



ACT Government Gazette

Gazetted Notices for the week beginning 13 October 2022

VACANCIES

ACT Audit Office

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

Financial Audit

Director, Financial Audit

Senior Audit Manager \$135,524 - \$157,201, Canberra (PN: 43819)

Gazetted: 18 October 2022

Closing Date: 31 October 2022

Details: The Office

Established in 1990, the ACT Audit Office has served over three decades to provide an independent view of the ACT Public Sector, foster accountability in the public administration of the Territory and promote efficiency and effectiveness of ACT public services.

The Role

As the Director, Financial Audit, you will play a significant and dynamic role to ensure the highest levels of financial management and accountability within the ACT Government. Your work will have a direct impact on community confidence in the delivery of a range of critical services, from Health to Education, from Capital Infrastructure to Social Services by the ACT Public Sector.

You will lead a diverse workforce to produce high quality, impartial, accurate and evidence-based audit reports on financial statements and statements of performance, with recommendations designed to improve the administration and performance of ACT Public Sector agencies.

Being a statutory appointed auditor, you will have the opportunity to focus on delivering quality audit outcomes without the added pressure that comes with working in a more sales-based environment.

You

The key to success in this role will be your combination of strong experience in leading financial audits, highly developed communication skills and excellent human resources management skills. You will also align strongly to, and actively role model to your team, our organisational values of:

Independence

Integrity

Professionalism

Respect

Learning and Innovation

You will most likely have tertiary Professional Accounting, Audit, Data Analytics and/or Information Technology qualifications. It would also be ideal if you held post graduate qualifications from one or more of CPA Australia, CA ANZ and CISA.

The Benefits

The ACT government is seen as a public sector leader in its approach to flexible working, investing in infrastructure to facilitate hybrid working such as state-of-the-art office spaces designed to promote collaborative working.

In addition, the Audit Office seeks to engender a sense of community, embraces diversity, and actively promotes a healthy work/life balance, including the opportunity to work remotely up to 3 days per week. Work structures are negotiated at a team level, with an emphasis placed on finding space to accommodate family and personal commitments to ensure you can bring your best self to the role.

You will also be supported in exploring your own professional development Learning Journey through complex and interesting work, coaching and mentoring from experts, and improving your leadership capability. Opportunities may include secondments with other audit offices and working with staff from the big four firms.

Based on your experience and expectations, you will be offered a competitive remuneration package between \$147 721 and \$171 349 per annum. Additional benefits include generous leave provisions and payment of up to two professional memberships.

How to Apply: Your application will be assessed against the key responsibilities and selection criteria detailed in the Position Description. Your application will consist of your curriculum vitae and a cover letter of no more than two pages outlining how your experience, qualifications and skills align with those key responsibilities and selection criteria. Ideally you will be commencing your new role in December 2022.

During the recruitment process, the Office may engage a range of assessment options to identify the right person for the role, such as online assessments, work sample, panel interview and/or reference checks.

If you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance.

You are encouraged to visit our website (www.audit.act.gov.au) to get to know more about us.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Larnach (02) 6205 2441 Tim.Larnach@act.gov.au

ACT Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

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

**Executive Group Manager, Corporate and Governance
Temporary Vacancy (10 November until 28 February 2023)**

**ACT Health Directorate
Corporate and Governance**

Position: E1080

(Remuneration equivalent to Executive Level 2.2)

The ACT Health Directorate (ACTHD) is seeking an experienced, highly motivated leader with strong executive management and people leadership skills for the role of the Executive Group Manager, Corporate and Governance Division (EGM CandG). The EGM CandG is a key leadership role with responsibility for building our workforce culture and capability, ensuring sound planning and corporate governance, and leading the management of the directorate's budget – all of which are critical areas to underpin the efficient operation of the directorate and the health system more generally. We are looking for a collaborative leader who can deliver positive outcomes, with the ability to work cooperatively with key government and non-government stakeholders, the ability to apply sound judgement and a high level of integrity.

Reporting to the Director-General and working closely with executives and teams, it is expected that the EGM CandG will have a sound understanding of the responsibilities and accountabilities of this role, and be able to work in a collaborative manner across a range of areas. As well as their primary responsibility for ensuring the efficient operations of ACTHD through appropriate good governance, financial management, and workforce capability, the EGM CandG is responsible for sustained performance of the directorate by establishing and maintaining business and professional services supporting the strategic and operational needs of the directorate.

The incumbent will need to provide outstanding leadership, communicate professionally and work with flexibility, efficiency and diplomacy both individually and as the lead of a highly skilled team.

To apply: Interested candidates are requested to submit a one-page pitch outlining relevant skills and experience against the executive capabilities, as well as a current curriculum vitae and the name and contact details of two referees by **COB Friday 28 October 2022**.

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

Remuneration: The position attracts a remuneration package ranging from **\$304,403 - \$316,587** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$270,765**.

Contact Officer: Rebecca Cross (02) 5124 9400 Rebecca.Cross@act.gov.au

Population Health

Health Protection Service

Environmental Health

Public Health Officer / Environmental Health Officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 29637)

Gazetted: 18 October 2022

Closing Date: 3 November 2022

Details: The Environmental Health team has a senior position available for a qualified Environmental Health Officer who will be responsible for conducting food safety inspections, investigating food business complaints and assessing food business registration applications against the *Food Act 2001* and the Australian New Zealand Food Standards Code. The position will also be responsible for investigating food poisoning outbreaks within a multidisciplinary team, conducting routine and statutory food samples, contributing to and developing food safety information for industry, providing onsite advice and education to food handlers and contributing to ongoing procedural improvements. Environment responsibilities include conducting swimming pool and cooling tower inspections, investigating insanitary conditions, reviewing development applications for potential public health concerns, regulating potable and recreation water, and providing environmental health input into emerging public health issues.

The Health Professional Level 3 is a senior position within the team with mentoring, supervision, and training responsibilities.

Eligibility/Other Requirements:

Tertiary qualification –

A Bachelor of Science (Environmental Health) or similar qualification acceptable and recognised by Environmental Health Australia or

Graduate Diploma in Environmental Health recognised by Environmental Health Australia [Accredited courses - Environmental Health Australia Ltd. \(eh.org.au\)](https://eh.org.au)

Note: applicants with a Bachelor of Applied Science with demonstrated/work experience as an Environmental Health Officer may be considered.

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

How to Apply: Applications must demonstrate experience against each of the professional/technical skills and knowledge criteria and behavioural capabilities. Examples must be provided demonstrating experience. A current curriculum vitae including two referees must also be provided.

Applications should be no more than three pages in length.

Applications that do not address the professional/technical skills and knowledge criteria and behavioural capabilities will not be considered.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lyndell Hudson (02) 5124 6125 Lyndell.Hudson@act.gov.au

Corporate and Governance

People Strategy and Culture

People Strategy and Culture

HR Advisor

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 38012)

Gazetted: 17 October 2022

Closing Date: 31 October 2022

Details: The ACT Health Directorate are seeking applications from highly motivated HR administrators to fill the position of HR Advisor, People Strategy and Culture. The successful candidate will be responsible for a range of administrative activities including answering telephone calls, responding to correspondence, and coordinating initiatives across the directorate. The role is in a fast paced, high-volume area and is the first point of contact in the directorate for persons seeking advice on a range of HR matters. The successful candidate will be client focused, solutions driven and be able to work effectively both individually and as part of a team, with minimal supervision. The role will also support the Assistant Director, People Strategy and Culture to lead the implementation of new programs and assist with the preparation and review of reports and other documentation.

We are looking for a team member with a positive “can do” attitude that will be essential for working within a small team with evolving 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.

Notes: This is a temporary position available until the 31st August 2023 with the possibility of extension over 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: Please submit a maximum two-page pitch providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Capabilities for this role outlined in the Position Description. Please also provide a current curriculum vitae, including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jillian Potter (02) 5124 9941 Jillian.Potter@act.gov.au

Policy Partnerships and Programs

Policy, Partnerships and Programs - Executive

Funding Policy

Senior Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59045)

Gazetted: 17 October 2022

Closing Date: 31 October 2022

Details: We offer a values based culture in which we pride ourselves on inclusion, respect, and integrity. We provide interesting, diverse work in a unique government environment where you can see the impact you have on the Canberra community.

Policy, Partnerships and Programs Division (PPP) provides strategic leadership, direction and action that improves the health of our community and ensures our public health system meets our community's needs, now and into the future. PPP delivers strategic health policy advice on issues including primary care, workforce, Aboriginal and Torres Strait Islander health, women, aged care, LGBTIQ+, inter-governmental negotiations, legal and funding matters.

In addition, the Division is responsible for epidemiology, data analytics and reporting, forecasting and modelling, data management and data governance.

We are seeking a values-based officer for the role of Senior Analyst to support the recently established Funding Policy Section. This requires someone who can support data analysis, policy and reforms that improve funding outcomes for the ACT government. You will also contribute to the development of timely and high-quality advice, briefing and information to Ministers, the Director-General, Directorate executives and other internal and external stakeholders as required.

If you are highly driven, very organised, value integrity, diligent, and are always respectful, especially under time pressure, we would 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 commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Desirable:

Relevant experience and/or tertiary qualifications in a related field or equivalent experience in public health and/or health economics.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be in an activity-based working (ABW) workplace. Under ABW arrangements, officers will not have a designated workstation/desk. Officers must have the ability to work from home or remotely. Current and former ADF members are encouraged to apply.

How to Apply: If you are interested in applying for this position please provide a written statement of no more than two pages addressing the What You Require section of the position description, your curriculum vitae/resume and contact details of two referees. Preferably referees with a thorough knowledge of your work performance and that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Minh Bui (02) 5124 9927 Minh.Bui@act.gov.au

**Corporate and Governance
People Strategy and Culture
Industrial Relations**

Senior Director, Industrial Relations

Senior Officer Grade A \$157,201, Canberra (PN: 53012)

Gazetted: 14 October 2022

Closing Date: 21 October 2022

Details: The Senior Director, Industrial Relations provides high level strategic and operational advice on industrial and workplace relations issues that impact the ACT public health system. This role will be responsible for programming, leading, and representing the interests of the ACT public health system with enterprise agreements and engaging with partners and stakeholders.

The Directorate is seeking a highly motivated and skilled person who can demonstrate they have the necessary public sector industrial relations experience and legal knowhow to provide high level advice and represent the Directorate in strategic workplace relations matters.

The successful candidate will be highly professional and possess a commitment to delivering quality outputs within tight timeframes while maintaining confidentiality and discretion.

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. 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.

Eligibility/other requirements: Relevant tertiary qualifications in industrial relations or employment law (or a related field) are highly desirable.

How to apply: Please submit a maximum two-page pitch providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Capabilities for this role outlined in the Position Description along with your current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Junk-Gibson (02) 5124 9923 Jodie.Junk-Gibson@act.gov.au

Digital Solutions Division

Technology Operations

ITSM

Director, IT Service Management

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 03835)

Gazetted: 17 October 2022

Closing Date: 31 October 2022

Details: As the Director of IT Service Management, you will work as part of a team to facilitate the appropriate change control processes over technology changes within ACT Health.

This role will also be responsible for managing the changes through environments and scheduling changes in a coordinated way using a strong release management process.

The Director of IT Service Management will be responsible for ensuring that the impact of all new or upgraded IT systems and projects is managed in an effective way to ensure the delivery of desired business outcomes. The Director of IT Service Management will work with Shared Services ICT and ACT Health areas to support and guide them through the appropriate processes to implement system related changes. The Director of IT Service Management will also be responsible for scheduling and prioritising changes in the ACT Health environment.

Eligibility/other requirements:

Desirable:

- Experience in a public hospital IT environment
- Demonstrated knowledge of ITIL processes

Note: This is a temporary position commencing 19 December 2022 up until July 2023.

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 address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Glenn Loughton (02) 5124 2379 Glenn.Loughton@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

Rehabilitation Aged and Community Services

Rehabilitation Aged and Community Services

RACS

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 21865-02680)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

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.

ABOUT YOU

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

Behavioural Capabilities

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

Highly 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

Mandatory

Relevant nursing qualifications and a minimum of three years' experience working professionally in Acute Care setting.

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Certificate IV in Training and Assessment.

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.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Taylor Taylor (02) 51240236 taylor.taylor@act.gov.au

Rehabilitation Aged and Community Services

ACE

Registered Nurse L2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 27011 - 0268Y)

Gazetted: 13 October 2022

Closing Date: 10 November 2022

Details: 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

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.

ABOUT YOU

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

Behavioural Capabilities

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

Ability to work 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:

Mandatory

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

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

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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: Part-time hours will be considered and the full-time salary noted above will be pro-rata.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Taylor Taylor 02 5124 0236 Taylor.Taylor@act.gov.au

Clinical Services

Adult Community Mental Health Services

Registered Nurse level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 36317, several - 0268G)

Gazetted: 14 October 2022

Closing Date: 28 October 2022

Details: 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

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services

The Adult Community Mental Health Services (ACMHS) provide services for people aged over 18 years with a strong focus on the provision of timely and effective mental health interventions in the community. ACMHS consists of Community Recovery Services operating from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Woden, Tuggeranong) and Access and Specialty Teams that provide specialised services such as triage and comprehensive assessment, therapies, assertive outreach, and acute response. Relevant to this position the HAART team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

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

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

ABOUT YOU

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

Behavioural Capabilities

Good customer service skills to provide helpful and professional experiences to people who access the service

Administration skills to be able to provide quality work outputs

Organisational skills to be able to manage workload

Position Requirements/Qualifications:

Relevant qualifications tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum of 24 months experience working professionally in mental health services.

- The successful applicant will need to have a current driver's licence.
- The successful applicant will need to be available for weekend, on call and after hours work.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.

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

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

Contact Officer: Julie Hanson 02 5124 9188 Julie.Hanson@act.gov.au

Strategy Policy Planning

Strategic Communication and Engagement

Administrative Service Officer 6

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54715 - 02689)

Gazetted: 14 October 2022

Closing Date: 31 October 2022

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

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

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

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

POSITION OVERVIEW

STRATEGIC COMMUNICATION AND ENGAGEMENT

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

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

We work hard to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government. We value ongoing learning and will support you to grow your career. Working with us, you will ensure the right information is provided to the right audience, at the right time:

bring an audience-first lens to your work, informed by research, insight and evaluation

work with stakeholders in partnership with a strong client service ethic

enjoy working in a fast-paced environment, be flexible and open to change

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

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 LGBTQIA+ are particularly encouraged to apply.

Behavioural Capabilities

Displays a collaborative working style.

An ability to work under pressure and meet deadlines.

Exhibit the values of Canberra Health Services when you go about your work – kind, reliable, respectful and progressive.

Position Requirements / Qualifications

Relevant tertiary education qualifications and a minimum of two years' experience working professionally in communications is required.

The successful applicant will need to work flexibly with some after-hours work hours required, with access to flex time.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

Note: Selection may be based off of application supported by referee reports.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Karen Warner 0419 489 891 karenl.warner@act.gov.au

Clinical Benchmarking and SNAP

SNAP Team

SNAP officer

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 12206, several - 0261P)

Gazetted: 14 October 2022

Closing Date: 28 October 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive Officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service.

Sub and Non-Acute Patient (SNAP) Assessment officers work within a multi-disciplinary team environment and are responsible for assigning appropriate care types for inpatient episodes, according to primary clinical management intention. The SNAP team report to the SNAP Team Manager. Care type changes are performed to ensure accurate patient journey details are recorded and to ensure that all sub-acute and non-acute inpatient episodes are funded according to CHS activity.

Subacute services play an integral part within the health care continuum, supporting patients to maximise their independence and capabilities and, in doing so, minimise long-term health and community care needs. Sub-acute care focuses on care delivered from a multidisciplinary approach and as such promotes communication and facilitates consistent pathways from acute care to discharge.

SNAP Officers undertake and coordinate comprehensive assessments for all sub-acute and non-acute inpatients, including RUG-ADL, FIM, HoNOS65+ and Palliative Phases. These assessment results are mandatory to receive federal funding for sub and non-acute episodes.

ABOUT YOU

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

Behavioural Capabilities

Ability to work autonomously and within a team.

Strong organisational skills with a high degree of drive.

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

Position Requirements/Qualifications:

Applicant is required to be registered (or eligible for registration) as a Health Professional with Australian Practitioner Regulation Agency (APHRA).

It would be desirable for the applicant to hold accreditation or be trained in the use of clinical assessment tools such as Functional Independence Measure (FIM), Palliative Care Phases and Health of the Nation Outcome Scales (HoNOS65+).

It is desirable for the applicant to hold a current driver's licence.

The applicant should:

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.

Note: There are two positions running concurrently to fill these vacancies at different craft classifications. Please ensure you apply for the appropriate classification to meet your qualifications and experience

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Jan Sherman 0438330171 jan.sherman@act.gov.au

**Cancer and Ambulatory Support
Radiation Oncology Clinical Group
Senior Patient Liaison Officer**

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 29230 - 025VA)

Gazetted: 14 October 2022

Closing Date: 1 November 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Radiation Oncology Department provides multidisciplinary evidence-based care to patients requiring Radiation Therapy treatment. The Senior Patient Liaison Officer, Radiation Oncology, will work closely with patients, carers, referrers, and other healthcare professionals to support the provision of timely patient centred care and service coordination.

You will be responsible for maintaining and monitoring electronic triage systems, scheduling patient appointments, managing referrals to other healthcare providers and provision general advice to patients needing access to the Radiation Therapy service. Other duties within the Radiation Therapy scope of practice may also occasionally be required.

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

Organised

Patient focussed

Collaborative

Position Requirements/Qualifications:

Mandatory

- Relevant tertiary qualifications in a recognised AHPRA or self-regulated Allied Health Profession.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Experience working professionally in a Radiation Oncology service

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

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

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

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

Contact Officer: Brett Fittler (02) 5124 2218 brett.fittler@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Program

Community Nursing

RN1 South Complex House

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 33096, several - 0269M)

Gazetted: 14 October 2022

Closing Date: 1 November 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\

Community Care Program, Community Nursing is seeking applications from motivated and experienced Registered Nurses to supplement the staffing of a unique Night Duty service within the community setting. Part time/casual positions for Registered Nurses are available. These positions are required to provide cover for a total of 6 to 7 regular night shifts (10 hours) per fortnight plus a paid meal break.

The position is ideally suited to Registered Nurses with excellent clinical skills and the ability to work autonomously in providing care in the home environment to a young ambulant patient who requires ventilator support overnight. Experience is preferred, however ventilator training and ongoing support will be provided. Interested nurses are encouraged to speak with the contact officer to discuss the position.

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

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 and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values Reliable, Progressive, Respectful and Kind.

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.

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

- Initiative and commitment to seeking out evidenced based knowledge as part of maintaining an advanced clinical skill set
- Well-developed communication and interpersonal skills

- The ability to work autonomously and as part of the MDT
- Organizational ability and time management skills

Position Requirements/Qualifications:

Mandatory .

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Tertiary or post graduate qualifications relevant to the position
- Recent experience in the care of ventilated patients is highly desirable
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: There are permanent part-time and casual positions for Registered Nurses available. These positions are required to provide cover for a total of 6 to 7 regular night shifts (10 hours) per fortnight plus a paid meal break. The above full-time salary will be pro-rata.

Prior to commencement successful candidates will be required to:

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

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

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Custodial Health Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 57441-026AH)

Gazetted: 17 October 2022

Closing Date: 31 October 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

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

Rehabilitation and Specialty Mental Health Services

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

Dhulwa Mental Health Unit

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

ABOUT YOU

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

Behavioural Capabilities

Non-judgemental

Kind

Reliable

Position Requirements / Qualifications

Mandatory

A minimum of three (3) years' experience working professionally in Primary Health Care or equivalent.

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

The successful applicant will need to be able to work a fully rotating roster.

Current Driver's Licence.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Undergo an ACT Corrective Services Security Clearance check.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Melanie Brown (02) 51242428 Melanie.Brown@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Program - Nursing

Community Nursing

Afterhours Community Nurse Coordinator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 13163-0269V)

Gazetted: 14 October 2022

Closing Date: 28 October 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: 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.

The Link After hours community nurse coordinator (RN3) – Weekend and Evening Service oversees the afterhours community nursing service for the ACT by coordinating and supporting the afterhours community nursing staff and workloads. This part time supervisory role is instrumental to triaging, attending rapid response calls, and providing effective support to patients in the community in order to enable them to remain in their own environment wherever possible.

The role oversees interventions which actively contribute to the prevention of unnecessary presentations to acute facilities. Referrals are processed, when necessary, as an adjunct to the CHI service. In addition, the RN3 acts as a resource clinician, providing advice to afterhours nursing staff, including the North Complex House AIN staff, as well as regional team community nursing staff on weekends and Public holidays.

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

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 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.

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

Note: This is a temporary part-time position at 22.75 hours per week with possibility of extension and/or permanency. The salary noted will be pro rata.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Finance and Business Intelligence

Clinical Benchmarking and Sub and NonAcute Patients

SNAP Officer

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 55008, several- 024VK)

Gazetted: 14 October 2022

Closing Date: 28 October 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive Officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. Sub and Non-Acute Patient (SNAP) Assessment officers work within a multi-disciplinary team environment and are responsible for assigning appropriate care types for inpatient episodes, according to primary clinical management intention. The SNAP team report to the SNAP Team Manager. Care type changes are performed to ensure accurate patient journey details are recorded and to ensure that all sub-acute and non-acute inpatient episodes are funded according to CHS activity. Subacute services play an integral part within the health care continuum, supporting patients to maximise their independence and capabilities and, in doing so, minimise long-term health and community care needs. Sub-acute care focuses on care delivered from a multidisciplinary approach and as such promotes communication and facilitates consistent pathways from acute care to discharge. SNAP Officers undertake and coordinate comprehensive assessments for all sub-acute and non-acute inpatients, including RUG-ADL, FIM, HoNOS65+ and Palliative Phases. These assessment results are mandatory to receive federal funding for sub and non-acute episodes.

ABOUT YOU

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

Behavioural Capabilities

Ability to work autonomously and within a team.

Strong organisational skills with a high degree of drive.

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

Note: There are two positions running concurrently to fill this vacancy at different craft classifications. Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Position Requirements/Qualifications:

Applicant is required to be registered (or eligible for registration) as a Nurse with the Australian Practitioner Regulation Agency (APHRA).

It would be desirable for the applicant to hold accreditation or be trained in the use of clinical assessment tools such as Functional Independence Measure (FIM), Palliative Care Phases and Health of the Nation Outcome Scales (HoNOS65+). It is desirable for the applicant to hold a current driver's licence.

The applicant should:

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

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Jan Sherman 0438330171 Jan.Sherman@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Youth Drug and Alcohol Program Counsellor

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 35327, several - 026AA)

Gazetted: 14 October 2022

Closing Date: 8 November 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence-based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 7 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service, Drug Alcohol Sentencing List and Counselling and Treatment Services which includes Youth Alcohol and Drug Program (12-25 years old).

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

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

The role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, ability to provide a range of psychological/counselling treatments and group work to adults.

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

ABOUT YOU

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

Behavioural Capabilities

Ability to work within a multi-disciplinary team, be flexible, adaptable, and comfortable with a changing working environment.

Strong organisational skills including excellent written and oral communication

Ability to analyse information and make decisions to complete tasks with minimal supervision

Position Requirements/Qualifications:

Relevant tertiary qualifications and experience working professionally in Allied Health or counselling is preferred. Post graduate qualifications in AOD studies, minimum qualification AOD core competencies.

For Social Work:

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Registration under the ACT Working with Vulnerable People Act 2011
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Highly Desirable:

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

For Counselling

- Eligible qualification pathways

Pathway 1

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

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

AND

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

OR

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

Pathway 2

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

AND

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

OR

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

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

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

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

Desirable:

- Current Drivers Licence

Note: There is one permanent full-time and one permanent part-time (0.6 FTE) available. The above full-time salary will be pro-rata.

Prior to commencement successful candidates will be required to:

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

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

Rehabilitation Aged and Community Services

Nursing

Rehabilitation Aged and Community Services

Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 41899-0268V)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

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,

ABOUT YOU

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

Behavioural Capabilities

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

Ability to work 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).

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:

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.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Taylor Taylor (02) 51240236 Taylor.Taylor@act.gov.au

Allied Health Services

The Adult Mental Health Day Service

Clinical Lead

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 49114 - 025U2)

Gazetted: 17 October 2022

Closing Date: 2 November 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

Are you our new Clinical Lead? Do you like a challenge and want to be a key part of a high performing team who work to provide safe and patient centred care? Then this opportunity is for you!

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes.

We partner with our health care consumers, their family, carers, government and community organisations to ensure that they receive the best possible care during their treatment and recovery.

All care that we provide is driven by our values of being kind, reliable, respectful and progressive. We're also guided by contemporary mental health and human rights legislation which means we operate within a framework that ensures the rights and dignity of people are promoted and protected.

