of vocational education and training in the ACT.

Under broad direction, you will play a key role in providing expert advice relating to workforce management, planning and analysis of complex workforce issues across the CIT. The successful applicant will be proactive, flexible, adaptive and comfortable working in a complex work environment.

As a strong communicator in both written and verbal, you will utilise high emotional IQ to increase understanding, acceptance, and capitalise on the unique skills of our diverse workforce. You will be a person who thrives in a multi-disciplined, agile team with an ability to listen and think outside the box to achieve positive 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 encouraged to apply.

**How to Apply:** Applicants should submit a supporting statement addressing the Selection Criteria of the position which outlines skills and experience relevant to the role. Applicants should supply details of two referees, one being the current manager.

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

Contact Officer: Gerard Johnston (02) 6207 3561 Gerard.Johnston@cit.edu.au

## **Industry Engagement and Strategic Relations**

### **Strategic Communications**

#### **Senior Manager, Strategic Communications**

##### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 40567)**

Gazetted: 26 May 2022

Closing Date: 9 June 2022

**Details:** Do you thrive working with complexity in a fast-paced environment providing leadership to multiple teams across a diverse organisation?

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

Are you a leader with communications and engagement experience and a drive to provide narrative and information to community and industry to support brand awareness and increase market share?

Are you passionate about communicating how vocational education and training changes people's lives and is a key economic and social enabler?

Then we want to hear from you!

CIT is looking for an experienced leader, someone who is a strategic thinker and a great stakeholder manager, to support CIT to deliver on multiple strategic and operational priorities.

You will be joining a dynamic, innovative and supportive division and will enjoy working together with a close-knit future focused executive team.

This is an opportunity where each day you will have the chance to shape the CIT of the future and ensure the ACT has the skills it needs to thrive and prosper.

Eligibility/Other Requirements:

Desirable

Relevant tertiary qualifications, and/or a minimum of five years' experience as a communications manager, public relations, stakeholder engagement or in a similar role are essential

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 attached.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alice Clements (02) 6207 3222 [alice.clements@cit.edu.au](mailto:alice.clements@cit.edu.au)

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

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

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

#### **Chief Information Officer, Digital Strategy and Transformation**

**Temporary Vacancy (20 June 2022 to 22 July 2022)**

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

**Corporate**

**Position: E1038**

**(Remuneration equivalent to Executive Level 1.2)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 01/06/2022

Expressions of interest (EOI) are sought for the position of Chief Information Officer, Digital Strategy and Transformation. This temporary vacancy is from 20 June 2022 to 22 July 2022.

Reporting to the Executive Group Manager, Corporate, the Chief Information Officer leads a small, passionate team responsible for:

- Digital Governance: creating and maintaining a well governed Digital and ICT environment, reducing risk, increasing transparency, and providing clear strategic direction for Digital and ICT in the Directorate; and
- Digital Transformation: leading in and championing Digital Transformation, working with business units across the Directorate, assisting, advising and contributing toward programs to modernise and transform the systems on which we rely.

The successful candidate will possess outstanding leadership, strategic development, relationship management, communication and change management skills with a strong background in leading complex digital transformation initiatives.

For further information please see the Executive Capabilities attached.

Note: Selection may be based on written application and referee reports, this position is available to ACT Government officers and employees only.

To apply: Interested candidates should submit a short Expressions of interest, of no more than one page addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Christo Norman via email to [christo.norman@act.gov.au](mailto:christo.norman@act.gov.au) by COB Wednesday 8 June 2022.

Remuneration: The position attracts a remuneration package ranging from \$228,661 - \$238,849 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$203,749.

Contact Officer: Christo Norman (02) 6205 9332 [christo.norman@act.gov.au](mailto:christo.norman@act.gov.au)

**Executive Group Manager, Digital Data and Technology Solutions**

**Temporary Vacancy (14 June 2022 for up to three months with possibility of extension pending the long-term recruitment)**

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

**Digital, Data and Technology Solutions**

**Position: E786**

**(Remuneration equivalent to Executive Level 2.2)**

Circulated to: ACTPS Senior Executive List

Date circulated: 31/05/2022

Expressions of interest (EOI) are sought for the position of Executive Group Manager, Digital Data and Technology Solutions (DDTS) within the Chief Minister Treasury and Economic Development Directorate (CMTEDD) for a period of up to three months whilst a long-term recruitment process is finalised. The position is part of the executive team of DDTS and reports directly to the Chief Digital Officer.

DDTS ensures alignment of government ICT and digital priorities, innovation and initiatives across the ACT Government. The EGM has four Executive Branch Manager direct reports as well as other Senior Directors reporting to the role and has indirect responsibility for approximately 500 employees.

To be a strong contender for this important role you will need to be an outstanding leader with a strong track record of achievement. You will have experience in driving change, be innovative in your approach, possess high order stakeholder management skills, have an outstanding partnering and customer service focus and the ability to present practical solutions. You will have exceptional interpersonal, communication and representational skills complemented by sound judgement, intellectual rigour, and an ability to operate in a complex and dynamic environment.

**Note:** Selection may be based on written application and referee reports, this position is available to ACT Government officers and employees only.

**To apply:** Please submit an Expression of Interest of no more than two pages outlining what you could contribute to this important role, details of two referees and a current curriculum vitae to Bettina Konti via email, [cdo@act.gov.au](mailto:cdo@act.gov.au) by **COB Tuesday 7 June 2022**.

**Remuneration:** The position attracts a remuneration package ranging from **\$294,706 - \$307,869** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$263,249**.

Contact Officer: Bettina Konti (02) 6207 2242 [cdo@act.gov.au](mailto:cdo@act.gov.au)

**Economic Development**

**Skills Canberra**

**Policy and Strategy**

**Senior Director, Policy and Strategy**

**Senior Officer Grade A \$155,107, Canberra (PN: 38797)**

Gazetted: 01 June 2022

Closing Date: 15 June 2022

Skills Canberra is looking for a dynamic senior director to lead a multidisciplinary team for a period of short-term backfill. Please see the attached Position Description for details.

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 16 June 2022 until 10 August 2022. This position is available to ACT Government officers and employees only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to apply:** Applicants should submit a two-page Expression Of Interest, a curriculum vitae and the contact details of two referees.

**Applications should be sent directly to the Contact Officer.**

Contact Officer: Josephine Andersen (02) 6207 4791 [josephine.andersen@act.gov.au](mailto:josephine.andersen@act.gov.au)

**Workforce Capability and Governance**

**Dhulwa Inquiry Secretariat**

**Senior Director, Dhulwa Inquiry Secretariat**

**Senior Officer Grade A \$155,107, Canberra (PN: 53724)**

Gazetted: 01 June 2022

Closing Date: 8 June 2022

Details: Workforce Capability and Governance is seeking a highly motivated and organised professional to lead the secretariat for the Inquiry into the Legislative, Workplace Governance and Clinical Frameworks of Dhulwa Mental Health Unit. As Senior Director in the team, you will provide support to the Independent Chair and the Expert Panel. You will be experienced in establishing project management, governance and secretariat procedures and processes. You will have strong written communication and stakeholder engagement skills. Please see the position description for a full list of duties and responsibilities, and the selection criteria for the 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.

Note: This is a temporary position available immediately for four to six months. Selection may be based on application and referee reports only.

Contact Officer: David Robertson (02) 6205 4534 david.robertson@act.gov.au

How to Apply: Applications are sought from potential candidates and should include a one page pitch addressing the capabilities as detailed in the 'What You Require' section of the position description and a current curriculum vitae, including the details of two referees.

Applications should be sent to the Contact Officer.

**Workforce Capability and Governance**

**Dhulwa Inquiry Secretariat**

**Assistant Director, Dhulwa Inquiry Secretariat**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 53682, several)**

Gazetted: 01 June 2022

Closing Date: 8 June 2022

Details: Workforce Capability and Governance is seeking two highly motivated and organised professionals to provide secretariat support to the Inquiry into the Legislative, Workplace Governance and Clinical Frameworks of Dhulwa Mental Health Unit. As Assistant Directors in the team, you will work with the Senior Director to provide support to the Independent Chair and the Expert Panel. You will have strong administrative, secretariat support and research skills. You will also have strong written communication and stakeholder engagement skills. Please see the role description for a full list of duties and responsibilities, and the selection criteria for the 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.

Note: These are temporary positions available immediately for four to six months. Selection may be based on application and referee reports only.

Contact Officer: David Robertson (02) 6205 4534 david.robertson@act.gov.au

How to Apply: Applicants should provide a one page pitch addressing the capabilities as detailed in the 'What You Require' section of the position description, along with a curriculum vitae, including the details of two referees.

Applications should be sent to the Contact Officer.

**Procurement ACT**

**Procurement Policy and Capability Branch**

**Procurement Policy**

**Assistant Director – Policy Development**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 51917)**

Gazetted: 31 May 2022

Closing Date: 21 June 2022

Are you looking for an opportunity to apply your policy and project management skills to solve some wicked problems that impact the Canberra community?

Procurement ACT is looking for an experienced policy officer to be part of our team in leading innovative and meaningful whole of government procurement policy for 12 months.

We operate in a fast paced and dynamic environment to deliver on key Government priorities through procurement policy with diverse topics ranging from gender equality, diversity, circular economy, modern slavery

and business development. You will work within a small but dedicated team to develop and revise procurement related legislation and policy working from the planning and design stages through to implementation and evaluation of the policies. Our team believes in solving problems through collaboration, supporting innovation, while also injecting fun into what we do.

Our ideal candidate is someone who can manage projects to tight deadlines, engage productively with a broad range of stakeholders, write effective briefs, policy and guidance documents, and think outside the square to engage thoughtfully with risk. The role includes the direct supervision of staff. While an understanding of procurement, and in particular, the ACT Government Procurement Framework is desirable, it is not mandatory. In return, we will offer you a supportive and professional team environment that allows you to apply and build on your skills to advance your career to the next level.

If joining a super policy team has been on your to-do list, what are you waiting for?! Send us your application today!

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:** An understanding of procurement, and in particular, the ACT Government procurement framework is highly desirable, but is not mandatory.

**Notes:** This is a temporary position available for 12 months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 copy of your curriculum vitae and respond to each of the Selection Criteria in a maximum two-page pitch.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kyla Kerkow (02) 6207 6709 [Kyla.Kerkow@act.gov.au](mailto:Kyla.Kerkow@act.gov.au)

## **Shared Services**

### **Financial Services**

#### **Salary Packaging**

##### **Salary Packaging Customer Service Officer**

##### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 07613)**

Gazetted: 01 June 2022

Closing Date: 15 June 2022

**Details:** If you like to thrive in a friendly and fast-paced environment where no two days are the same, and you possess a strong work desire and well-honed demonstratable customer service skills and experience, then this may be the job for you!

An exciting opportunity has become available within the Shared Services Salary Packaging Team. The position supports the provision of a suite of salary packaging services to all employees of the ACT Government. The successful applicant will be energetic and enthusiastic as they will be responsible for the daily delivery of accurate, timely, high quality, customer focused, salary packaging and administrative services in a small but very busy and dedicated team environment.

You should have a commitment to high quality customer service (and patience!), including research and analytical capability, sound attention to detail, accurate and timely data entry capabilities, excellent written and oral communication skills, as well as the aptitude (and attitude!) to quickly learn the (taxation) benefits of salary packaging and the software solution which supports such services. You should also enjoy working in a challenging environment within a high energy team, while juggling vying priorities. No prior salary packaging knowledge or experience is required - we can teach you everything you need to know! 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 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:** Applicants are asked to submit a written pitch of no more than two pages and a copy of your current Curriculum Vitae with contact details for two referees, of which one must be your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Naunton (02) 6207 9000 [angela.naunton@act.gov.au](mailto:angela.naunton@act.gov.au)

## **Communications and Engagement**

### **Content**

#### **Content Stream**

#### **Communication Officer (Media)**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 34321)**

Gazetted: 31 May 2022

Closing Date: 13 June 2022

**Details:** Are you an enthusiastic and motivated communication professional with a passion for proactive and reactive media liaison?

Are you a people person, have a desire to provide timely and accurate information, and the ability to deliver multiple priorities simultaneously?

In this position you will be responsible for delivering information to the Canberra community across a range of priority government and non-government channels, including the media.

