



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 15 December 2022**

## VACANCIES

### ACT Executive

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

#### **Minister Vassarotti's office**

##### **Adviser**

**Adviser Level 1 (upper) \$82,566 - \$86,615 , Canberra (PN: 49707)**

Date Gazette: 19 December 2022

Closing Date: 13 January 2023

**Details:** Rebecca Vassarotti MLA is seeking a Policy Advisor to support her work in the Ministerial portfolio of sustainable building and construction, including in its relation to heritage matters.

You will have an understanding of issues and complexities around the building and construction industry, a desire to ensure homes are accessible, affordable, comfortable and climate-wise and a commitment to driving building quality.

Working with a small team, you will be a skilled communicator, believe in strong engagement and interpersonal relationships, be committed to delivering quality outcomes and thrive in a small, fast-paced team 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.

**Note:** This is a permanent part time position. The hours will be discussed with the successful candidate and the full-time salary noted above will be paid pro-rata.

**How to Apply:** Applications addressing the position requirements via a one-page cover letter and including a curriculum vitae and contact details of two referees, should be sent to [imogen.ebsworth@act.gov.au](mailto:imogen.ebsworth@act.gov.au) by Friday 13 January 2022.

**Applications should be sent to the via the Apply Now button below.**

Contact Officer: Imogen Ebsworth (02) 6205 4611 [Imogen.Ebsworth@act.gov.au](mailto:Imogen.Ebsworth@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>

#### **Infrastructure, Communication and Engagement**

##### **Communication and Engagement**

##### **Online Strategy and Design**

##### **Graphic Designer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 36828)**

Gazetted: 21 December 2022

Closing Date: 18 January 2023

**Details:** Are you an experienced Graphic Designer with the ability to produce creative and innovative design products to support communications activities? Then this might be the opportunity for you.

The Communication and Engagement Branch within the ACT Health Directorate has vacancy for an enthusiastic team player who can hit the ground running in supporting the Directorate's communications and engagement strategies and campaigns.

This position, which is a part of team of graphic designers, is relied upon to develop high quality design work from concept to final production for digital and print channels in line with brand, style and accessibility requirements. The role also provides professional guidance and advice to stakeholders to support a consistent application of brand.

The Branch is a fun place to work, where people enjoy a laugh and are self-motivated, team players and results driven. The role is suited to someone with a can-do attitude who contributes to a positive workplace culture and enjoys achieving results.

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 high-level skills and experience using industry standard software including the Adobe Creative Cloud – InDesign, Photoshop, Illustrator and Adobe Acrobat.

Notes: Our workforce is currently working in a hybrid of home and Bowes Street in Woden. The successful candidate will be provided information on how to work from home safely and effectively. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide your curriculum vitae, a two-page response to the 'Professional/Technical Skills and Knowledge', and 'Behavioural Capabilities' included in the Position Description and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angie Drake (02) 5124 8995 [Angie.Drake@act.gov.au](mailto:Angie.Drake@act.gov.au)

#### **Digital Solutions Division**

#### **Technology Operations**

#### **Digital Solutions Support**

#### **Concierge**

#### **Administrative Services Officer Class 2 \$60,620 - \$66,939, Canberra (PN: 46361)**

Gazetted: 19 December 2022

Closing Date: 2 January 2023

Details: Are you a customer service focussed person who enjoys a busy environment with competing priorities? Would you like to be part of a small team that represents the first point of contact for the ACT Health directorate? The Digital Solutions Division within ACT Health is recruiting a Concierge to deliver concierge services to ACT Health and those attending the building. You will have strong customer service skills, strong organisational skills, be adaptable and flexible, and have well developed interpersonal and negotiation skills.

#### **Eligibility Requirements**

This role requires you to obtain and maintain an Australian Government NV1 Security Clearance. To obtain this, you must be an Australian citizen. If you are not successful in obtaining a security clearance, your employment in the role will not commence. If you have already commenced, your employment will be terminated. This role requires you to wear a supplied uniform at all times. Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: this is a permanent part-time position at (14:42) hours per week. The above full-time salary will be pro-rata. Bowes Street Concierge operates from 8:00am to 6:00pm Monday – Friday. The successful applicant must be able to commence at 8:00am or work until 6:00pm. The role will be part-time with Thursday and Friday favourable. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

#### **How to Apply**

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Dylan Atkinson (02) 5124 6399 [Dylan.Atkinson@act.gov.au](mailto:Dylan.Atkinson@act.gov.au)

#### **Digital Solutions Division**

#### **Office of the Chief Information Officer**

#### **Senior Director, Office of the Chief Information Officer**

#### **Senior Officer Grade A \$157,201, Canberra (PN: 29117)**

Gazetted: 16 December 2022

Closing Date: 30 December 2022

**Details:** Are you strong leader with business governance, project, and executive experience?

Do you want to lead a dynamic team that are responsible for the operations of a large Division?