The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services.

The AMHDS Clinical Lead plays a vital role in evaluating and improving the quality of the therapeutic interventions provided at the AMHDS, including the Dialectical Behavioural Therapy program. In collaboration with staff and the Allied Health Manager the Clinical Lead plays a central role in the DBT consult and the development of the AMHDS quarterly rehabilitation program. The Clinical Lead also provides supervision, leadership and professional development to the AMHDS staff and supports the clinical and operational governance of the team.

The AMHDS is located at the University of Canberra Hospital.

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 guide team members in a collaborative and influential manner.
- Ability to synthesise and analyse complex clinical information and make decisions.
- Display critical thinking skills and form defensible conclusions based on evidence and sound judgment.

Position Requirements/Qualifications:

Relevant tertiary qualifications or equivalent in occupational therapy, psychology or social work and a minimum of three - five years post-qualification experience in a relevant clinical area and of supervising staff is preferred.

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Be eligible for professional membership of Occupational Therapy Australia
- Have a minimum of 3 years (ideal 5 years) experience post qualification.

For Psychology:

- Be registered or eligible for general registration with Psychology Board of Australia
- Have a minimum of 3 years (ideal 5 years) experience post qualification.
- Be approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 5+1 interns and/or Higher Degree Students

For Social Work:

- Degree in Social Work,
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW),
- Be registered under the Working with Vulnerable People Act 2011 (ACT),
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

For All:

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- 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.

- Hold a current driver's license.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Kannan Sakthivel (02) 5124 0172 Kannan.Sakthivel@act.gov.au

Clinical Services

Mental, Justice, Alcohol and Drug Services

Social Worker

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 14464 - 0267H)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

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

website: www.canberrahealthservices.act.gov.au

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

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

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

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

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

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

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

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

- Adaptability and flexibility to accommodate change and respond to novel situations.
- Ability to communicate effectively with complex and challenging clients
- Resilience and calm in the face of conflict or uncertainty.
- Curiosity

Position Requirements/Qualifications:

Mandatory

- Membership or eligibility for professional membership of the Australian Association of Social Work (AASW).
- Registration under the ACT Working with Vulnerable People Act 2011
- Minimum 1 year post-qualification experience

Desirable:

- Experience of working in public or acute mental health services or via other services engaged with public mental health clients

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

- This position is based at the Alexander Maconochie Centre (AMC).
- Successful applicants will also be required to undergo ACTCS vetting and security awareness training.
- AMC permits smoking by detainees. Staff working on site may be exposed to intermittent secondary cigarette smoke.
- Selection may be made based on written applications 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 CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Tegan Murray 02 5124 4677 tegan.murray@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Territory Wide Mental Health Services

Registered Nurse 3.1 – Access Mental Health Team

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: C13164 - 02661)

Gazetted: 13 October 2022

Closing Date: 31 October 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Territory Wide Mental Health Services (TWMHS) includes the Access Mental Health Team. The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles of the Territory Wide Mental Health Services ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards

Strong interpersonal and communication skills

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

Position Requirements/Qualifications:

Mandatory

- Active Nursing Registration or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

- The successful applicant will need to be for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Desirable

- Post Graduate Qualification in Mental Health Nursing or working towards such.
- Hold a current driver's licence without restrictions.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Jodie Russell (02) 6207 2570 jodie.russell@act.gov.au

Medical Services Group

Medical Imaging

Radiographer - Advanced

Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade), Canberra (PN: 58831, several - 0267A)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: 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

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.

This radiographer position is a clinical role and is responsible for the provision of general and advanced radiography services during business hours and for providing leadership to the radiography team afterhours and on weekends. In addition to the provision of excellent patient care, the position contributes to scheduling and throughput of patients, as well as immediate interactions with students and staff across the multidisciplinary team.

The position is required to support the Medical Imaging Department in the provision of a 24 hour 7 days a week service, with particular emphasis towards advanced imaging in CT, Angiography and/or MRI.

The 24/7 roster includes shift work, overtime and on-call duties outside normal working hours, with occasional rostered night shift duty when required. The position may also be rostered to shifts based outside of Canberra Hospital in a remotely supervised capacity (e.g. University Canberra Hospital and Weston Creek satellite sites).

DUTIES

Under limited direction of the x-ray team leaders and modality managers you will perform general and advanced radiography across Canberra Hospital and relevant satellite sites You will:

Perform all aspects of radiography while observing departmental and local protocols whilst adhering to the Radiation Management Plan.

Liaise with multidisciplinary team members to facilitate timely care for patients, working with team leaders and managers to ensure cost effective service delivery.

Contribute to the evaluation and analysis of policies and procedures applicable to professional practice.

Participate in ongoing professional education, and assist with the supervision, training, and mentoring of junior staff and students.

Initiate and coordinate quality improvement activities and quality assurance programs, exercising independent professional judgement in problem solving and service delivery.
Report equipment failures, maintain records of service history, and maintain appropriate records of procedures.
Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

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

Behavioural Capabilities

Ability to work within a multi-disciplinary team, lead by example and demonstrate high level organisational skills.
Adaptable and flexible to accommodate change and provide responsive services to meet clients' needs.
Excellent communicator - both verbal and written - displaying ability to liaise with a diverse range of stakeholders.

Position Requirements/Qualifications:

Relevant tertiary qualifications in Medical Radiation Science and a minimum of three years' post graduate experience working in a multidisciplinary medical imaging department, preferably within a trauma and teaching hospital.

- Broad experience in CT, Angiography and /or MRI is required.
- Registration as a Medical Radiation Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) (or eligible to obtain).
- Current ACT Radiation licence (or eligible to obtain).
- The successful applicant will need to be available to undertake shift work, participating in a 24/7 roster including after-hours, weekend and overtime work as required. The successful applicant may also be rostered to night shift duty on occasion.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Note: There are several permanent positions available.

A merit list may be established from this process to fill identical vacancies at level over the next 12 months.

Appointment to this position may be made based on written 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 CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Sam Wilson 02 51244328 sam.wilson@act.gov.au

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

Child and Adolescent Mental Health Services (CAMHS)

Health Professional (HP1)

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 13951, several - 025WJ)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided a range from prevention and treatment to recovery, maintenance, and harm minimisation. Consumer and carer participation is encouraged in all aspects of

service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

These services include:

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

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 are currently recruiting for several Health Professional Level 1 positions across the service and this recruitment round could provide an opportunity to work in a range of teams within the service including:

- CAMHS Community Teams – North and South
- The Cottage
- DBT Program
- Perinatal and Infant Mental Health and Consultation services
- Eating Disorder Services

ABOUT YOU

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

Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory:

For Registered Nurse:

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

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Social Work:

- Degree in Social Work

- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011
- Must hold a current driver's license.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Highly desirable for all disciplines:

- 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 temporary positions available for 12 months with the possibility of permanency.

The successful candidate will be required to;

- Be available to work within all program areas of CAMHS as service needs arise
- This position is a temporary full time HP position available at CAMHS services.
- An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period.
- Appointment to the position may be based on written application and referee reports only.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Sarah Toohey (02) 5124 6543 Sarah.Toohey@act.gov.au

Rehabilitation, Aged and Community Services

Nursing

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 40401 - 0269F)

Gazetted: 13 October 2022

Closing Date: 7 November 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: 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, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The main priorities of the Clinical Development Nurse are to coordinate education and promote a learning culture within UCH. As part of the model of care for UCH, the clinical staff will have a more active role in the first response team. As the CDN you will be a part of the first response team when required and assist in ensuring the relevant staff have Intermediate Life Support skills and knowledge to effectively participate in this team. The successful

applicant will have an understanding of the principles of rehabilitation nursing, however, will be supported by the Clinical Nurse Educator and Multi-disciplinary team.

ABOUT YOU

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

Behavioural Capabilities

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:

Mandatory

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

Be an approved train the trainer.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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](#)..

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: Katie McKinnon (02) 5124 0236 Katie.McKinnon@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Territory Wide Mental Health Services

Health Professional Level 3 – Access Mental Health Team

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: C13165 - 02665)

Gazetted: 13 October 2022

Closing Date: 31 October 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access to our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services

The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service.

ABOUT YOU

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

Behavioural Capabilities

Good customer service skills to provide helpful and professional experiences to people who access the service.

Administration skills to be able to provide quality work outputs.

Organisational skills to be able to manage workload.

Flexibility and initiative to be able to work effectively within a multidisciplinary team.

Position Requirements/Qualifications:

Mandatory

- Relevant qualification in Social Work, Psychology or Occupational Therapy

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

For Social Work:

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Registration under the ACT Working with Vulnerable People Act 2011
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

For All:

- The successful applicant will need to be for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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 position will be offered on a casual basis, the above full-time salary 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.
 - 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)
- Contact Officer: Jodie Russell (02) 6207 2570 jodie.russell@act.gov.au

Imaging

Medical Officers

Radiologist

Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 59092 - 02619)

Gazetted: 13 October 2022

Closing Date: 28 October 2022

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

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

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

POSITION OVERVIEW

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

Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the Royal Australian and New Zealand College of Radiologists (RANZCR) or equivalent, who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency (AHPRA). Duties include provision of clinical services, participation in the on call roster, and teaching of undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. The Medical Imaging Department is a fully integrated facility including Breast Imaging services, MRI, CT, Ultrasound, Nuclear Medicine, PET/CT and The Interventional Radiology section has two state of the art interventional suites with a complex and interesting workload.

The successful candidate would be required to rotate to work at Weston Creek Medical Imaging Satellite department and University of Canberra hospital campus. The Weston Creek Medical Imaging Satellite department has CT, Ultrasound and Xray. The University of Canberra Hospital campus has a combined Fluoroscopy and Xray unit.

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

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

The preferred candidate 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

Provide high quality clinical services in General radiology and Interventional radiology to meet the demonstrated needs of the Canberra Hospital Services.

Contribute to the education and training of: Junior medical officers, students, registrars in Medical Imaging including non-medical staff in Medical Imaging.

Contribute to the on call/after hour's roster, in conjunction with other specialists, at a frequency required to cover the roster throughout the year.

Promote research in medical imaging and participate in development of research programs.

Work in a multidisciplinary team to promote a high-quality patient centred focused care.

Under the direction of the Clinical Director of Medical Imaging, provide high level leadership in the Medical Imaging Department, ensuring that strategies are patient centred and meet the changing needs of the community.

Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high-quality person and family centred, safe and high quality patient care.

ABOUT YOU

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

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 Australian and New Zealand College of Radiologists (RANZCR) or equivalent specialist qualifications.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

You will need to understand how the National Safety and Quality Health Service (NSQHS) indicators align with this role.

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and 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: Apurv Garg (02) 51242528 apurv.garg@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Program

Community Nursing

Enrolled Nurse

Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: 21954-02696)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details:

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: 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, University of Canberra Public Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Service values: Reliable, Progressive, Respectful and Kind.

A number of RACS services work collaboratively with the individuals, their 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. Community Nursing is offering an exciting opportunity for a permanent part time evening position with the Link Team (afterhours community nursing). This part time role provides effective support to patients in the community to enable them to remain in their own environment wherever possible.

We are a small well established team with a positive can do attitude. Comprehensive training will be provided. This position works a regular 5x2 evening roster including every second weekend. As the team is small, the capacity and flexibility to work extra shifts to provide backfill is an important consideration.

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

Initiative and enthusiasm for the role.

Well-developed communication and interpersonal skills.

The ability to work autonomously and as part of a multidisciplinary team.

Organisational ability and time management skills.

Position Requirements/Qualifications:

Mandatory

Diploma in Nursing.

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

A current Driver's Licence.

A minimum of 3 years' experience working professionally as an Enrolled Nurse is preferred. Comprehensive experience is desirable as this position has a high degree of autonomy.

This position is a Permanent Part time evening position on a 5x2 roster of 6 hours shifts (21 hours per week), which include working every second weekend as well as any Public holiday which falls during usual rostered days. There is a possibility of a range of extra shifts as well as backfilling for night duty positions.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

Please note 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 evidence of qualifications and professional registration as well as a current drivers licence.

Provide the names and contact details of two referees (one being a current Manager)

Note: This is a part-time position at 21 hours per week, the salary noted will be pro rata.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Leontine Muis (02) 5124 2900 Leontine.Muis@act.gov.au

Medical Services

Healthcare Technology Management (HTM

Biomedical Technician

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 28582-0266Z)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

This position reports to the Healthcare Technology Management (HTM) Operations Manager for daily operations and for learning and professional development requirements. The position is primarily responsible for the repair and maintenance of clinical equipment at The Canberra Hospital.

ABOUT YOU

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

Behavioural Capabilities

Strong stakeholder management skills.

Demonstrated effective interpersonal, written, and verbal communication skills.

Time management and workload prioritisation skills to complete tasks in accordance with program deadlines.

Attention to detail and reliability for preparing high quality documents.

Position Requirements/Qualifications:

Associate Diploma or equivalent in a relevant Mechanical/Electronic/Biomedical Engineering discipline and/or training/experience which in the opinion of the Directorate enables you to perform the duties of the office
Desirable

Practical working experience within the Biomedical Engineering field.

Experience in the application of Biomedical Engineering, Australian and international Standards relevant to Healthcare Technology Management, and best practices relevant to biomedical equipment safety.

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 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.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Alan Ringland (02) 51243816 Alan.Ringland@act.gov.au

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

Territory Wide Mental Health Services

Registered Nurse 1- Access Mental Health Team

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 40949-0264E)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach.

Territory Wide Mental Health Services (TWMHS) includes the Access Mental Health Team. The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24-hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles of the Territory Wide Mental Health Services ensuring that the teams' practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life-threatening risks for people calling the service

ABOUT YOU

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

Behavioural Capabilities

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

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

Effective communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties.

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:

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

Current Passenger Vehicles Driver's License

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

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

Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such.

Highly Desirable:

Post Graduate Qualification in Mental Health Nursing or working towards such.

Hold a current driver's licence without restrictions.

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

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

Undergo a pre-employment National Police Check.

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

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Jodie Russell (02) 62072570 Jodie.Russell@act.gov.au

Medical Services

Office of the Executive Director Medical Services

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 19513 - 0266M)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: 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

Within CHS, the Medical Services Group includes the following Units:

ACT Blood Counts Program

ACT Pathology

General Practitioner Liaison Unit

Healthcare Technology Management

Library and Multimedia

Medical Imaging

Medical Officer Support, Credentialing, Employment and Training

Pharmacy

The Executive Assistant (EA) is a key role in the support team for executives across CHS. Under direction of the Executive Director of Medical Services (EDMS), the EA is responsible for providing a wide range of support and coordination to the executive and their teams, including diary management and meeting support, documentation coordination and secretariat support as well as liaison with other executive offices, team members and consumers.

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

Be responsive and detail oriented

Able to manage changed and competing priorities

Excellent time management, communication, liaison and negotiation skills

Position Requirements/Qualifications:

Relevant experience as an executive assistant to a senior executive, especially in the health sector is desirable.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Eliza Beck 02 5124 2009 eliza.beck@act.gov.au

Child and Adolescent Mental Health Service

Child and Adolescent Mental Health Service

Clinical Team Manager

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 58791 - 02675)

Gazetted: 19 October 2022

Closing Date: 31 October 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

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

These services include:

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

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 onset psychosis.

CAMHS Acute Services is made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

The permanent full time clinical team manager role will provide clinical leadership to a front-line mental health team – Hospital Liaison team as well as clinical support to the Adolescent Intensive Home treatment team. This clinical Team Manager role will include the daily management of a multidisciplinary service.

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 and provide clinical supervision to HP2, HP3, RN's and allied health assistants.

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

ABOUT YOU

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

Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory:

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 3 years (preferable 5 years) paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum 5 years paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's license.

For Social Work:

- Degree in Social Work
- Applicants must have a minimum of 5 years paid work experience, post qualification, in a related/relevant organisation/service
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the Working with Vulnerable People Act 2011
- Must hold a current driver's license.

For All:

- Be available to work within all program areas of CAMHS as service needs arise.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Highly desirable for all disciplines:

- Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease.
- Comply with ACT Health credentialing and scope of clinical practice requirements.

Contact Officer: Norette Leahy 51241095 Norette.leahy@act.gov.au

Clinical Services

Medicine

Registered Nurse

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 24936, several - 0265T)

Gazetted: 19 October 2022

Closing Date: 8 November 2022

Details: 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

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

ABOUT YOU

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

Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

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

High level leadership skills

High level communication skills and the ability to critically think

Position Requirements/Qualifications:

Mandatory:

Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

(a) A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field,

Or

(b) A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

The successful applicant will need to be available for a 24-hour roster including weekends and night duty.

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

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

Note: There are several permanent and temporary positions available. Temporary positions are available for 11 months with the possibility of permanency.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Victoria Clarke 0251 243 753 Victoria.C.Clarke@act.gov.au

People and Culture

Workforce Capability

Clinical Nurse Educator – Transition to Practice Program Coordinator

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22143 - 026DC)

Gazetted: 19 October 2022

Closing Date: 26 October 2022

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

www.canberrahealthservices.act.gov.au

The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically aligned workforce solutions in areas including people policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity, and inclusion, general clinical, leadership and work

safety training, workforce planning, industrial and employee relations, pay and benefits, rewards, and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Workforce Capability (WC) is the largest area of training within Canberra Health Services (CHS), reporting to the Executive Group Manager of People and Culture. WC is located on the Canberra Hospital Campus and provides a key coordination role for learning and development (LandD) in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in Canberra Health Services. WC manages the systems, reporting and procedures for education and training in CHS.

An exciting opportunity exists for an experienced dynamic nurse educator to work full-time (.84 considered) for the Enrolled Nurse or Registered Nurse TTPP. This is a temporary backfill position for periods between November 2022 and November 2023.

This role requires highly developed interpersonal and liaison skills and a passion for education. This position provides leadership and support to CHS and graduate nurses participating in the TTPP.

Applicants are required to work as part of the WC learning and development team and have a proven ability to prioritise their own workload and work with a diverse group of stakeholders.

ABOUT YOU

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

Behavioural Capabilities

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

Role model effective communication skills including written, verbal and nonverbal communication processes.

Establish and maintain excellent professional relationships within CHS, external organisations, professional bodies and other groups as required.

Adhere to CHS values, professional and public service codes of conduct.

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

Strong ability, skills and enthusiasm for adult learning and provision of educational needs of novice nurses and clinicians.

Demonstrated leadership and management skills and experience in managing and influencing teams, processes, and practice improvement in a human services environment.

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

Position Requirements/Qualifications:

Mandatory

Extensive clinical experience with a minimum of 3 years' recent post graduate experience working professionally in nursing.

Extensive diverse clinical and leadership/management experience

Experience in the development and facilitation of education including clinical debrief

Sound understanding of Adult Learning Principles

Hold a Certificate IV in Workplace Training and Assessment or certificates for relevant skills sets

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

Current ACT Drivers Licence

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies

Desirable

A postgraduate qualification in a nursing specialty, leadership or clinical education.

Experience in development, delivery, and evaluation of quality improvement projects.

A sound understanding of Microsoft Suite in particular Excel and the use of spreadsheets.

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

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

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

The successful applicant may be assessed on application and referees only.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Helen Cutler (02) 51247097 helen.cutler@act.gov.au

Medicine

Cardiology

Cardiac and heart Function Rehabilitation Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 28473 - 026B9)

Gazetted: 19 October 2022

Closing Date: 4 November 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The Cardiac and Heart Function Rehabilitation Program provides an inpatient and outpatient service to patients with cardiovascular disease and Heart Failure (including cardiothoracic surgical patients). The main role of a registered nurse in the program is to provide high quality care, advanced nursing assessment skills, education, support and counselling to individuals and patient groups at risk of or affected by cardiovascular disease and Heart Failure. The program works alongside a multidisciplinary team utilising their skills, to deliver a holistic model of care. Education around optimal self-management principles is provided, using, and supported by evidence-based practices. The service is delivered in the inpatient and pre-operative setting, in the early stages after discharge and during the entirety of the patient's attendance at Cardiac or Heart Function Rehabilitation.

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

Knowledge of cardiovascular disease and anatomy

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

Organisational and leadership skills with a high degree of drive.

Position Requirements/Qualifications:

- Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and any other registration required by the specific field.
- A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or
- A registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

- The position is full time, Monday to Friday with varied shift commencement times including 0700, 0800 and 0830hrs.
- 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.

Contact Officer: Michelle Lander (02) 5124 7216 Michelle.Lander@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Mental Health, Justice Health and Alcohol and Drug Services

Intern Psychologist

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 15601, several - 0266D)

Gazetted: 19 October 2022

Closing Date: 4 November 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

An exciting opportunity exists for entry into the psychology internship program for the Division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS).

Interested persons will have completed (or be nearing completion of) a five-year sequence of accredited study in psychology, deeming them eligible to apply for entry into a one-year internship pathway to general registration as a psychologist (the "5+1 internship pathway to general registration")

The successful applicants will be employed as a Health Professional Level 1 - Intern Psychologist, to be a member of multidisciplinary mental health teams, with exposure to other services within the Division as part of the overall internship program.

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and other community settings including people's homes. These services include (and are not limited to):

Alcohol and Drug Services
Child and Adolescent Mental Health Services
Community Mental Health Services
Justice Health Services
Mental Health Inpatient Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Community Mental Health Services

Justice Health Services

Mental Health Inpatient Services

Intern Psychologists will, under close professional supervision, provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns. Intern Psychologists will also be provided with supervision to meet Psychology Board of Australia standards for working towards general registration as a psychologist.

The role is an internship comprising a 1-year graduate program. Consideration for ongoing appointment is contingent upon completion of the internship program and general registration with the Psychology Board of Australia, as well as successful recruitment at the Health Professional 2 level after completion of the internship.

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

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

Ability to manage confidential and sensitive information

Ability to work within a multi-disciplinary team and adapt quickly to a changing environment, while meeting the demands of a training (internship) program

Commitment to achieving positive outcomes

Position Requirements/Qualifications:

Mandatory

- Eligibility for Provisional Psychologist registration with the Psychology Board of Australia under the 5+1 pathway
- Willingness and commitment to participate in all components of a psychology internship program, including professional supervision.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- 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 graduate positions available for 15 months. Consideration for ongoing appointment is contingent upon completion of the internship program and general registration with the Psychology Board of Australia, as well as successful recruitment at the Health Professional 2 level after completion of the internship.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Kristie Thorneywork (02) 5124 7295 Kristie.Thorneywork@act.gov.au

Deputy Chief Executive Officer

Territory Wide Surgical Services

Central Invoicing Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 58870 - 026C3)

Gazetted: 19 October 2022

Closing Date: 2 November 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Territory Wide Surgical Services forms part of the Clinical Operations Division 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

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

Behavioural Capabilities

Strong communication, organisational and time management skills with a high level of drive and initiative.

Ability to analyse and interpret policies and procedures that govern account processing, record keeping and associated work processes.

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

Ability to work as part of a small team displaying leadership skills, and is a positive advocate and representative of the service

Position Requirements/Qualifications:

Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential. A high level of keyboard and administrative skills in a health environment would be an advantage

- 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.

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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: Jelena Gissane (02) 5124 9035 jelena.gissane@act.gov.au

Medical Services

Medical Services

ACT Pathology

Research Assistant

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 52386-026B8)

Gazetted: 19 October 2022

Closing Date: 9 November 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Research is also carried out by pathologists within ACT Pathology and this position is to support such research

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

Strong attention to detail, reliable and punctual

Adaptability and flexibility to accommodate change and provide responsive services to meet the needs of the position

Ability to communicate effectively and work as part of a team.

Position Requirements/Qualifications:

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Relevant degree or an equivalent combination of relevant experience and/or education and training.

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

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

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

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

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

Undergo a pre-employment Police check.

Note: This is a part-time temporary position at 18.37 hours per week for 11 months, the salary noted will be pro rata.

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

Contact Officer: Katrina Randall (02) 5124 8523 Katrina.Randall@act.gov.au

Division of Medicine

Hospital In The Home

Administrative Service Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 46336-02683)

Gazetted: 19 October 2022

Closing Date: 25 October 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Hospital in the Home (HITH) is an inpatient service that provides care for people who would usually require an admission to hospital but are treated externally for chronic and acute conditions. The team comprises of medical, nursing, allied health.

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

ABOUT YOU

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

Behavioural Capabilities

Flexible

Organised

Reliable

Position Requirements/Qualifications:

A minimum of one years' experience working professionally in administration is preferred.

The successful applicant will need to be available for weekend work.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

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

Undergo a pre-employment National Police Check.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: This is a part-time temporary position at 29.40 hours per week for six months with the possibility of extension and/or permanency. The salary noted will be pro rata.