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

bringing an audience-first lens to the work, informed by research, insights, and evaluation.

collaborating with stakeholders in partnership with a strong client service ethic.

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

being supported by whole-of-government guidelines, policies, and procedures, and guided by an annual whole-of-government communications and engagement plan.

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

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 or a minimum of three years' experience working in communication, journalism, media and/or public relations is desirable.

A current driver's licence is desirable.

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

**Note:** This is a temporary position available from 20 June 2022 until 16 June 2023 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.

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

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

**Applications to be submitted via the "Apply Now" button below:**

Contact Officer: Jacquie Bunt (02) 6207 2205 [Jacquie.Bunt@act.gov.au](mailto:Jacquie.Bunt@act.gov.au)

## **Digital, Data and Technology Solutions**

### **Customer Engagement Services Branch**

#### **ICT Emergency Services Agency**

#### **Assistant Director, Radio Engineer**

#### **Senior Information Technology Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57515)**

Gazetted: 31 May 2022

Closing Date: 10 June 2022

**Details:** Digital, Data and Technology Solutions (DDTS) is seeking an appropriately skilled and experienced person to become an assistant Director, Radio Engineer within the Emergency Services Agency (ESA) ICT team.

The position is part of a team working with the Emergency Services Agency (ESA) to achieve business strategies through effective management of ICT infrastructure, resources and systems. This role assists with the management and support of the radio communications infrastructure for the ESA.

Provide technical support to the Emergency Services Agency's radio communications infrastructure under the direction of the ACT Territory Radio Network (TRN) Manager.

Assist the ACT TRN Manager and Senior Radio Network Engineer to undertake operational analysis of radio network performance, in support of operations, to enhance existing capabilities and support new operational requirements.

Manage ICT projects for the ESA with a particular focus on radio communications.

Promote and support the development and maintenance of radio interoperability plans and procedures.

Represent the ESA in regard to radio communications matters in internal and external meetings.

Manage radio terminal configuration and management, keep asset records and support DOTS on-call team.

Radio equipment is hosted on several hills and mountains across the ACT and this position is expected to conduct site visits with vendors.

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:**

Technical knowledge and demonstrated experience in the management and support of trunked radio networks, radio communications and radio terminals, preferably within an emergency management environment.

Relevant tertiary qualifications in ICT are desirable.

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

Driver's licence class C is essential

Notes: This is a temporary position available from June 2022 to August 2022. Shortlisted applicants will be invited for an interview and may include a written and/or practical technical assessment. Selection may be based on application and referee reports only. An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12-months.

How to Apply: Before the closing date and referring to the Position Description, please submit your:

Curriculum vitae outlining relevant skill, qualifications, knowledge, and experience.

Details of two referees, one of whom should be your current manager.

A pitch of no more than two-pages including how you meet the requirements of the Position Description and how your experience will benefit the territory within this role.

Contact Officer: Brett Dawson 0456 072 732 [Brett.Dawson@act.gov.au](mailto:Brett.Dawson@act.gov.au)

## **Access Canberra**

### **Officer of the Deputy Director General**

#### **Government Operations, Data and Strategy**

#### **Assistant Director Strategy and Governance**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 49764, expected vacancy)**

Gazetted: 31 May 2022

Closing Date: 14 June 2022

Details: Are you a champ at jigsaw puzzles? Build LEGO like the LEGOMasters? Play well with others to solve problems and anticipate issues before they arise? If so, Access Canberra have the position for you!

The Strategy team within Office of the Deputy Director branch is looking for an Assistant Director with excellent leadership and collaborative skills as well as an ability to problem solve that is second to none. The work is varied and fast-paced and will involve leading a small team to work collaboratively with teams from across the agency. This team will need to be able to change focus quickly across a number of major projects and will also need to be able to respond to strategic issues as they arise. An ability to herd cats will be an advantage.

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 is a temporary position available immediately until 27 January 2023 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. The primary workplace for this position will be one designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If looking at the big picture is something you enjoy and if you love finding solutions to problems then send us a two-page pitch outlining how you meet the Selection Criteria and are the best candidate for the job. Include your curriculum vitae and the contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penelope Foudoulis (02) 5124 6153 Penelope.Foudoulis@act.gov.au

### **Property and Shared Services**

#### **ACT Property Group**

#### **Integrated Facilities Management**

#### **Intake and Works Allocation Officer**

#### **Administrative Services Officer Class 3 \$67,770 - \$72,935, Canberra (PN: 14814, several)**

Gazetted: 31 May 2022

Closing Date: 17 June 2022

Details: ACT Property Group are looking for a customer focussed team member, preferably with experience in a property maintenance focussed call centre or maintenance works allocation environment. This position and team are vital to ensuring that our customers have a service driven first point of contact to discuss service requirements and/or maintenance concerns. The role provides the first point of contact for all customers and a main reception function for the organisation so good customer service skills, a helpful attitude and willingness to learn are essential. The team also manages maintenance requests including receipt of the requests, issuing of work orders and ensuring timely completion of the work and billing. The ability to work in a dynamic, fast paced environment while providing excellent customer service is essential for this role.

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

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

Eligibility/Other Requirements: Qualification/s in administration or customer service are desirable

Notes: There are several positions available permanent and temporary for six months with the possibility of permanency. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alicia Spindler (02) 6205 0969 actpgcorporate@act.gov.au

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

### **Access Canberra**

#### **Engagement, Compliance and COVID-19 Response**



## Manager

### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 49146)**

Gazetted: 31 May 2022

Closing Date: 14 June 2022

**Details:** Access Canberra is seeking a dynamic and dedicated person with exceptional people and organisation skills. Working knowledge within a regulatory environment and experience or understanding of traffic compliance functions would be an advantage but not compulsory if comparable management experience is held.

The successful applicant will manage multiple complex operational projects and prioritise tasks to meet deadlines as well as being responsible for the successful service delivery by the Traffic Camera Compliance team.

Responsibilities will include daily operational management of staff, technology, WHS obligations, and operational systems. The successful applicant will possess excellent communication and leadership skills, be engaged in the application of new technologies and committed to providing improved road safety outcomes 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:** A current driver's licence and eligibility to drive in Australia is required.

**Note:** This is a permanent position available for an immediate start. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please 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.

The application, of no more than two pages, should be written in the form of a pitch, indicating your capacity to perform the duties and responsibilities at the specified classification. Please include contact details of at least two referees and current curriculum vitae.

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

Contact Officer: Benjamin Hobbs (02) 6205 2574 Benjamin.Hobbs@act.gov.au

## Access Canberra

### **Corporate Support and Capability**

#### **Skills, Safety and Support**

### **Assistant Director**

### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 52584)**

Gazetted: 26 May 2022

Closing Date: 3 June 2022

**Details:** Do you have a passion for workforce development with a focus on putting people first?

Are you a capable manager with an ability to manage multiple projects and priorities to deliver high quality outcomes?

If so, then this may be an opportunity for you!

Access Canberra are seeking a highly motivated individual who loves to engage and consult with our people to develop and integrate new practice and resolve workforce issues.

To be successful for this role you will have the ability to design and deliver upon range of projects to address the strategic needs of Access Canberra. You will have an ability to lead and manage a small team to provide training and recruitment support to our organisation. You will also have an ability to develop and maintain meaningful relationships with stakeholders, using your liaison and negotiation skills to foster positive outcomes.

You will have experience in utilising and interpreting data to make decisions and a good working knowledge and ability to use modern ICT systems. You will also have good working knowledge of the principles, practice and application of learning and development. A strong knowledge of people and performance and sound recruitment practice will be an advantage.

If this sounds like you then we would love to hear from you!

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

**Eligibility/Other Requirements:** 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:** To apply for this role please submit a maximum two-page pitch addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities listed in the Selection Criteria, as well as the details of two referees.

Applications should be submitted via the Apply Now button below.

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

## **Economic Development**

### **EventsACT**

#### **Assistant Director Event Delivery (Operations)**

##### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 49713)**

Gazetted: 26 May 2022

Closing Date: 9 June 2022

**Details:** Are you an expert at making sure things run on time, on schedule and on budget?

Would you like to use your industry knowledge and expertise to lead a small team and contribute to providing memorable experiences for Canberrans and visitors? Events ACT is charged with developing, delivering and marketing major and community events across Canberra helping to make it a great place to live, explore and enjoy.

We are a dynamic team, with a temporary vacancy for a skilled industry expert wishing to make a mark on our Operational Delivery team. You will need to be an expert at project planning, prioritising, communications, and team management as you lead the team that take the creative direction and turn the dream into a reality. You need to be passionate about delivering event excellence and of course delivering on time and on budget.

You need to be able to problem solve, be an agile thinker and calm under pressure, you will lead the operational team on site during the events and manage all things safety including the emergency management plan (and COVID-19 requirements), your team has responsibility to manage people, parking, power, and poo, plus so much more.

If this sounds like you, we want to hear from you! You will be given the opportunity to take on a wide range of tasks and learn new skills in this role. Our team believes in enabling creativity and innovation while also bringing a spirit of fun to everything we do. If you're looking for a temporary role where no day is the same and you're given the opportunity to sample this role, then this is for you.

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

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.

**Eligibility/Other requirements:** The successful applicant will have knowledge of and experience in delivering events management and place activation. Tertiary qualifications in Business, Project Management or Operations Management or any other related field are highly desirable.

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

Selection may be based on application and referee reports only.

**How to apply:** Please submit a maximum two page pitch addressing the Selection Criteria located in the Position Description, provide a current curriculum vitae and the names and contact of two referees.

**Applications should be submitted via the "Apply Now" button below:**

Contact Officer: Melanie Eldred (02) 6207 4302 Melanie.Eldred@act.gov.au

## **Community Services**

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

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

## Office of the Coordinator General for Family Safety

### Senior Policy Officer

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 42258, several)**

Gazetted: 31 May 2022

Closing Date: 14 June 2022

**Details:** The Office of the Coordinator-General for Family Safety is seeking to fill several senior policy officer positions to support the Office in its work to prevent and respond to domestic, family, and sexual violence. We are looking for candidates with strong sense of social justice, a passion for improving the lives of victim/survivors and an ability to deliver quality work in tight timeframes. To be successful in these roles you will be a great team player; self-motivated; and able to turn your hand to many different tasks including writing policy, managing stakeholders, delivering project elements and preparing briefs to the Co-ordinator-General and the Minister.

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.

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

**Note:** These are temporary positions available up to 12 months with the possibility of extension and/or permanency.

Selection may be based on application and referees only and a merit pool may be established.

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

**How to apply:** Please submit a pitch of no more than two pages outlining your claims against the Skills, Knowledge, and experience in the Position Description along with your curriculum vitae and the names of two referees.

**Applications to be submitted via the "Apply Now" button below:**

Contact Officer: Juliette Ford (02) 6205 7169 Juliette.Ford@act.gov.au

## Housing ACT

### Client Services

#### Development and Support

### Senior Recruitment and Wellbeing Officer

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 56940)**

Gazetted: 27 May 2022

Closing Date: 10 June 2022

**Details:** Do you have a passion for supporting and developing staff?

Are you looking for a challenging role that focuses on the welling, development and attraction of front-line staff?

The Senior Recruitment and Wellbeing Officer is a key role that is responsible for delivering a range of capability and wellbeing management initiatives and other duties as required including:

- recruit and retain staff

- manage bulk and rolling recruitment processes

- build capability and performance of staff

- lead and build workplace values and culture

- create a diverse workforce and an inclusive workplace culture

- consult and engage with staff

- ensure health and safety

- provide assistance to staff experiencing wellbeing related matters

- provide quality client services, guidance and support to staff and managers

- the preparation and analysis of reports to identify workforce trends and inform the development of strategies and recommendations for continuous improvement.

The Senior Recruitment and Wellbeing Officer role is required to prioritise competing work demands and to demonstrate flexibility and teamwork in ensuring the aims of the Client Services Branch are achieved.

The role is responsible for working closely with stakeholders to meet the recruitment and wellbeing requirements across Housing ACT staff and in consultation with the Senior Director - Development and Support, Director – Capability and Wellbeing and Assistant Director – Training and Workforce Development.

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

**Note:** This is a temporary position available immediately for 12 months.

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

Selection may be based on application and referee reports only.

**How to apply:** A written response (a pitch) of no more than two pages (800 words) which:

Demonstrates that you have the capabilities outlined in the 'What you will do' section of the Position Description.