The Digital Solutions Division within ACT Health is looking to recruit someone to be responsible for the provision of high-level strategic advice and confidential support to the Chief Information Officer. The successful applicant will lead and motivate five core teams that sit within the Office of the Chief Information Officer and that are outlined below to success -

Executive Support

Contract, Procurement and Finance

Portfolio Management

Strategic Projects

Records Management

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

**Eligibility/other requirements:** This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate.

In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

**Note:** This is a temporary position available from February 2023 until January 2024 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

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

Contact Officer: Caitlin Sands (02) 5124 9340 Caitlin.Sands@act.gov.au

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

### **Office of Professional Leadership and Education**

#### **Health Workforce Planning**

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

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 58141)**

Gazetted: 15 December 2022

Closing Date: 2 January 2023

**Details:** This is an exciting opportunity for the person with the right skills, attitude, and values to lead and manage the development and implementation of ACT Health Workforce Strategy 2022-2032 and Plan 2023-2033. The Strategy and Plan are intended to ensure workforce sustainability now and into the future.

An ability to work in a decentralised structure, allowing team members to deliver to their full potential with very a high level of efficiency, will be key to your success.

Reporting to the Senior Director, you will be involved in leading jurisdiction-specific and inter-jurisdictional discussions on strategic workforce planning, lead new and innovative workforce solutions and be involved in wider health policy matters within the Office of the Chief Medical Officer and Chief Psychiatrist.

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:**

Demonstrated good understanding of health systems, health workforce complexities and public health care environment generally to be able to lead and facilitate consultation with technically informed stakeholders.

An understanding of workforce planning tools and methods and an ability to configure workforce profiles to adjust to new and emerging clinical care delivery systems and processes.

Demonstrated expertise in complex high level stakeholder consultation, communicating effectively and driving change.

Excellent interpersonal, communication and negotiation skills, both written and oral, and the demonstrated ability to engage with people across different levels and organisations.

Exceptional organisational skills with a high level of attention to detail and the ability to support others to produce high quality work.

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

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

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

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

Contact Officer: Natasha Jamieson (02) 6207 4934 Maria.Jolly@act.gov.au

### **Canberra Health Services**

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

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

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

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

#### **Health Professional**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 38020 - 027DV)**

Gazetted: 19 December 2022

Closing Date: 4 January 2023

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

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

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

Under the direction of the Manager of CAMHS SYMHO, the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young

people at high risk of developing serious, long term mental illness. Health Professional Officer within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.
- Commitment to achieving positive outcomes for young people and their families and carers.

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

Position Requirements/Qualifications:

For Occupational Therapy –

Mandatory:

- Be registered or eligible for registration with Occupation Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience
- Current Driver's license.

For Psychology –

Mandatory:

- Be registered (or be eligible for general registration) as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).
- Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience
- Current Driver's license.

Highly Desirable:

- Approved (or eligible for approval) as a Supervisor and/or Secondary Supervisor for 4 +2 Internship Programs by the Psychology Board of Australia, incl. Higher Degree Students.

For Social Work –

Mandatory:

- 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.
- 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.

Highly desirable, for all disciplines:

- Previous experience working in mental health sector, post qualification.
- Previous experience working with young people.

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.
- Undergo reference checks.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- be available to work a rotating roster to include weekends and Public Holidays.
- Appointment to the position may be based on written application and referee reports only.

Contact Officer: Deepa Ambalakunnil (02) 5124 3133 [deepa.ambalakunnil@act.gov.au](mailto:deepa.ambalakunnil@act.gov.au)

## CAS

### Enrolled Nurse BreastScreen ACT

**Enrolled Nurse Level 2 \$71,574, Canberra (PN: 42751 - 027JT)**

Gazetted: 19 December 2022

Closing Date: 27 December 2022

Details: Our Vision: creating exceptional health care together

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#### POSITION OVERVIEW

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

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

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

BreastScreen ACT has an exciting opportunity for an experienced and motivated Enrolled Nurse to work as part of a multi disciplinary team to achieve the National BreastScreen Program objectives.

#### ABOUT YOU

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#### Behavioural Capabilities

Ability to work in a multidisciplinary team.

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

High level communication and interpersonal skills and the ability to critically think.

Highly organised and self-motivated

#### Position Requirements/Qualifications:

##### Mandatory

Experience working professionally in women's health or breast cancer

Be registered or be eligible for registration as an Enrolled Nurse 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

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.

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

Note: This is a temporary part-time position of 22.8 hours per week for three months with the possibility of extension. The above full-time salary will be paid pro-rata

Contact Officer: Julianne Siggins 0251241826 Julianne.siggins@act.gov.au

## Strategy and Governance

### Policy Team

#### Policy Coordinator

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 04576, 027AV)**

Gazetted: 15 December 2022

Closing Date: 29 December 2022

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

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#### POSITION OVERVIEW

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

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

Very few teams can say they are responsible for helping set the future direction of a large organisation. The Strategy and Governance Branch is one of the few teams that can. The Branch leads and supports the development and implementation of organisation wide strategy and related projects. The division includes Policy

and Planning, Government Relations, Risk, and Insurance and Legal Liaison areas. A great team with terrific opportunities to work on challenging and complex issues – all of which matter to our local community. The Policy Coordinator position works as part of a dynamic team to inform, education and support policy development and governance processors across CHS. This will provide you with a unique opportunity to be involved in both strategic and operational policy, contributing directly to safeguarding the high standards of care at CHS and improving the health of our community.

#### **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**

Effectively communicate with a wide range of stakeholders.

Ability to adapt and be flexible to accommodate change.

Strong organisational skills and attention to detail.