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

Contact Officer: Liisa Teivonen (02) 5124 2923 Liisa.teivonen@act.gov.au

Infrastructure and Health Support Services

Sterilising Services

Food and Sterilising

Assistant Director, Operations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 29395-026CQ)

Gazetted: 19 October 2022

Closing Date: 2 November 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

This role is for Production, Preparation and Stores Area.

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. Food and Sterilising Services is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services. Under limited direction the Sterilising Services Assistant Director, Operations, is responsible for the overall leadership and management of the operational team, ensuring compliance with national standards, Canberra Health Services policies and procedures, and legislative requirements in all areas of operation, staff management, recruitment, procurement, equipment monitoring and maintenance, instrument and inventory management, financial accountability, customer relations, and ensuring a patient focused quality product and service are delivered to each customer.

Sterilising Services provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting, and sterilising of reusable medical devices (RMDs). Services provided by Sterilising Services include RMD reprocessing and managing the purchasing, repairs, and maintenance of new and existing RMDs.

Sterilising Services is organised into the following functional areas:

Sterilising Services at Mitchell, including management and administration

Sterilising Services Unit at CH

Sterilising services Unit at CPHB

Central Reprocessing Unit (CRU) located within the Gastroenterology and Hepatology Unit at CH

ABOUT YOU

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

Behavioural Capabilities

Strong leadership and organisational skills with ability to manage competing priorities.

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs whilst upholding a high level of customer service.

Strong communication and interpersonal skills and passionate about a patient focused service.

Position Requirements/Qualifications:

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.

Highly Desirable

Recognised tertiary qualifications in Management or related disciplines.

A minimum of five years' experience in Sterilising Services practices or infection control practices or relevant health sector experience.

Current class C Driver's License.

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

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

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

Be available to rotate through a weekend/public holiday on-call roster. This position is primarily Monday to Friday daytime hours; however, there is a requirement to rotate through the emergency on-call roster with other managers.

Undergo a pre-employment National Police Check

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

Contact Officer: Natalie Ogilvie (02) 512 43583 Natalie.Ogilvie@act.gov.au

Workforce Capability

People and Culture

Workforce Capability

Administrative Services Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 23102-026CU)

Gazetted: 19 October 2022

Closing Date: 2 November 2022

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The People and Culture (PandC) Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services (CHS).

Working closely with CHS Divisions, the PandC portfolio delivers strategically aligned workforce solutions in areas including people, policy, and strategies, change management, human resource management, work Health and safety, organisational development, diversity, and inclusion, general clinical, leadership and work safety training, workforce planning, industrial and employee relations, pay and benefits, rewards, and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Workforce Capability (WC) is the largest area of training within CHS, reporting to the Executive Group Manager (EGM) of PandC. WC is located on the Canberra Hospital Campus and provides a key coordination role for learning and development (LandD) in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in CHS. WC manages the systems, reporting and procedures for education and training in CHS. This position reports to the WC SOG C Education and Training officer and WC Senior Director

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

Embodies and models CHS values, professional and public service codes of conduct to build positive working relationships.

Effective communication and customer service skills;

Strong organisational skills with a high degree of drive to complete tasks within set timeframes;

Ability to learn new software and demonstrate technical skills related to education and training.

Adaptability, flexibility, and willingness to learn new things to accommodate change and provide responsive services to meet clients' needs.

Demonstrates CHS values.

Position Requirements/Qualifications:

Mandatory

A sound understanding of Microsoft Suite in particular, Outlook, Excel and PowerPoint.

A sound understanding around the administration of a staff learning management system.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Experience working with CHS invoicing systems.

Commitment and accountability to own learning, development, and practice

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.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary part-time position at 29.40 hours per week for 12 months with the possibility of permanency. The salary noted will be pro rata.

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

Contact Officer: Luke Drady 51245313 Luke.Drady@act.gov.au

Medicine

Administration

Casual Administration Support Officer

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: C12164, several - 0268N)

Gazetted: 14 October 2022

Closing Date: 28 October 2022

Details: 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

Under general direction you will be required to provide administrative support to various clinical services within the Division of Medicine. You will be required to provide general reception duties including admitting and discharging patients, booking and scheduling and billing of client appointments and general office duties. As a casual member of staff, it is expected that you will be available to work at weekends and on public holidays when required and will be able to attend work at very short notice.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

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

Strong interpersonal and communication skills

Reliable with a strong work ethic

Position Requirements/Qualifications:

Mandatory

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

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

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

Note: There are several casual positions available and the full-time salary noted above will be paid pro-rata.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Stuart Couper 02 5124 5311 stuart.couper@act.gov.au

Medical Services

Pathology

Specimen Reception Senior

Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 50607 - 0263L)

Gazetted: 19 October 2022

Closing Date: 2 November 2022

Details: 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

ACT Pathology is a division of CHS with laboratories located at both the Canberra Hospital and Calvary Public Hospital Bruce operating 24 hours, 7 days a week all year round and Collection Centres located at seven sites across Canberra. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Specimen Reception Department within ACT Pathology is responsible for accurate and efficient entry of pathology requests, preparation and despatch of patient samples and clinical trial samples, receipt and despatch of referred test results and distribution of pathology results via telephone enquiries.

Under the direction of the Specimen Reception Manager and Specimen Reception Supervisors, you will play a key role in providing day to day supervision of staff, assist with training and provide troubleshooting assistance for all enquiries. The role will require participation in a 24 hour/7-day rotating roster.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills.

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

Ability to communicate effectively and work collaboratively in a team.

Position Requirements/Qualifications:

Mandatory

Relevant Degree/Diploma or equivalent qualifications, or a minimum of 3 years relevant experience and training which enables the officer to competently perform the duties appropriate to the office.

The successful applicant will need to participate in a 24 hour/ 7 day rotating roster.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

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: Christopher Burton 02 5124 3992 chris.burton@act.gov.au

Infrastructure and Health Support Services

Facilities Management

FM Trades Assistant

Facilities Service Officer Level 5 \$60,182 - \$63,169, Canberra (PN: 25231, several - 026D9)

Gazetted: 19 October 2022

Closing Date: 2 November 2022

Details: 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

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

Capital project delivery;

Facilities Management;

Domestic and Environmental Services;

Food Services;

Sterilising Services;

Security Services; and

Fleet Management.

The Infrastructure and Health Support Services, Facilities Management Division, is responsible for planned and reactive maintenance, asset management, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

The FM Trades Assistant will have a unique understanding of the responsibilities and accountabilities of the role, being able to work collaboratively across a range of areas in CHS. The incumbent will communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

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

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
Effective communication skills and the ability to develop and maintain relationships across Canberra Health Services and relevant external stakeholders

An organised approach to work, managing competing priorities and attention to detail on work undertaken.

Position Requirements/Qualifications:

Mandatory

Asbestos awareness training

General induction white card

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Confined Space training or willingness to participate in an employer-sponsored course within the first 12 months of employment.

Working at Heights training or willingness to participate in an employer sponsored course within the first 12 months of employment.

Hold a current drivers' licence.

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

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

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: Rachael Naumovski 0438 694 612 Rachael.Naumovski@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Service

Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 37271, several - 026AF)

Gazetted: 19 October 2022

Closing Date: 2 November 2022

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

website: www.canberrahealthservices.act.gov.au

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

The Division provides health services directly and through partnerships with community organisations. The participation of the people who use the service, including families and carers, is encouraged in all aspects of

service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for people.

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

Adult Inpatient Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services

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

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

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

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

At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

This position is primarily located within the Secure Mental Health Services on a rotating shift roster including morning, evening, and night shifts. You maybe required to work across all Adult Mental Health Inpatient Units to meet operational needs.

ABOUT YOU

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

Behavioural Capabilities

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

Demonstrated clinical leadership and the ability to develop all members of the team.

Be able to communicate with influence with the diverse teams including internal and external parties

Positive attitude and commitment to improving consumer outcomes and experience

Be flexible, adaptable, and able to be comfortable with a changing work environment.

Position Requirements/Qualifications:

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

A minimum of 2 years nursing experience within a mental health setting.

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

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

Desirable:

Hold or be working toward Post Graduate qualification in mental health nursing.

Clinical leadership experience.

Hold a current driver's license.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Peta Kleinig 0428 393 961 peta.kleinig@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Service

Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 37298, several - 026A4)

Gazetted: 19 October 2022

Closing Date: 2 November 2022

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

website: www.canberrahealthservices.act.gov.au

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

The Division provides health services directly and through partnerships with community organisations. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for people.

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

Adult Inpatient Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services

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

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

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

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

At this level it is expected you will actively complete assessments, planning, implementing and care of clients, including supporting and facilitating patients community reintegration through therapeutic leave. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses.

This position is primarily located within the Secure Mental Health Services on a rotating shift roster including morning, evening, and night shifts. You may be required to work across all Adult Mental Health Inpatient Units to meet operational needs.

ABOUT YOU

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

Behavioural Capabilities

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

Flexible, adaptable, and comfortable with a changing working environment

Positive attitude and commitment to improving consumer outcomes and experience

Strong organisational skills with a high degree of personal motivation

Position Requirements/Qualifications:

Current registration or eligibility for un-conditional registration, without notations or conditions on practice with the Nursing and Midwifery Board of Australia through the Australian Health Practitioner Regulation (APHRA).

Minimum 12 months post graduate nursing experience

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

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

Desirable

Current driver's licence.

Experience in a mental health setting and have or are working towards a post graduate qualification in mental health

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Peta Kleinig 0428 393 961 peta.kleinig@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Electrician

Building Trade \$76,147 - \$80,536, Canberra (PN: 59128 - 026AQ)

Gazetted: 17 October 2022

Closing Date: 2 November 2022

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

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

Capital project delivery;

Facilities Management;

Domestic and Environmental Services;

Food Services;

Sterilising Services;

Security Services; and

Fleet Management.

The Infrastructure and Health Support Services, Facilities Management Division, is responsible for planned and reactive maintenance, asset management, utilities and contracts and leasing for the Canberra Health Services property portfolio across the ACT.

The Electrician will have a unique understanding of the responsibilities and accountabilities of the role, being able to work collaboratively across a range of areas in CHS. The incumbent will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

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

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

Effective communication skills and the ability to develop and maintain relationships across Canberra Health Services and relevant external stakeholders

An organised approach to work, managing competing priorities and attention to detail on work undertaken

Position Requirements/Qualifications:

Mandatory

Trade certificate in Electrical

Asbestos awareness training

General induction white card

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Confined Space training or willingness to participate in an employer-sponsored course within the first 12 months of employment

Working at Heights training or willingness to participate in an employer-sponsored course within the first 12 months of employment.

Hold a current drivers' licence.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Rachael Naumovski 0438694612 rachael.naumovski@act.gov.au

Rehabilitation, Aged and community Services

Rehabilitation, Aged and Community Services

Occupational Therapy

Senior Occupational Therapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 53319-026C7)

Gazetted: 19 October 2022

Closing Date: 31 October 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes the Canberra Hospital, University of Canberra Hospital and community based services. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

The RACS Occupational Therapy service is a dynamic team of occupational therapists and allied health assistants with a focus on improving patients' independence and ability to engage in activities and their community.

Occupational therapy provide rehabilitation for persons with a range of conditions and injuries, including: neurological conditions, orthopaedic conditions, complex medical conditions and frail aged.

The Senior Occupational Therapist is an important leadership role within Occupational Therapy and this position will be responsible for the coordination and provision of day-to-day occupational therapy to a designated clinical area. Senior Occupational Therapists are responsible for providing professional supervision and support to other

Occupational Therapists, Allied Health Assistants and students. Ongoing professional development, supervision and support is provided.

This position(s) maybe required to participate in overtime, on call and/or rotation roster

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of initiative.

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

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 and negotiate with a diverse range of stakeholders.

Position Requirements / Qualifications

Mandatory

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

Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Current Drivers license.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

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

Applications from this recruitment process may be used to form a merit pool to fill part-time and full-time, temporary, or permanent similar positions over the next 12 months. Recruitment may be determined by application and referee reports only.

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Jane Lawrence (02) 51240073 Jane.Lawrence@act.gov.au

Medical Services

Medical Officer Support, Credentialing, Employment and Training Unit

Medical Rostering Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 11914 - 0267Q)

Gazetted: 19 October 2022

Closing Date: 31 October 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

MOSCETU has responsibility for:

The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the CHS Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services;

The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and

Manage the recruitment, rostering and administration related to the Junior Medical workforce.

Under broad direction from the Medical Roster Team Manager you will ensure efficient, reliable and high-quality rostering, administrative and support services to the Junior Medical workforce of Canberra Health Services (CHS).

Assist in the provision of financial accountability and FTE governance over the JMO cohort of CHS.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a proactive approach to tasks

Adaptability and flexibility to accommodate change and provide responsive services to meet service needs

Ability to think laterally in order to find alternative rostering options during period of decreased staffing.

Ability to robustly negotiate and manage situations with personnel who may be unwilling to work rostered/required shifts.

Position Requirements/Qualifications:

- Previous rostering experience in a public hospital environment.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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 five 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.

Contact Officer: Robyn Hughes (02) 5124 2507 robyn.hughes@act.gov.au

People and Culture

Work Health Safety

Senior Advisor

Work Health Safety

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 02318-025XW)

Gazetted: 19 October 2022

Closing Date: 24 October 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

and surrounding region. More information can be found on the CHS website: www.canberrahealthservices.act.gov.au

The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

The Work Health Safety Unit provides strategic leadership, advice and effective coordination and implementation of work health safety (WHS) management strategies, frameworks and activities. The unit provides WHS advisory and support services and oversees the implementation of systems and processes that assist Canberra Health Services to become a safe and accountable healthcare environment.

Canberra Health Services staff, people who use our services and visitors have the right to feel safe and be safe in Canberra Health Services workplaces.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Demonstrated leadership qualities in managing and positively influencing key stakeholders and teams, process and practice improvement in a human services environment.

Ability to mentor more junior staff and external parties in a collaborative and influential manner.

Competent negotiation and influencing skills in dealing with complex situations.

Position Requirements/Qualifications:

Mandatory

Must hold a current driver's licence.

CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

Qualifications in WHS and/or substantial experience in managing WHS are desirable.

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

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

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

Undergo a pre-employment National Police Check.

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

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Daniel Guthrie (02) 5124 9544 Daniel.Guthrie@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Executive Group

Operational Director

Senior Officer Grade A \$157,201, Canberra (PN: 25981 - 0267J)

Gazetted: 17 October 2022

Closing Date: 31 October 2022

Details: POSITION OVERVIEW

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

Territory Wide Mental Health Services (TWMHS)
Adult Community Mental Health Services (ACMHS)
Alcohol and Drug Services (ADS)
Child and Adolescent Mental Health Services (CAMHS)
Justice Health Services (JHS)

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

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

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications (or equivalent) in health or a related discipline are essential.

Be registered under the Working for Vulnerable People Act.

Desirable:

Postgraduate qualifications in management field are highly desirable

Current Driver's license.

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Katie McKenzie 51241577 Katie.McKenzie@act.gov.au

Acute Allied Health Services

Exercise Physiology Department

Exercise Physiologist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 21082 - 02660)

Gazetted: 19 October 2022

Closing Date: 1 November 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

and surrounding region. More information can be found on the CHS website: www.canberrahealthservices.act.gov.au

The Exercise Physiology Department is based within Acute Allied Health Services and provides Exercise Physiology services and interventions to a range of clients in an inpatient and outpatient setting. The Exercise Physiology Department specialises in the provision of clinical exercise prescription and lifestyle modification for individuals with chronic disease and/or injury.

This position will be responsible for the delivery of clinical Exercise Physiology services and interventions across the inpatient and outpatient settings. The position will be actively engaged in staff and student supervision, quality improvement, service innovation and research and will work collaboratively with the Exercise Physiology and wider multidisciplinary teams to provide high quality patient-centred care.

This position may be required to work across services and locations.

ABOUT YOU

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

Position Requirements/Qualifications:

- Exercise Physiology Degree or equivalent qualification from a recognised tertiary institution, with a mandatory minimum of 3 years post-qualification clinical experience
- Previous clinical experience working in a hospital setting is desirable
- Current accreditation or eligibility for accreditation with Exercise and Sports Science Australia (ESSA)
- Current Driver's Licence is desirable
- The successful applicant may need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Undergo a pre-employment National Police Check.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- 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)

Contact Officer: Dave Turner (02) 5124 3616 dave.turner@act.gov.au

Division People and Culture

Work Health Safety

Director Work Health Safety

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 29577-025XV)

Gazetted: 17 October 2022

Closing Date: 24 October 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

and surrounding region. More information can be found on the CHS website: www.canberrahealthservices.act.gov.au

The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including people policy and strategies, change management, human resource management, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

The Work Health Safety Unit provides strategic leadership, advice and effective coordination and implementation of work health safety (WHS) management strategies, frameworks and activities. The unit provides WHS advisory and support services and oversees the implementation of systems and processes that assist Canberra Health Services to become a safe and accountable healthcare environment.

Canberra Health Services staff, people who use our services and visitors have the right to feel safe and be safe in Canberra Health Services workplaces.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

Excellent written communication skills and a high attention to detail

Strong leadership and management skills

Position Requirements/Qualifications:

Mandatory

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

WHS tertiary qualifications and/or substantial experience in WHS in a healthcare setting

Experience in a tertiary healthcare setting

Driver's licence

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

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

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

Undergo a pre-employment National Police Check.

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

HOW TO APPLY / OR WANT TO KNOW MORE?

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

Contact Officer: Daniel Guthrie (02) 5124 9544 Daniel.Guthrie@act.gov.au

CHS Pathology

Microbiology

Medical Laboratory Scientist - Microbiology

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 21466 - 026BX)

Gazetted: 19 October 2022

Closing Date: 9 November 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The successful applicant will be working in the Microbiology laboratory based at The Canberra Hospital. Under direction, they will be required to process patient samples for microbiological examination, run and maintain laboratory instrumentation, read culture plates in order to distinguish between normal flora and pathogenic organisms, perform bacterial identification, and set up and interpret susceptibility results. The laboratory operates an extended hour service 7 days a week and the successful applicant will be required to participate in the out of hours roster.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

Strong attention to detail, reliable and punctual

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

Ability to communicate effectively with a diverse group of stakeholders and work as part of a team.

Position Requirements/Qualifications:

Mandatory:

- A Medical Laboratory Science Degree or equivalent relevant qualification.

Desirable:

- Minimum of two years' experience working professionally in a Pathology Microbiology Laboratory.
- Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).
- The successful applicant will need to participate in shift, after-hours work and out-of-hours rosters, and be able to work as the sole practitioner on rostered shifts, including public holidays and overtime as required. Applicants should contact the laboratory for the details of current shifts.
- Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Susan Bradbury (02) 5124 2510 susan.bradbury@act.gov.au

People and Culture

Workforce Capability

Assistant Director of Nursing

Registered Nurse Level 4.2 \$140,121, Canberra (PN: 42265 - 026D5)

Gazetted: 19 October 2022

Closing Date: 26 October 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

An exciting opportunity exists for an enthusiastic and experienced educator and people manager to perform the function of Assistant Director of Nursing. As the Assistant Director of Nursing, you will support the Director to manage, monitor and report on the education training programs, the learning management system and associated policies across the organisation. This includes leadership and management on quality and safety committees, strategic projects for the organisation and provide direct supervision and professional support to the team of nursing and midwifery educators and administration staff.

This is for temporary leave backfill for periods up to three months between November 2022 – 2023 with the possibility of extension and/or permanency.

This role requires highly developed customer service and interpersonal skills and the ability to provide operational leadership and people management for the CHS WC Unit.

The successful applicant is required to promote a positive team focused work environment. This role provides strategic and educational reports and Briefs to the Director as required and monitors and reports on strategic objectives related to the People and Culture Business plan.

POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

The People and Culture Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS.

Working closely with CHS Divisions, the People and Culture portfolio delivers strategically aligned workforce solutions in areas including people policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity, and inclusion, general clinical, leadership and work safety training, workforce planning, industrial and employee relations, pay and benefits, rewards, and recruitment. The Division also plans, designs, communicates and monitors CHS Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable CHS to deliver on its strategic agenda.

Workforce Capability (WC) is the largest area of training within Canberra Health Services (CHS), reporting to the Executive Group Manager of People and Culture. WC is located on the Canberra Hospital Campus and provides a key coordination role for learning and development (LandD) in CHS. WC provides education and training for clinical, technical, and administrative staff in a broad range of programs which are based on the needs of the organisation and our consumers, as well as valuing the needs of staff. WC develops many of the eLearning programs and manages the learning management system (LMS), reporting and policies for most of the education/training in Canberra Health Services. WC manages the systems, reporting and procedures for education and training in CHS.

ABOUT YOU

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

Behavioural Capabilities

Effective leadership skills:

Strong organisational skills with a high degree of drive to complete tasks within set timeframes;

Adaptability, flexibility and willingness to learn new things to accommodate change and provide responsive services to meet clients' needs;

Ability to provide training / presentations for large audiences

Position Requirements/Qualifications:

Mandatory

- Extensive, diverse experience working professionally as a Registered Nurse.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- A sound understanding of Microsoft Suite in particular Excel and the use of Spreadsheets.
- Experience and/or post graduate qualifications related to education
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Highly desirable:

- Post graduate qualification in nursing, education, or leadership. Recent experience in an educator or manager role. Access and ability to use Proact and Taleo.

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Deborah Moore (02) 5124 7057 Deborah.Moore@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

Pathways College

Year 12

Year 12 Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51466, several)

Gazetted: 18 October 2022

Closing Date: 1 November 2022

Details: Career Opportunities at CIT for Year 12 Teachers in 2023

The CIT Pathways College is seeking applications from highly motivated, enthusiastic, and experienced secondary teachers for two Teacher Level One positions in our Year 12 program. We will have vacancies in 2023 in the following areas:

English

Psychology

CIT Pathways College is a teaching college comprising four departments: CIT English Language Centre, CIT Student Support, CIT Year 12 and General Education and CIT LLND support. This college also offers the ACT Senior Secondary Certificate accredited by the ACT Board of Senior Secondary Studies. We offer the ACT Senior Secondary Certificate to standard and abridged students. Details of the program can be found here:

https://cit.edu.au/courses/education_community/act_year_12

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: Teachers delivering the ACT Senior Secondary Certificate must have secondary teaching qualifications and hold current Teacher Quality Institute registration and current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a part-time temporary position at 22.03 hours per week for 12 months with the possibility of extension and/or permanency, the salary noted with be pro rata.

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

Selection may be based on application and referee reports only.

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

How to apply: Please review the attached Position Description and apply via the “Apply Now” button below, please include:

a completed application coversheet

your current curriculum vitae

a two-page response to the Selection Criteria to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge, and Behavioural Capabilities.

Applications should be submitted via the “Apply Now” button below.

Contact Officer: Tania Hadlow (02) 6207 4025 Tania.Hadlow@cit.edu.au

Corporate Services

Corporate Services

Facilities Department

Assistant Campus Manager, CIT Facilities

General Service Officer Level 5 \$59,713 - \$62,860, Canberra (PN: 58638)

Gazetted: 17 October 2022

Closing Date: 2 November 2022

Details: The Canberra Institute of Technology (CIT) is seeking applications for the position of Assistant Campus Manager.

This is an exciting opportunity to join the Facilities team as CIT embarks on campus renewal and modernisation projects, including preparing for the opening of the new state-of-the-art Woden campus.

We are looking for a confident individual to support primarily the Campus Manager in the daily operations of the CIT Bruce Campus with core responsibilities for coordinating daily trade works, contributing to overseeing projects, issuing and receiving facility access keys, responding to facility related requests, opening buildings and disarming or arming alarms at the beginning or end of shifts. In addition, the position will be responsible for completing smaller work orders.

Although this position is currently required to work between 2:30pm and 10:30pm each weekday on commencement, the hours of this position are to be changed. As there are two Assistant Campus Managers at the Bruce campus, the two positions will rotate on a fortnightly basis with one operating between 8:00am and 4:00pm and the other between 11:00am and 7:00pm on weekdays. Overtime is available for Saturday shifts with around one Saturday per month requiring to be worked. Penalty rates apply for staff who work beyond 6:00pm each day. Assistant Campus Managers will be required to rotate between the Bruce, Reid and Fyshwick campuses for blocks of 1-2 months so as to become familiar with all campuses to cover leave and absences and/or peak or unusual workloads.

The successful candidate will demonstrate experience in customer facing functions and must be an exceptional communicator as well as being passionate in applying facilities services that put the customer first. You will demonstrate a strong ability to build professional relationships, liaise and communicate effectively with a highly diverse client base and will be a respected member of the Facilities team. This position will also include key fire warden responsibilities and will actively participate in and contribute to emergency management.

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

Eligibility/Other Requirements:

Essential: Hold a current drivers' licence.

Desirable: Holds a trade qualification, handyman experience or strong knowledge of the building and construction industry, or facilities management.

Highly Desirable: Knowledge of and/or experience in facilities management.