Outlines why you believe you are suitable for the position.

Your curriculum vitae

Contact details of your two most recent referees with a thorough knowledge of your work performance.

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.

**Applications should be submitted via the "Apply Now" button below:**

Contact Officer: Matt Barry (02) 6205 4284 Matt.Barry@act.gov.au

## **Children, Youth and Families**

### **Child and Youth Protection Services**

#### **Practice and Performance**

#### **Operational Policy, Audit and Compliance Officer**

**Child and Youth Protection Professional Level 4 \$121,730 - \$130,613, Canberra (PN: 27190)**

Gazetted: 27 May 2022

Closing Date: 10 June 2022

**Details:** The functions of Practice and Performance include:

- Providing specialist support to Child and Youth Protection Services (CYPS) Operations.
- Working across all functions to ensure best practices in service provision to children and young people.
- Providing practice leadership and professional development.
- Ensuring quality practice system controls and continuous improvement including maintaining and updating the Integrated Management System (Knowledge Portal) and practice guidelines.
- Implementing audit and compliance programs.
- Providing Liaison Officers to promote external collaboration.
- Identifying and implementing best practice policy and process improvements and developing strategies to monitor and maintain legislative compliance.

The Operational Policy, Audit and Compliance Officer role is focussed on supporting the operation, or continuous improvement, of CYPS through the development and implementation of policies and practice guidance for staff.

The position will be responsible for managing and contributing to the work of the Audit and Compliance, and Operational Policy teams. They are responsible for undertaking audits, identifying, developing, and implementing operational policy, procedures and practice that meets our statutory requirements while improving our ability to deliver a strong client focussed service.

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:**

##### **Mandatory/ Essential qualifications and experience:**

Relevant tertiary qualifications: For example, in Social Work, Psychology, Social Welfare, Social Science or related discipline.

At least **Five years'** practice experience working with children, young people and their carers or families.

Current Driver's Licence

##### **Desirable, but not essential, qualification and experience:**

A good working knowledge of Microsoft SharePoint online.

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

An order of merit may 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 take into consideration the duties and personal qualities outlined above when addressing how you have demonstrated the Selection Criteria.

The examples supporting the Selection Criteria are intended to assist you by providing context and as such you are not expected to specifically address the examples in your responses. Limit your responses to **400 words** per criteria.

***Applications should be submitted via the “Apply Now” button below:***

Contact Officer: MelissaD Davis (02) 6207 5508 [MelissaD.Davis@act.gov.au](mailto:MelissaD.Davis@act.gov.au)

## **Children, Youth and Families**

### **Child and Youth Protection Services**

#### **Child and Youth Protection Services - Operations**

##### **Principal Practitioner**

**Child and Youth Protection Professional Level 5 \$140,202 - \$157,418, Canberra (PN: 33995)**

Gazetted: 26 May 2022

Closing Date: 2 June 2022

**Details:** The functions of Child Youth Protection Service Operations, Case Management and Support include:

Delivering best practices in statutory service provision to children and young people.

Providing child centred case management and co-ordination functions including facilitating case conferences.

Preparing children, young people, and their support network for transition from care.

Conducting child protection appraisals.

Supervising young people on community supervision orders.

Supporting court processes: prepare reports, applications and represent the Director General.

Ensuring compliance with legislation and policy.

Making decisions in accordance with principles and statutory obligations.

Supporting children and young people to have permanent and stable homes, including adoption.

The CYPP5 Principal Practitioner role is focussed on driving excellence in service delivery through a range of interventions including co-working on case management, strategically working to improve practice and through direct case management of complex and/or sensitive cases.

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

Relevant tertiary qualifications in Social Work, Psychology or related discipline and equivalent work experience in child protection and/or youth justice.

At least **five years** practice experience working with children, young people and their carers or families.

Extensive program management experience at a senior level to achieve organisational outcomes.

Current Driver's Licence.

**Note:** This is a temporary position available immediately for nine months.

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

Selection may be based on application and referee reports only.

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

**How to Apply:** Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees.

***Applications should be submitted via the “Apply Now” button below:***

Contact Officer: Catherine Furner (02) 6207 1623 [Catherine.Furner@act.gov.au](mailto:Catherine.Furner@act.gov.au)

## **Education**

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

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

### **School Performance and Improvement**

#### **School Improvement Group**

##### **School Operations**

##### **Executive Support Officer**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 46799)**

Gazetted: 01 June 2022

Closing Date: 8 June 2022

Details: The Education Directorate is a leading learning organisation where people know they matter, delivering high quality early childhood education and public-school education in an accessible and inclusive environment.

#### THE GROUP

The School Improvement Group are responsible for strategically leading and coordinating the school improvement agenda for the directorate's ESO and schools. The work of the School Operations team specifically provides strategic and operational management of incidents and proactive support to principals and school leaders. The team use multiple sources of evidence to manage incidents and monitor the functional health of schools.

School Operations empowers leadership teams daily by providing timely information and advice about operational processes and effectively brokering ESO supports to ensure the optimal functional health of all schools. Our work contributes to the Education Directorate's mission by ensuring that all school leaders are best informed to develop and deliver educational services that empower each young person in the ACT to learn for life.

The position of Executive Support Officer provides high level executive administrative support within the School Improvement Branch.

The applicant will require excellent oral and written communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with senior executives, other ACT Government officials, private sector and industry stakeholders and members of the public. The position requires a flexible and adaptable approach to tasking to ensure workflow progress in a timely and efficient manner.

Eligibility/Other Requirements: A current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required or the ability to secure registration. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available for six months with possibility of permanency. A merit list will be established from this selection process and may be used to fill similar vacancies over the next 12 months.

Applicants may be selected on application and referee reports only.

How to Apply: If you are interested in this position, we encourage you to submit an application. To enable us to assess your merit, your application should include your:

#### Current Curriculum Vitae

Your Curriculum Vitae is your introduction to the selection committee and includes personal details, professional experience, and qualifications. It may also contain a list of publications, presentations, awards or honours, affiliations with professional associations and community interests relevant to the capabilities.

#### Individual response to the selection criteria

In two pages or less your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position.

#### Two Referees

Provide two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. Referees will not be contacted without your knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Watson (02) 6205 3313 [sarah.watson@act.gov.au](mailto:sarah.watson@act.gov.au)

### Safe at Schools

#### Executive Support Officer

#### Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 57594)

Gazetted: 01 June 2022

Closing Date: 20 June 2022

We are seeking an administrative super star to provide timely, accurate and effective executive support to the Safe at Schools Executive Group Manager (EGM). You will embrace the fast pace and busy environment of the EGM office and not shy away from the constantly changing priorities. You need to have a knack for calendar Tetris and the ability to easily accept that some days just don't go to plan.

Our ideal candidate will have a positive can-do approach as well as exceptional interpersonal and communication skills. You will be amazing at prioritising your time and workload as well as being highly organised. You will also be able to display resilience, tact and empathy when required.

**Eligibility/Other Requirements:** Experience in providing high level support to Executives is highly desirable.

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

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

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

Contact Officer: Amie Corrigan 0 SDDRecruitment@act.gov.au

### **Safe at Schools**

#### **Executive Officer**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 57595)**

Gazetted: 01 June 2022

Closing Date: 20 June 2022

We are seeking a motivated and organised individual to take on this fast-paced role and lead the response to Government Business for the Safe at School Group. The position will work closely with the Executive and the senior leadership team to support workplace objectives and provide quality assurance on all Government Business items. This includes Ministerial responses, Budget Estimates, Speeches, Cabinet Submissions, Questions on Notice, Corporate Reporting requirements and a range of other projects as required.

Our ideal candidate will have a positive can-do approach as well as exceptional interpersonal and communication skills. You will be amazing at prioritising your time and workload as well as being highly organised. You will also be able to display resilience, tact and empathy when required.

**Note:** This is a temporary position available immediately for a period of 12 months with the possibility of permanency. 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 a response to the Selection Criteria maximum three pages, a current curriculum vitae and contact details for two referees.

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

### **Birrigai Outdoor School**

#### **Principal**

**School Leader A 1 \$173,364, Canberra (PN: 04144)**

Gazetted: 31 May 2022

Closing Date: 16 June 2022

**Details:** The ACT Education Directorate is responsible for early childhood education and care and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education.

The Directorate's Future of Education Strategy identifies four foundations and four principles that shape and guide thinking, planning and delivery of education for every ACT student.

Foundations of the Strategy:

Place students at the centre of their learning

Empower teachers, school leaders and other professionals to meet the learning needs of all students

Build strong communities for learning

Strengthen systems to focus on equity with quality.

Principles

Equity

Student agency

Access

Inclusion.

The ACT Public School System is growing, requiring knowledgeable, flexible, innovative and responsive leaders in every school. Successful school leaders in the ACT will understand that our people are our greatest resource, who flourish when engaged with colleagues as learners receiving quality feedback. This supports their impact both individually and collectively on student outcomes. ACT school leaders operate as system principals, collaborating with colleagues across and within their networks.

Reporting to a Network Director of School Improvement, the appointed principal will manage and lead their school, develop their staff teams to respond to the needs of all students, engage their school communities and

build community partnerships. The principal will lead the school's improvement agenda, grounded in evidence from research and practice.

**Eligibility/Other Requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

[www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](http://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

**How to Apply:** Please submit your curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and contact information for two referees. Applications should be submitted via the Apply Now button on [www.jobs.act.gov.au](http://www.jobs.act.gov.au) by the due date.

**Statement of claims:**

The statement of claims is integral to the application and should be based on the position information and the School Leader Capability Framework. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

**Curriculum Vitae:**

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

**Referees:**

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

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

**The selection process:**

The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

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.

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

Contact Officer: Lucy Barrett (02) 6205 8219 [Lucy.Barrett@act.gov.au](mailto:Lucy.Barrett@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.

**Duffy Primary School**

**Principal**

**School Leader A 1 \$173,364, Canberra (PN: 04090)**

Gazetted: 31 May 2022

Closing Date: 16 June 2022

**Details:** The ACT Education Directorate is responsible for early childhood education and care and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education.

The Directorate's Future of Education Strategy identifies four foundations and four principles that shape and guide thinking, planning and delivery of education for every ACT student.

Foundations of the Strategy:

Place students at the centre of their learning

Empower teachers, school leaders and other professionals to meet the learning needs of all students

Build strong communities for learning

Strengthen systems to focus on equity with quality.

Principles

Equity

Student agency

Access

Inclusion.

The ACT Public School System is growing, requiring knowledgeable, flexible, innovative and responsive leaders in every school. Successful school leaders in the ACT will understand that our people are our greatest resource, who flourish when engaged with colleagues as learners receiving quality feedback. This supports their impact both



individually and collectively on student outcomes. ACT school leaders operate as system principals, collaborating with colleagues across and within their networks.

Reporting to a Network Director of School Improvement, the appointed principal will manage and lead their school, develop their staff teams to respond to the needs of all students, engage their school communities and build community partnerships. The principal will lead the school's improvement agenda, grounded in evidence from research and practice.

**Eligibility/Other Requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to [www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](http://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

**How to Apply:** Please submit your curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and contact information for two referees. Applications should be submitted via the Apply Now button on [www.jobs.act.gov.au](http://www.jobs.act.gov.au) by the due date.

**Statement of claims:**

The statement of claims is integral to the application and should be based on the position information and the School Leader Capability Framework. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

**Curriculum Vitae:**

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

**Referees:**

In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

**The selection process:**

The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome. 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.

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

Contact Officer: Lucy Barrett (02) 6205 8219 [Lucy.Barrett@act.gov.au](mailto:Lucy.Barrett@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.

**Curtin Primary School**

**Principal**

**School Leader A 1 \$173,364, Canberra (PN: 01817)**

Gazetted: 31 May 2022

Closing Date: 16 June 2022

**Details:** The ACT Education Directorate is responsible for early childhood education and care and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education.

The Directorate's Future of Education Strategy identifies four foundations and four principles that shape and guide thinking, planning and delivery of education for every ACT student.

Foundations of the Strategy:

Place students at the centre of their learning

Empower teachers, school leaders and other professionals to meet the learning needs of all students

Build strong communities for learning

Strengthen systems to focus on equity with quality.