A sense of humour.

#### **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**

Previous experience and advanced knowledge of Microsoft SharePoint

Previous experience providing secretariat support for meetings and/or committees

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.

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

Contact Officer: Jacqui Clissold (02) 5124 9566 [Jacqui.clissold@act.gov.au](mailto:Jacqui.clissold@act.gov.au)

#### **Medical Services**

##### **Pharmacy**

##### **Project Officer – Antimicrobial Stewardship Program**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 027K3, 26210)**

Gazetted: 15 December 2022

Closing Date: 22 December 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](http://www.canberrahealthservices.act.gov.au)

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Working within the Pharmacy Services' Quality Use of Medicines, Research and Education team, the Medication Safety and Quality Pharmacist will lead, manage and coordinate efforts to improve the safety and quality of medicines use across the Canberra Hospital and Health Services.

The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community".

#### **ABOUT YOU**

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

**Behavioural Capabilities**

Strong organisational skills with a high degree of personal drive

Strong leadership skills and high degree of self-motivation

High level customer service skills

Ability to maintain high work standards and accuracy

**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:**

Tertiary qualifications or equivalent in a health profession and eligibility for membership of the appropriate professional organization.

**Desirable:**

Confidence in analysing data for improvement purposes

Proactive with strong organisational skills, able to work independently and within a team environment

Experience in surveillance, epidemiology and/or risk management

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:** This is a temporary part-time position for six months at 22:05 hours per week, the salary noted will be pro rata.

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

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

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.

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

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

Contact Officer: Kathryn Daveson (02) 5124 9336 [Kathryn.Daveson@act.gov.au](mailto:Kathryn.Daveson@act.gov.au)

**Allied Health - Allied Health Advisor**

**Acute Allied Health Services - Physiotherapy**

**Physiotherapist Orthopaedics**

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 027MM, 27522)**

Gazetted: 15 December 2022

Closing Date: 5 January 2023

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

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

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**POSITION OVERVIEW**

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

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

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

Physiotherapy within Acute Allied Health Services (AAHS) provides services to a range of clients in acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care. Physiotherapists play a key role in the multidisciplinary management of orthopaedic patients across the care continuum.

Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas.

The overall functions of the physiotherapist under professional supervision include:

Promoting positive client outcomes through the provision of high-quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

#### **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.

Effective communication and interpersonal skills.

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

##### **Mandatory**

Relevant tertiary qualifications and a minimum of three years' experience working professionally in physiotherapy, preferably in an acute care setting.

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.

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.

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

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

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

Contact Officer: Kerry Boyd (02) 5124 2670 [Kerry.Boyd@act.gov.au](mailto:Kerry.Boyd@act.gov.au)

#### **Clinical Services**

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

##### **Psychologist**

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 027MR, 20503)**

Gazetted: 15 December 2022

Closing Date: 29 December 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.

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

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### POSITION OVERVIEW

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)

Psychologists working within Mental Health services are eligible for an additional allowance in addition to the base salary for Health Professionals. For full details of employment conditions and remuneration, please refer to the Health Professionals Enterprise Agreement: <https://healthhub.act.gov.au/sites/default/files/2019-09/Health-Professional-Enterprise-Agreement-2018-2021.pdf>

### ABOUT YOU

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

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

Minimum one year post-qualification relevant clinical experience.

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

##### Desirable

Experience of working in public or acute mental health services or via other services engaged with public mental health clients. 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:** This is a temporary position available for 12 months.

This position may include working at the Alexander Maconochie Centre (AMC) and Bimberi YJC.

Successful applicants will also be required to undergo ACTCS/BYJC vetting and security awareness training.

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

Undergo a pre-employment National Police Check.

Provide a current WWVP registration issued under the Working with *Vulnerable People (Background Checking) Act 2011*.

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.](#)

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

Contact Officer: Tegan Murray (02) 51241813 [Tegan.Murray@act.gov.au](mailto:Tegan.Murray@act.gov.au)

## **Medical Services**

### **Medical Imaging**

#### **Registered Nurse 1**

**Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 23412, several - 027RB)**

Gazetted: 15 December 2022

Closing Date: 29 December 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](http://www.canberrahealthservices.act.gov.au)

The Medical Imaging Department at CHS operates 24 hours, seven days a week, as well as on call and offers a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the Southeast Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

#### **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 prioritize and 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 patient assessment skills

High level communication skills and the ability to think critically

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

Relevant tertiary qualifications in the field of nursing and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and minimum of one years' experience working in clinical hospital setting.

The successful applicant will need to be available for a rotating roster, including a close call roster requirement. 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: Donna Gaisford (02) 5124 4333 [Donna.Gaisford@act.gov.au](mailto:Donna.Gaisford@act.gov.au)

## **Women's, Youth, Children Community Health Program**

### **Child and Adolescent Immunisation Team (CAIT)**

#### **High school immunisation coordinator**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 12620 - 027MJ)**

Gazetted: 15 December 2022

Closing Date: 2 January 2023

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

Do you have what it takes to be a high school immunisation coordinator? Do you like working in a team and have exceptional communication skills? Are you resilient when faced with challenging situations and environments? Do you possess the qualities of kind, progressive, respectful, and reliable? If so, this may be the role 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](http://www.canberrahealthservices.act.gov.au)

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

#### High School Immunisation Program

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

#### Early Childhood Immunisation Program and the Childhood Seasonal Influenza vaccine

The Early Childhood Immunisation Program provides immunisation to children from 6 weeks up to 5 years according to the Australian National Immunisation Program schedule. This includes the seasonal influenza immunisation program for all children aged 6 months up to 5 years. Immunisation occurs in dedicated, booked immunisation clinics across the ACT.