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

How to Apply: Applicants are required to submit a response of no more than a two-page pitch demonstrating skills, knowledge and experience as listed in the Selection Criteria, along with a current curriculum vitae including the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Colson 0412 931 834 Sean.Colson@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

Workforce Capability and Governance

Whole of Government Industrial Relations and Public Sector Employment

Whole of Government Public Sector Employment

Governance Officer, Whole of Government Industrial Relations and Public Sector Employment

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59150)

Gazetted: 14 October 2022

Closing Date: 4 November 2022

Details: Do you have a passion for governance? Would you thrive in an environment where you have the opportunity to regularly review and provide advice on governance matters across the whole of government? If you are this could be the role for you!

You would be a member of a small team which provides high level strategic and operational advice on whole-of-government, industrial and workplace relations issues.

As a Governance Officer in the Whole of Government Industrial Relations and Public Sector Employment team, you would develop whole of government governance-related policies on behalf of the Head of Service, assist in maintaining the relevant legislative framework, provide advice on governance policies and related legislation and contribute to the implementation of a range of governance projects. As part of the central agency, the Chief Minister, Treasury and Economic Development Directorate, you would exemplify the public sector values of respect, integrity, collaboration and innovation.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Requirements

Relevant tertiary qualifications and a minimum of 5 years relevant experience in a public sector employment and/or industrial relations in a diverse organisation is highly desirable.

Conciliation and mediation qualification or certificate in alternative dispute resolution is 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.

Selection may be based on application and referee reports only.

Please note, this position works in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. This position also works flexibly, utilising a hybrid approach to working.

How to Apply: Please provide your written response, in no more than two pages, addressing the Selection Criteria outlined in the Position Description and provide a copy of your current curriculum vitae in support of your application for the advertised position.

Applications should be submitted via the Apply Now button below.

Contact Officer: EmmaC Matthews (02) 6205 2693 EmmaC.Matthews@act.gov.au

Digital, Data and Technology Solutions

Tech Services Branch

End User Services

Applications Packager

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 40958)

Gazetted: 13 October 2022

Closing Date: 31 October 2022

Details: End User Services (EUS) is seeking an experienced and motivated person to take on the role of an Application Packager. This role is responsible for the development of automated silent installations from vendor

supplied and internally developed software. Supporting the achievement of Digital, Data and Technology Solutions organisational objectives, along with upholding the delivery of quality customer services and ICT solutions. The role will successfully package windows-based software in accordance with existing packaging standards and procedures, participate in the creation and maintenance of process documentation and Interact with clients and vendors for the creation of application packages.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

The successful applicant will need to hold or be able to rapidly obtain an ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline security clearance equivalent).

Notes: This is a temporary position available for six months with the possibility of permanency. Selection may be based on application and referee reports only. Please note, this position may be transitioning to activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk. Working from home part time may form part of the flexible work arrangements for this position. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: After reviewing the Position Description, please provide a written response to each of the individual six capabilities listed in the "What you require" based on the 'What you will do' section. Describing experience, examples, and claims of suitability for each capability separately. Applications should be limited to cover sheets, applicant's resume/curriculum vitae, and no more than two pages of response that addresses the required capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Ciesiolka (02) 6207 8578 Jason.Ciesiolka@act.gov.au

Access Canberra

Strategy and Planning

Strategy Planning and Risk

Director

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59224)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: Can you juggle priorities? Do you like fixing problems? Writing strategy on the fly? Walking the tightrope between managing projects, people, and risks all while maintaining good governance? Most importantly do you like variety in your work? Then this might be the ideal position for you.

In this fast-paced role you will get to work with a wide variety of areas both within Access Canberra and across the ACTPS to deliver on Access Canberra's strategic goals and objectives. Strong communication skills are key to the role as is the ability to read, write and interpret policy and legislation.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary position available immediately for up to 24 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position involves working in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are asked to provide a two-page written response to the Selection Criteria, a curriculum vitae including two referees (one must be a current supervisor / manager). Your written response should demonstrate your suitability for this role based on the duties/responsibilities and Selection Criteria.

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

Contact Officer: Narelle Bramwell (02) 6205 3706 Narelle.Bramwell@act.gov.au

Digital Data and Technology Solutions

Customer Engagement Services Branch

Service Portfolio Management

**Service Development and Service Support Agreements Manager
Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14537)**

Gazetted: 14 October 2022

Closing Date: 8 November 2022

Details: The Customer Engagement Services Branch (CESB) is seeking applications for a permanent SOGC (Assistant Director) role in the Service Portfolio Management team.

The Service Portfolio Management team is growing, as is the function of the Service Development and Service Support Agreements Manager, therefore we are looking for someone who is ready to hit the ground running.

Who are we looking for someone?

with an enquiring mind that can liaise and communicate effectively with stakeholders of varied backgrounds and management levels – DOTS technical teams, Directorate technical teams, Business owners, DOTS Executive Branch Managers and Executive Group Managers.

who can understand complex Business Services/Systems and ICT environments and how ICT provides support for them.

who can identify gaps, risks/issues, and cost of service.

who has the skill to gather the information required and to clearly articulate the ICT support required for each Business service in written documentation.

What qualities do you need to have?

Knowledge of or experience managing large and complex IT environments.

High level written and verbal communication skills.

Strong interpersonal skills, including the ability to relate well to customers and technicians, and establish a rapport to produce quality outcomes.

Good 'hunter gatherer, archaeological and constructions' skills - with the ability to ask pertinent questions, dig deeper for answers and collate information from many and varied sources.

The ability to identify gaps, risks and costs in services and service delivery.

Knowledge of the Infrastructure Technology Information Library (ITIL) framework and Service Delivery.

A typical day may include

Working 1-on-1 or leading workshops with multiple business and technical stakeholder with the objective of developing new or reviewing existing Service Support Agreements.

Developing and / or refining the common understanding of a Service.

Building RACIs to define roles and responsibilities.

Identifying gaps in support.

Identifying and defining risks and issues.

Working closely with our clients and technicians.

Identifying transitional activities for the uptake of Services to Business-As-Usual (BAU).

Building Documents of Understanding (DOU's) on each of the DOTS technical teams.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

ITIL qualifications would be highly advantageous.

To be successful in this role you will be a strong leader, possess a high level of communication skills both written and verbal as well as being well versed at conducting and facilitating workshops with technical subject matter experts.

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

How to Apply: If you want to know more about the role and team before applying, please contact Melanie Hobbs (melanie.hobbs@act.gov.au).

If you think you have what it takes to be successful in this role, please submit a two page pitch addressing the Professional / Technical Skills and Knowledge outlined in the attached position description, providing examples of your work experience. Please also submit a copy of your curriculum vitae along with two referee contacts, one being your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melanie Hobbs (02) 6207 1281 Melanie.Hobbs@act.gov.au

Communication and Engagement

Strategy and Creative

Strategic Communications, Research and Engagement

Senior Engagement Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 59098)

Gazetted: 14 October 2022

Closing Date: 24 October 2022

Details: Applications are sought from potential candidates for the position of **Senior Engagement Officer**.

The ACT Government is committed to strengthening our community engagement approach to build a more trusted partnership between government and the Canberra community. As the Engagement Communications Officer you will play a key role in communicating this commitment and supporting practical and cultural change across the ACT Public Service.

Our role is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government.

In this role, you will work with officers in other directorates across government to influence and support better engagement practice. Using a range of tools and an evidence-based approach you will help develop content and support key projects, as well as whole-of-government engagement governance. You will bring consistency and quality to our engagement processes. You will coordinate whole-of-government professional development on engagement practice and will provide a range of reporting and analysis to support whole-of-government coordination and improvement efforts.

Drawing on your strong written and verbal communication skills and with relationship building expertise, you will cultivate working relationships to achieve individual, team and organisational objectives. You will work on a range of interesting projects which create meaningful change for the people of Canberra.

You will need to have excellent relationship management skills, have a focus on finding solutions and be able to work collaboratively.

This is a permanent, full-time position.

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. [Hear about CMTEDD from some of our staff.](#)

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The opportunity to work from home exist as operational needs allow.

How to Apply: 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 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Mulligan (02) 6205 9137 Jo.Mulligan@act.gov.au

Communication and Engagement

Strategy and Creative

Strategic Communications, Research and Engagement

Engagement Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59099)

Gazetted: 14 October 2022

Closing Date: 24 October 2022

Details: Applications are sought from potential candidates for the position of Engagement Officer.

The ACT Government is committed to strengthening our community engagement approach to build a more trusted partnership between government and the Canberra community. As the Engagement Communications Officer you will play a key role in communicating this commitment and supporting practical and cultural change across the ACT Public Service.

Our role is to ensure the Canberra community is well informed on government programs, policies and services, and has meaningful opportunities to inform decision making. We listen to the people of Canberra and are their voice in government.

In this role you will work with officers in other directorates across government to influence and support engagement best practice. Using a range of tools and an evidence-based approach you will help to develop and bring consistency and quality to our processes.

You will support directorates with their community engagements, participate in the evaluation and reporting of engagements across the ACT Government, and ensuring adherence to the engagement governance framework. You will have excellent relationship-building skills, have a focus on finding solutions and be able to work collaboratively.

Drawing on your strong written and verbal communication skills and with relationship building experience, you will be joining a passionate and innovative team. You will work on a range of interesting projects which create meaningful change for the people of Canberra.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The opportunity to work from home exist as operational needs allow.

How to Apply: 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 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Mulligan (02) 6205 9137 Jo.Mulligan@act.gov.au

Digital, Data and Technology Solutions

Design and Strategy

Design and Experience

Senior Service and User Experience Designer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58973, several)

Gazetted: 14 October 2022

Closing Date: 28 October 2022

Details: Who we are

The Design and Strategy Branch provides strategic guidance of technology and data investment, and is responsible for development and maintenance of whole of government technology roadmap architecture and design practice, including principles, standards and methods.

What you will do

As a member in a multi-disciplinary team, you will undertake research with customers using co-design techniques including observational studies, customer interviews, prototyping, and other forms of qualitative and quantitative research to uncover insights, learn about user behaviour and verify design concepts. This will include developing documentation identifying business problems, research findings and create artifacts to map user pain points, journey maps, service blueprints and personas to support timely project delivery. The work will also involve communicating concepts through storytelling and prototypes ranging from low to high fidelity (including for example wireframes, click-throughs, interactive prototypes), as well as identifying, articulating, and testing the viability and feasibility of assumptions with customers and stakeholders.

This work will require close collaboration with other areas within the organisation to promote the value of a great design in achieving positive business and community outcomes. To support these outcomes across Government, you will also identify and adopt relevant industry trends into the work of the sections that enable innovative government service delivery that can be applied to provide better ACT Government outcomes.

What you require

You will need to possess the following professional / technical skills and demonstrated experience:

Strong knowledge and demonstrated experience of Human Centred Design (HCD) practices and Design Thinking

Excellent design capabilities developing journey maps, personas, empathy maps, service blueprints and other HCD artifacts

Demonstrated ability and experience in conducting user research

Excellent written and oral communication skills including strong facilitation skills

Ability to work as part of a multi-disciplinary team in an agile development 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Requirements

What we offer

The ACT Public Service (ACTPS) offers a collaborative and supportive work environment. We value and encourage the contribution of people from diverse backgrounds, experiences and perspectives. We offer flexible working arrangements, including hours of work (e.g. start and finish times), locations of work (e.g. working from home) and an activity-based office work environment. The positions are based in the ACT. Interstate work arrangements may be considered in line with governing policies. To learn more about the ACTPS and what we offer, please go to [work with us.](#)

Note: There are two advertisements running concurrently to fill, 58973 Senior Officer Grade C and 58972 Administrative service officer 6. Please ensure you apply for the appropriate classification to meet your qualifications and experience. Applicants are welcome to apply for both positions, and will need to submit two separate applications. If you elect to apply for both positions, you should write your pitch to the appropriate classification to meet your qualifications and experience, and submit this pitch with each application. The selection process for these positions will take approximately six weeks from the advertisement closure to make an offer.

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

How to Apply: After reviewing the "What you will do" and "What you require" sections in the attached Position Description for the position level you would like to apply for, please provide a two page pitch addressing why you are the best person for the position. Your pitch should introduce who you are, why you are applying, and the skills and experience you would bring to the position. Please ensure your response provides evidence of your suitability for the role including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

As part of your application you will be asked to attach a current curriculum vitae and provide details for two referees.

If you have any requirements for Reasonable Adjustments to be made to the recruitment process to ensure that you have an equal and fair opportunity to be considered for selection, please get in touch with the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Tankard (02) 6207 5826 Greg.Tankard@act.gov.au

Digital, Data and Technology Solutions

Design and Strategy

Design and Experience

Service and User Experience Designer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58972, several)

Gazetted: 14 October 2022

Closing Date: 28 October 2022

Details: Who we are

The Design and Strategy Branch provides strategic guidance of technology and data investment, and is responsible for development and maintenance of whole of government technology roadmap architecture and design practice, including principles, standards and methods.

What you will do

As a member in a multi-disciplinary team, you will undertake research with customers using co-design techniques including observational studies, customer interviews, prototyping, and other forms of qualitative and quantitative research to uncover insights, learn about user behaviour and verify design concepts. This will include developing documentation identifying business problems, research findings and create artifacts to map user pain points, journey maps, service blueprints and personas to support timely project delivery. The work will also involve

communicating concepts through storytelling and prototypes ranging from low to high fidelity (including for example wireframes, click-throughs, interactive prototypes), as well as identifying, articulating, and testing the viability and feasibility of assumptions with customers and stakeholders.

This work will require close collaboration with other areas within the organisation to promote the value of a great design in achieving positive business and community outcomes. To support these outcomes across Government, you will also identify relevant industry trends into the work of the sections that enable innovative government service delivery that can be applied to provide better ACT Government outcomes.

What you require

You will need to possess the following professional / technical skills and demonstrated experience:

Strong knowledge of Human Centred Design (HCD) practices and Design Thinking

Demonstrated design capabilities developing journey maps, personas, empathy maps, service blueprints and other HCD artifacts

Experience in conducting user research

Well-developed written and oral communication skills

Ability to work as part of a multi-disciplinary team in an agile development 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Requirements

What we offer

The ACT Public Service (ACTPS) offers a collaborative and supportive work environment. We value and encourage the contribution of people from diverse backgrounds, experiences and perspectives. We offer flexible working arrangements, including hours of work (e.g. start and finish times), locations of work (e.g. working from home) and an activity-based office work environment. The positions are based in the ACT. Interstate work arrangements may be considered in line with governing policies. To learn more about the ACTPS and what we offer, please go to [work with us](#).

Notes: *Please note, there are two advertisements running concurrently to fill, 58973 Senior Officer Grade C and 58972 Administrative service officer 6. Please ensure you apply for the appropriate classification to meet your qualifications and experience.* Applicants are welcome to apply for both positions, and will need to submit two separate applications. If you elect to apply for both positions, you should write your pitch to the appropriate classification to meet your qualifications and experience, and submit this pitch with each application.

Senior Service and User Experience Designer, Design and Strategy Branch (Senior Officer Grade C - SOGC), 58973 and

Service and User Experience Designer, Design and Strategy Branch (Administrative Services Officer Class 6 – ASO6) 58972

The selection process for these positions will take approximately six weeks from the advertisement closure to make an offer. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: After reviewing the “What you will do” and “What you require” sections in the attached Position Description for the position level you would like to apply for, please provide a two page pitch addressing why you are the best person for the position. Your pitch should introduce who you are, why you are applying, and the skills and experience you would bring to the position. Please ensure your response provides evidence of your suitability for the role including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

As part of your application you will be asked to attach a current curriculum vitae and provide details for two referees.

If you have any requirements for Reasonable Adjustments to be made to the recruitment process to ensure that you have an equal and fair opportunity to be considered for selection, please get in touch with the Contact Officer. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Greg Tankard (02) 6207 5826 Greg.Tankard@act.gov.au

Digital, Data and Technology Solutions
Design and Strategy
Design and Experience

Business Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58970, several)

Gazetted: 14 October 2022

Closing Date: 28 October 2022

Details: The Design and Strategy Branch provides strategic guidance of technology and data investment and is responsible for development and maintenance of whole of government technology roadmap architecture and design practice, including principles, standards, and methods.

What you will do

As a member of a multi-disciplinary team, you will undertake analysis and modelling of current and future business processes and information management environments for clients across the government. This will include defining business problems and primary objectives of new projects, identifying, and validating business requirements with technical specialists and business Subject Matter Experts (SMEs) to develop fit-for-purpose solutions. The work will also involve coordinating requirement walk-through and sign-offs and verifying with stakeholders that process models and user artefacts accurately represent business needs.

This work will require close collaboration with other areas within the organisation to promote the value of great analysis and design in achieving positive business and community outcomes. To support these outcomes across Government, you will also identify relevant industry trends into the work of the sections that enable innovative government service delivery that can be applied to provide better ACT Government outcomes.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements:

You will need to possess the following professional / technical skills and demonstrated experience:

Strong knowledge of business analysis.

Demonstrated analytical capabilities developing Business Requirements Specifications, Business Cases, Functional and Non-Functional Specifications.

Experience in analysing and modelling data, business processes, user pathways and information flows.

Well-developed written and oral communication skills.

Ability to work as part of a multi-disciplinary team in an agile development environment.

Note: There are two advertisements running concurrently to fill, 58971 Several - Senior Officer Grade C and 58970 Several - Administrative service officer 6.

Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Applicants are welcome to apply for both positions and will need to submit two separate applications.

If you elect to apply for both positions, you should write your pitch to the appropriate classification to meet your qualifications and experience and submit this pitch with each application.

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

How to apply: After reviewing the "What you will do" and "What you require" sections in the attached Position Description for the position level you would like to apply for, please provide a two-page pitch addressing why you are the best person for the position.

Your pitch should introduce who you are, why you are applying, and the skills and experience you would bring to the position.

Please ensure your response provides evidence of your suitability for the role including specific examples that clearly demonstrate your relevant skills, knowledge, and behavioural capabilities.

As part of your application, you will be asked to attach a current curriculum vitae and provide details for two referees.

The selection process for these positions will take approximately six weeks from the advertisement closure to make an offer.

If you have any requirements for Reasonable Adjustments to be made to the recruitment process to ensure that you have an equal and fair opportunity to be considered for selection, please get in touch with the Contact Officer.

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

Contact Officer: Greg Tankard (02) 6207 5826 Greg.Tankard@act.gov.au

Digital, Data and Technology Solutions

Design and Strategy

Design and Experience

Senior Business Analyst

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58971, several)

Gazetted: 14 October 2022

Closing Date: 28 October 2022

Details: The Design and Strategy Branch provides strategic guidance of technology and data investment, and is responsible for development and maintenance of whole of government technology roadmap architecture and design practice, including principles, standards and methods.

What you will do

As a member of a multi-disciplinary team, you will undertake analysis and modelling of current and future business processes and information management environments for clients across the government. This will include defining business problems and primary objectives of new projects, identifying and validating business requirements with technical specialists and business Subject Matter Experts (SMEs) to develop fit-for-purpose solutions. The work will also involve coordinating requirement walk-through and sign-offs, and verifying with stakeholders that process models and user artefacts accurately represent business needs.

This work will require close collaboration with other areas within the organisation to promote the value of great analysis and design in achieving positive business and community outcomes. To support these outcomes across Government, you will also identify and adopt relevant industry trends into the work of the sections that enable innovative government service delivery that can be applied to provide better ACT Government outcomes.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements:

You will need to possess the following professional / technical skills and demonstrated experience:

Strong knowledge and demonstrated experience of business analysis.

Excellent analytical capabilities developing Business Requirements Specifications, Business Cases, Functional and Non-Functional Specifications.

Demonstrated ability and experience analysing and modelling data, business processes, user pathways and information flows.

Excellent written and oral communication skills including strong facilitation skills.

Ability to work as part of a multi-disciplinary team in an agile development environment.

Note: There are two advertisements running concurrently to fill, 58971 Several - Senior Officer Grade C and 58970 Several - Administrative service officer 6.

Please ensure you apply for the appropriate classification to meet your qualifications and experience.

Applicants are welcome to apply for both positions and will need to submit two separate applications. If you elect to apply for both positions, you should write your pitch to the appropriate classification to meet your qualifications and experience and submit this pitch with each application.

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

How to apply: After reviewing the "What you will do" and "What you require" sections in the attached Position Description for the position level you would like to apply for, please provide a two-page pitch addressing why you are the best person for the position.

Your pitch should introduce who you are, why you are applying, and the skills and experience you would bring to the position. Please ensure your response provides evidence of your suitability for the role including specific examples that clearly demonstrate your relevant skills, knowledge, and behavioural capabilities.

As part of your application, you will be asked to attach a current Curriculum Vitae and provide details for two referees. The selection process for these positions will take approximately six weeks from the advertisement closure to make an offer.

If you have any requirements for Reasonable Adjustments to be made to the recruitment process to ensure that you have an equal and fair opportunity to be considered for selection, please get in touch with the Contact Officer.

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

Contact Officer: Greg Tankard (02) 6207 5826 Greg.Tankard@act.gov.au

Digital, Data and Technology Solutions

ACT Data Analytics Centre

Data Infrastructure and Solutions Team

Senior Data Engineer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40128)

Gazetted: 17 October 2022

Closing Date: 31 October 2022

Details: Do you like being a part of a Data Ecosystem? Do you want to build the infrastructure which allows users to gain the most out of data? The ACT Data Analytics Centre (ACTDAC) is the ACT Government's central team supporting directorates to use data and we are seeking a passionate Data Analyst and Engineer to join our team. The Data Analyst and Engineer works with stakeholders from all ACT Government directorates to design, develop, implement, and support ICT solutions across the entire data lifecycle. We also work with teams on data and digital projects. The team leads work across the ACT Government to get the best out of our data and information assets, improving Canberra's wellbeing.

In this role, you will work across ACT Government to create data solutions using secure, scalable and well performing ICT solutions, you will support data extract, transformation, analysis, reporting and delivery of dashboards and insights to meet the outcomes of government. You will also have opportunities to contribute to the ACT's participation in national digital and data projects and engage with stakeholders from all jurisdictions. ACTDAC is part of the Digital, Data and Technology Solutions Group (DDTS), led by the Chief Digital Officer. DDTS drives the ACT's digital agenda, ensuring alignment of government ICT and digital priorities, innovation and initiatives across the ACT Government.

Canberra is committed to being a city of wellbeing and liveability, supported by a knowledge-based public service that makes a real difference for our community. In this role, you will be helping to shape Canberra as an inclusive, progressive and connected city.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

If this sound like the job for you, we would love to hear from you!

Eligibility/other requirements: This position will be performed under the ACT Government's hybrid working arrangements, including home-based work and an office space designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

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 provide a maximum of a two page Expression of Interest addressing the Selection Criteria and a curriculum vitae.

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

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

Shared Services

Finance Operations

Debt Management Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 07705)

Gazetted: 13 October 2022

Closing Date: 28 October 2022

Details: Shared Services Debt Management are looking for a reliable Debt Management Officer to contact debtors and recover outstanding money. The role is predominantly phone based and the successful candidate will be responsible to recover monies owed in a timely manner.

The position can be stressful, busy and challenging at times. The successful applicant will have to be polite and sensitive towards members of the ACT community whilst remaining committed and persistent to their purpose.

The position requires a highly motivated candidate with self-drive, good time management, excellent communication skills and a sense of urgency to succeed in this role.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements: Previous experience in a debt management / recovery environment or contact centre role would be highly regarded.

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

How to Apply: Candidates are requested to review the duties outlined in the Position Description and submit an Expression of Interest (one page maximum), highlighting their skills in the areas of: Experience in conflict resolution in a debt recovery function along with a curriculum vitae to the Contact Officer.

Applications should be sent via the Apply Now button below.

Contact Officer: Robert Miller (02) 6207 8119 Robert.Miller@act.gov.au

Property and Shared Services

SS Payroll and HR Systems

Payroll HRS Executive

Branch Coordination Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57505)

Gazetted: 17 October 2022

Closing Date: 24 October 2022

Details: The Shared Services Payroll and HR Systems team are seeking a highly motivated individual for the role of Branch Coordination Officer.

The Branch Coordination Officer role is responsible for the overall coordination and management of administrative processes and workflows in support of the Payroll and HR Systems team. The role is suited to someone with a can-do attitude who contributes to a positive workplace culture and enjoys achieving results.

The ideal candidate would be a highly motivated team player who is comfortable working in a high-pressure environment with tight deadlines, with the ability to contribute to a positive and inclusive working environment. If this sounds like you, please review the position description and follow the instructions to apply for the role. We look forward to hearing 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

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

How to apply: To apply please submit a two-page pitch addressing the Technical and Behavioural Capabilities outlined in the Position Description, a copy of your current curriculum vitae and contact details of two referees.