Principles

Equity

Student agency

Access

#### Inclusion.

The ACT Public School System is growing, requiring knowledgeable, flexible, innovative and responsive leaders in every school. Successful school leaders in the ACT will understand that our people are our greatest resource, who flourish when engaged with colleagues as learners receiving quality feedback. This supports their impact both individually and collectively on student outcomes. ACT school leaders operate as system principals, collaborating with colleagues across and within their networks.

Reporting to a Network Director of School Improvement, the appointed principal will manage and lead their school, develop their staff teams to respond to the needs of all students, engage their school communities and build community partnerships. The principal will lead the school's improvement agenda, grounded in evidence from research and practice.

**Eligibility/Other Requirements:** Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to [www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](http://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

**How to Apply:** Please submit your curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the application package (maximum six pages) and contact information for two referees. Applications should be submitted via the Apply Now button on [www.jobs.act.gov.au](http://www.jobs.act.gov.au) by the due date.

#### **Statement of claims:**

The statement of claims is integral to the application and should be based on the position information and the School Leader Capability Framework. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

#### **Curriculum Vitae:**

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

#### **Referees:**

In choosing referees, consider how well they know your work and can speak about your capabilities. Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

#### **The selection process:**

The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome. 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.

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

Contact Officer: Lucy Barrett (02) 6205 8219 [Lucy.Barrett@act.gov.au](mailto:Lucy.Barrett@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.

#### **North/Gunghalin**

##### **Margaret Hendry School**

##### **Business Manager**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 41317)**

Gazetted: 31 May 2022

Closing Date: 14 June 2022

An opportunity exists to join the leadership team at Margaret Hendry School. The successful applicant will work alongside the principal to support the strategic direction and planning to meet the goals of the School Strategic Plan. This role is integral to the ongoing development and enactment of school culture with community, staff, partnerships, and the construction team. Are you:

Confident and able to engage in robust conversations as required with the children's best interests at the heart of all decision making?

Someone who leads with heart and integrity and collaborates with others to ensure the right drivers for decision making are at play?

Someone who has a positive outlook on life who approaches others with warmth, understanding and support to grow capacity even when things go wrong?

Able to code-shift to work effectively with grace and humour across a variety of contexts with a range of stakeholders?

If yes, then we need you! Please get in touch with the panel chair to discuss the position further. A meet and greet in person, via telephone or online is strongly encouraged prior to submitting your application.

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

Asbestos awareness training is a requirement of this role and must be completed prior to or on commencement of this role.

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

**How to apply:** Applicants are to provide a one-page curriculum vitae and a maximum two-page pitch outlining why you are the best applicant for the role. Applicants are strongly encouraged to contact the panel chair to discuss the role in more detail.

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

Contact Officer: Kate Woods (02) 6142 2800 [kate.woods@ed.act.edu.au](mailto:kate.woods@ed.act.edu.au)

## Safe at Schools

### Safety Adviser

#### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 32203)

Gazetted: 31 May 2022

Closing Date: 14 June 2022

**Details:** The Safety Advisor will support the development and implementation of the Education Directorate's Health, Safety and Wellbeing Improvement Action Plan and Safety Management System, and work in partnership with the Directorate's key stakeholder groups to identify, assesses and resolve work health and safety issues. They will be able to demonstrate their ability to support stakeholders with considered, accurate and timely advice and information on relevant work health and safety legislation, Government policy and guidelines, standards, and best practice.

Our ideal candidate will have exceptional interpersonal and communication skills and will also be able to display resilience, tact and empathy when required.

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

**Eligibility/Other qualifications:** Qualifications in work health and safety is highly desirable.

**Note:** This is a temporary position available immediately up until 7 October 2022, with the possibility of extension and/or permanency.

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

Selection may be based on application and referee reports only.

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

**Applications to be submitted via the "Apply Now" button below:**

Contact Officer: Sophie Selfe (02) 6207 0290 [Sophie.Selfe@act.gov.au](mailto:Sophie.Selfe@act.gov.au)

## Business Services

### School Cleaning Service

#### Roster Manager

#### Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 42237)

Gazetted: 31 May 2022

Closing Date: 14 June 2022

**Details:** The Education Directorate School Cleaning Service is looking for enthusiastic and dedicated Rostering Manager to join the ACT Government Public Schools' cleaning workforce. The position will be based at our School Cleaning Offices on Callam Street in Phillip.

The Rostering Manager will be responsible for assisting with the management of a large workforce of school cleaners. This includes managing daily absences across a wide range of shifts, creating, and managing shifts to ensure all schools receive the resourcing levels required, including servicing community hire events. The Roster Manager will be an integral change agent in the transition to full utilisation of the UKG (Kronos) Time and Attendance system. The Roster Manager will also train, coach and support rostering staff in this change and day to day duties.

The Roster Manager will also provide timely reports regarding trends and other strategic advice to the Senior Director.

If you are interested in joining a dynamic team with the important task of overseeing the school cleaning workforce that keeps our schools clean, safe, and hygienic then we'd love to hear from you.

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* maybe required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**How to Apply:** To apply, please provide a written response no longer than two pages, to the Selection Criteria (relevant Knowledge and relevant skills and abilities criteria) provided in the Position Description.

Your response should outline your experience and how it relates to the knowledge, skills and abilities required for the job. You will also need to provide a copy of your curriculum vitae along with the names and contact numbers of two referees as part of your application.

If you are selected for interview, you will be required to provide at least one referee report from one of your nominated referees. The attached Position Description provides further details of the position and should be read before you submit your application.

Selection will be based on written application, interview, and referee reports.

For further information on the ACTPS selection process refer to <https://www.jobs.act.gov.au/how-we-hire/selection-processes>.

**Applications should be submitted via the "Apply Now" button below:**

Contact Officer: Brent Haley (02) 6207 9278 [Brent.Haley@act.gov.au](mailto:Brent.Haley@act.gov.au)

## Service Design and Delivery

### Student Engagement

### Allied Health Service

### Manager - Social Work

**Health Professional Level 4 \$113,397 - \$122,062, Canberra (PN: 31019)**

Gazetted: 27 May 2022

Closing Date: 10 June 2022

**Details:** We are looking for an experienced Social Worker to lead the Student Engagement (SE) Social Work professional team to deliver a high quality, evidence-based, service as part of an interprofessional team that supports schools, students, and their families at a universal, selected, and targeted level to engage in education. You will provide clinical supervision to the Social Work professional team in line with best practice as well as support the senior leadership with the strategic leadership and direction of the Student Engagement Branch.

**Eligibility/Other requirements: Mandatory:**

Relevant tertiary qualifications in Social Work

Eligibility to be registered with the Australian Association of Social Workers (AASW)

Current Working with Vulnerable People registration (WWVP)

ACT driver's license and use of own vehicle for work purposes

**Note:** This is a temporary position commencing late June 2022 up to 12 months.

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

Selection may be based on application and referee reports only

**How to apply:** In four pages or less your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Please also include a current curriculum vitae and contact details for two referees.

**Applications should be submitted via the “Apply Now” button below:**

Contact Officer: Belinda Hill 04166 855 762 Belinda.hill@ed.act.edu.au

#### **School Improvement**

**North Canberra/ Gungahlin School Network**

**Margaret Hendry School**

**Wellbeing Support Officer (Children and Families)**

**School Assistant 4 \$69,095 - \$74,817, Canberra (PN: 52372)**

Gazetted: 31 May 2022

Closing Date: 14 June 2022

Details: Margaret Hendry School is a fast-growing P-6 school in Gungahlin offering a wrap-around support model for the local community. We are a culturally and socially diverse community and seek an addition to the team that is committed to inclusion, positive social impact and equitable service delivery. Our Wellbeing Support Worker (children and families) will be friendly, experienced, energetic and proactive. They will possess a demonstrated knowledge of children’s development and service delivery models that positively impact growth and development of children and their families. The applicant will be confident to work directly with children, staff and families and make referrals in consultation with the wider student wellbeing and engagement team.

The applicant will be responsible for a variety of tasks that includes a flexible education delivery model, outreach to families and coordination of community experiences. They will contribute to the efficiency of a customer focused team and demonstrate competence in managing and prioritising administrative tasks to determine the effectiveness and impact of initiatives. The successful applicant will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community. Are you the person that will have a positive impact on our children and community? Then we want to meet you!

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). First Aid Certificate or a willingness to undertake appropriate training.

Highly desirable- Certificate IV or Tertiary qualification in Youth Work, Social Work a related field

Note: This is a full time SA4 position. The standard working hours for the role are 8:30am-3:30pm, Monday – Friday. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit your response of no more than four pages addressing the Selection Criteria as outlined in the Position Description, together with your curriculum vitae and contact details of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shannon Birch (02) 6142 2800 shannon.birch@ed.act.edu.au

#### **School Improvement**

**North Canberra/ Gungahlin School Network**

**Margaret Hendry School**

**Shannon Birch (02) 6142 2800 shannon.birch@ed.act.edu.au**

**Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 52152)**

Gazetted: 31 May 2022

Closing Date: 14 June 2022

Details: Margaret Hendry School is seeking a highly motivated and experienced Executive Assistant to the Principal/Office Manager.

The successful applicant will undertake a variety of executive support responsibilities for the Principal inclusive of calendar and email management, correspondence development, documenting meeting minutes and organization of electronic files, preparation of materials prior/post meetings and creating a warm and inviting atmosphere for community and staff who enter our learning community.

In this position the applicant will need the ability to develop, implement and maintain processes that contribute to the efficient and effective management of the school. The successful applicant will also support the Business Manager in day-to-day activities, undertake secretariat duties in our front office, prepare and publish public

communications, assist in the management of school events, and support the whole-school administrative function.

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](http://act.gov.au)).

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.

How to Apply: Please submit a maximum three page application addressing the Selection Criteria located in the Position Description and provide a current curriculum.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shannon Birch (02) 6142 2800 [shannon.birch@ed.act.edu.au](mailto:shannon.birch@ed.act.edu.au)

## **Business Services**

### **Strategic Finance and Procurement**

#### **Internal Budgets and Reporting**

##### **Senior Finance Officer**

##### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 03232)**

Gazetted: 27 May 2022

Closing Date: 10 June 2022

Details: The Strategic Finance and Procurement Branch is looking for a self-motivated, highly capable Senior Finance Officer, to assist with the preparation of internal budgets and financial management within the Education Support Office.

The successful applicant will have excellent communication, and technical accounting skills, be able to liaise with a wide range of stakeholders on a broad range of topics, work in a very busy environment and manage parts of the budget and financial reporting process. The successful applicant will be able to find solutions to business issues and identify ways to improve existing processes.

Eligibility/Other Requirements: Tertiary qualifications in Accounting or previous experience in a finance related role is highly desirable. Working knowledge of the TM1 and Oracle is also highly desirable.

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

This position will be operating from a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Staff are currently working from home due to the COVID-19 restrictions which may continue. Please discuss any concerns or questions you may have with the Contact Officer.

How to Apply: Applicants should submit a current curriculum vitae, a two-page statement addressing the Selection Criteria as per the Position Description, and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karina Christensen (02) 6207 1053 [karina.christensen@act.gov.au](mailto:karina.christensen@act.gov.au)

## **Schools**

### **Tuggeranong Network**

#### **Lake Tuggeranong College**

##### **Executive Teacher Technology and VET, Tuggeranong College**

##### **School Leader C \$130,338, Canberra (PN: 12806)**

Gazetted: 26 May 2022

Closing Date: 9 June 2022

**Details:** In line with Future of education Phase two and the LTC Strategic Plan the School Leader C Technology/VET will:

Provide instructional leadership to classroom teachers and support staff in the delivery of high-quality courses, aligned to requirements of the BSSS, and in accordance with vocational education and training requirements as prescribed by the Australian Skills Quality Authority (ASQA)

Facilitate teacher learning and development processes, including ongoing accreditation, for the Technology faculty  
Lead the development of Programs of Learning in all Technology faculty courses delivered at the college (visit [https://www.ltc.act.edu.au/data/assets/pdf\\_file/0013/542101/LTC\\_2023\\_Prospectus\\_Final.pdf](https://www.ltc.act.edu.au/data/assets/pdf_file/0013/542101/LTC_2023_Prospectus_Final.pdf))

Foster and implement high impact pedagogical practices appropriate for both competency and criterion-based assessment

Work with the college Executive to implement professional learning communities, using student learning evidence to inform teaching and learning

Provide input and expertise in the development of the general capabilities across course areas aligned to the college strategic plan

Lead Vocational Education and Training across the college, in collaboration with VET teachers and the RTO Manager to achieve high-quality VET outcomes for students

Develop and maximise effective partnerships with feeder high schools, vocational education systems and providers, professional associations and tertiary institutions, in order to provide quality pathways for students

Perform subject matter expert functions as part of the ACTIVE Tuggeranong Registered Training Organisation (RTO) and its campuses

**Eligibility/Other requirements:** A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

**Mandatory:**

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). 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/s/article/working-with-vulnerable-people-wwvp-registration-tab-overview>

**How to apply:** Applicants need to submit an expression of interest comprising a current curriculum vitae, supporting statement (up to five pages) and coversheet with two referees.