#### Kindergarten Health Check Program

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

#### ABOUT YOU

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#### Behavioural Capabilities

- Strong organizational skills
- Adaptability and flexibility to accommodate change
- Ability to contribute positively to team culture, demonstrating kindness to colleagues and clients
- Well-developed communication and interpersonal skills

#### Position Requirements/Qualifications:

##### Mandatory

- Hold a recognised immunisation qualification
- Current Driver's Licence
- 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

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Louise Hawkins (02) 5124 1602 [louise.hawkins@act.gov.au](mailto:louise.hawkins@act.gov.au)

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

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

#### **Oral Health Services**

##### **Dentist Level 1-2**

**Dentist Level 1-2 \$83,751 - \$101,699 (up to \$152,377 dependent on qualifications), Canberra (PN: 25515, several - 027S4)**

Gazetted: 15 December 2022

Closing Date: 13 January 2023

Details:

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

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

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

#### **POSITION OVERVIEW**

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

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

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school, and services for those under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card. Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Mobile dental services for eligible residents in aged care facilities, targeted access groups and children at identified primary schools.

Dental services for clients in remand and custody at the Bimberi Youth Detention Centre, Alexander Maconochie Centre (AMC) and Dhulwa Mental Health Unit.

Dental services for targeted access groups that include the homeless, and individuals with special needs. Services include, preventative dental interventions and health promotion, emergency dental care, and restorative and prosthetic dental care and some orthodontic interventions for eligible clients.

These services are delivered in the community to:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinics

General Anaesthetic services at the major hospitals within the ACT

The successful applicant will be required to work at all OHS service delivery locations.

#### **DUTIES**

You will:

Provide dental services to eligible clients across all OHS service delivery locations, these locations include the Belconnen Health Centre, Civic Health Centre, Phillip Health Centre, Tuggeranong Health Centre, Gungahlin Health Centre, Hume Health Centre within the Alexander Maconochie Centre and the OHS Mobile Dental Clinics, as well as the major hospitals.

Undertake examination, diagnosis and dental treatment for clients within the approved scope of clinical practice and consult with and provide advice to other professional staff.

Plan and participate in Quality Improvement programs to ensure the highest clinical standards.

Participate in continuing professional development, performance appraisal and development.

Provide clinical supervision to trainee Dental Assistants and Dental Students.

Provide preventive care, oral health education and instruction.

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**

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**Behavioural Capabilities**

Compassion

High level of customer service

Be proactive, enthusiastic and a strong communicator

Reliability

**Position Requirements/Qualifications:**

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.

Possession of a recognised degree in Dental Surgery or Bachelor in Dental Science.

Ability to be hold a radiation licence within ACT

Have an understanding of 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.

**Desirable:**

Scope and experience providing dental treatment to Special Needs clients,

Scope and experience providing dental treatment to clients who are under general anaesthetic

Current driver's licence

**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.

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

**Senior Service and Transformation Director**

**Senior Service and Transformation Director**

**Senior Officer Grade A \$157,201, Canberra (PN: 26265 - 027MG)**

Gazetted: 15 December 2022

Closing Date: 29 December 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

**POSITION OVERVIEW**

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

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

Mental Health, Justice Health 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.

Located on the Canberra Hospital campus, the Office of the Executive Director of MHJHADS provides strategic support to the Executive Director, undertakes high level coordination, liaison, research and reporting and provision of advice on specific issues. The Office currently consists of a Business Manager, Executive Officer, Executive Support Officer, and Executive Assistant.

The Senior Service and Transformation Director will be accountable and responsible to the Executive Director of MHJHADS through a Performance Plan incorporating an individual Learning and Development Plan. The position will operate in partnership with other members of the executive across the Division.

**ABOUT YOU**

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#### Behavioural Capabilities

Excellent organisational skills with the ability to think strategically and be aware and responsive to political signals and pressures

Highly developed leadership, negotiation, and motivation with the ability to work under pressure to achieve deadlines

Innovation, adaptability, flexibility, and resilience to drive change and provide responsive services to meet client's needs.

A strong focus on person centred care and commitment to quality outcomes.

Ability to build effective working relationships across a wide range of craft groups, deliver high quality written material, and confidently present information to all levels of staff

#### Position Requirements/Qualifications:

- Relevant tertiary qualifications and a minimum of five years' experience working professionally in a busy clinical operation or health management related field.
- 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.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Note: This is a temporary position available for 6-12 months with the possibility of extension and/or permanency.

Contact Officer: Katie McKenzie (02) 5124 1577 [Katie.McKenzie@act.gov.au](mailto:Katie.McKenzie@act.gov.au)

## CHS Financial Management

### CHS Financial Management

#### Finance Business Partner

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 01889 - 027DN)**

Gazetted: 16 December 2022

Closing Date: 13 January 2023

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

CHS offers free parking and as a Public Benevolent Institution, it also offers staff tax benefits.