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

Contact Officer: Martin Bolton (02) 6205 8700 Martin.Bolton@act.gov.au

Corporate

Corporate Governance

Governance, Security and Audit

Internal Audit Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57528)

Gazetted: 19 October 2022

Closing Date: 2 November 2022

Details: The Internal Audit Support Officer works directly to the Chief Internal Auditor, within the Governance, Security and Audit Team of Corporate.

We are looking for a new member of our team who can support the secretariat function of the Audit and Risk Committee, arrange value for money procurements for independent contracted audit services, maintain registers such progress against audit recommendations and management comments, follow up actions, manage diary requirements with stakeholders, and progress invoices for payment.

We are looking for someone with strong coordination skills, confidence in dealing with independent contracted services and committee members and has a strong work ethic particularly in regard to meeting timeframes. 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements

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

Professional / Technical Skills and Knowledge

Demonstrated ability to undertake the secretariat functions for an Audit and Risk Committee, including preparing agendas, meeting papers and taking meeting minutes.

Demonstrated ability to procure services and seek quotes from established panels.

Demonstrated ability and commitment to establish and maintain professional networks and consult with stakeholders.

Behavioural Capabilities

Cultivate productive working relations to achieve individual, team and /or organisational results.

Contribute to delivering a high standard of customer focused service.

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

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

Selection may be based on application and referee reports only.

Please note, this position will be working in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Flexible working options such as working from home is supported along with working in the workplace

How to Apply: Applicants should address the Professional/Technical skills and Knowledge, and Behavioural Capabilities criteria, either through the presentation of a 'pitch' or through addressing the individual criteria. Either should be no longer than two pages in total. An up-to-date curriculum vitae and the names of two referees should be provided as well.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Baker (02) 6207 9913 Julie.Baker@act.gov.au

Economic Development

artsACT

Assistant Director, Arts Policy

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 17168)

Gazetted: 14 October 2022

Closing Date: 28 October 2022

Details: artsACT is seeking an Assistant Director, Arts Policy to assist with developing and implementing high quality, evidence-based arts policy and programs to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy, and to create a vibrant community for Canberrans and for people visiting Canberra. In particular, the successful applicant will assist with the delivery and monitoring of the Arts, Culture and Creative Policy 2022-2026.

The successful applicant will be able to undertake complex analysis and policy skills, and will have a history of developing productive working relationships with internal and external stakeholders. They will have high level organisational, project management, time management and administrative skills that relate to programs and projects and strong communication skills, including the ability to communicate complex policy advice, undertake public presentations, negotiate persuasively and represent effectively.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is under

activity-based working arrangements, including that officer do not have a designated workstation/desk. At present, all officers work from home unless there are any special circumstances.

How to Apply: Please include a two-page Expression of Interest describing your Skills, Knowledge, Behavioural Capabilities, and experience relative to the requirements of the position. Please include your curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: CarolineM Fulton (02) 6207 6809 CarolineM.Fulton@act.gov.au

Corporate

Corporate Management

Assistant Director, Change and Transition Flexible Working

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58741)

Gazetted: 14 October 2022

Closing Date: 1 November 2022

Details: Do you have experience in Change Management? Have a passion for the people side of change?

Who we are

The Corporate Division provides a range of advice and support strategic, governance, organisational development, administrative and human resource functions for Chief Minister Treasury and Economic Development Directorate (CMTEDD). Corporate Management provides support to the Directorate in relation to its governance framework, corporate policies, audit and compliance assurance programs. The branch collaborates to ensure a consistent approach for facilities, fleet and environmental sustainability, and supports Winyu and 220 London Circuit as key facilities.

What you will do

The role will have a focus on engaging and collaborating with internal stakeholders to develop and implement strategies for organisational change relating to Activity Based Working (ABW) encompassing all people, property and ICT elements relating to Winyu in Gungahlin.

The role will be focused on maximising the organisational change benefits of the flexible work strategy, to support achievement of the ACT Government's objective for an innovative, agile and responsive workforce.

What we require

To be successful in the role you will need experience in the delivery or coordination of strategic Change Management activities within a complex corporate or government environment. You will need to be a strong communicator who can draft messaging, facilitate workshops, ensure change artefacts are developed, and ensure business areas understand the impact of change for their team. The ability to visually outline process change is of benefit.

For more information on the key capabilities for the role, please review the attached Position Description.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Note: This is a temporary position available from November 2022 up until 31 August 2023 with the possibility of permanency.

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two page written response to support your application. Please provide evidence of your suitability for the role by including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

Applicants should also provide a current curriculum vitae and details of two referees as part of their application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Thompson (02) 6207 8207 Kirsten.Thompson@act.gov.au

Corporate

Corporate Management

Director, Program Manager Winyu Flexible Working

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58740)

Gazetted: 14 October 2022

Closing Date: 1 November 2022

Details: Are you an experienced Program Manager and can coordinate and guide a body of work to deliver a more flexible public service?

Who we are

The Corporate Division provides a range of advice and support strategic, governance, organisational development, administrative and human resource functions for Chief Minister Treasury and Economic Development Directorate (CMTEDD). Corporate Management provides support to the Directorate in relation to its governance framework, corporate policies, audit and compliance assurance programs. The branch collaborates to ensure a consistent approach for facilities, fleet and environmental sustainability, and supports Winyu and 220 London Circuit as key facilities.

What you will do

The role will be responsible for planning, delivering and coordinating the transition to Flexible Ways of working and implementation of Activity Based Working (ABW) encompassing all people, property and ICT elements relating to Winyu in Gungahlin.

What we require

To be successful in the role you will need to have the ability to lead, motivate and manage a multi-disciplinary and diverse team of project professionals. You will have strong relationship skills and are able to maintain effective linkages between the inter-related projects to transition to new ways of working and delivery of the ABW environment.

For more information on the key capabilities for the role, please review the attached Position Description.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Note: This is a temporary position available from November 2022 up until 31 August 2023 with the possibility of permanency.

How to Apply: After reviewing the “What you will do” and “What you require” sections in the Position Description, please provide a two page written response to support your application. Please provide evidence of your suitability for the role by including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

Applicants should also provide a current curriculum vitae and details of two referees as part of their application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsten Thompson (02) 6207 8207 Kirsten.Thompson@act.gov.au

EFG

Macroeconomics, Modelling and Federal Financial Relations

Macroeconomics

Senior Economist / Senior Analyst

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 33079)

Gazetted: 17 October 2022

Closing Date: 31 October 2022

Details: ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), has a full-time vacancy for a Senior Economist / Senior Analyst.

As part of a small economics team, in this role you will prepare economic and revenue forecasts. You will also undertake analysis and modelling and prepare written material explaining and supporting these forecasts. You will also be required to produce or contribute to a range of ACT government processes and publications, including the ACT Budget, the ACT Tax Expenditure Statement and the ACT Population Projections. You will need to be able to establish and maintain networks across a wide range of internal and external stakeholders, in particular the ACT Revenue Office, CMTEDD Strategic Finance and CMTEDD Finance and Budget Group and business liaison contacts. As part of your role, you will be required to review, and quality assure content for economic notes and budget documents.

Duties will include: Under general direction:

Prepare economic indicator briefs to a high standard.

Prepare economic and revenue forecasts for the ACT Budget/Budget Review.

Review estimates of ACT revenue for the ACT Budget and Budget Review, including ensuring their accuracy in the Government Business Management System. Coordinate advice to senior executives outlining the quality assurance processes undertaken to sign off budget inputs.

Co-ordinate input for the economic forecasting group and revenue forecasting group meetings, including review and quality assurance of forecasts undertaken outside of Treasury.

Prepare a tax expenditure statement on an annual basis and supporting quality assurance documentation.

Prepare briefs and contribute to other products including speeches, question time briefs on economic issues, and other modelling and analysis within tight timeframes close to final standard as directed.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements

Degree or above in economics is highly desirable. Additional studies in actuarial studies / finance / mathematics or complementary discipline are desirable.

Note: This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do 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. If you do not wish to be placed in the merit pool, please indicate this with the contact officer.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your skills, qualifications and experience make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

Selection Criteria

Criteria 1 – Management and leadership

Demonstrated leadership skills.

Criterion 2 – Strategic direction and advice

Demonstrated ability to provide strategic direction and advice on economic matters.

Criterion 3 – Conceptual and analytical

Strong conceptual, analytical and research skills including the ability to formulate economic policy.

Criterion 4 – Communication skills

Demonstrated high level of written and oral communication skills together with negotiation, liaison, and representational skills.

Criterion 5 – Achieving results

Demonstrated ability to deliver and operate in a complex and dynamic environment with minimal supervision, to work under pressure and tight timeframes.

Criterion 6 – Ethics and professionalism

Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to staff development, the ongoing integration of workplace diversity, participative work practices and occupational health and safety principles and practices.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Roberts (02) 6205 0660 Paul.Roberts@act.gov.au

Economic Development

Business and Innovation

Director, Investment Facilitation and Programs

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 38177)

Gazetted: 17 October 2022

Closing Date: 24 October 2022

Details: Do you want to lead a high performing and diverse team? Are you interested in the development and implementation of investment attraction and facilitation policies with significant opportunities for engagement across ACT Government, the Commonwealth Government and industry stakeholders?

The Business and Innovation Branch in Economic Development has an exciting three month vacancy for an experienced and highly effective candidate to temporarily fill the position of Director of Investment Attraction and Facilitation. The Director is responsible for the management, design and delivery of programs and policies to achieve the Governments' strategies around economic recovery, job creation and diversification of the ACT economy.

The position will work closely with a broad mix of local, national and international stakeholders across the investment attraction and facilitation portfolio to deliver initiatives to support and grow the contribution of this

sector in line with the ACT Government's economic development policy including CBR Switched On. As a Director, you will need to have outstanding leadership, interpersonal and project management skills; commitment to developing and maintaining excellent working relationships with people across different organisations, both internal and external to Government; a demonstrated ability to manage competing priorities, an eye for detail and contributing to a workplace culture that strives for the delivery of high-quality outcomes.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements: Tertiary qualifications in Economics, Commerce or other relevant field is highly desirable with demonstrated experience in contributing to economic development program design and policy development in a challenging environment. You should also possess strong communication skills.

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

The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. 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 submit a two page pitch addressing the Selection Criteria, a curriculum vitae and details of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Kelly (02) 6205 8602 Sean.Kelly@act.gov.au

Access Canberra

CUEP

Electrical

Electrical Inspector

Building Trade Inspector \$101,055 - \$114,928, Canberra (PN: 59208)

Gazetted: 18 October 2022

Closing Date: 25 October 2022

Details: The Access Canberra electrical inspections team have a temporary electrical inspector position for immediate start. Must have extensive experience in testing of Photovoltaic and NextGen battery systems.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

Qualifications in inspections of Photovoltaic and NextGen battery systems.

ACT unrestricted electrical licence.

ACT (or NSW) Driver's licence for a passenger vehicle.

Notes: This is a temporary position available for 12 months with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: Applicants must ensure they provide a completed Application Coversheet (auto generated via Apply Now)

a **personal pitch** of no more than two pages outlining their experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description;

your current Curriculum Vitae and

details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Mosslar (02) 6207 7941 Michael.Mosslar@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

EPSDD ICT

Spatial Application Developer

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 02706)

Gazetted: 18 October 2022

Closing Date: 3 November 2022

Details: The Spatial Application Developer will contribute to the development, management and support of client applications in a spatial/aspatial database environment, primarily customised GeoMedia Tools developed in VB6. You will:

Provide advice to management on operational issues

Manage and coordinate the development and maintenance of applications including preparation and analysis of user requirements, system specifications, mathematical calculations (specifically geometries), build, testing, deployment and documentation.

Undertake programming of Geofeedia Tools (client applications), currently in VB6, VBA and VB.NET, and update to more modern toolsets, including .NET ensuring supportability in a modern ICT and spatial environment.

Undertake IT work requiring technical and project management skills.

Provide complex technical support to clients, including preparation of procedural documentation, system performance monitoring, participation in applications development teams and support for client groups.

Note. This position does not involve direct supervision of staff

We are looking for a talented person with:

Professional / Technical Skills and Knowledge

Demonstrated skills and knowledge of programming in VB6, VBA and VB.NET and modern frameworks, spatial database systems and databases, including mathematical/geometry calculations and operational issues.

Demonstrated skills and knowledge of spatial data storage technologies, including Oracle and SQL.

Knowledge and experience in the use of GeoMedia will be an advantage.

Knowledge and understanding of the Software Development Life Cycle (SDLC), including developing user requirements and system specifications and preparing other documentation.

Working knowledge of Information Technology Infrastructure Library (ITIL) framework.

Knowledge and application of project management methodologies and tools to design, document and deliver small scale projects.

Behavioural Capabilities

Ability to work effectively as a member of a customer-focused team committed to providing a positive customer experience.

Ability to establish and maintain effective business relationships with key stakeholders, including a strong ability to effectively liaise and negotiate with influence.

Adaptability to changing circumstances and multiple priorities and demands, and resilience while managing a constantly changing, complex and diverse ICT environment.

Advanced analytical thinking and problem-solving skills to resolve immediate problems for customers, but also proactively put solutions in place to prevent issues from reoccurring where possible.

Eligibility/Other Requirements:

A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

Relevant tertiary qualifications in Mathematics and ICT application development and programming are preferred.

Notes: This is a temporary position available until 30 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 in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a 2-3 page pitch outlining your experience as it relates to the Position Description, including examples of programming and code upgrade projects and what made them successful, working with spatial systems and providing customer-focused solutions.

Applications should be submitted via the Apply Now button below.

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

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Communications and Customer Experience

Senior Director, Communications and Customer Experience

Senior Officer Grade A \$157,201, Canberra (PN: 16748)

Gazetted: 18 October 2022

Closing Date: 1 November 2022

Details: Are you an experienced leader able to champion and lead communications across a diverse IT environment? Do you have a can-do attitude, the ability to positively influence others and are always putting the customer first? Read on!

The Senior Director Communications and Customer Experience leads a small highly skilled team delivering: Best practice customer communications on behalf of Digital, Data and Technology Solutions Group to all ACT Government Directorates.

Internal communication and engagement activities across Digital, Data and Technology Solutions Group.

Keen to know more? Please don't hesitate to contact Alana.Lundy@act.gov.au to have a chat about and find out more!

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements:

Qualifications in management and/or significant experience building and managing diverse teams is highly desirable.

Qualifications in communications or related field and/or significant experience in communication roles is highly desirable.

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.

How to Apply: Please submit a two-page pitch addressing the What You Will Do and the Behavioural Capabilities that form the Selection Criteria, provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alana Lundy (02) 6207 7778 Alana.Lundy@act.gov.au

Property and Shared Services

ACT Property Group

Customer and Tenancy Management

Leasing and Property Support Assistant

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 51360)

Gazetted: 18 October 2022

Closing Date: 25 October 2022

Details: This role suits someone who is keen to utilise their administrative skills in a property management environment. The role will provide an opportunity to assist with drafting and executing sub-leases and licenses. The role also involves liaising with colleagues, non-government and government organisations and doing administrative work that requires a high level of attention to detail. Working with the Director and others in the team, the person in this role provides support to both the Lease and Transaction Management and Customer Relationship Management teams to support the occupancy of ACT Property Group managed buildings. This role assists with managing customers in properties, enquires about leasing of ACT Property Group managed properties, assisting with the drafting of new sub-leases, record keeping and data collation. To ensure a high-quality service, the occupant needs to have experience and expertise in public sector administration and/or commercial/community property administration.

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

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements:

A current driver's licence (car)

Qualification/s (Certificate IV or higher) in Property Management, Commercial Real Estate, building trades or similar are desirable.

Note: This is a temporary position available immediately 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, and

Contact details of at least two referees.

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

Contact Officer: GraceA Wang 0481455159 actpgcorporate@act.gov.au

Access Canberra

Customer Coordination – Applications and Approvals

Land Planning and Building Services

Customer Service Officer

Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 03189, several)

Gazetted: 19 October 2022

Closing Date: 26 October 2022

Details: The Applications and Approvals Team within Access Canberra is seeking Expressions of Interest for our Customer Service Officer positions. The successful applicant/s will provide high quality customer service to clients and members of the public in relation to planning, development, building and related regulatory and operational activities. This can include answering calls via the Customer Service Contact Centre and working on a public counter, assisting in the resolution of issues that arise in the lodgement of development and building applications, construction occupations licensing applications and other associated processes. Other duties include scanning and/or uploading documents and plans into the electronic filing system, maintaining paper and electronic records, preparation of routine less complex correspondence and receiving public money.

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/ Other Requirements: Applicants must have well developed telephone and written communication skills, including excellent spoken and written English. This position does not involve direct supervision of personnel.

Notes: This is a temporary position available for a period of up to six months. Selection may be based on application and referee reports only.

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

How to Apply: Please review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, curriculum vitae and the contact details of at least two referees. The written application should be written in the form of a pitch

and should not specifically address the Selection Criteria within the Position Description but indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be sent to the Contact Officer.

Contact Officer: Layne Borrett (02) 6205 3978 Layne.Borrett@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

CMTEDD and JACS Embedded ICT Team

Assistant Director ICT Systems, Projects and Operations

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 23181, several)

Gazetted: 17 October 2022

Closing Date: 31 October 2022

Details: We are a mid sized team with a mix of experience and talents who are focussed on getting stuff done. We are a little bit like the meat (or plant based option) in the sandwich between business areas and technical ICT teams. Sometimes our work can be technical, like providing application support, and sometimes our work can be all about people, like building relationships and negotiating outcomes.

Most days you will be:

Engaging with ACT Government Directorates to broker or advise on current and future ICT services by understanding the requirements for new initiatives and business systems in the context of the broader ACT Government ICT Strategy.

Managing multiple small IT projects or sub-projects, complex work requests, and application lifecycle management.

Managing a small team of ICT Support Officers who coordinate, action and monitor ICT Service Requests and assist them with complex technical issues as they arise.

If you like to see outcomes, like working with a team and with customers, and like variety of work then you should definitely apply!

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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/other requirements:

An ACT Government CMTEDD clearance, or the ability to obtain one, is required for this position.

This position does not require a pre-employment medical.

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

This position does not require a drivers licence.

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

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

Current and former ADF members are encouraged to apply.

How to apply: Please provide a copy of your curriculum vitae and a two-page pitch outlining your skills and experience relating to:

Application Lifecycle Management and Support

Managing ICT projects

Stakeholder communication and engagement

For each of the above you should provide an example including:

- The situation
- Your task or role
- The actions you took
- The outcome

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

Contact Officer: Mia Richter (02) 6205 4073 Mia.Richter@act.gov.au

Community Services

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

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

Housing ACT

Body Corporate Liaison Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 54919)

Gazetted: 19 October 2022

Closing Date: 2 November 2022

Details: The role of the Housing ACT (HACT) Body Corporate Liaison Officer position is to liaise and administer external Body Corporate Property or Strata Managers matters where Housing ACT owns a property within a privately owned strata title.

The role includes working with Officers within HACT and the Total Facility Manager (TFM) on all property, tenancy and maintenance matters. This position may at times require liaising directly with tenants or forwarding correspondence received from the strata.

Eligibility/Other Requirements:

Current driver's licence.

Experience in Strata management/ Body Corporate management environment.

Experience in using a range of IT business and office applications.

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required.

Note: This is a temporary position available immediately up until 30 June 2023. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Application should be submitted addressing the Selection Criteria, no more than two A4 pages, plus curriculum vitae and references.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Boggs (02) 6205 3270 Daniel.Boggs@act.gov.au

Housing ACT

Development and Support

Tribunal Advocacy Services

Tribunal Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57305)

Gazetted: 19 October 2022

Closing Date: 9 November 2022

Details: Tribunal Services Officer reports to the Assistant Director, Tribunal Services and is responsible for providing ancillary administrative support to the Assistant Director, Tribunal Services, and the Tribunal Advocates. This includes the preparation of legal papers, research, and briefs in relation to legal matters and the organisation of some meetings.

Tribunal Services Officer works closely with Housing Managers and Team Leaders in Tenant Experience and other areas of Housing ACT on tenancy matters under the *Residential Tenancies Act 1997*.

The Tribunal Support Officer is also responsible for assessing, filing and representing the Commissioner for Social Housing in lower risk matters in the ACT Civil and Administrative Tribunal.

Eligibility/Other Requirements:

Additional requirements:

Current driver's licence.

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on WWVP refer to:

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

Desirable, but not essential, qualification and experience:

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

Note: This is a temporary position available immediately up until 31 August 2023 with the possibility of permanency. For a Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Application should be submitted addressing the Selection Criteria, no more than two A4 pages, plus curriculum vitae and references.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Boggs (02) 6205 3270 Daniel.Boggs@act.gov.au

Corporate

Business Transformation and Systems

Solution Delivery / Information Management

Communications Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 28907)

Gazetted: 17 October 2022

Closing Date: 31 October 2022

Details: Are you passionate about communication and want to play an important role in establishing processes and

systems in the ACT public services?

Business Transformation and Systems Branch in Corporate Services is seeking motivated and enthusiastic individuals to join our Information Management team in an internal communications and project support role. The Business Transformation and Systems Branch responsible for managing organisation wide changes related to business processes, data, and systems within the directorate. This includes improvements to the underlying process and systems to support the strategic needs of the directorate.

As a Communications Officer, you will have the opportunity to work across the directorate and support the team on creation and management of digital content across a range of channels as well as providing administrative support to the business unit on various communication platforms.

Some of the work you will be involved in includes:

- Administration of the Intranet, designing workflow management and creating visually pleasing content.
- Liaising with business units and ensuring their communication and knowledge management needs are met.
- Content and document management to ensure traceability to the relevant legislations, policies and standard operating procedures.
- Ensuring ACT Brand Guardian guidelines and accessibility requirements are met.
- And more!

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically

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 e.g. in Computer science, Business Analysis, project management are highly desirable
- SharePoint administration experience and certification will be beneficial

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

How to Apply: Please provide a written response highlighting your suitability for the role, referencing Skills, Capabilities and Qualifications in line with the position requirements.

A response of no more than 800 words (two pages) should be submitted in addition to a current resume and the contact details of your two most recent referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hansraj Balakrishnan (02) 6205 4241 Hansraj.Balakrishnan@act.gov.au

Family Safety

Family Safety

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 37714, several)

Gazetted: 14 October 2022

Closing Date: 28 October 2022

Details: The Office of the Coordinator-General for Family Safety is seeking to fill several roles at the SOG C level to support the Office in its work to prevent and respond to domestic and family violence. We are looking for candidates with a strong sense of social justice, a passion for improving the lives of victim/survivors of domestic, family and sexual violence 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 Coordinator-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.

Note: There are several temporary positions available for up to 12 months with the possibility of permanency.

Part-time hours will be considered and the full-time salary noted above will be pro-rata.

Selection may be based on application and referees only and a merit pool will be created for temporary opportunities over the next 12 months.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Skills, Knowledge, and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nina Birkl (02) 6205 1169 Nina.Birkl@act.gov.au

Corporate Services

Organisational Governance

Freedom of Information and Legal Coordination

Assistant Director, Freedom of Information

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 45617)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: Community Services Directorate (CSD) is seeking an experienced Senior Freedom of Information (FOI) Officer for its Freedom of Information and Legal Coordination Unit. This position requires high level experience and a sound understanding of the FOI Act 2016, the Children and Young People Act 2008, the Information Privacy Act 2014, the Housing Assistance Act 2007, the Territory Records Act 2002, the Health Records (Privacy and Access) Act 1997 and legal matters, ability to provide advice on organisational accountability matters, including FOI, privacy, health records and ombudsman matters. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Notes: This is a temporary position available from 01 November 2022 until 30 June 2023 with the possibility of extension. Applicant may be selected from application and Referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining their experience and/or ability against the selection criteria focusing on FOI experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lisa Guteridge (02) 6205 3296 Lisa.Guteridge@act.gov.au

Communities

Disability, Seniors and Veterans

Office for Disability

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37140)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: If you're looking for an exciting challenge to achieve social change and community inclusion for people with disability, then this Policy Officer position is the job for you.

You will contribute to the development of policy and program advice, support delivery of programs, grants and events, prepare Ministerial briefings and correspondence and provide secretariat support to a range of Councils and Committees, including the Disability Reference Group.

You should be passionate and curious, have a commitment to inclusion and be able to work with a range of stakeholders in the community.

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

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

How to Apply: A maximum two-page pitch outlining your suitability to show that you have the capabilities in the "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge and Behavioural Capabilities. Please also provide a curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amanda Charles (02) 6207 5323 Amanda.Charles@act.gov.au

Family Safety

Family Safety

Policy/Project Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 40464, several)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: The Office of the Coordinator-General for Family Safety is seeking to fill several positions to support the Office in its work to prevent and respond to domestic, family and sexual violence. We are looking for candidates with a keen 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 an effective team player; self-motivated; and able to support the office across a wide range of tasks including policy development, service design, project delivery and stakeholder liaison.