The supporting statement should address the Capabilities listed below and be written with a focus on the Job Description specified for the position.

- Leading teaching and learning
- Developing self and others
- Leading improvement, innovation, and change
- Leading the management of the school
- Engaging and working with the community

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.

**Applications should be submitted via the “Apply Now” button below:**

Contact Officer: David Briggs (02) 6142 3666 David.Briggs@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](mailto:jobs@act.gov.au)

#### **CRA**

##### **DandPS**

##### **Senior Urban Designer**

**Senior Officer Grade A \$155,107, Canberra (PN: 57487)**

Gazetted: 26 May 2022

Closing Date: 14 June 2022

**Details:** The Senior Urban Designer will be considered a subject matter expert in the field of urban renewal and will have scalable expertise to deliver a broad range of projects within the Authority's portfolio. We require a candidate with strong leadership and stakeholder engagement skills and the ability to support the review and development of policies and procedures.

The Senior Urban Designer will be responsible for the management and delivery of assigned urban renewal projects within the Authority's designated precinct. These projects may include landscape and urban design, city activation initiatives and place management schemes.

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:**

Tertiary qualifications in architecture, or commensurate demonstrated experience in urban renewal projects, is highly desirable.

Minimum of 10 years' experience in a directly relevant field, preferably in urban renewal and public realm related projects.

Knowledge and experience of architectural, engineering or landscape related software such as Adobe Suite, CAD and GIS.

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

**How to Apply:** Applicants are to address the Selection Criteria located in the Position Description in the form of a Pitch (maximum 3 pages) and provide a current curriculum vitae and the names and contact of two referees.

If you have any questions regarding the role, please contact the Contact Officer.

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

Contact Officer: Geoff Bunnett (02) 6207 2297 [Geoff.Bunnett@act.gov.au](mailto:Geoff.Bunnett@act.gov.au)

**Environment**

**ACT Parks and Conservation Service**

**Volunteers and Visitor Experience**

**Commercial Tourism and Event Officer**

**Administrative Services Officer Class 5 \$83,620 - \$88,510, Canberra (PN: 37862)**

Gazetted: 27 May 2022

Closing Date: 10 June 2022

**Details:** Are you a people person who loves to connect with nature? Do you enjoy a challenge and problem solving? Are you someone who shines in a fast-paced and diverse environment?

The Volunteer and Visitor Experience Team within ACT Parks and Conservation Service (PCS) is looking for a Commercial Tourism and Events Officer to help manage and support commercial tourism opportunities and events in the ACT's parks, reserves, and plantations. Ideally, the Commercial Tourism and Events Officer is a people person that enjoys collaborating with industry to develop, maintain, evaluate, and improve visitor experiences and promote compliance of conservation values across the PCS estate.

The role involves maintaining positive relationships with stakeholders, supporting the management of the NatureStays portfolio of properties, coordinating events and activities, administrative duties, and some event and shift work.

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.

For more information and the Selection Criteria please see the Position Description.

**Eligibility/Other requirements: Mandatory:**

Hold registration under the *Working with Vulnerable People (Background Checking) Act 2011*

For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training

Be prepared to work some shift work for key events as required

Be prepared to wear a uniform; and

Possess a manual drivers' licence.

**Highly Desirable:**

Tertiary qualifications relevant:

Natural or cultural resource management; or

Recreation or tourism management in protected areas; or

Event management

These are desirable but not essential.

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



**How to apply:** Please submit a written application addressing the Selection Criteria limiting responses to 350 word 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: Jacqui Travers (02) 6207 7925 Jacqui.Travers@act.gov.au

### **Statutory Planning**

#### **Office of the Surveyor-General and Land Information (OSGLI)**

##### **Assistant Director Land Information**

##### **Senior Professional Officer Grade C \$113,397 - \$122,062, Canberra (PN: 46695)**

Gazetted: 26 May 2022

Closing Date: 9 June 2022

Details: OSGLI sits within the Statutory Planning Division and works closely with other parts of the Statutory Planning Division to delivery effective and timely surveying and mapping services.

The Assistant Director of Land Information will be responsible for the management and the technical implementation of moving the current spatial data management system (SDMS) from its current projection of ACT Grid to GDA2020. This will include:

Implementation management – timeline, resources (expertise and ICT), Software, database schema change, data transformation and load, software training (if required), user acceptance, documentation, and deployment.

Develop and maintain FME workbenches to reformat and translate spatial data.

Manage the quality assurance of all data going into SDMS, including data accuracy of all cadastral information liaising with expertise (ICT, data custodians/stewards as required).

Confirm and undertake data conversion options, such as: data repair, data entry, data verification, digitizing, georeferencing and data cleaning.

Note: This is a temporary position available 4 July 2022 until 02 April 2023. The successful applicant may be selected based on application only.

How to Apply: Expressions of interest are sought from potential candidates and should include a pitch of no more than two pages addressing the selection criteria and a current curriculum vitae.

If you require additional information about this role, please contact Joanne Hawkes (02) 6205 0483

joanne.hawkes@act.gov.au.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Hawkes (02) 6205 0483 joanne.hawkes@act.gov.au

### **Justice and Community Safety**

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

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

#### **ACT Courts and Tribunal**

##### **ACT Civil and Administrative Tribunal**

##### **Tribunal and Member Support**

##### **Administrative Assistant, Tribunal and Member Support**

##### **Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 00541)**

Gazetted: 01 June 2022

Closing Date: 15 June 2022

**Details:** The ACT Civil and Administrative Tribunal (ACAT) is seeking applications from high performing individuals who are interested in working as part of our Tribunal and Member Support team within the ACAT.

The successful applicant will join a team providing executive administrative services to support ACAT members and the broader ACAT Registry, and will work with a range of stakeholders, including tribunal users, staff, and members, to achieve quality outcomes for the ACAT.

The Tribunal and Member Support team is responsible for a variety of registry processes, including editing and publishing of decisions, undertaking less complex legal research and legal support to members, monitoring legislative changes and other developments in the law that are relevant to the work of the Tribunal. The successful

person for this position should have a flexible and helpful approach, be able to work under pressure and be able to meet deadlines.

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

Selection may be based on application and referee reports only.

**How to apply:** Applicants should submit a response of no more than two-pages addressing the Position Capabilities, together with your curriculum vitae and the contact details of at least two referees.

See the attached Position Description for further information about the role.

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

Contact Officer: Daniel Laundess (02) 6207 5770 Daniel.Laundess@act.gov.au

## **ACT Corrective Services**

### **Community Operations**

#### **Community Corrections Officer**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 11921, several)**

Gazetted: 31 May 2022

Closing Date: 14 June 2022

ACT Corrective Services (ACTCS) is looking for highly motivated, values-driven professionals to join Community Operations as a Community Corrections Officer (CCO) ASO6.

A career as a CCO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. As a CCO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention.

In addition, you will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community-based offender management programs.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

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

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

Experience working with offenders and relevant tertiary qualifications are highly desirable.

A Certificate IV in Correctional Practice or the ability to achieve this qualification within 12 months of commencing employment is desirable.

Must complete designated ACT Corrective Services Community Operations suite of training programs within 12 months of commencing employment.

Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

Background police checks will be conducted.

Driver's licence is essential.

This position requires a pre-employment medical.

This position requires Working with Vulnerable People registration

**Note:** There are permanent and temporary positions available. The temporary position is available for five months with the possibility of permanency.

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

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

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

a copy of your current driver's licence.

Please ensure you submit all three items

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

Contact Officer: David Fulton (02) 6207 5558 David.Fulton@act.gov.au

## **ACT Corrective Services**

### **Custodial Operations**

### **Custodial Operations**

#### **Senior Director, Accommodation**

**Senior Officer Grade A \$155,107, Canberra (PN: 39808)**

Gazetted: 31 May 2022

Closing Date: 14 June 2022

ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill a temporary vacancy for the role of Senior Director, Accommodation (SOGA) within Custodial Operations.

The Senior Director, Accommodation is responsible for providing leadership and management across the majority of accommodation units within the AMC, and is accountable for maintaining a high standard of detainee welfare and general living conditions across the centre.

In addition, the successful applicant will be responsible for the oversight of safe custody strategies, including the induction of new detainees, and continual improvement in the delivery of a structured day and management of at-risk detainees. As the Senior Director, Accommodation, you will also Chair the High-Risk Assessment Team.

Further to this, you will contribute and implement their functions objectives as defined in both the Organisation's and establishment's business plans and work collaboratively with all stakeholders to reduce re-offending.

To be successful you will demonstrate the ability to lead and manage a complex, dynamic and operationally demanding custodial environment, possess exceptional communication and interpersonal skills and demonstrate an ability to develop and compose complex workplace documents.

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

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

Relevant tertiary qualifications or equivalent experience are desirable.

Demonstrated experience or background in contemporary detainee management, within a Custodial Facility is desirable.

The successful candidate will be required to undergo a criminal history check.

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

Current drivers' licence.

**Note:** This is a temporary position available immediately for a period up to 18 months. This position is required to be part of an on-call roster including evenings and weekends.

**How to apply:** Applicants are required to submit three items:

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

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

A copy of their driver's licence.

Please ensure you submit all three items.

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

Contact Officer: Natalie Adams (02) 6207 0259 Natalie.Adams@act.gov.au

## **ACT Emergency Services Agency**

### **Commissioner's Office**

### **Office Manager**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 53224)**

Gazetted: 31 May 2022

Closing Date: 7 June 2022

**Details:** The ACT Emergency Services Agency (ESA) is seeking a self-motivated individual to provide direct support to the Commissioner. Ideally you will have had previous experience supporting Senior Government Executives in a high paced and dynamic environment.

The Office Manager's primary role is to provide high level operational and administrative support to the ESA Commissioner and be responsible for the day to day management of the Commissioner's Office.

We are seeking someone who is highly organised and efficient with excellent communication skills and someone who can provide leadership and mentoring to Executive Assistants across the ESA.

The Office Manager will work collaboratively in a fast-paced, demanding and high-pressure environment while building and maintaining relationships across the Government and non-Government sector. The position requires someone with the ability to make quick and accurate decisions under pressure, and plan and prioritise work in line with business requirements.

**Eligibility/Other Requirements:** Previous experience supporting Senior Government Executives in a high-paced, dynamic environment is highly desirable. A driver's licence is also essential. Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration ([act.gov.au](http://act.gov.au))

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

**How to Apply:** Please submit a two-page pitch outlining your skills and experience against the capabilities outlined in the Position Description. Please also include your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janelle Wheatley (02) 6205 4713 [Janelle.Wheatley@act.gov.au](mailto:Janelle.Wheatley@act.gov.au)

## **Legislation, Policy and Programs**

### **Criminal Law Group**

#### **Senior Policy Officer**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 27142)**

Gazetted: 31 May 2022

Closing Date: 14 June 2022

**Details:** The Criminal Law Branch develops and implements policy, law reform, legislation and programs relating to the criminal justice system. This includes a number of areas of criminal justice including family violence, sexual assault, bail, evidence, sentencing, corrections, policing, firearms regulation, unexplained wealth, principles of criminal responsibility, the construction and framing of offences in ACT legislation and counter-terrorism.

The work is fast-paced and varied, with a collegiate team that is supportive of flexible working arrangements.

The Senior Policy Officer in this role will work across a number of the areas of work undertaken by the Criminal Law Branch, with any specific areas of interest or expertise accommodated, wherever possible.