The Financial Management Unit within the Division of the Chief Financial Officer provides day-to-day, high quality and consistent financial and business management support functions and advice to the Divisions of Canberra Health Services. In liaison with key stakeholders the Financial Management Unit develops and manages the required budgets and contributes to the management and improvement of performance against agreed indicators and targets.

Finance Business Partners provide operational support to senior finance managers for a range of services such as budget preparation, reporting, forecasting, analysis, and financial and business support to Divisions within the Canberra Health Services Directorate.

As the primary contact for these Divisions for financial and business support, the Finance Business Partner will be flexible in meeting changing priorities and adaptable in working with a variety of different stakeholder groups.



## ABOUT YOU

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### Behavioural Capabilities

Integrity

Kind

Reliable

### Position Requirements/Qualifications:

Relevant degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in Commerce, Accounting, Business, Economics qualifications and a minimum of 1 year experience working professionally in a hospital or health care setting is preferred.

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.

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

Reference check.

Undergo a pre-employment National Police Check.

**Note:** Please note this is a six month temporary position with the possibility of extension up to 12 months and/or permanency from this recruitment process.

Contact Officer: Craig Kellar 0407010167 [craig.kellar@act.gov.au](mailto:craig.kellar@act.gov.au)

## Women, Youth and Children

### Paediatrics

#### Paediatric Chronic Care Coordinator

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 60162 - 026TH)**

Gazetted: 19 December 2022

Closing Date: 18 January 2023

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

The Paediatric Service at the Centenary Hospital for Women and Children provides coordinated and integrated health services for children and young people, and their families/carers, for medical, surgical, and mental health care, up to the age of 16 years. The care provided is family centred, safe and effective.

The Paediatric Service is an interdisciplinary service comprising medical, nursing, and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

As the Paediatric Chronic Care Nurse with a specialty in Gastroenterology and Hepatology you will provide expert knowledge and skills while leading the coordination of complex care services, in collaboration with the Paediatric Gastroenterologist and other Paediatricians for children and young people in the ACT and surrounding area. You will work in collaboration with stakeholders from the Centenary Hospital for Women and Children, Sydney Children's Hospital Network and other key community services to ensure seamless transfer for care and support. The nurse will provide education, training and follow up support for families in inpatient and outpatient settings and applications and monitoring of medication and biologic regimes. They will be the point of contact for families

and assist with a smooth and seamless transition to adult services. They will assist the Paediatric gastroenterologist with set up and organisation of endoscopy's and ensure data collection and data bases are kept up to date, ensuring a systematic approach in monitoring patient outcomes. They will also assist with staff training and service improvement.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

1. Strong organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive.
2. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
3. An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating leadership.

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

##### Mandatory

- 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

- Relevant Post-graduate qualifications in a relevant field to this position and/or Paediatrics Post-graduate qualifications.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

**Note:** This position is Monday to Friday business hours.

Contact Officer: Fiona Mathews 0481 452 285 [Fiona.mathews@act.gov.au](mailto:Fiona.mathews@act.gov.au)

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

##### **Gynaecology**

##### **Endometriosis and Pelvic Pain Nurse**

**Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 15959 - 027HA)**

Gazetted: 19 December 2022

Closing Date: 2 January 2023

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

A unique and exciting opportunity has arisen for a suitably experienced registered nurse or registered nurse/midwife to work within a dynamic and evolving Women's Health Unit at the Centenary Hospital for Women and Children in the field of menstrual disorders, endometriosis and pelvic pain.

The Endometriosis and Pelvic Pain Nurse will coordinate and provide an innovative evidenced based health program for women experiencing gynaecological conditions, endometriosis and pelvic pain, by contributing to clinical practice guideline development, clinical service provision, education, research and ongoing management and development of the service.

This would include the support of menstrual health education and self-screening programs for teenagers, collaborating with school nurses at Canberra high schools.

The position involves working weekdays in the gynaecology outpatient department and consulting or providing education in other outpatient, inpatient and community locations as needed. This role functions as part of the multidisciplinary team for endometriosis and complex pelvic pain and services the people of ACT and surrounding regions.

#### 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

The desire to work with complex conditions and clients

Strong organisational skills with a high degree of drive

Broad thinking approach to problem solving and flexibility to meet challenges and provide responsive services to meet clients' needs

#### Position Requirements/Qualifications:

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Evidence of post graduate study or qualifications, with research or clinical audit experience.
- 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.

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)

Note: This is a temporary position available for 3 – 6 months with the possibility of extension.

Contact Officer: Julianne Nissen (02) 5124 7368 Julianne.nissen@act.gov.au

#### Medical Services

#### Imaging Nursing Services

#### Registered Nurse

#### Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22417 - 027RA)

Gazetted: 21 December 2022

Closing Date: 4 January 2023

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

The Medical Imaging Department at CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

#### 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.

Ability to work within a multidisciplinary team environment

#### Position Requirements/Qualifications:

Relevant postgraduate qualifications and a minimum of 4 years' experience working professionally and minimum of 1 year in the specialty of medical imaging is preferred.

- The successful applicant will need to be available for weekend, after-hours and on call 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.