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.

Notes: There are several temporary and permanent positions available, temporary positions are available for up to 12 months with the possibility of permanency.

Part-time hours will be considered and the full-time salary noted above will be pro-rata.

Selection may be based on application and referee reports only.

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

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Skills, Knowledge, and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nina Birkel (02) 6205 1169 Nina.Birkel@act.gov.au

Family Safety

Family Safety

Service Designer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41282)

Gazetted: 13 October 2022

Closing Date: 31 October 2022

Details: The Office of the Coordinator-General for Family Safety has an exciting new role for someone with experience in service design or similar. The Office has a whole of government remit to address the wide range of issues that underpin rates of domestic, family and sexual violence including development and implementation of new policies, projects and services. We are looking for a candidate with a strong sense of social justice, a passion for improving the lives of victim/survivors of domestic, family and sexual violence and an ability to deliver quality work in tight timeframes. To be successful in this role you will be a great team player; self-motivated; and able to combine your service design skills with a solid understanding of public sector and government business. Skills in managing stakeholders, delivering projects and preparing advice to the Coordinator-General and the Minister are all core components of the role.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Notes: This is a temporary role available for up to 12 months with possibility of permanency. Part time and full-time applications are welcome. Selection may be based on application and referees only and a merit pool will be created for temporary opportunities over the next 12 months.

How to Apply: Applicants should submit a statement of no more than two pages that demonstrates how their experience and skills will enable them to undertake the role as outlined in the Skills, Knowledge, and Capabilities sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Application should be submitted via the Apply Now button below.

Contact Officer: Helen Copley (02) 6207 2399 Helen.Copley@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

North Canberra Gungahlin

Ainslie School

School Leader C - Ainslie School

School Leader C \$132,293, Canberra (PN: 31888)

Gazetted: 19 October 2022

Closing Date: 26 October 2022

Details: Ainslie School provides education services for students from Preschool to Year 6 across three sites - the Primary campus in Braddon, Baker Gardens Preschool in Ainslie and Reid Preschool.

Ainslie School holds heritage significance and its curriculum reflects the community's enduring aspiration for a progressive, student centred experience. Cultural integrity, human dignity and environmental sustainability are driving concepts in programs and practices across the school.

We are seeking a school leader with experience working with children in the early years of schooling. The successful applicant will be required to lead quality teaching and learning from P-6 and compliance with national law and regulations.

Additional Information

Members of the Ainslie School Executive Team:

design, deliver and monitor education services with a focus on inclusion, inquiry, personalised practice, authentic contexts and student agency

identify and support the development needs of staff to promote diversity and collective efficacy

support staff engagement with families, professional networks and community collaborators to maximise student growth.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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 your curriculum vitae (two pages), Statement of Claims based on the School Leader 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 below.

Contact Officer: Sophie Bissell (02)6142 3060 Sophie.Bissell@ed.act.edu.au

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

The Woden School

School Leader C - The Woden School

School Leader C \$132,293, Canberra (PN: 32598)

Gazetted: 19 October 2022

Closing Date: 2 November 2022

Details: Position Overview

The Woden School is located in the suburb of Deakin within the South Weston Network and caters for students from years 7-12 with an intellectual disability and other complex needs. Our vision at The Woden School is to be leaders in authentic personalised learning pathways, ensuring all students are empowered, able and connected through and beyond their schooling. Our mission is that all learners will achieve success in their learning pathways with:

Access to highly engaging curriculum and effective pedagogies

Genuine voice and agency in all aspects of their learning

Deeply embedded student-centred Learning Communities

We are seeking a collaborative, innovative and dynamic School Leader to join our team. The successful applicant will demonstrate expert and proven ability to bring together a community of learners – inclusive of students, educators, families, and the wider community. They will be a leader of learning with a deep curriculum knowledge and high-level skills in supporting staff to implement personalised and engaging learning programs that allow all students to learn.

The current school priorities (2022-2026) are:

Increase student growth in reading

Increase student voice and agency in their learning

Job Description

The successful applicant will:

Work as part of the leadership team to achieve whole-school strategic goals

Lead and manage a learning team (7/8, 9/10 or 11/12) with a focus on high levels of engagement and learning for all students, collaboration and results driven practice

Provide high quality instructional leadership and mentoring to classroom teachers in pedagogy, curriculum planning, positive behaviour support, assessment, and reporting

Support the implementation and development of Professional Learning Communities with your team.

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

Eligibility/Other Requirements

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

under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/wwvp)

How to Apply: Please submit your curriculum vitae, Statement of Claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with 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: James Malone (02) 6142 0200 James.Malone@ed.act.edu.au

Deputy Director General

COVID Management Team

Support Officer, COVID Management Team

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57567)

Gazetted: 18 October 2022

Closing Date: 25 October 2022

Details: An opportunity to join the Education Directorate's COVID Management Team (CMT) has become available. Reporting to the Assistant Director, Management and Coordination CMT, this position will assist the CMT Management and Coordination workstream and the CMT more broadly. The Support Officer, Management and Coordination will assist to coordinate a systems approach to the management of COVID-19 in schools and ECEC settings, working closely with subject matter experts across the Directorate, and manage the engagement with key stakeholders in support of the COVID-19 Management Framework.

As the Project Support Officer, you will need to be efficient and flexible, a good communicator, self-motivated and well organised to work within a high paced and ever-changing 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:

Demonstrated capabilities in supporting the administration and coordination of complex projects and/or initiatives and the ability to work as part of a small team to deliver effective and timely support to the COVID Management Team.

Experience/understanding of education settings and or COVID-19 management would be desirable.

Knowledge and/or experience in Government policies and procedures would be desirable.

Notes: This is a temporary position available for six months with the possibility of permanency. Selection may be based on application and referee reports only.

How to Apply: If you are interested in applying for this position, please provide a written statement of no more than two pages addressing the Position Description, your curriculum vitae and contact details of two referees. Preferably referees with a thorough knowledge of your work performance and that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meg Power (02) 6207 8767 Meg.Power@act.gov.au

Business Services

Strategic Finance and Procurement

Internal Budgets and Reporting

Assistant Director, Finance Business Partner

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 43041)

Gazetted: 17 October 2022

Closing Date: 31 October 2022

Details: The Strategic Finance and Procurement Branch is looking for a self-motivated, highly capable Assistant Director, to assist in the day-to-day financial management and reporting for a large and complex division within the Education Directorate.

The successful applicant will have excellent communication, and technical accounting skills, be able to liaise with a wide range of stakeholders on a broad range of topics, work in a very busy environment and manage parts of the

budget and financial reporting process. The successful applicant will be able to find solutions to complex issues and identify ways to improve existing processes.

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.

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

Accounting degree and membership/progression towards ICAANZ or CPA. Working knowledge of TM1 and Oracle is also highly desirable.

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

How to Apply: 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

Gungahlin

Amaroo School

Deputy Principal - Student Wellbeing

School Leader B \$154,033, Canberra (PN: 04151)

Gazetted: 17 October 2022

Closing Date: 31 October 2022

Details: Reporting to the Amaroo School Principal of High School the SLB - Wellbeing will lead a consistent approach to student wellbeing, Positive Behaviours for Learning and behaviour management across the senior school. Working as an integral member of the p-10 team, the SLB of Student Wellbeing will oversee student transitions, the whole school PBL implementation and lead the development of student voice and leadership initiatives.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

How to Apply: Applicants will need to supply:

Supporting statement addressing the capabilities listed below and be written with a focus on the job description specified for the position,

Current curriculum vitae and

Name and contact details for two referees.

School Leader Capabilities

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Ed Cuthbertson (02) 614 21266 Ed.Cuthbertson@ed.act.edu.au

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

School Performance and Improvement

Charnwood-Dunlop School

Principal Charnwood-Dunlop School

School Leader A 2 \$189,549, Canberra (PN: 04141)

Gazetted: 14 October 2022

Closing Date: 31 October 2022

Details: Charnwood-Dunlop School is located in the district of Belconnen and caters for students from Preschool to Year Six and includes a small group learning support unit for students with individual learning needs.

The school also hosts the Belconnen Primary Introductory English Centre for students newly arrived in Australia who speak a language other than English. Students are welcomed for a semester of intensive English instruction before transitioning to their local primary school.

The inclusion of the BPIEC is an important component of the school providing a unique and valuable opportunity for students to develop intercultural understanding.

The five-year School Improvement Plan will be reviewed in 2025. The school priorities are to:

Improve the percentage of students making above average progress in numeracy

Improve student performance in writing across all year levels

Improve the school community connections to improve students' engagement in learning and aspirations for the future

The school offers a open plan learning and teaching environment, delivering the Australian Curriculum through an inquiry learning approach. Teachers provide learning programs that focus on the individual needs and strengths of all students. Charnwood-Dunlop School uses Positive Behaviour for Learning (PBL); a well-researched approach to student engagement grounded in the concept that positive behaviours is a whole school approach to behaviour and learning.

Charnwood-Dunlop School operates with a strong sense of community, including a supportive School Board and an active Parents and Citizens Association. Both are a welcome focal point for parent involvement at the school contributing significantly to the life of the school.

The information below provides an overview of additional school information. Further information may be obtained by visiting the school [website](#).

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

How to Apply: Please submit your curriculum vitae (two pages), Statement of Claims based on the School Leader 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 below.

Contact Officer: Rachelle Cridland (02) 6207 1555 Rachelle.Cridland@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.

Turner School

Deputy Principal

School Leader B \$154,033, Canberra (PN: 56666)

Gazetted: 17 October 2022

Closing Date: 31 October 2022

Details: Turner School is looking for a deputy principal. We are a years P-6 school for thinkers, communicators, self-managers and collaborators who aim to make a positive contribution to all. We foster, celebrate and promote diversity and inclusion in our school community.

As leaders, teachers, students, and families, we prioritise achievement in learning with a strong focus on:

excelling in literacy and in numeracy

growing through inquiry and agency

understanding global connectedness

and strengthening positive community wellbeing through Turner's cultural identity.

Job Description:

Support the Principal in promoting, refining and leading the collaborative School Improvement Plan prioritising literacy and numeracy with a focus on writing and number, globally essential skills (general capabilities) and community wellbeing through a Cultural Integrity lens.

Provide high level leadership as Disability Education Contact Officer (DECO) role supporting student diversity related to differentiated learning, disabilities and the Safe and Supportive Schools Guidelines.

Provide high level leadership in teaching, learning and reporting related to leading curriculum and high impact pedagogical alignment and implementation, coaching, PLCs and school improvement teams.

Assist the Principal to manage the human, financial and physical resources of the school to maximise growth in learning for every child.

In conjunction with the Principal, refine and implement processes to ensure ongoing student and staff support, including staff professional development.

Support the Principal to establish and maintain positive and collaborative relationships with students, staff, parents / carers and stakeholder groups in the wider community.

Seek appropriate feedback, advice and ongoing professional development opportunities.

Strategically coordinate, lead and support staff in promoting values, priorities and initiatives of the public education system.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

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

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Applications should be sent to jobs@act.gov.au by the due date.

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

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Resume/CV:

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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Allison Edmonds (02) 6142 2433 Allison.Edmonds@ed.act.edu.au

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

Service Design and Delivery

Student Engagement

Clinical Practice - Allied Health Service

Social Worker

Health Professional Level 1/2/3 \$66,285 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 54457)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking social workers at Health Professional 1, 2 and 3

levels to grow and expand our service offer. In joining the Student Engagement team, you will have opportunity to undertake a wide range of roles including providing direct support to schools, supporting our Allied Health Student Engagement Teams, Targeted Support Teams and more.

Allied Health Engagement Team: The Allied Health team provides advice and supports to schools to improve the educational outcomes for all children and young people.

Targeted Support Team: This team supports children and young people who may be experiencing challenges accessing learning. This can include support to re-engage children and young people with school, reducing the risk of occupational violence through the development of risk assessments, and supporting schools to develop and implement positive behaviour support plans.

All positions will be provided support appropriate to the HP level, and clinical supervision requirements.

On commencement, pay increment and classification will be based on qualifications, years of relevant experience as an allied health professional and demonstrated ability to manage clinical and work tasks autonomously (e.g. caseload management, complex case management, relationship management). All allied health professionals will be required to support and supervise allied health assistants and more experienced clinicians will be required to provide clinical supervision or mentoring to peers.

Eligibility/other requirements:

ESSENTIAL REQUIREMENTS

Tertiary qualifications in Social Work

Current professional registration:

Social worker membership with the Australian Association of Social Workers or eligibility for membership.

Current drivers licence essential, including access to a private vehicle for work purposes.

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

Note: This is a temporary position available immediately 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.

How to apply: If you are interested in making a difference to the outcomes of our children and young people, 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. The format may be chronological and/or functional. A chronological curriculum vitae starts with your most recent experience. A functional curriculum vitae concentrates on what has been achieved, rather than the positions held. Focus on relevant achievements rather than merely describing the duties of positions held.

Individual response to the selection criteria

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.

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. It may also be necessary to go to additional referees. Referees will not be contacted without your knowledge

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

Contact Officer: Jennifer Wheeler (02) 6142 1885 Jennifer.Wheeler@ed.act.edu.au

Service Design and Delivery

Student Engagement

Clinical Practice - Allied Health Service

Occupational Therapist

Health Professional Level 2/3 \$70,679 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 50112)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: Student Engagement Branch values the role allied health professionals play in improving the educational outcomes for children and young people. We are currently seeking occupational therapists at Health Professional 2/3 level to grow and expand our service offer. In joining the Student Engagement team, you will have opportunity to undertake a wide range of roles including providing direct support to schools, supporting our Flexible Education programs, Allied Health Teams, Targeted Support Teams and more.

Allied Health Team: The Allied Health team provides advice and supports to schools to improve the educational outcomes for all children and young people.

All positions will be provided support appropriate to the HP level, and clinical supervision requirements.

On commencement, pay increment and classification will be based on qualifications, years of relevant experience as an allied health professional and demonstrated ability to manage clinical and work tasks autonomously (e.g. caseload management, complex case management, relationship management). All allied health professionals will be required to support and supervise allied health assistants and more experienced clinicians will be required to provide clinical supervision or mentoring to peers.

Eligibility/other requirements:

ESSENTIAL REQUIREMENTS

Tertiary qualifications in Occupational Therapy

Current professional registration: Occupational Therapist registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Capacity to provide the lifting and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with the relevant Workplace Health and Safety standards.

Current drivers licence essential, including access to a private vehicle for work purposes.

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

Note: There are several temporary positions 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.

How to apply:

If you are interested in making a difference to the outcomes of our children and young people, we encourage you to submit an application. To enable us to assess your merit, your application should include your:

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. The format may be chronological and/or functional. A chronological curriculum vitae starts with your most recent experience. A functional curriculum vitae concentrates on what has been achieved, rather than the positions held. Focus on relevant achievements rather than merely describing the duties of positions held.

Individual response to the selection criteria - 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.

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. It may also be necessary to go to additional referees. Referees will not be contacted without your knowledge

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

Contact Officer: Claire Bennett (02) 6142 3162 Claire.Bennett@ed.act.edu.au

Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

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

**Corporate Support and Operations
Governance Compliance and Legal
Government Services**

Liaison and Coordination Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 17928)

Gazetted: 19 October 2022

Closing Date: 2 November 2022

Details: An exciting opportunity is available at the ASO 6 level for motivated applicants to undertake the role of Liaison and Coordination Officer within Government Services team. To perform these roles successfully, you will: be informed – you know or have the ability and interest to learn Government processes and frameworks for Cabinet, Assembly and all things ministerial with a view to supporting our EPSDD colleagues on government business.

be connected - you will part of a values based, collaborative and supportive team in Government Services supporting the provision of coherent, timely, high-quality advice, briefing and information to Ministers, the Director-General, Directorate executives and other internal and external stakeholders.

be energetic and enthusiastic – you will have the opportunity to work with a passionate, innovative, and experienced team who will encourage and support you to develop your skills and expertise.

Notes: This is a temporary position available immediately for six months. Part-time hours will be considered. 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 located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Potential candidates should include a supporting statement of no more than two (2) pages addressing the position description, a current curriculum vitae and two referee reports or contact details. Applications should be submitted via the Apply Now button below.

Contact Officer: Dorena Morris (02) 6207 5989 Dorena.Morris@act.gov.au

Justice and Community Safety

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

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

ACT Courts and Tribunal

**Corporate and Strategic Services
Corporate and Strategic Services**

Services Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 59244)

Gazetted: 19 October 2022

Closing Date: 2 November 2022

Details: The Services Support Officer role supports the delivery of efficient Court and Tribunal processes by providing onsite support to the Judiciary, ACAT Members and other staff in coordinating ICT equipment asset management, troubleshooting, and escalation of requests with partner service providers such as the PPP arrangements or Digital Data and Technology Solutions helpdesk services.

As such, the person needs to be customer oriented and focused, with strong coordination and liaison skills and be familiar with communications and technologies that are deployed within the Courts and Tribunal. The role will need to develop strong relationships with partnered service providers and display a 'can do' attitude, whilst also helping staff access appropriate service support via the correct channels.

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

Note: This is a temporary position available from 5 December until 30 June 2023 with the possibility of permanency.

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

Selection may be based on application and referee reports only.

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: A one-page pitch addressing the requirements of the position as set out in the Position Description is required, in addition to a current curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rodney Deaman (02) 6205 1184 Rodney.Deaman@courts.act.gov.au

ACT Courts and Tribunal

Corporate and Strategic Services

Property and Contracts

Property and Contracts Support

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 37043)

Gazetted: 18 October 2022

Closing Date: 1 November 2022

Details: The Property and Contracts Support Officer supports the delivery of facilities and fleet services for the ACT Courts and Tribunal. The position supports the management of the Public Private Partnership contract for the facilities and services in the ACT Law Courts and ACT Civil and Administrative Tribunals; but is also responsible for supporting facilities management of the Forensic Medicine Centre. The position provides support to the judiciary and ACAT Members for various entitlements including vehicles, personal devices, and other aspects if and when required. In addition, the position also supports the broader ACTCT cohort through management of ICT Assets and assists with resolving issues either directly or through guiding staff to the correct support area, and also supports areas with Contract Management and Procurement support. As such, the position has need of exceptional customer service and stakeholder management skills.

The position also manages the ACTCT vehicle fleet, managing the fleet renewal schedules and procurement of new vehicles as required in accordance with policy.

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 Procurement and Contract Management, or the ability to quickly acquire these, will be considered highly desirable.

Note: This is a temporary position available until 28 April 2023, with the possibility of permanency.

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

How to Apply: A one to two page pitch detailing your skills and experience against the criteria outlined in the selection documentation should be submitted alongside your curriculum vitae. The names of two referees, one of whom should be your current supervisor, also need to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rodney Deaman (02) 6205 1184 Rodney.Deaman@courts.act.gov.au

ACT Courts and Tribunals

ACT Civil and Administrative Tribunal

Energy and Water Division

Team Leader, ACAT (Energy and Water)

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 42756)

Gazetted: 18 October 2022

Closing Date: 25 October 2022

Details: Would you like to use your people skills to lead a small team that assists Canberrans experiencing issues with energy and water utilities? Do you thrive in a fast-paced team environment, with an internal drive to provide outstanding client experiences?

The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated, resilient, and enthusiastic person to perform the role of Team Leader, ACAT (Energy and Water). We are seeking someone with:
excellent people skills no matter who you are dealing with
a love for mentoring others to be their best
a desire to continuously improve client service delivery

The role will see you responsible for delivering high quality client focused registry services for ACAT's energy and water section. The role is diverse, and one enquiry could see you assisting someone having financial difficulties, with the next involving a consumer in the middle of complex complaint with their utility. You will need to be comfortable having difficult conversations, while possessing the ability to develop and maintain important partnerships and working relationships.

Together with the Assistant Director, you will provide leadership in a small team, oversee data and information management, assist in the development and management of a new case management system, and seek to continuously improve procedures to make things work better.

If this sounds like the job for you, we want to hear from you!

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

Selection may be based on application and referee reports only.

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

How to apply: Applicants should provide a:

Curriculum vitae

Details of two referees (one of which must be your current supervisor/manager); and

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

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

ACT Corrective Services

Service Improvement and Community Operations

Intelligence Unit

Senior Intelligence Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 19600)

Gazetted: 17 October 2022

Closing Date: 31 October 2022

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Senior Intelligence Analyst (ASO6), in the Intelligence Unit. This is a temporary vacancy, available for up to twelve months.

The successful applicant will support an intelligence-led, risk-based intelligence capability for ACTCS and be responsible for collecting, collating and evaluating information to produce intelligence. You will prepare written intelligence reports and deliver oral briefings to a range of stakeholders in line with organisational standards and requirements and use, maintain and monitor various ACTCS databases and systems (i.e. prisoner telephone system, offender management system, iBase) to identify patterns, trends or potential threats.

In addition, you will assist in the delivery of intelligence specific training to employees across ACTCS and maintain contemporary knowledge of intelligence concepts and best practice in the criminal justice system and correctional environment.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also 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

Experience working in an intelligence environment is highly desirable.

The position holder must be able to obtain and maintain a Negative Vetting Level 1 security clearance upon appointment to the position as a condition of employment. If the candidate does not already hold this level clearance, ACTCS will sponsor their clearance.

The successful candidate will be required to undergo a criminal record check.

May be required to be registered under the *Working with Vulnerable People (Background Check) Act 2011*.

Note: This is a temporary position available immediately for up to 12 months.

How to Apply: To apply, applicants are required to submit two items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; and (2) a current curriculum vitae including 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 Popple (02) 6207 9215 Christopher.Popple@act.gov.au

Legislation Policy and Programs

Governance and Business Support

Business Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 27144)

Gazetted: 14 October 2022

Closing Date: 28 October 2022

Details: Legislation, Policy and Program (LPP) has a temporary 12 month vacancy, at the ASO 5 level, within our Governance and Business Support section.

The successful applicant will perform a wide variety of administrative tasks for LPP, including: complex finances, preparation and monitoring of accounts, journals, financial reports and monitoring financial agreements; provision of assistance and advice in relation to human resources; arrange staff training and travel; and much more.

We are seeking a dynamic person, who is reliable, hardworking, excellent at keeping track of a large and changing workload, able to meet tight deadlines, good at research, able to monitor and deliver client services and possesses excellent communication skills.

Eligibility/Other Requirements:

Experience with APIAS, Oracle, TM1 and an understanding of the financial framework in the ACT Government would be an advantage.

Knowledge of government processes (machinery of government; organisational functions; and protocols) will be highly regarded.

Notes: 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 identical vacancies over the next 12 months.

How to Apply: Interested applicants should submit a supporting statement (no more than two pages) outlining practical experience and examples related to the role with reference to the professional and behavioural capabilities, a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Cathy Millett (02) 6205 3743 Cathy.Millett@act.gov.au

Emergency Services Agency

AC operations

ESA Communication Centre

Emergency Communications Officer

Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 50275, several)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: Do you have experience in a fast paced, time critical communications environment? Are you willing to work a day and night shift roster? ACT Emergency Services Agency is looking for energetic and resilient individuals to provide 24/7 emergency and non-emergency response services that support our community.

The Emergency Communications Officer will provide a calm and supportive service, initially in relation to fire and emergency service response to requests for assistance.

The Agency is committed to ensuring we service our ACT community using best practice in all communications related to requests for response during times of distress. If you have a commitment to servicing the community, are resilient and able to work rostered shifts we would love to hear from you.

Your ability to communicate and engage with members of the public, operational Fire and Rescue staff and stakeholders will be excellent.

Due to the sensitive nature of the role, suitable applicants will be required to successfully complete psychometric testing to determine progression through the recruitment process. The position also requires a pre-employment medical.

For further information please visit: [ESA Careers – Emergency Communications Officer](#)

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/Requirements

Experience within an operational emergency response environment such as urban fire would be an advantage.

1. This position requires a pre-employment Police record check.
2. 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 \(act.gov.au\)](#)
3. This position requires psychometric testing prior to employment.
4. Demonstration of touch typing of at least 30 words per minute with an accuracy of 95 per cent is required. The definition of touch typing is to engage in typing without having to look at the keyboard, the fingers having been trained to the keys by position. Validation of typing speed and accuracy is necessary to progress to interview. The ESA uses the typing test at www.typingtest.com
5. Successful completion of Certificate III Public Safety (Emergency Communications Centre Operations), or equivalent; required within 12 months of commencement.

Note: Successful applicants who do not already possess the Certificate III Public Safety (Emergency Communications Centre Operations), or equivalent; will be engaged at the Technical Officer Level 1. Permanent appointment will be subject to successful completion of the qualification within 12 months.

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

Selection may be based on application and referee reports only.