Key projects currently underway include work to explore raising the minimum age of criminal responsibility, introduce a new right to appeal, the implementation of the ACT Disability Justice Strategy and legal policy work to respond to the Sexual Assault Prevention and Response Steering Committee final report, 'Listen: Take action to prevent, believe and heal'.

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 law or a related field are highly desirable but not essential to this role.

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

**How to Apply:** Interested applicants should submit a supporting statement (no more than two to three pages) that outlines their practical experience and include examples of their experience.

The examples should explain to the panel how your previous experience would allow you to undertake the work of the Criminal Law Team (with reference to the Professional and Behavioural capabilities above).

Applicants should also provide a current curriculum vitae and the name and contact details of two referees, including a recent supervisor.

**Applications should be submitted via the "Apply Now" button below:**

Contact Officer: Joanna Marshall (02) 62051771 [Joanna.Marshall@act.gov.au](mailto:Joanna.Marshall@act.gov.au)

## **ACT Courts and Tribunal**

### **Corporate Services**

#### **Governance**

#### **Business Support Team Leader**

#### **Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 44052)**

Gazetted: 31 May 2022

Closing Date: 14 June 2022

**Details:** The ACT Courts and Tribunal are looking for a Business Support Team Leader with excellent communications skills and experience in managing and delivering Human Resource policies, programs, and projects. The role will manage the training and capability framework for the organisation and will undertake a range of operational HR functions such as position management, structures, onboarding, offboarding and reporting.

The role manages workplace health, safety, and wellbeing. The role will be expected to give advice on HR policies and to work closely with managers on implementing training and continued improvements in the management of our people.

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:** Qualifications in human resource management (or similar qualifications) or equivalent experience are highly desirable.

**Note:** The position is a temporary position available for up to 12 months with the possibility of permanency. Selection may be based on application and referee reports 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: Tania Manuel (02) 6205 2687 [Tania.Manuel@courts.act.gov.au](mailto:Tania.Manuel@courts.act.gov.au)

## **ACT Corrective Services**

### **Corporate Services**

#### **Assistant Director, Work Health and Safety (WHS)**

#### **Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 46042)**

Gazetted: 31 May 2022

Closing Date: 14 June 2022

**Details:** ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Assistant Director, Work Health and Safety (WHS), within the People and Culture Unit.

The Assistant Director, WHS will, in collaboration with the Directorate’s Work Health and Safety Unit, develop and administer a health and safety framework for all ACTCS business operations and provide technical expertise to ensure the safety and wellbeing of the organisation’s employees, visitors, clients and contractors at all workplaces. You will provide detailed interpretive advice to stakeholders and management on legislation, regulatory or policy matters relating to work health and safety matters and assist managers and workers to understand and comply with WHS obligations.

In addition, you will develop, implement and review work health and safety systems, policies and procedures for ACTCS, carrying out incident and accident investigations to ensure implemented management systems are compliant with legislative and regulatory requirements.

Further to this, you will lead and coordinate WHS initiatives within ACTCS to ensure effective collaboration with the broader Justice and Community Safety WHS community for the purpose of continuous improvement and best practice.

To be successful, you will have excellent knowledge of WHS legislations and best practices, proven analytical skills and a demonstrated ability to provide flexible solutions in a dynamic work environment to solve problems before they become an issue. In addition, you will possess exceptional interpersonal, organisational and communication skills necessary to build rapport with a diverse range of 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:

Qualifications and technical expertise in workplace health and safety, or equivalent experience are highly desirable.

This position does require a pre-employment medical. Please refer to the medical check policy advice and use the Work Environment Description below to inform this requirement.

This position requires a National Criminal Record Check and a Working with Vulnerable People (WWVP) registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to - ([act.gov.au](http://act.gov.au)).

How to Apply: Applicants are required to submit two items: 1) a one to two page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christopher Watkins (02) 6207 1033 [christopher.watkins@act.gov.au](mailto:christopher.watkins@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](mailto:jobs@act.gov.au)**

#### **Infrastructure Delivery Partners, Commercial Project Management**

##### **Executive Branch Manager, Commercial Project Management**

**Executive Level 1.4 \$258,398 - \$269,925 depending on current superannuation arrangements, Canberra (PN: E751)**

Gazetted: 26 May 2022

Closing Date: 16 June 2022

Details: The position of Executive Branch Manager, Commercial Project Management, is responsible for ensuring the efficient and effective procurement and delivery of commercial projects withing Major Projects Canberra, as well as managing the reporting aspects of the ACT Government Capital Works programs, on behalf of and in partnership with ACT Government directorates and agencies.

In this role you will provide high quality leadership and strategic planning for infrastructure procurement and project delivery and manage and oversee the project management of major contracts comprising a significant proportion of the capital works budget.

You will also need to lead the development of strong relationships with partner directorates, provide high level advice to stakeholders across government on procurement issues and construction contract issues and represent Major Projects Canberra in a range of senior government and non-government forums.

Eligibility/Other Requirements:

Mandatory:

Demonstrated extensive experience in managing complex procurement programs, project management and contract delivery processes.

Formal qualifications in architecture, engineering or project management, and a sound understanding of the government procurement and contract requirements.

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.

Contract: The successful applicant will be engaged under a performance-based contract for a period of five years.

Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than four pages addressing your suitability against the Executive Capabilities and the Job Specific Criteria, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

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

Contact Officer: For further information on the position, please contact Adrian Piani on (02) 6207 8944 or [adrian.piani@act.gov.au](mailto:adrian.piani@act.gov.au)

**Project Development and Support**

**Ministerial, Governance and Corporate Support**

**Senior Liaison Officer, Ministerial and Government Business**

**Senior Officer Grade C**

**\$113,397 - \$122,062 , Canberra (PN: 47782)**

Closing Date: 14 June 2022

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Project Development and Support will provide leadership and contribute strategic direction for Major Projects Canberra, focussing on innovation, collaboration and high performance.

The Division will be responsible for business case development and planning of major projects, business management, governance, risk management, financial control, ministerial, Cabinet and corporate support, community engagement and collaborative partnerships inside and out of Government.

Ministerial, Governance and Corporate Services works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch will provide leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support.

The Senior Liaison Officer reports to the Director, Ministerial and Government Business within the Ministerial, Governance and Corporate Support Business Unit. Working with a high level of autonomy as part of a small, fast-paced team, this position will prepare and coordinate matters relating to Cabinet/ Assembly and Government Business for Major Projects Canberra (MPC), and provide administrative support to the Light Rail Project Board. This position will have significant contact with officers of all levels, including various Minister's offices, requiring a high degree of sensitivity as well as a highly responsive approach in responding to tight deadlines.

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

**Eligibility/Other Requirements:**

**Highly Desirable**

**Experience with Assembly, Cabinet or Ministerial processes.**

Experience in managing sensitive and classified information in accordance with Cabinet and/or Assembly protocols and the Protective Security Policy Framework (PSPF).

Hold or be able to obtain a baseline security clearance.

A good working knowledge of Objective and/or SharePoint.

Experience with the Objective/ HP Records Manager records management system.

Note: This is a temporary position is available immediately until April 2023 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 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: Vilma Bell (02) 6205 7812 [Vilma.Bell@act.gov.au](mailto:Vilma.Bell@act.gov.au)

**Suburban Land Agency**

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

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

## Program Solutions

### Sales Administration Officer

#### Administrative Services Officer Class 4 \$75,239 - \$81,466, Canberra (PN: 33034)

Gazetted: 26 May 2022

Closing Date: 30 May 2022

**Details:** Are you a self-driven person who is passionate about sales of land or property? Do you have a great attention to details and love helping with administration?

As part of a great team, the responsibility of the Sales Administration Officer will be to provide support to the sales team and provide high level customer services to our clients and stakeholders.

You will have the ability to communicate effectively with influence, work under pressure, on multiple projects and within tight timeframes. You will have efficient data entry skills and be able to support the team members in Sales and Client Services.

We are seeking a person with a "can do" attitude who has an enthusiastic and client focussed approach. This would be supported by your strong administration skills and ability to maintain and manipulate data for reporting purposes.

Eligibility/Other Requirements:

Highly Desirable

Client services experience particularly in a land sales environment

Understanding of ACT Government legislative frameworks in relation to land development and sales activities and processes.

Understanding of the land / property development market, particularly in terms of marketing and sales.

Experience with Information Technology, online marketing and data management.

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://act.gov.au))

Driver's licence.

**Note:** This is a temporary position available immediately for four months with the possibility of extension up to six months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. This position is being re-advertised and previous applicants need not re-apply.

**How to Apply:** Applicants should submit a supporting statement, addressing the selection criteria, of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees.

**Applications should be sent to the Contact Officer.**

Contact Officer: Kathy Torcasio (02) 6205 3020 [Kathy.Torcasio@act.gov.au](mailto:Kathy.Torcasio@act.gov.au)

## Transport Canberra and City Services

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

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

### City Services

#### City Presentation

##### Urban Treescapes

#### Team Leader- Planting

#### General Service Officer Level 7 \$66,857 - \$70,601, Canberra (PN: 54953)

Gazetted: 01 June 2022

Closing Date: 22 June 2022

**Details:** Are you a leader who can nurture a team while growing Canberra's urban forest?

The Team Leader, Planting is responsible for a team of workers carrying out tree planting and maintenance activities. This includes responsibility for carrying out site specific risk assessments and ensuring crews work safely, allocation of plant and equipment for jobs, record keeping and reporting, and carrying out site auditing as required.



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

Please see the Position Description for further information about the role.

**Note:** This is a temporary position available immediately for three months with a 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:** Applications should include:

A statement of no more than four pages addressing the 'What you require' and 'Compliance requirements/qualifications' sections in the Position Description

A current curriculum vitae

Contact details of at least two referees

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

Contact Officer: Peter Brammall 0466939917 Peter.Brammall@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

### City Presentation

#### Urban Treescapes

#### Leading Hand, Planting

**General Service Officer Level 5/6 \$58,918 - \$64,843, Canberra (PN: 54954, 54956)**

Gazetted: 01 June 2022

Closing Date: 22 June 2022

**Details:** Do you have a growing ambition to cultivate Canberra's urban forest?

Leading Hands, Planting are responsible for a small team of workers carrying out tree planting and maintenance activities. This includes planning work activities, carrying out site specific risk assessments, and ensuring that crews work safely.

Please see the Position Description for further information about the role.

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

**Note:** This is a temporary position available for three 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:** Applications should include:

A statement of no more than four pages addressing the 'What you require' and 'Compliance requirements/qualifications' sections in the 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: Carma Sweet (02) 6207 7158 Carma.Sweet@act.gov.au

## Chief Operating Office

### Governance and Ministerial Services

#### Governance

#### Director, Program Management Office

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 11885)**

Gazetted: 31 May 2022

Closing Date: 14 June 2022

We are seeking applications from highly motivated and goal orientated people to fill the role of Director, Program Management Office (PMO) which sits within the Governance and Ministerial Services branch.

As Director, PMO, you will lead the PMO and work closely with key stakeholders across the Directorate to implement a change management process to embed a new Transport Canberra and City Services (TCCS) Project Management Framework. Your role will be to engage and collaborate with project management staff and executives to ensure the Project Management Framework is fit for purpose and usable, with a focus on high-risk projects.

You will develop project management tools and guidance, advise, monitor and mentor staff on TCCS project management practices, lead a Community of Practice in project management, listen and genuinely engage with staff across TCCS to improve project management outcomes and provide high level project reporting to the TCCS Executive Board.

As a leader within TCCS, this role requires a person who can engage, inspire, energise, and positively influence directorate-wide and individual team outcomes, while genuinely engaging to meet the diverse needs of staff across the Directorate.

Notes: This is a temporary position available from July 2022 until June 2023 with the possibility of permanency.

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 skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae with details of at least two referees, and an application of no more than two-pages setting out why you are the best person for the role, with reference to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Wilson (02) 6205 3404 Chris.Wilson@act.gov.au

## **Transport Canberra and Business Services**

### **Transport Canberra Bus Operations**

#### **Recruitment**

#### **Assistant Director Recruitment**

#### **Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: A20249)**

Gazetted: 01 June 2022

Closing Date: 8 June 2022

Details: Transport Canberra Bus Operations branch requires a senior recruitment leader who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a small team and providing appropriate support and guidance in relation to recruitment activities to ensure the Branch adheres to ACT Government Recruitment Guidelines and Legislative requirements.