Contact Officer: Donna Gaisford (02) 5124 4333 Donna.Gaisford@act.gov.au

## Women Youth and Children

### Enhanced Health Services

#### Training Team Coordinator, Enhanced Child Health Service

**Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 55817 - 027QJ)**

Gazetted: 19 December 2022

Closing Date: 2 January 2023

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

Women, Youth and Children Community Health Programs (WYCCHP) delivers a range of health care community-based services to women, children, young people and families. These services include support, education, and information; counselling, assessment, and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The Enhanced Health Services (EHS) within WYCCHP include the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS).

#### Training Team, Enhanced Child Health Service

The Training Team Coordinator provides leadership of a team of Health Professionals and Registered Nurses responsible for the development and delivery of training for CHS staff, stakeholders, and consumers. All CHS staff are required to undertake essential education regarding their roles and responsibilities in relation to child protection and family violence. This team develops, provides, and evaluates all mandatory child protection and Strengthening Health Responses to Family Violence (SHRFV) training for CHS. This includes information around roles and responsibilities according to legislation and policies.

In conjunction with the Child and Family Counselling Clinical Lead and MAIN Team Leaders, the Training Team coordinator oversees the development and delivery of training packages to consumers, services, and stakeholders on a range of topics including parent education groups regarding child developmental and behavioural concerns, and education sessions and in-services to schools or other stakeholders regarding sexualised behaviours in children. These sessions are delivered by the team's health professionals and registered nurses in collaboration with specialist clinicians from other teams within the Enhanced Health Services with subject matter expertise. The Training Team Coordinator is responsible for the development, presentation and evaluation of mandatory education and training programs and strategies in the areas of child protection and family violence for CHS. Expert knowledge of the impact of violence, abuse and neglect on children is a critical part of this role.

#### **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, leadership, and interpersonal skills  
Adaptability and flexibility to accommodate change and provide responsive services.  
The ability to work respectfully in partnership with staff and stakeholders

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

Tertiary qualifications as a health professional and be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers; and a minimum of 5 years' experience working professionally in a relevant clinical area is preferred.

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

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

#### **Desirable:**

Certificate IV Training and Assessment or an equivalent certificate in group facilitation.  
Hold a current driver's licence.

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

Undergo a pre-employment National Police Check.  
Contact Officer: Tish Mercieca 51242712 tish.mercieca@act.gov.au

#### **Women, Youth and Children's**

#### **Obstetrics and Gynaecology**

#### **Obstetrics and Gynaecology Staff Specialist**

#### **Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 29844 - 027SR)**

Gazetted: 19 December 2022

Closing Date: 22 January 2023

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

The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. The Centenary Hospital for Women and Children has more than 3700 births per year and is a level 6 referral centre for high risk pregnancies for the region. The department is accredited by RANZCOG for the FRANZCOG Training Program and subspecialty training in Maternal Fetal Medicine. Gynaecological services include the early pregnancy unit, specialised clinics including Urogynaecology, Complex Pelvic Pain Clinics, Outpatient Hysteroscopy, Colposcopy, and visiting Paediatric Adolescent Gynaecology and Gynaecology Oncology services in addition to acute gynaecology and theatre lists. The department has a well-supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. It is expected that the successful candidate participates in the training of the

RANZCOG trainees. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported. There is a strong commitment to quality and audit.

We are seeking a permanent Staff Specialist(s)/Senior Staff Specialist(s) capable of generalist practice across both Obstetrics and Gynaecology, with the ability to develop special interests as a proportion of their work schedule. The successful applicant must have RANZCOG Fellowship. They must possess excellent communication skills, an ability to collaborate with the multidisciplinary team, and a drive for teaching and Quality Improvement.

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

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

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

For more information in relation to conjoint positions with the ANU please contact Professor Paul Fitzgerald, Director, ANU School of Medicine and Psychology (02) 6125 2622 [director.smp@anu.edu.au](mailto:director.smp@anu.edu.au)

#### **DUTIES**

You will:

Provide clinical expertise in both Obstetric and Gynaecological practice.

Conduct clinical duties including oversight of the birthing suite, acute gynaecology, outpatient services and the operating theatre and demonstrate participation in non-clinical duties that contribute to the growth of the Department, such as teaching, supervision, audit, research and committee representation.

Manage inpatients, conduct regular teaching ward rounds and provide ward support to the team of registrars and junior medical officers

Participate in the on call roster for both Obstetrics and Gynaecology at a pro-rata basis according to service requirements

Work in a collaborative partnership with the Medical, Nursing, Allied Health and Administrative Leads to deliver safe, high quality clinical services and contribute to the education and training of all members of the clinical team Undertaking other duties as directed, within the approved scope of clinical practice ensuring the delivery of high-quality person and family centred care.

Provide leadership and coordination in clinical governance by developing evidence-based guidelines; ensuring high level staff performance; and overseeing quality improvement and risk management activities.

Provide leadership in standards of practice, including professional development, teaching and training and research and innovation, and maintain own knowledge through participation in learning and development opportunities.

#### **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**

Strong organisational skills with a high degree of drive.

Flexible approach to work including the ability to embrace challenges and provide innovative solutions to problems.

Highly conscientious and professional in all aspects of work.