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

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: Chloe Morrison 0428 451 104 ChloeJ.Morrison@act.gov.au

Public Trustee and Guardian

Wills, Estates and Trusts Unit

Senior Estate and Trust Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42534)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing financial services, by acting as a Guardian, as a Trustee and also by making Wills and administering deceased estates.

We are a happy and diverse staff of 60 people and we are seeking applications from passionate individuals who possess emotional maturity, resilience and a kind disposition to champion the vulnerable members of our Community. A career at PTG provides you with an opportunity to make a positive difference in someone's life. We have a temporary opportunity for a motivated and well organised professional to act as Senior Estate and Trust Officer, leading an estate administration team in our Wills, Estates and Trusts Unit. This is a busy unit delivering a range of functions including deceased estate administration, preparation of Wills and Enduring Powers of Attorney, trust administration and the administration of confiscated criminal assets. We also help to raise awareness in the community about the importance of having a Will and to encourage more people to put arrangements in place.

This position would suit an applicant with a financial or accounting background or with a good understanding of the law of succession and estates.

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: Completion of or working towards a relevant qualification. Experience and/or understanding of taxation requirements, superannuation and investment strategies.

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

Notes: This is a temporary position commencing 14 November 2022 to 6 January 2023 with possibility of extension up to 12 months and/or permanency. 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: Applicants should submit a statement of no more than two pages demonstrating how their experience and skills will enable them to undertake the role as outlined under *What you Require*, professional/technical and behavioural capabilities section of the attached Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gregory Burn (02) 6207 9800 gregory.burn@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

Project Development and Support

Project Development

Director, Infrastructure Analysis

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 48290)

Gazetted: 14 October 2022

Closing Date: 4 November 2022

Details: Do you have high level experience in the development and review of new infrastructure projects? Do you like a challenge and want to be a key part of a high performing team, who are committed to the development of our growing and vibrant city?

The Project Development team has responsibility for supporting the commercial and financial development of the Territories' largest capital works projects. With a focus on the future designated projects in the Territory, the Director will manage key stakeholder relationships, resolve issues and deliver quality outcomes consistent with the strategic direction of Major Projects Canberra.

The Director will be expected to manage, coordinate, liaise and negotiate with key stakeholders and to provide analysis and advice to the Senior Director, Group Executive, Chief Projects Officer, Ministers and Cabinet.

Key responsibilities for this position are to work with the agency project teams and external Consulting/Advisory teams to develop new Major Projects and facilitate funding through detailed Business Cases.

The successful candidate will be required to support a small team to achieve outcomes, exercise a reasonable amount of self-management and autonomy in the delivery of quality outputs and support the broader policy and project remit of the Project Development team and Major Projects Canberra.

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/Requirements

Desirable

Relevant tertiary qualifications complimentary to the role: for example, financial, economics, business and/or relevant infrastructure related fields.

Previous experience in the development of new infrastructure (Construction) projects or their business cases.

Previous experience in the evaluation of business cases for infrastructure (Construction) projects

An understanding of the requirements for procurement, program management and contract management of consultants in the early stages of infrastructure development

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

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than three pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeff Hart (02) 6207 9373 Jeff.Hart@act.gov.au

Infrastructure Delivery Partners

Commercial Project Management

Project Director

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 18889)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: Are you our new Project Director?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The IDP team consists of industry professionals with the broad range of skills and expertise required across the built and natural environment sectors to successfully deliver a diverse and complex infrastructure portfolio. IDP supports the development and delivery of the Government's capital works program for our partner Directorates. As Project Director you will lead the delivery of a portfolio of works consisting of project management, contract management and procurement expertise to a broad range of advisory, design and construction projects for the ACT Government.

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

Eligibility/Requirements

Mandatory:

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

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

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

Project Management – either:

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

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

have a least 10 years relevant experience in Project Management.

Notes: This is a temporary position available immediately until January 2026 with the possibility of extension and/or permanency.

Selection may be based on application and referee reports only.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees. Please provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: SallyA Wright (02) 6205 3530 SallyA.Wright@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

Executive Branch Manager, Capital Linen Services

Temporary Vacancy (immediately until 10 January 2023 with possibility of extension)

Transport Canberra and City Services

Territory and Business Services

Position: E394

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 18 October 2022

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager Capital Linen Services asap to 10 January 2023 with possibility of extension.

The Executive Branch Manager Capital Linen Service (CLS) is responsible for providing a managed linen service to a wide range of ACT clients, including public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services. Capital Linen Service operates on a commercial basis employing around 100 staff (60 internal staff and 40 contract staff) and has annual turnover of \$13 m per annum.

The Executive Branch Manager is responsible for all aspects of the business including strategic planning, financial performance and revenue growth, and human resources. The role requires a commercially astute senior executive capable of operating within a public sector environment.

The Executive Branch Manager reports to the Executive Group Manager Territory and Business Services, Transport Canberra and City Services Directorate.

To apply: Applicants should submit a 'one page pitch' and curriculum vitae addressing their suitability and availability for the role to Daniel Childs at daniel.childs@act.gov.au by COB Tuesday 25 October 2022.

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

Remuneration: The position attracts a remuneration package ranging from \$251,374 - \$261,418 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$223,205.

Contact Officer: Daniel Childs (02) 6213 3204 daniel.childs@act.gov.au

City Services

Infrastructure Delivery and Waste

Infrastructure Delivery

Senior Engineering Specialist Services

Infrastructure Manager/Specialist 2 - Infrastructure Manager/Specialist 3 \$187,632 - \$200,140, Canberra (PN: 38351)

Gazetted: 19 October 2022

Closing Date: 27 October 2022

Details: Infrastructure Delivery Branch are seeking expressions of interest for a temporary vacancy for the role of Senior Engineering Specialist Services - Facilities Team commencing 5 December 2022 to 3 February 2023.

The role is responsible for leading complex engineering infrastructure projects from inception to delivery ensuring alignment to Government policy, evaluation of outcomes and the identification and evaluation of opportunities to improve the overall effectiveness of the delivered infrastructure.

The position primary responsibilities are to:

Define key milestones, work plans and frameworks encompassing business case development, detailed planning and design, documentation, and related approvals for complex infrastructure construction to enable and support successful Government land release and other major projects.

Manage interdependencies and coordination of projects to ensure that information relating to project deliverables, risks and issues are effectively communicated between stakeholders and that key performance indicators are monitored and evaluated

Foster collaborative and mutually supportive relationships with senior stakeholders to improve collaborative development and project results

Identify opportunities and drive changes to improve implementation and evaluation of infrastructure delivery processes for City Services to enable better performance on projects from inception to delivery.

Identify and define major issues for Infrastructure Delivery and ensure integration of diverse stakeholder interests with the Government's broader agenda to inform the development and prioritisation of project initiatives and to proactively understand and mitigate risks.

This position does not involve direct supervision of staff.

Please see attached Position Description for details of the duties to be undertaken.

Eligibility/other requirements: Relevant tertiary qualifications and extensive experience in Engineering, or equivalent, and building or Infrastructure knowledge and/or project management experience will be highly desirable. Driver's license (Car) is also essential.

Note: This is a temporary position from 5 December 2022 to 3 February 2023. Selection may be based on application and referee reports only.

How to apply: Applicants should provide an Expression of Interest addressing the six 'What you require' criteria as per the attached Position Description, highlighting how their Skills and Experience are relevant to the responsibilities within the role. The Expression of Interest is to be a maximum of two pages.

Applications should also include a current curriculum vitae and the name and contact details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Steven.Hare@act.gov.au (02) 6205 9631 Steven.Hare@act.gov.au

City Services

City Presentation

Place Management

Pest Control Team Leader

General Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 19236)

Gazetted: 18 October 2022

Closing Date: 1 November 2022

Details: As the Place Management Pest Control Team Leader, you will provide direction to a small team of pest control staff responsible for specialised weed and pest control and plant health services throughout Canberra's Urban Open Space.

This position requires a leader to ensure that weed, pest control and plant health activities are delivered on time and that relevant quality and safety standards are met.

This role will require you to have a community focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence.

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

Eligibility/Other Requirements

1. Extensive practical experience in horticulture/turf, particularly in the maintenance of parks and gardens, specialising in weed and pest control and plant health requirements including the operation of equipment used in this type of work.
2. A demonstrated ability to work with the Pest Control Supervisor to plan, organise and deliver daily work programs and provide leadership to a small team of specialised pest control and horticultural staff.
3. Demonstrated communication (oral and written), liaison, negotiation and conflict resolution skills, and the ability to prepare basic written reports.
4. Practical experience in reading, understanding and extracting safety, WHandS and chemical use information from chemical labels and Material Safety Data Sheets and the ability to Mix, Measure and Calibrate chemicals.
5. Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

Professional / Technical Skills and Knowledge

Certificate III – Horticulture/Turf/Landscaping or equivalent is desirable.

AQF-3 Chemical Accreditation is essential.

AQF-4 Chemical Risk Management or a willingness to obtain is highly desirable.

Pest Management units 5,6 and 18 or a willingness to obtain is desirable.

Note: This is a temporary position available for 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: Expressions of interest are sought from potential candidates and should include:

A supporting statement of no more than two pages outlining experience and/or ability and addressing the requirements for each of the five points listed in “What You Require” in the attached Position Description.

Contact details of two referees.

A current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeffrey VanAalst (02) 6205 8257 Jeffrey.VanAalst@act.gov.au

City Services

City Presentation

Place Management

Pest Control Supervisor

General Service Officer Level 8 \$73,429 - \$77,593, Canberra (PN: 13727)

Gazetted: 18 October 2022

Closing Date: 1 November 2022

Details: As the Place Management Pest Control Supervisor, you will provide leadership to a small team of pest control staff responsible for specialised weed, pest and plant health services throughout Canberra’s Urban Open Space.

This position requires a leader to ensure that weed and pest control, plant health activities and chemical supplies are delivered on time and that relevant quality and safety standards are met.

This role will require you to have a community focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence.

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

Eligibility/Other Requirements

1. Extensive practical experience in horticulture, particularly in the maintenance of parks and gardens specialising in weed and pest control and soil and plant health requirements including the operation of equipment used in this type of work.
2. A sound knowledge of the industrial environment and workplace safety practices including Standard Operating Procedures, Temporary Traffic Management plans and risk assessments.
3. Demonstrated ability to plan and organise daily work programs and provide leadership to a small team of specialised pest control and horticultural staff.
4. Demonstrated communication (oral and written), liaison, negotiation and conflict resolution skills, and the ability to maintain records and prepare basic written reports.
5. Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

Professional / Technical Skills and Knowledge

Certificate III – Horticulture/Turf/Landscaping or equivalent as a minimum are essential.

Australian Qualification Framework (AQF) 3 Chemical Accreditation and AQF 4 Chemical Risk Management are essential.

Certificate III – Urban Pest Management is highly desirable.

General Pest Management Licence – units 5,6 and 18 in Urban Pest Management is desirable.

Current manual drivers Licence- LR preferred

Note: This is a temporary position available for 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: Expressions of interest are sought from potential candidates and should include:

A supporting statement of no more than two pages outlining experience and/or ability and addressing the requirements for each of the five points listed in “What You Require” in the attached Position Description.

Contact details of two referees.

A current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeffrey VanAalst (02) 6205 8257 Jeffrey.VanAalst@act.gov.au

Transport Canberra and Business Services

Bus Operations

Fleet

Vehicle Cleaner Fueller

EGSO4.2 - Workshop Staff \$73,651, Canberra (PN: SCF005, several)

Gazetted: 18 October 2022

Closing Date: 1 November 2022

Details: Transport Canberra Operations is seeking enthusiastic and highly motivated applicants to join our casual Cleaner Vehicle Fueller Team. Experience in industrial or automotive cleaning industry would be considered as desirable but not essential.

Working to rotating rostered shifts, from early morning to late at night including regular weekend rostered overtime, the successful applicants will be required to perform duties associated with the daily cleaning, fuelling, and detailing of Transport Canberra's bus fleet. The successful applicants will be able to maintain a high degree of reliability and consistency in following cleaning procedures and be able to work under limited supervision. This position is required to work under time pressure and is exposed to temperature and weather changes throughout the year.

These positions are generic across the Transport Canberra's fleet services team and applicants may be required to rotate within Transport Canberra to any designated location as directed.

To be successful in this position you will:

Have a basic understanding of cleaning and fuelling duties and the ability to follow procedures in a reliable and consistent manner.

The ability to be self-motivated and demonstrate safe work practices.

Have a 'hands on' approach and a high level of enthusiasm

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

Drivers Licence (C-class) is mandatory, with the ability to obtain a Transport Canberra yard licence.

Work rostered shifts, from early morning to late at night including regular weekend rostered overtime.

Note: This position will be offered on a casual basis and the full-time salary noted above will be paid pro-rata. A merit pool will be established from this selection process and will be used to fill identical vacancies over the next 12 months. Successful applicants will be required to undertake a range of pre-employment assessment activities to determine their suitability to the position.

How to Apply: A two-page statement outlining your experience and abilities to perform the advertised role. The statement should demonstrate that you have the capabilities in the "What You Require" section of the Position Description document including details of Professional Skills and Knowledge.

A current curriculum vitae including details of work history and professional qualifications.

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) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Contact Officer: Stuart Withers 02 6207 7641 Stuart.Withers@act.gov.au

Territory and Business Services

Yarralumla Nursery

Horticulturist

General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 40469)

Gazetted: 18 October 2022

Closing Date: 1 November 2022

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building, and managing our roads, footpaths, and cycle paths, operating our public transport system, and maintaining many of Canberra's lakes and ponds.

Several of the ACT Government's commercial operations are run by TCCS, including ACT NoWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT.

Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high quality, competitively priced plants to landscape, wholesale, and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows over 300,000 cool climate plants annually from its own plant stock and seed bank including local, rare, and endangered species.

We are currently looking for a suitable person to fill a position in our Sales team within the Nursery. The primary responsibilities for this role are to:

Mentor, train and lead small teams within the Sales section of the nursery.

Process customer orders using the nursery's electronic sales system.

Pick plant orders, weed, clean pots, label, and prepare for transport or delivery.

Assist in customer service-related tasks and administrative duties to a high standard.

This is an excellent opportunity to gain experience in a dynamic and supportive workplace that is making a difference to the landscape we live in. As part of the team, you will help produce and sell high quality plants to the Canberra community and the surrounding regions.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, reasonable adjustments can be provided for people with disability; and Aboriginal and Torres Strait Islander peoples, culturally diverse people and those who identify as LGBTIQIA+ are encouraged to apply.

Eligibility/other requirements:

Hold a Certificate III in Horticulture or have equivalent demonstrated competence.

Hold a current class C Drivers Licence.

Pass a Fitness for Duty medical assessment prior to employment to ensure employee can:

Lift heavy materials (16-20kg)

Bend and lift repeatedly

Carry out a variety of other heavy manual work

Work outdoors in all seasons

Note: This is a temporary role available until 30 June 2024 with the possibility of extension and/or permanency and is based at the Yarralumla Nursery in Canberra.

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 under the 'What you Require' section (no more than 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: Tinus Ehlers (02) 6207 2445 Tinus.Ehlers@act.gov.au

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

City Services

Roads ACT

Environment and Utilities

Dam Safety Officer

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 45725)

Gazetted: 17 October 2022

Closing Date: 9 November 2022

Details: Are you experienced in engineering and are you interested in dams safety management? Then we might have the job for you.

Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community.

The position will undertake detailed technical inspections of TCCS dams under the guidance of surveillance procedures, ANCOLD guidelines, and the Assistant Director, Dams and Hydrology in order to minimise the risks to dam safety and provide detailed technical reports. Note that this may include undertaking inspections in confined spaces (e.g. shafts and tunnels).

The role will assist the Assistant Director, Dams and Hydrology to deliver the surveillance program, the operations and maintenance program, and the rectification and improvement program for dams by contributing to contract management, planning and actions both in the field and in the office.

The successful candidate will utilise and build an understanding of TCCS dams and the best practices in dam operation, maintenance, design, and safety in the ACT and more broadly around Australia.

Eligibility/Other Requirements:

Permanent Resident and/or Citizen of Australia.

Driver's licence (Class C) is essential.

Tertiary qualifications in engineering and/or relevant infrastructure disciplines is desirable.

Proficient using Microsoft Office Suite programs is highly desirable.

Implement traffic control plans (desirable or an ability to gain within three months of engagement)

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

How to Apply: If you are interested in applying for this position, please provide:

A supporting statement of no more than three pages outlining experience and/or ability and addressing the requirements listed in 'What You Require' in the attached position description

Contact details of two referees

A current curriculum vitae (resume)

Applications should be submitted via the Apply Now button below.

Contact Officer: Matthew Thorogood 0460723995 Matthew.Thorogood@act.gov.au

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

Chief Operating Officer Division

Finance

External Budgets and Reporting

Assistant Director, External Budgets and Reporting

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 36522)

Gazetted: 17 October 2022

Closing Date: 31 October 2022

Details: This position is part of a small and dynamic team reporting to the Director, External Budgets and Reporting. The position plays a key role in managing the Directorate's external and internal budget allocations as well as maintenance of the systems used and works closely with other members of the Directorate, the Finance team and Treasury in developing both internal and external budgets. The occupant of the position will have the opportunity to coordinate the preparation of Directorate's performance reporting, management of cash and appropriations, undertake reviews of Directorate's financial delegations and provide training and other assistance as required.

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

Eligibility/Other Requirements

Tertiary qualifications in commerce and accounting along with professional membership of CPA/CA or comparable bodies preferable.

How to Apply: Applicants should address the criteria listed in the position description (max two pages) with a tailored curriculum vitae

Applications should be submitted via the Apply Now button below.

Contact Officer: Nada Kos (02) 6207 7237 Nada.Kos@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Service

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 42714)

Gazetted: 14 October 2022

Closing Date: 4 November 2022

Details: Domestic Animal Services (DAS) sits within the Business Services arm of Transport Canberra and City Services (TCCS) in the ACT Government. DAS is responsible for all matters relating to public and animal safety, registrations requirements of animals, issuing of special licenses, animal welfare and the promotion of responsible pet ownership.

This is a pivotal leadership role within DAS overseeing the strategic and tactical operations of the Mugga Lane Animal Shelter in Symonston. You'll be responsible for overseeing a team of 35 staff, the majority being operational (rangers and kennel staff) as well as a team of office-based support staff.

First and foremost, this is an opportunity to join an organisation that is passionate about animal welfare. In the past four years DAS have re-homed every eligible animal that has entered their facility, resulting in a 100% success rate for rehoming and 0% avoidable euthanasia – a feat unmatched by any other State or Territory. The Mugga Lane site recently invested \$12 million in their facility to better the lives of the housed animals and increase safety for their staff. Within your role, you'll drive progressive animal rights at a national level by representing the ACT on jurisdictional working groups and maintaining strong relationships with key welfare partners such as the RSPCA. This is a challenging role within a high stakes operational environment where you'll be critical to the success of the facility. It is an opportunity to:

Influence and inspire a large operational team of 35 staff with 6 direct reports

Personify and drive the change needed within the facility to get the best outcomes for the community and animals it serves

Be a trusted leader within the organisation by operating with a high level of autonomy and independence

Be supported by the Directorate's senior executives that are heavily invested in the success of the shelter

The primary responsibilities of this position are to:

Lead and manage the operations of the team ensuring the efficient and effective operation of the function, including preparing and executing the areas annual Business Plan

Provide coaching, guidance and leadership to effectively build team capability and resilience

Continue to develop the team's strategic direction to support the achievement of best practice in the delivery of customer service and education as it relates to responsible pet ownership

Strategically cultivate and sustain strong collaborative relationships with internal and external stakeholders, including the Minister's Office, RSPCA, Street Cat Alliance, TCCS executive and DAS team members

Respond to and draft high-level complex policy documents, briefings and responses to Ministerial enquiries

Proactively manage the maintenance of the facility and all equipment including, the procurement and management of contractors and Service Agreements

Lead the delivery, coordination and contribution to the:

DAS volunteer program

Implementation of the Animal Welfare and Management Strategy

Implementation of the Cat Plan

Implementation of domestic animal compliance program and initiatives

Ensure appropriate services standards are established, implemented and maintained including business systems, process improvement and reporting structures relating to domestic animal management and core training requirements for operational members

Eligibility/other requirements: You will have a minimum of five years' experience in a senior management role within a structured and complex operational environment. You are a firm, clear and strong leader who can not only identify operational solutions, but can inspire, energise and positively influence others to work collaboratively and drive success. You will have a genuine values-based leadership style and be focused on driving a culture of respect to achieve customer service excellence in a sensitive operational environment.

You'll have experience managing staff with a diverse range of personalities and working styles and an innate ability to bring people together for a common cause. You'll also have experience manage staff through a significant change process by gaining their trust and breaking down barriers for change.

You will also have the following:

Leadership expertise in delivering agreed strategic business outcomes and solutions by taking initiative, managing resources and setting clear direction for staff

Adaptability to changing circumstances, multiple priorities and demands and resilience while managing a constantly changing, complex and diverse environment

Ability to establish and maintain effective and diverse strategic business partnerships

Extensive experience building, maintaining and utilising effective working relationships with staff, and a range of government and non-government stakeholders utilising high level communication skills

High-level experience in the development, implementation and management of policy and programs within the construct of a regulatory environment

Sound knowledge of legislative frameworks, regulation and decision-making in a government or non-government environment and the capacity to exercise a high degree of independent judgement in the resolution of novel, complex and critical problems

Note:

Free car parking at Mugga Lane Animal Shelter in Symonston

Work for a government entity that is leading Australia's animal welfare rights

Minimum of Permanent residency of Australia or Australian Citizenship

Applications not sent through the ACT Jobs website will not be considered.

How to apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact of two referees.

HorizonOne Recruitment are exclusively managing this recruitment for the ACT Government. If you have any questions or queries regarding this position, please contact Liz Strachan on 02 6108 4878 or

liz@horizonone.com.au

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

Contact Officer: Liz Strachan 02 6108 4878 liz@horizonone.com.au

Details: Domestic Animal Services (DAS) sits within the Business Services arm of Transport Canberra and City Services (TCCS) in the ACT Government. DAS is responsible for all matters relating to public and animal safety, registrations requirements of animals, issuing of special licenses, animal welfare and the promotion of responsible pet ownership.

This is a pivotal leadership role within DAS overseeing the strategic and tactical operations of the Mugga Lane Animal Shelter in Symonston. You'll be responsible for overseeing a team of 35 staff, the majority being operational (rangers and kennel staff) as well as a team of office-based support staff.

First and foremost, this is an opportunity to join an organisation that is passionate about animal welfare. In the past four years DAS have re-homed every eligible animal that has entered their facility, resulting in a 100% success rate for rehoming and 0% avoidable euthanasia – a feat unmatched by any other State or Territory. The Mugga Lane site recently invested \$12 million in their facility to better the lives of the housed animals and increase safety for their staff. Within your role, you'll drive progressive animal rights at a national level by representing the ACT on jurisdictional working groups and maintaining strong relationships with key welfare partners such as the RSPCA.

This is a challenging role within a high stakes operational environment where you'll be critical to the success of the facility. It is an opportunity to:

Influence and inspire a large operational team of 35 staff with 6 direct reports

Personify and drive the change needed within the facility to get the best outcomes for the community and animals it serves

Be a trusted leader within the organisation by operating with a high level of autonomy and independence

Be supported by the Directorate's senior executives that are heavily invested in the success of the shelter

The primary responsibilities of this position are to:

Lead and manage the operations of the team ensuring the efficient and effective operation of the function, including preparing and executing the areas annual Business Plan

Provide coaching, guidance and leadership to effectively build team capability and resilience

Continue to develop the team's strategic direction to support the achievement of best practice in the delivery of customer service and education as it relates to responsible pet ownership

Strategically cultivate and sustain strong collaborative relationships with internal and external stakeholders, including the Minister's Office, RSPCA, Street Cat Alliance, TCCS executive and DAS team members

Respond to and draft high-level complex policy documents, briefings and responses to Ministerial enquiries

Proactively manage the maintenance of the facility and all equipment including, the procurement and management of contractors and Service Agreements

Lead the delivery, coordination and contribution to the:

DAS volunteer program

Implementation of the Animal Welfare and Management Strategy

Implementation of the Cat Plan

Implementation of domestic animal compliance program and initiatives

Ensure appropriate services standards are established, implemented and maintained including business systems, process improvement and reporting structures relating to domestic animal management and core training requirements for operational members

Eligibility/other requirements: You will have a minimum of five years' experience in a senior management role within a structured and complex operational environment. You are a firm, clear and strong leader who can not only identify operational solutions, but can inspire, energise and positively influence others to work collaboratively and drive success. You will have a genuine values-based leadership style and be focused on driving a culture of respect to achieve customer service excellence in a sensitive operational environment.

You'll have experience managing staff with a diverse range of personalities and working styles and an innate ability to bring people together for a common cause. You'll also have experience manage staff through a significant change process by gaining their trust and breaking down barriers for change.