To be successful in this position you will:

Undertake quality workforce planning and recruitment to continually align the needs and the priorities of the organisation.

Have strong communication and management skills and the ability to think outside the box on how recruitment is designed and delivered, while ensuring Transport Canberra's recruitment complies with relevant legislation and policy requirements.

Lead and manage the recruitment team to ensure operational requirements are met

Eligibility/Other Requirements: Qualifications relevant to the duties of the position and or substantial work experience in a relevant field, such as Human Resources are highly desirable.

Note: This is a temporary vacancy available for four 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: Applicants should submit a current curriculum vitae, and no more than a one-page pitch addressing the WHAT YOU WILL DO and WHAT YOU REQUIRE sections of the Position Description and details of two referees, one of which should be a current supervisor.

Contact Officer: Michael Lawrence (02) 6205 0467 Michael.Lawrence@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 Office**

### **Governance and Ministerial Services**

### **Sustainability, Facilities and Fleet**

### **Building Manager**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 57614)**

Gazetted: 27 May 2022

Closing Date: 10 June 2022

**Details:** The Building Management Services (BMS) team is responsible for providing accommodation services for 480 Northbourne Avenue (480NBA) and developing, maintaining, and implementing related facilities management policies, contracts, and programs. The BMS team is a cross-directorate team, providing facility management services to building occupants and external providers such as contractors and ACT Property Group.

We are seeking applications from highly motivated and goal orientated people to fill the role of Building Manager. The Building Manager is responsible for providing onsite assistance for all building related matters as well as administrative duties for 480NBA. The successful applicant will have sound customer experience and will work collaboratively with all occupants of 480 NBA to assist in the delivery of high-quality service from the BMS team. Ideally you will have the ability to deliver high quality customer service and support for staff in an activity based working environment, provide reception duties including assisting the public with a broad level of understanding of functions delivered by individual directorates, as well as queries relating to the Suburban Land Agency, manage BMS administrative tasks including onboarding and offboarding of staff, access control, key systems and end-of-trip locker systems, utilise computer programs including Microsoft Office suite, property management programs and databases to undertake and/or report on building management services as required and possess well developed writing skills as you will be required to write operating procedures and guidelines under limited supervision.

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:**

First aid certificate or willingness to obtain.

Emergency Warden training or willingness to obtain.

Qualification or experience in managing commercial buildings is preferred

Driver's licence, C-Class, is essential.

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

**How to apply:** Submit a statement of no more than two pages addressing the Selection Criteria, and a curriculum vitae including the contact details of at least two referees.

If you have an interest in building management and would like to know more about the position, then contact [justin.thompson@act.gov.au](mailto:justin.thompson@act.gov.au)

**Applications should be submitted via the "Apply Now" button below:**

Contact Officer: Justin Thompson (02) 6205 0936 [Justin.Thompson@act.gov.au](mailto:Justin.Thompson@act.gov.au)

**Chief Operating Office**

**Governance and Ministerial Services**

**Ministerial Services Unit**

**Ministerial Liaison Office**

**Administrative Services Officer Class 6 \$90,099 - \$103,117, Canberra (PN: 10617)**

Gazetted: 27 May 2022

Closing Date: 10 June 2022

**Details:** The Governance and Ministerial Services branch is responsible for oversight of audit, compliance, protective security compliance, emergency planning, business continuity, insurance coordination, risk management, fraud control, quality management, records management and corporate planning/reporting, as well as all Ministerial services. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

We are seeking applications from highly motivated team players to fill the role of Ministerial Liaison Officer (MLO) which sits within the Ministerial Services team. The MLO will be part of a team which specialises in the management and coordination of ministerial correspondence and briefings for the directorate, and the relationship with relevant Ministerial offices, including the Directorate Liaison Officer role.

The ideal candidate will possess an ability to multitask in a dynamic fast paced environment while supporting their teammates and delivering with a high attention to detail and timeliness.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and a two page response to the Selection Criteria setting out why you are the best person for the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sheldon Fenning (02) 6207 9409 sheldon.fenning@act.gov.au

**Chief Operating Officer Group**

**Chief Information Office**

**Systems and Information Management**

**Cyber Security Director**

**Senior Officer Grade B \$133,552 - \$150,347, Canberra (PN: 57343)**

Gazetted: 27 May 2022

Closing Date: 10 June 2022

Details: TCCS Chief Information Office is seeking a highly motivated, proven leader to develop, lead and manage the uplift of TCC's Cyber Security culture, practices and risk profile.

We are looking for a leader who can inspire, energise and positively influence team and individual outcomes. The position will require a self-driven individual who is capable of negotiating and working with a range of stakeholders across TCCS, Digital Data and Technology Solutions (DDTS), multiple external vendors and other ACT Directorate stakeholders.

Eligibility/Other Requirements: A current NV1 national security clearance or ability to obtain and hold an NV1 national security clearance is mandatory. A tertiary degree with an ICT Major, and/or professional certification in Cyber Security, Risk Management, Auditing or Governance, is highly desirable.

The following generic SFIA skills apply to this role. Further information on SFIA skills can be found at:

<https://www.sfia-online.org/en/framework/sfia-7/a-to-z-skills-collection>.

Information Security SCTY 4: Explains the purpose of and provides advice and guidance on the application and operation of elementary physical, procedural and technical security controls. Performs security risk, vulnerability assessments, and business impact analysis for medium complexity information systems.

Business Risk Management BURM 5: Carries out risk assessment within a defined functional or technical area of business. Uses consistent processes for identifying potential risk events, quantifying and documenting the probability of occurrence and the impact on the business. Refers to domain experts for guidance on specialised areas of risk, such as architecture and environment. Co-ordinates the development of countermeasures and contingency plans.

Security Administration SCAD 5: Monitors the application and compliance of security administration procedures and reviews information systems for actual or potential breaches in security. Ensures that all identified breaches in security are promptly and thoroughly investigated and that any system changes required to maintain security are implemented. Ensures that security records are accurate and complete and that request for support are dealt with according to set standards and procedures. Contributes to the creation and maintenance of policy, standards, procedures and documentation for security.

Performance Management PEMT 4: Supervises individuals and teams. Allocates routine tasks and/or project work. Provides direction, support and guidance as necessary, in line with individuals' skills and abilities. Monitors progress against agreed quality and performance criteria. Acts to facilitate effective working relationships between team members.

Relationship Management RLMT 4: Implements stakeholder engagement/communications plan. Deals with problems and issues, managing resolutions, corrective actions, lessons learned and the collection and dissemination of relevant information. Collects and uses feedback from customers and stakeholders to help measure effectiveness of stakeholder management. Helps develop and enhance customer and stakeholder relationships

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. Hybrid working is also utilised in this area.

How to Apply: Please address the following Selection Criteria, keeping overall response to no longer than two pages. Please include two referees.

Proven ability to develop, lead and manage activities required to implement improve technical capability, culture, practices and risk profile.

Proven understanding of Cyber Security and how it applies in the Government environment.

Ability to lead the creation and maintenance of policy, standards, procedures and documentation for ICT security.

Proven strong stakeholder management skills, including effective liaison, negotiation and communication techniques.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Downing (02) 6205 2106 James.Downing@act.gov.au

## **Chief Operating Office**

### **Governance and Ministerial Services**

#### **Governance**

#### **Assistant Director, Records Manager**

**Senior Officer Grade C \$113,397 - \$122,062, Canberra (PN: 32546)**

Gazetted: 26 May 2022

Closing Date: 9 June 2022

**Details:** Are you enthusiastic, a good people manager, and love a challenge? The Governance team are hiring and looking for a Records Manager!

The TCCS Records Management team is a unit within the Governance and Ministerial Services Branch and is responsible for the provision of advice and support to TCCS business units about the management of physical and electronic records in accordance with *Territory Records Act 2002* and ACT Government standards.

You will be a team player, as well have the ability to work autonomously under pressure. Being adaptable and having the ability to change focus often in a fast-paced environment will be the key in this role. Knowledge of the EDRMS systems is highly desirable.

If you love being ten steps ahead and have good attention to detail with the ability to multitask, then we look forward to receiving your application.

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 recordkeeping are highly desirable.

Experience with Electronic Document and Records Management Systems (e.g., Objective and TRIM) and record keeping systems is highly desirable.

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

**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: Chris Wilson (02) 6205 3404 chris.wilson@act.gov.au

## **Roads ACT**

### **Traffic Safety and Management**

#### **Traffic Lights/ Signals**

#### **Assistant Director, Traffic Signals**

**Infrastructure Officer 3 \$113,659 - \$124,766, Canberra (PN: 23583)**

Gazetted: 26 May 2022

Closing Date: 21 June 2022

**Details:** 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 Assistant Director, Traffic Signals. The Assistant Director, Traffic Signals undertakes management of the day-to-day operation and

optimisation of the Territory's traffic signal network. This includes management and configuration of the SCATS Traffic Signal Control System, monitoring traffic conditions on site or remotely via camera and other systems, evaluating designs for new or reconstructed traffic signals and the provision of technical advice to internal and external 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:**

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia (tertiary qualification in civil/water resource engineering desirable); or

Hold a relevant building degree; or

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

Traffic modelling skills and experience are highly desirable.

Permanent resident of Australia

Driver's licence (C-Class) is essential.

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

**How to Apply:** Applicants are to supply:

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.***

Contact Officer: Chris Bunnik (02) 6207 5223 Chris.Bunnik@act.gov.au

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

## **APPOINTMENTS**

### **ACT Health**

**Senior Officer Grade A \$155,107**

Tania Browne, Section 68(1), 31 May 2022

**Senior Officer Grade C \$113,397 - \$122,062**

Johanne Carpenter, Section 68(1), 11 May 2022

**Senior Officer Grade C \$113,397 - \$122,062**

Shannon Parker, Section 68(1), 25 May 2022

### **Canberra Health Services**

**Health Service Officer Level 3/4 \$54,613 - \$58,546**

Shawn Ardern, Section 68(1), 31 May 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Michael Aricaya, Section 68(1), 1 June 2022

**Technical Officer Level 1 \$61,765 - \$64,757**

Romylynd Hope Batchelor, Section 68(1), 26 May 2022

**Administrative Services Officer Class 3 \$67,770 - \$72,935**

Hamish Emmett, Section 68(1), 31 May 2022

**Technical Officer Level 1 \$61,765 - \$64,757**

Jake Gee, Section 68(1), 26 May 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Hui Hu, Section 68(1), 27 May 2022

**Health Service Officer Level 2/3 \$51,133 - \$56,388**

Daniel Ingram, Section 68(1), 1 June 2022

**Administrative Services Officer Class 4 \$75,239 - \$81,466**

Saumya Jayaratne, Section 68(1), 31 May 2022

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Leanne Kermond, Section 68(1), 1 June 2022

**Enrolled Nurse Level 1 \$65,056 - \$69,505**

Aline Mulumba, Section 68(1), 23 May 2022

**Technical Officer Level 1 \$61,765 - \$64,757**

Komalben Soni, Section 68(1), 26 May 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Rubitha Thakarappallil, Section 68(1), 31 May 2022

**Health Service Officer Level 5 \$59,380 - \$62,328**

Li Tian, Section 68(1), 25 May 2022

**Registered Nurse Level 1 \$71,730 - \$95,818**

Tara Timilsina, Section 68(1), 20 May 2022

**Technical Officer Level 1 \$61,765 - \$64,757**

Lourdes Velis-Paniagua, Section 68(1), 26 May 2022

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

Rony George, Section 68(1), 09 June 2022

**Enrolled Nurse Level 1 \$65,056 - \$69,505**

Padmakanthi Suraweera Arachchige, Section 68(1), 27 May 2022

**Chief Minister, Treasury and Economic Development**

**Administrative Services Officer Class 4 \$75,239 - \$81,466**

Sumeet Akella, Section 68(1), 28 June 2022

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Stephen Boulton, Section 68(1), 1 June 2022