#### **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 Obstetricians and Gynaecologists (RANZCOG) or an equivalent higher specialist qualification

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: Boon Lim (02) 6174 7591 Boon.Lim@act.gov.au

## **Medicine**

### **Emergency Department**

#### **Emergency Medicine Unit Billing Officer**

#### **Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 23451,027OW)**

Gazetted: 20 December 2022

Closing Date: 3 January 2023

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

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

The Emergency Department at Canberra Hospital sees over 90 000 patients per annum. In such a busy department, the administrative team provides support to medical, nursing and allied health staff.

Within the Emergency Medicine Unit (EMU), the Billing Officer is responsible for patient admissions and administrative support to the staff in that area.

#### **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 skills, written and verbal

Excellent customer service skills

Ability to work in a fast-paced environment

**Position Requirements/Qualifications:**

**Mandatory**

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**

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 part-time temporary position for six months at 25.73 hours per week, the salary noted will be pro rata.

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

Contact Officer: Ashley Young (02) 51244115 [Ashley.Young@act.gov.au](mailto:Ashley.Young@act.gov.au)

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

**Adult Mental Health Rehabilitation Unit**

**Registered Nurse**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 28487 - 027PG)**

Gazetted: 20 December 2022

Closing Date: 30 December 2022

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

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

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

**POSITION OVERVIEW**

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

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

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

AMHRU is a 20 bed mental health inpatient unit which aims to minimise the impact of mental illness on patients, their family/significant others and carers and maximise a person's independence through bio-psychosocial care in all aspects of daily living for graduated community re-integration and discharge. Service delivery is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.



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

Be able to communicate with influence, particularly with the diverse teams including internal and external parties within acute mental health care.

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

### Position Requirements/Qualifications:

Relevant Post graduate Mental Health Nursing qualifications or equivalent is desirable

A minimum of two years' experience working professionally in mental health

The successful applicant will need to be available to work on a seven day a week roster filling morning, evening, and night shifts.

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.

### 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)

**Note:** This is a temporary position available for eight months with the possibility of extension and/or permanency. Contact Officer: Susan Jacques 5124 0220 Susan.Jacques@act.gov.au

## Allied Health

### Acute Allied Health Services

#### Clinical Neuropsychologist

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 45228 - 027RX)**

Gazetted: 20 December 2022

Closing Date: 20 January 2023

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

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

The Psychology team in Acute Allied Health Services provides evidence-based care to inpatients and outpatients across four divisions of The Canberra Hospital (TCH) and Canberra Health Services. TCH is an acute care teaching hospital of approximately 600 beds, and a tertiary referral centre that provides a broad range of specialist services to the people of the ACT and South East NSW. The team consists of Clinical Psychologist and Clinical Neuropsychologist roles.

The overall functions of the Neuropsychologist will:

- Promote positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.
- Provide individual or group service delivery.
- Perform normal professional work under general professional guidance.
- May perform novel, complex, critical or difficult tasks with professional supervision.
- Participate in the supervision and training of other staff, as directed.

#### 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.
- Strong interpersonal and communication skills.
- Strong organisational skills with a high degree of drive.

#### Position Requirements/Qualifications:

##### Mandatory

- Postgraduate Psychology qualification - Masters/Doctoral degree in Neuropsychology
- Be registered or be eligible for Psychology registration with the Psychology Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA).
- Registration requirement - Area of Practice Endorsement in Neuropsychology and eligibility to supervise higher degree students. Applicants with an Area of Practice Endorsement who are not yet a Board approved supervisor are still encouraged to apply.
- Three years (ideally five years) post qualification experience.
- 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.

##### Desirable

- Previous work experience as a Neuropsychologist in an acute setting highly 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.

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Elissa Jacobs (02) 5124 2045 [Elissa.Jacobs@act.gov.au](mailto:Elissa.Jacobs@act.gov.au)

#### **Women Youth and Children**

#### **Enhanced Health Services**

#### **Training Team Coordinator, Enhanced Child Health Service**

**Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 28898 - 027R5)**

Gazetted: 20 December 2022

Closing Date: 3 January 2023

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

Women, Youth and Children Community Health Programs (WYCCHP) delivers a range of health care community-based services to women, children, young people and families. These services include support, education, and information; counselling, assessment, and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The Enhanced Health Services (EHS) within WYCCHP include the Early Family Support Service (EFSS), Enhanced Child Health Service (ECHS), Developmental Paediatric and Child Protection Medical Service (DPCPMS), and Women's Health Service (WHS).

Training Team, Enhanced Child Health Service

The Training Team Coordinator provides leadership of a team of Health Professionals and Registered Nurses responsible for the development and delivery of training for CHS staff, stakeholders, and consumers. All CHS staff are required to undertake essential education regarding their roles and responsibilities in relation to child protection and family violence. This team develops, provides, and evaluates all mandatory child protection and Strengthening Health Responses to Family Violence (SHRFV) training for CHS. This includes information around roles and responsibilities according to legislation and policies.

In conjunction with the Child and Family Counselling Clinical Lead and MAIN Team Leaders, the Training Team coordinator oversees the development and delivery of training packages to consumers, services, and stakeholders on a range of topics including parent education groups regarding child developmental and behavioural concerns, and education sessions and in-services to schools or other stakeholders regarding sexualised behaviours in children. These sessions are delivered by the team's health professionals and registered nurses in collaboration with specialist clinicians from other teams within the Enhanced Health Services with subject matter expertise. The Training Team Coordinator is responsible for the development, presentation and evaluation of mandatory education and training programs and strategies in the areas of child protection and family violence for CHS. Expert knowledge of the impact of violence, abuse and neglect on children is a critical part of this role.