You will also have the following:

Leadership expertise in delivering agreed strategic business outcomes and solutions by taking initiative, managing resources and setting clear direction for staff

Adaptability to changing circumstances, multiple priorities and demands and resilience while managing a constantly changing, complex and diverse environment

Ability to establish and maintain effective and diverse strategic business partnerships

Extensive experience building, maintaining and utilising effective working relationships with staff, and a range of government and non-government stakeholders utilising high level communication skills

High-level experience in the development, implementation and management of policy and programs within the construct of a regulatory environment

Sound knowledge of legislative frameworks, regulation and decision-making in a government or non-government environment and the capacity to exercise a high degree of independent judgement in the resolution of novel, complex and critical problems

Note: Free car parking at Mugga Lane Animal Shelter in Symonston

Work for a government entity that is leading Australia's animal welfare rights

Minimum of Permanent residency of Australia or Australian Citizenship

Applications not sent through the ACT Jobs website will not be considered.

How to apply: Applicants are to write a one-page pitch addressing how their experience and skills match the Selection Criteria located in the Position Description. Applicants must also provide a current curriculum vitae and the names and contact details of two referees.

HorizonOne Recruitment are exclusively managing this recruitment for the ACT Government. If you have any questions or queries regarding this position, please contact Liz Strachan on 02 6108 4878 or

liz@horizonone.com.au

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

Contact Officer: Liz Strachan 02 6108 4878 liz@horizonone.com.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

ACT NoWaste

Service Delivery

Director – Environment, Risk and Safety

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 39237)

Gazetted: 14 October 2022

Closing Date: 28 October 2022

Details: This highly influential role provides strategic guidance and high-level advice to ACT NoWaste, regarding contemporary risk management principles and practices. The role will draw on extensive experience in the management of environmental and work health and safety (WHS) risks, to support ACT NoWaste in delivering its associated compliance and performance objectives.

The role works collaboratively with both internal and external stakeholders to drive a safety and risk management culture in the design and delivery of waste management services. The role will be required to interpret and apply legislation and provide sound recommendations and advice to operational staff, senior management, and internal and external stakeholders regarding sound environmental and WHS practices.

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

How to Apply: Please address the selection criteria outlined under Skills/Knowledge and Behaviours sections in the Position Description. Address the selection criteria in four pages or less in your application. When listing referees please include a referee who is your immediate line manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gayan Ratwatte (02) 6207 6031 Gayan.Ratwatte@act.gov.au

City Services

Roads ACT

Works

Asphalt Ganger Road Worker

General Service Officer Level 7 \$67,760 - \$71,554, Canberra (PN: 26317)

Gazetted: 14 October 2022

Closing Date: 15 November 2022

Details: Roads ACT is seeking an enthusiastic, motivated, and experienced professional to join its Asphalt crew. Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, stormwater system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government.

The primary responsibilities of the position are to lead the asphalt crew and contractors carrying out general road maintenance duties, with accountability for administration, productivity, efficiency, quality standards, work health and safety systems and environmental requirements.

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

Eligibility/Other requirements:

Driver's licence MR-class (essential).

Experience working in infrastructure industry (desirable).

Construction Induction White card (essential).

Asbestos Awareness (desirable) essential within 3 months of appointment.

Crystalline Silica Exposure Prevention (desirable) essential within 3 months of appointment.

Willingness to work overtime/shifts as and when required (essential).

Willingness to undertake training activities to meet operational and organisational expectations (essential).

Willingness to undertake computer and in field technology training and use (essential).

This position does require a pre-employment medical (essential).

Plant Operators Certificate/Licence (desirable) essential within 3 months of appointment.

First Aid (desirable) essential within 3 months of appointment.

Traffic Control Certificate (desirable) essential within 3 months of appointment.

Certificate III or above in a Civil Construction related trade (desirable).

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

How to Apply:

A supporting statement of no more than three 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: Ilija Kovacevic (02) 6207 4746 Ilija.Kovacevic@act.gov.au

City Services

Development Coordination Branch

Design Review and Asset Acceptance

Assistant Director, Landscape Team

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 23562)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: The Development Coordination Landscape team are seeking expressions of interest for a temporary vacancy for a Senior Landscape Architect in the role of Assistant Director, Landscape Team.

This position supervises the landscape team within the Design Review and Asset Acceptance team, an operational section which is responsible for design review and asset acceptance relating to private and external developments including greenfield estates by the Suburban Land Agency.

The landscape team plays a critical role to ensure that all developments meet standards and policies on landscape elements, including protection of existing trees and new tree plantings.

The responsibilities for this position are to assess a wide range of planning and design submissions and provide technical responses against design standards, codes, guidelines and policies, within given timeframes. This includes liaison with various Government entities and private consultants.

Eligibility/Other Requirements:

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

Hold a relevant building degree; or

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

A current Australian Class C driver's licence essential.

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

How to Apply:

A supporting statement of no more than two pages outlining experience and/or ability and addressing the requirements (What You Require) in the attached Position Description

Contact details of two referees

A current curriculum vitae (resume)

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexander Soper (02) 6205 2180 Alexander.Soper@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

Boards and Committees

Business Coordinator, ACT Veterinary Practitioners Board

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35636)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: We are seeking applications from highly motivated and goal orientated people to fill the role of Business Coordinator, ACT Veterinary Practitioners Board. This position sits within the Ministerial Services team and is responsible for providing support to the Director, Boards and Committees. Your role will include undertaking administrative functions, assisting the section management with daily operations including, assisting with any matters requiring an immediate or urgent response. The administrative functions include, data entry, accounts receivable/payable, undertake recording of meeting minutes and the collation and preparation of board meeting papers and other duties as directed.

In this role you will work collaboratively with the ACT Veterinary Practitioners Board (and other Boards/Committees as required) supporting the Board in undertaking its role to promote animal welfare through registration of suitably qualified veterinary practitioners and veterinary specialists, and the monitoring of the best practice standards and conduct of the profession.

Ideally, you will have the ability to:

Provide high level confidential secretariat and coordination services to the Board;

Manage and coordinate the business needs of the Board and provide effective corporate support;

Undertake simple research and analytical tasks and assist with the preparation and review of reports and other documentation;

Develop and foster effective working relationships with all stakeholders within the Directorate and other agencies;

Ensure a high standard of customer service is achieved;
Provide support to other Boards/Committees as required; and
Undertake other administrative functions as required.

Notes: This is a temporary position available from 22 November 2022 for up to 12 months with the possibility of permanency. Selection may be based on written application and/or referee reports only. An order of merit will be established from this selection process and may be used to fill similar 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 must submit a curriculum vitae and a written response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erin Barker (02) 6207 2000 Erin.Barker@act.gov.au

Chief Operating Office

Governance and Ministerial Services

Boards and Committees

Boards and Committees secretariat

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57969)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: We are seeking applications from highly motivated and goal orientated people to fill the role of Boards and Committees secretariat. This position sits within the Ministerial Services team and is responsible for providing support to the Director, Boards and Committees. Your role will include undertaking administrative functions, assisting the section management with daily operations including assisting with any matters requiring an immediate or urgent response. The administrative functions include, data entry, coordination of papers, writing of briefs, recording of meeting minutes and other duties as directed.

In this role you will be responsible for providing secretariat support for Boards and Committees, including national boards and committees.

Ideally, you will have the ability to:

Provide high level confidential secretariat and coordination services to a variety of boards and/or committees.

These services include, but are not limited to:

coordinate communication and documentation, prioritising, redirecting, tracking, researching background information as required, and responding to correspondence as appropriate;

prepare correspondence, briefs, reports, responses and compile supporting documents; and

preparing meeting agendas, papers, attending meetings and minute taking.

Manage and coordinate the business needs of a variety of boards and/or committees and provide effective corporate support.

Undertake research and analytical tasks and assist with the preparation and review of reports and other documentation.

Develop and foster effective working relationships with all stakeholders within the Directorate and other agencies.

Ensure a high standard of customer service is achieved.

Work cooperatively within, and contribute to the positive culture of, a small team and undertake other duties as required.

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

Selection may be based on written application and/or referee reports only. An order of merit will be established from this selection process and may be used to fill similar 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 must submit a curriculum vitae and a written response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erin Barker (02) 6207 2000 erin.barker@act.gov.au

City Services

City Presentation

Urban Treescapes

Tree Worker, Operations

General Service Officer Level 3/4 \$53,867 - \$58,825, Canberra (PN: 17930, several)

Gazetted: 13 October 2022

Closing Date: 7 November 2022

Details: Do you have a growing ambition to work with trees and nurture a greener future for the ACT? Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 809,000 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters.

Applications are invited to fill several full-time, temporary vacancies for the role of **Tree Worker Operations** across multiple maintenance depots beginning as soon as possible for up to 12 months **with the possibility of permanency**.

Tree Workers contributes to a knowledgeable team carrying out tree maintenance tasks within Canberra's urban forest.

The successful applicants will have a passion for trees and an understanding of the importance of teamwork and great customer service

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.

Notes: These are temporary positions available immediately for up to 12 months with the possibility of permanency. A **Merit Pool** will be established from this selection process and may be used to fill vacancies over the next 12 months.

How to Apply: Applications should include:

A statement of no more than four pages addressing the 'What you require' section in the Position Description

A current curriculum vitae (resume)

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Lachlan Taylor 0408 789 370 Lachlan.Taylor@act.gov.au

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

Chief Operating Officer Group

Finance

Assets and Capital Works

Assets and Capital Works Finance Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 24922)

Gazetted: 13 October 2022

Closing Date: 27 October 2022

Details: The Assets and Capital Works team is looking for a passionate and highly motivated individual to join the team. This position is part of a small and dynamic team reporting to the Director, Assets and Capital Works. The position assists with the management of the Directorate's assets as well as with the capital works program. The successful applicant will have the opportunity to undertake a diverse range of tasks including the maintenance of the Directorate's assets register, assist in monitoring the Directorate's annual capital works program, requesting capital funding through the draw down process and reporting of assets in the Directorate's financial statements. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Please see attached Position Description for details of the duties to be undertaken.

Eligibility/Other Requirements: Relevant tertiary qualifications in business, accounting or commerce is highly desirable. Progression towards or membership of a professional accounting body is desirable. Experienced with Microsoft Office Suite of programs, with advanced excel skills is also desirable.

This position is at a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current work arrangements are a combination of working from home and working in the office in Dickson.

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

How to Apply: A maximum two-page pitch outlining your suitability to show that you have the capabilities in the "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge and Behavioural Capabilities. Please also provide a curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lauren Whiley (02) 6205 9115 Lauren.Whiley@act.gov.au

Worksafe ACT

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

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

WorkSafe ACT

WorkSafe ACT

Research and Data Analyst

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57270)

Gazetted: 19 October 2022

Closing Date: 2 November 2022

Details: WorkSafe ACT is a fully independent office headed by the Work Health and Safety Commissioner.

WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

We have a permanent vacancy for a motivated and highly organised professional to fill the role of Research and Data Analyst within our Strategy, Licensing and Compensation team. The Research and Data Analyst is expected to be aware of and apply best practice data analysis methodologies, frameworks, and approaches.

The successful candidate will have well-developed stakeholder analysis and engagement skills and possess the ability to work autonomously and collaboratively to meet competing deadlines.

If you have the necessary experience and skills to succeed in this role, we encourage you to apply.

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

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

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two (2) pages demonstrating your skills and experience relevant to the selection criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples.

Applicants should also provide a current curriculum vitae (CV) and contact details of at least two referees. Referee reports may be sought at a later stage.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bill Smith (02) 6205 9532 Bill.Smith@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 5 \$84,749 - \$89,705

Manparan Baidwan, Section 68(1), 18 October 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Karishma Ghale, Section 68(1), 18 October 2022

Senior Officer Grade C \$114,928 - \$123,710

Young Huang, Section 68(1), 19 October 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Vera Kulikovskis, Section 68(1), 17 October 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Buveneswari Radjou, Section 68(1), 18 October 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Samuel Withers, Section 68(1), 18 October 2022

Canberra Health Services

Registered Nurse Level 1 \$72,698 - \$97,112

Jerin Antony, Section 68(1), 17 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Spozhmay Arsala, Section 68(1), 17 October 2022

Health Professional Level 2 \$70,679 - \$97,028

Muhammad Arshad, Section 68(1), 13 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Abbey De Salis, Section 68(1), 17 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Emma Ferris, Section 68(1), 12 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Jane Gardiner, Section 68(1), 13 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Chloe Hart, Section 68(1), 17 October 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Aleisha Judge, Section 68(1), 17 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Harleen Kaur, Section 68(1), 13 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Lada Ludina, Section 68(1), 14 October 2022

Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications)

Teagan Mays, Section 68(1), 17 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Tiffany Noy, Section 68(1), 17 October 2022

Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications)

Kevin Patio, Section 68(1), 17 October 2022

Enrolled Nurse Level 1 \$65,934 - \$70,443

Mele Hopoi Punou, Section 68(1), 17 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Sushma Rai, Section 68(1), 19 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Sonu Shrestha, Section 68(1), 17 October 2022

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Madeleine Uren, Section 68(1), 13 October 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Abbey Wells, Section 68(1), 17 October 2022

Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198

Jenna Linehan, Section 68(1), 21 October 2022

Staff Specialist 1-5 / Senior Specialist Band, \$188,151 - \$254,198

Erika Unsworth, Section 68(1), 14 Oct 2022

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$68,685 - \$73,920

Susie Sinasegi Akeli, Section 68(1), 20 October 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Wing Ki Au, Section 68(1), 13 October 2022

Senior Officer Grade C \$114,928 - \$123,710

Teck Guan Chan, Section 68(1), 17 October 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Garima Goyal, Section 68(1), 19 October 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Sakshi Jolly, Section 68(1), 20 October 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Anil Kapoor, Section 68(1), 19 October 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

MALVIKA KULHARIA, Section 68(1), 20 October 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Ashleigh Latimore, Section 68(1), 18 October 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Quang Le, Section 68(1), 18 October 2022

Senior Officer Grade C \$114,928 - \$123,710

Emma Lipton, Section 68(1), 17 October 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Yating Liu, Section 68(1), 14 October 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Christine Maniti, Section 68(1), 20 October 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Uthiramalathy Mannarmannan, Section 68(1), 20 October 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Numfonh Phoumivong, Section 68(1), 14 October 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Gu Qin, Section 68(1), 20 October 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Talliesin Ryder, Section 68(1), 20 October 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Cameron Sage, Section 68(1), 14 October 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Priyanka Sahu, Section 68(1), 20 October 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Hasnat Tariq, Section 68(1), 20 October 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Andrea Utomo, Section 68(1), 20 October 2022

Senior Officer Grade C \$114,928 - \$123,710

Kay Wong, Section 68(1), 17 October 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Lu Yang, Section 68(1), 18 October 2022

Administrative Services Officer Class 3 \$68,685 - \$73,920

Alexander Zanardo, Section 68(1), 20 October 2022

Community Services

Senior Professional Officer Grade A \$157,201

Lynda Condon, Section 68(1), 14 October 2022

Youth Worker 1 \$68,685 - \$73,920

Ashleigh Maloney, Section 68(1), 13 October 2022

Education

Administrative Services Officer Class 3 \$68,685 - \$73,920

Brooke Kennedy, Section 68(1), 14 October 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Lindsay Kluckers, Section 68(1), 13 October 2022

School Assistant 4 \$70,028 - \$75,827

Siobhan Palmer, Section 68(1), 10 October 2022

Environment, Planning and Sustainable Development

Administrative Services Officer Class 4 \$76,255 - \$82,566

Cassidy Baas, Section 68(1), 4 October 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Megan Beckwith, Section 68(1), 10 October 2022

Senior Officer Grade C \$114,928 - \$123,710

Philippa Chapman, Section 68(1), 12 October 2022

Administrative Services Officer Class 5 \$84,749 - \$89,705

Adrian Hall, Section 68(1), 11 November 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Damien Hillcrest, Section 68(1), 17 October 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Shakir Mahmud, Section 68(1), 17 October 2022

Infrastructure Officer 4 \$136,524 - \$155,109

Robert Rosin, Section 68(1), 17 October 2022

Justice and Community Safety

Senior Officer Grade C \$114,928 - \$123,710

Terence D'Arcy, Section 68(1), 10 October 2022

ESA Mechanical Technician Level 2 \$82,998 - \$95,123 (up to \$101,971)

D'Arcy Davies-Bramley, Section 68(1), 17 October 2022

Administrative Services Officer Class 6 \$91,315 - \$104,509

Liling Huang, Section 68(1), 18 October 2022

Legal Officer Grade 1 \$70,680 - \$142,352

Hannah Moffat, Section 68(1), 17 October 2022

Administrative Services Officer Class 4 \$76,255 - \$82,566

Nicola Nabil Naddaf, Section 68(1), 18 October 2022

Major Projects Canberra

Infrastructure Officer 3 \$115,193 - \$126,450

Shane Randall, Section 68(1), 17 October 2022

Transport Canberra and City Services

General Service Officer Level 3/4 \$53,867 - \$58,825

Kapil Bhatt, Section 68(1), 18 October 2022

Bus Operator - Training \$74,582

Mark Gillespie, Section 68(1), 15 October 2022

Bus Operator - Training \$74,582

Darko Trpeski, Section 68(1), 15 October 2022

TGSO5/TGSO6/TGSO7 Workshop Staff \$85,269 - \$95,718

William Walsh, Section 68(1), 13 October 2022

Worksafe ACT

Administrative Services Officer Class 6 \$91,315 - \$104,509

Luke Folkard, Section 68(1), 14 October 2022

TRANSFERS

Canberra Health Services

Alison Bedloe

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 53529) (Gazetted 13 July 2022)

Sukhdeep Brar

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 16764) (Gazetted 26 August 2022)

Kristine Rodgers

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 12060) (Gazetted 13 July 2022)

Chief Minister, Treasury and Economic Development

Alan Chipperfield

From: Regulatory Inspector 6 (WorkCover Officer 6) \$91,315

Worksafe ACT

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 15348) (Gazetted 23 June 2022)

Community Services

Thomas Elsing

From: \$107,887 - \$118,728

Community Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 39213) (Gazetted 30 November 2021)

Environment, Planning and Sustainable Development

Mark Shorter

From: Senior Officer Grade C \$114,928

Environment, Planning and Sustainable Development

To: Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 41049) (Gazetted 18 August 2022)

Justice and Community Safety

Elise Garrity

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 59248) (Gazetted 15 August 2022)

PROMOTIONS

ACT Health

Corporate Services

Corporate and Governance

Strategic Finance

Zeliang Fei

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health

To: †Senior Officer Grade C \$114,928 - \$123,710

ACT Health, Canberra (PN. 41969) (Gazetted 2 February 2022)

Canberra Health Services

Julie Allan

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 12244) (Gazetted 25 July 2022)

CHS Chief Operating Officer Clinical Services

Suzanne Burt

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 21840) (Gazetted 5 September 2022)

Victoria Clarke

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 24132) (Gazetted 1 June 2021)

Caroline Coghlan

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 24304) (Gazetted 12 August 2022)

Isabella Croke

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 12213) (Gazetted 23 March 2022)

Canberra Health Services

Sophie Dale

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 21369) (Gazetted 22 August 2022)

Canberra Health Services

Joshua Heard

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 22513) (Gazetted 22 August 2022)

Jacob Hollis

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 15164) (Gazetted 25 July 2022)

Dhwi Jayanthi

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 23817) (Gazetted 22 August 2022)

Emma McGuire

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 44819) (Gazetted 7 June 2022)

David Robertson

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 13458) (Gazetted 9 August 2022)

Canberra Health Services

Rowhen Roque

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 19154) (Gazetted 22 August 2022)

Annalise Vartiainen

From: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 12832) (Gazetted 25 July 2022)

Finance and Business Intelligence

Mian Wang

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 02946) (Gazetted 20 April 2022)

Jane Waweru

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 41609) (Gazetted 16 June 2022)

Clinical Services

Rehabilitation, Aged and Community Services

Oral Health Service

Manisha Dhanji

From: Dentist Level 1/2 \$83,751 - \$152,377

Canberra Health Services

To: Dentist Level 3 \$157,959

Canberra Health Service, Canberra PN. 35710 Gazette 27 January 2022

Chief Minister, Treasury and Economic Development

Access Canberra

CUEP

Electrical Inspections

Mauro Charles

From: Building Trade Inspector \$101,055 - \$114,928

Chief Minister, Treasury and Economic Development

To: †Senior Building Trade Inspector \$135,355

Chief Minister, Treasury and Economic Development, Canberra (PN. 15120) (Gazetted 15 December 2022)

Economic Development

Events ACT

Amal Davis

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 11728) (Gazetted 29 July 2022)

Economic Development

Business and Innovation

Innovation, Investment and Tertiary Education

Rejwana Farha

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 50873) (Gazetted 12 March 2021)

Shared Services

Finance Operations

Accounts Payable

Ellen Grant

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 07130) (Gazetted 20 April 2022)

Workforce Capability and Governance

Strategy and Transformation Office

Caroline Jeppesen

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 53726) (Gazetted 6 July 2022)

Revenue Management

Compliance

Song Lu

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 34262, several) (Gazetted 9 August 2022)

Economic Development

Office of the Chief Executive

Executive Support Team

Eileen McEntee

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 27973) (Gazetted 16 May 2022)

ERIPSS

ACT Property Group

Finance and Systems

Payal Mehta

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 39066) (Gazetted 14 September 2022)

Partnership and Shared Services

Service Centre

Recruitment and Information Services

Constance O'Day

From: Administrative Officer - Professional Services \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 59040) (Gazetted 1 July 2022)

Digital, Data and Technology Solutions
Customer Engagement Services Branch
Service Management
Peter Ovchinnikov

From: Information Technology Officer Class 1 \$73,920 - \$84,144

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 14352) (Gazetted 6 October 2021)

Property and Shared Services
ACT Property Group
Karlie Passerini

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 58547) (Gazetted 6 June 2022)

Revenue Management
Compliance
Hitesh Rajput

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 34262, several) (Gazetted 9 August 2022)

Access Canberra
Corporate Support and Capability
Skills, Safety and Support
Bridget Walker

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 57355) (Gazetted 18 February 2022)

Partnership and Shared Services
Service Centre
Recruitment and Information Services
Kimberly Weston

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 37890) (Gazetted 1 July 2022)

Community Services

Children, Youth and Families
Child and Youth Protection Services
CYPS Operations
Katelyn Andrews

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024

Community Services

To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Community Services, Canberra (PN. 07374) (Gazetted 24 May 2022)

Housing ACT

Sarah Shields

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 44221) (Gazetted 11 February 2022)

Children, Youth and Families

Child and Youth Protection Services

CYPS Operations

Amelia Smith-Koppie

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024

Community Services

To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Community Services, Canberra (PN. 04423) (Gazetted 24 May 2022)

Education

School Improvement

Nth Gungahlin Network

Harrison School

Grace Brassington

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 40052) (Gazetted 8 September 2022)

School Performance and Improvement

South and Weston Network

Alfred Deakin High

Sharon McCoy

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Education

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education, Canberra (PN. 48396) (Gazetted 1 August 2022)

School performance and Improvement

North and Gungahlin Network

Harrison School

Shelley Penyu

From: \$132,293

Education

To: †School Leader B \$154,033

Education, Canberra (PN. 11946) (Gazetted 7 September 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Office for Schools

North/Gungahlin

Harrison School

Donna Sullivan

From: \$132,293

Education

To: †School Leader B \$154,033

Education, Canberra (PN. 53560) (Gazetted 2 September 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

Environment, Planning and Sustainable Development

Climate Change and Energy

Program Delivery

Business and Economic Development Team

Emily Flowers

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development, Canberra (PN. 56088) (Gazetted 29 July 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.

Corporate Services and Operations

People and Capability

Employment Relation and Safety and Wellbeing

Karen Williams

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 41926) (Gazetted 28 July 2022)

Justice and Community Safety

ACT Courts and Tribunal

Corporate and Strategic Services

Property and Contracts

Helen Hadjitofi

From: Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety

To: †Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety, Canberra (PN. 50543) (Gazetted 2 June 2022)

ACT Courts and Tribunal

Magistrates Court

Joanna Marshall

From: Legal Officer Grade 1 \$70,680 - \$142,352

Justice and Community Safety

To: †Legal Officer Grade 2 \$154,663 - \$161,019

Justice and Community Safety, Canberra (PN. 50010) (Gazetted 12 August 2022)

ACT Corrective Services

Operational Support

Program Management Office

Michael Steen

From: Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety

To: †Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety, Canberra (PN. 35511) (Gazetted 29 July 2022)

Major Projects Canberra

Canberra Theatre Project

Hafsa Rajab

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Major Projects Canberra, Canberra (PN. 58267) (Gazetted 5 September 2022)