**Senior Officer Grade B \$133,552 - \$150,347**

Colleen Chapman, Section 68(1), 31 May 2022

**Senior Officer Grade A \$155,107**

Norma Doman, Section 68(1), 31 May 2022

**Administrative Services Officer Class 5 \$83,620 - \$88,510**

Rowan Woodward, Section 68(1), 2 June 2022

### **Education**

**School Assistant 2 \$50,861 - \$56,161**

Lily Croker, Section 68(1), 1 June 2022

**School Assistant 2 \$50,861 - \$56,161**

Grace Jones, Section 68(1), 1 June 2022

**Building Service Officer 3 \$72,451 - \$76,559**

Sumedha Marakkala Manage, Section 68(1), 2 June 2022

**Senior Officer Grade A \$155,107**

Murray Walpole, Section 68(1), 17 May 2022

**Senior Officer Grade C \$113,397 - \$122,062**

Emma Wilson, Section 68(1), 23 May 2022

**School Assistant 2 \$50,861 - \$56,161**

Jessie Zivkovic, Section 68(1), 31 May 2022

### **Environment, Planning and Sustainable Development**

**Administrative Services Officer Class 6 \$90,099 - \$103,117**

Claire Conti, Section 68(1), 24 May 2022

**Professional Officer Class 2 \$90,099 - \$103,117**

Drew Munro, Section 68(1), 31 May 2022

### **Justice and Community Safety**

**Senior Officer Grade A \$155,107**

Amy Eager, Section 68(1), 27 May 2022

### **Major Projects Canberra**

**Senior Officer Grade B \$133,552 - \$150,347**

Melanie Graham, Section 68(1), 1 June 2022

### **Transport Canberra and City Services**

**General Service Officer Level 5-7 \$58,918 - \$70,601**

Ben Williams, Section 68(1), 24 May 2022

### **Worksafe ACT**

**ORS Inspector 6 \$90,099 - \$103,117**

Aaron Clayworth, Section 68(1), 31 May 2022

**ORS Inspector 6 \$90,099 - \$103,117**

Emma Hayes, Section 68(1), 31 May 2022



## TRANSFERS

### Canberra Health Services

#### **Komalpreet Kaur**

From: Registered Nurse Level 1 \$71,730  
Canberra Health Services  
To: Registered Nurse Level 1 \$71,730 - \$95,818  
Canberra Health Services, Canberra (PN. 48165) (Gazetted )

#### **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)

#### **Dana Robertson**

From: Registered Nurse Level 1 \$71,730  
Canberra Health Services  
To: Registered Nurse Level 1 \$71,730 - \$95,818  
Canberra Health Services, Canberra (PN. 01267) (Gazetted 23 March 2022)

#### **Emma Sheather**

From: Administrative Services Officer Class 3 \$67,770  
Canberra Health Services  
To: Administrative Services Officer Class 3 \$67,770 - \$72,935  
Canberra Health Services, Canberra (PN. 56362) (Gazetted 10 March 2022)

#### **Brittany Thomas**

From: School Psychologist \$86,155 - \$123,643  
Education  
To: Health Professional Level 3 \$98,489 - \$103,779 (up to \$108,927 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 46867) (Gazetted 31 March 2022)

### Chief Minister, Treasury and Economic Development

#### **Alpha Bah**

From: Information Technology Officer Class 1 \$72,935  
Chief Minister, Treasury and Economic Development  
To: Information Technology Officer Class 1 \$72,935 - \$83,023  
Chief Minister, Treasury and Economic Development, Canberra (PN. 32417) (Gazetted 24 May 2021)

### Justice and Community Safety

#### **Melissa Butler**

From: Senior Officer Grade C \$113,397 - \$122,062  
Justice and Community Safety  
To: Senior Professional Officer Grade C \$113,397 - \$122,062  
Justice and Community Safety, Canberra (PN. 46750) (Gazetted 28 March 2022)

#### **Fiona Scicluna**

From: Administrative Services Officer Class 6 \$103,117

Justice and Community Safety

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety, Canberra (PN. P11248) (Gazetted 30 March 2022)

**Transport Canberra and City Services**

**Jacob Collins**

From: Senior Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade B \$133,552 - \$150,347

Transport Canberra and City Services, Canberra (PN. 53619) (Gazetted 9 February 2022)

**PROMOTIONS**

**ACT Health**

**Office of the Director General**

**Crystal Bevan**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510

Education

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

ACT Health, Canberra (PN. 57653) (Gazetted 17 March 2022)

**Digital Solutions Division**

**Office of the Chief Information Officer**

**Melissa Devries**

From: Senior Officer Grade C \$113,397 - \$122,062

Canberra Health Services

To: †Senior Information Technology Officer Grade B \$133,552 - \$150,347

ACT Health, Canberra (PN. 52728) (Gazetted 14 April 2022)

**Canberra Health Services**

**Alexandra Cobb**

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

Canberra Health Services

To: †Health Professional Level 4 \$113,397 - \$122,062

Canberra Health Services, Canberra (PN. 27585) (Gazetted 13 April 2022)

**Sally Cowled**

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 42274) (Gazetted 1 April 2022)

**Canberra Health Services**

**Vanessa Hoban**

From: Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services

To: †Registered Nurse Level 3.2 \$129,103

Canberra Health Services, Canberra (PN. 10061) (Gazetted 13 April 2022)

**Emily Keni(O'Leary)**

From: Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Health Services, Canberra (PN. 20011) (Gazetted 23 March 2022)

**Peta Kleinig**

From: Registered Nurse Level 3.2 \$129,103

Canberra Health Services

To: †Registered Nurse Level 4.2 \$138,255

Canberra Health Services, Canberra (PN. 36084) (Gazetted 22 April 2022)

**Felicity Manson**

From: Registered Nurse Level 1 \$71,730 - \$95,818

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 37269) (Gazetted 2 February 2022)

**Canberra Health Services**

**Zivanai Matiyenga**

From: Registered Nurse Level 2 \$99,612 - \$105,575

Canberra Health Services

To: †Registered Nurse Level 3.1 \$114,201 - \$118,901

Canberra Health Services, Canberra (PN. 26410) (Gazetted 3 February 2022)

**Kimberley Murray**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Canberra Health Services, Canberra (PN. 13595) (Gazetted 16 December 2021)

**Canberra Institute of Technology**

**Education and Training Services**

**Health, Community and Science**

**CIT Science**

**Nicole Costigan**

From: Teacher Level 1 \$79,598 - \$106,208

Canberra Institute of Technology

To: †Teacher Level 2 \$113,447

Canberra Institute of Technology, Canberra (PN. 41564) (Gazetted 13 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.

**Chief Minister, Treasury and Economic Development**

**Digital, Data and Technology Solutions**

**Customer Engagement Services Branch**

**Jordan Bryant**

From: Information Technology Officer Class 1 \$72,935 - \$83,023

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 14349) (Gazetted 22 April 2022)

**Workforce Capability and Governance**

**Industrial Relations and Public Sector Employment**

**Industrial Relations**

**Amelia Burton**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117

Education

To: †Senior Officer Grade C \$113,397 - \$122,062

Chief Minister, Treasury and Economic Development, Canberra (PN. 13032) (Gazetted 27 July 2021)

**Access Canberra**

**Transport Licensing**

**Medical Management Team**

**Carolyn Elsworthy**

From: Administrative Services Officer Class 2/3 \$59,813 - \$72,935

Canberra Health Services

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development, Canberra (PN. 12565) (Gazetted 21 March 2022)

**Revenue Management**

**Operations**

**Bernada McDonald**

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. 37592) (Gazetted 21 February 2022)

**OneGov Service Centre**

**Shared Services**

**Finance Services**

**Muhammad Mulki**

From: Senior Officer Grade B \$133,552 - \$150,347

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$155,107

Chief Minister, Treasury and Economic Development, Canberra (PN. 57081) (Gazetted 6 April 2022)

**Digital, Data and Technology Solutions**

**Customer Engagement Services Branch**

**Education ICT**

**Marissa Prieto**

From: Information Technology Officer Class 1 \$72,935 - \$83,023

Chief Minister, Treasury and Economic Development

To: †Information Technology Officer Class 2 \$90,099 - \$103,117

Chief Minister, Treasury and Economic Development, Canberra (PN. 15206) (Gazetted 25 August 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Access Canberra**

**Construction, Utilities and Environment Protection**

**Lease Compliance and Occupational Licensing and Builder, Builder Surveyor Licensing**

**Renata Vave**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$75,239 - \$81,466

Chief Minister, Treasury and Economic Development, Canberra (PN. 14626) (Gazetted 18 March 2022)

**Community Services**

**Housing ACT  
Infrastructure and Contracts  
Infrastructure and Delivery  
Pranayan Giri**

From: Infrastructure Officer 2 \$90,210 - \$103,785  
Major Projects Canberra  
To: †Infrastructure Officer 3 \$113,659 - \$124,766  
Community Services, Canberra (PN. 57497) (Gazetted 16 March 2022)

**Housing ACT  
Executive Services  
Anna Harkin**

From: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Community Services  
To: †Senior Officer Grade C \$113,397 - \$122,062  
Community Services, Canberra (PN. 57076) (Gazetted 19 April 2022)

**Housing ACT  
Executive, Government and Engagement  
Sheryl Usero**

From: Administrative Services Officer Class 3 \$67,770 - \$72,935  
Community Services  
To: Administrative Services Officer Class 4 \$75,239 - \$81,466  
Community Services, Canberra (PN. 57075) (Gazetted 14 April 2022)

**Education**

**School Improvement  
Tuggeranong Network  
Theodore Primary School  
Rosemary Rodriguez**

From: Administrative Services Officer Class 5 \$83,620 - \$88,510  
Education  
To: †Administrative Services Officer Class 6 \$90,099 - \$103,117  
Education, Canberra (PN. 56843) (Gazetted 9 May 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**

**ACT Corrective Services  
Offender Reintegration  
AMC Case Management Unit  
Alison Henry**

From: Correctional Officer Class 1 \$68,508 - \$81,694  
Justice and Community Safety  
To: Administrative Services Officer Class 6 \$90,099 - \$103,117  
Justice and Community Safety, Canberra (PN. 36114I) (Gazetted 30 March 2022)

**ACT Corrective Services  
Offender Reintegration  
Ashleigh Marian**

From: Senior Officer Grade C \$113,397 - \$122,062  
Justice and Community Safety

To: †Senior Officer Grade B \$133,552 - \$150,347  
Justice and Community Safety, Canberra (PN. 56963) (Gazetted 6 April 2022)

**ACT Corrective Services**

**Custodial Operations**

**Court Transport Unit**

**Aaron Sterck**

From: Correctional Officer Class 2 \$85,658 - \$91,757

Justice and Community Safety

To: Correctional Officer Class 3 \$98,235 - \$104,713

Justice and Community Safety, Canberra (PN. 49415) (Gazetted 31 March 2022)

**ACT Director of Public Prosecutions**

**Non Legal**

**Catherine Zaal**

From: Paralegal Grade 4 \$83,620 - \$88,510 (Retention Point DPP Only \$91,566)

Justice and Community Safety

To: Administrative Services Officer Class 6 \$90,099 - \$103,117

Justice and Community Safety, Canberra (PN. 38358) (Gazetted 6 May 2022)

**Major Projects Canberra**

**Infrastructure Delivery Partners**

**Commercial Project Management**

**Briar Champness**

From: Infrastructure Officer 3 \$113,659 - \$124,766

Major Projects Canberra

To: †Infrastructure Officer 4 \$134,705 - \$153,043

Major Projects Canberra, Canberra (PN. P57638) (Gazetted 12 July 2021)

**Infrastructure Delivery Partners**

**Commercial Project Management**

**Benjamin McDuff**

From: Infrastructure Officer 3 \$113,659 - \$124,766

Major Projects Canberra

To: †Infrastructure Officer 4 \$134,705 - \$153,043

Major Projects Canberra, Canberra (PN. 33786) (Gazetted 17 December 2021)

**Transport Canberra and City Services**

**Territory and Business Services**

**Yarralumla Nursery**

**Production**

**Alice Blackshaw**

From: General Service Officer Level 3/4 \$53,149 - \$58,041

Transport Canberra and City Services

To: General Service Officer Level 5/6 \$58,918 - \$64,843

Transport Canberra and City Services, Canberra (PN. 41639) (Gazetted 8 March 2022)

**Chief Operating Office**

**Legal and Contracts**

**Rebecca Piesse**

From: Government Solicitor 1 \$79,745 - \$119,414

Justice and Community Safety

To: †Senior Officer Grade B \$133,552 - \$150,347  
Transport Canberra and City Services, Canberra (PN. 09808) (Gazetted 18 March 2022)