#### **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, leadership, and interpersonal skills

Adaptability and flexibility to accommodate change and provide responsive services.

The ability to work respectfully in partnership with staff and stakeholders

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

Current unconditional registration or eligibility for unconditional registration as a Registered Nurse with the Nursing and Midwifery Board of Australia. A minimum of 5 years recent nursing experience working in a relevant clinical area is preferred.

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:**

Certificate IV Training and Assessment or an equivalent certificate in group facilitation.

Hold a current driver's licence.

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

Undergo a pre-employment National Police Check.

Contact Officer: Tish Mercieca 51242712 [Lyetishia.Mercieca@act.gov.au](mailto:Lyetishia.Mercieca@act.gov.au)

**Women, Youth and Children, Paediatrics  
Paediatric Endocrinology and Diabetes**

## **RN 2 Diabetes Educator**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 49742 - 027QR)**

Gazetted: 20 December 2022

Closing Date: 12 January 2023

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

The Paediatric Endocrinology and Diabetes Service based at the Canberra Hospital is looking for an enthusiastic and committed RN to join our paediatric diabetes educator team. This is a permanent full-time role and requires someone with a thorough understanding of diabetes management and experience working with young people with diabetes.

### **POSITION OVERVIEW**

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

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

The Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions. Services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre. The Paediatric Endocrinology and Diabetes Service is an interdisciplinary service comprising medical, nursing and allied health professionals and is delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes.

This nursing role requires the ability to provide appropriate skilled clinical assessment and intervention for children and young people with diabetes. The position holder will be responsible clinically and professionally to the Advanced Practice Nurse in the Paediatric Endocrinology and Diabetes Service.

This position may be required to potentially work at multiple sites operated by Canberra Health Services

### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Strong organisational skills with a high degree of drive

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

Highly conscientious and professional in all aspects of work

Ability to work within an interdisciplinary team environment

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

##### **Mandatory**

- Bachelor of Nursing and a minimum of three years' experience working professionally as a registered nurse.
- Post-graduate Certificate in Diabetes Education
- 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**

- Be an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator or working towards this status.
- Previous experience providing diabetes care to children and young people.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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: Rosemary Young (02) 5124 7495 Rosemary.young@act.gov.au

## **Women, Youth and Children**

### **Clinical Support and Projects**

#### **Clinical Development Midwife**

#### **Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 03943 - 027R8)**

Gazetted: 20 December 2022

Closing Date: 3 January 2023

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

Centenary Hospital for Women and Children (CHWC) is seeking enthusiastic, motivated and suitably qualified Registered Midwives Level 2 with an interest in providing clinical education leadership to support staff to grow and develop in their midwifery and nursing careers. Our CDMs provide educational and clinical support to midwives working across antenatal, intrapartum, and postnatal care services as well as continuity of care models. CDMs also provide support for newly graduated midwives, through an intensive transition to practice program. As skilled midwifery practitioners, our CDMs coordinate and deliver department wide in-service and education activities. You are supported by the Clinical Support Midwife, Clinical Midwifery Managers and Clinical Support Manager to work within your full midwifery scope of practice across all areas of Maternity.

This is an exciting time for CHWC as we expand our maternity services to include a dedicated Maternity Assessment Unit located adjacent to our Birthing Unit and a dedicated Early Pregnancy Unit within the Antenatal and Gynaecology Unit. Our expansion in service delivery has created exciting opportunities in all areas for experienced midwives to join the team of their choosing.

CHWC is a level 6 tertiary centre providing specialised maternity, neonatology and paediatric services for the ACT and surrounding regional areas to approximately 3800 women per year.

The CHWC offers antenatal, birthing, and postnatal services under various models of care aimed at providing woman and family centred care. CHWC staff are committed to providing a women centred approach where we focus on the woman's unique needs, expectations, and aspirations; recognise her right to self-determination in terms of choice, control, and continuity of care; and address her social, emotional, physical, psychological, spiritual, and cultural needs and expectations. The maternity department at CHWC is dynamic with a strong culture of finding innovative modern solutions to the demands and challenges facing contemporary midwifery. Maternity care options include midwifery led continuity of care models, midwifery led care, and maternity team care, working collaboratively with the multidisciplinary team as required. The CHWC is the tertiary referral service for the ACT and Southern NSW region. The Maternity services are supported by a tertiary neonatal service including Intensive Care (NICU), Special Care (SCN) and the regional retrieval service (ACT NETS).

Reporting to the Clinical Support Midwife, the level 2 Registered Clinical Development Midwife is responsible for providing leadership in midwifery education. This includes supporting staff to achieve excellence in clinical, quality and safe practice, working collaboratively with the multidisciplinary team and with consumers of maternity services. The level 2 Registered Midwife will lead by example in upholding the CHS values and actively participate in developing a culture that promotes the CHS values and vision within the work unit.

#### **ABOUT YOU**

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

#### **Behavioural Capabilities**

Demonstrated high level interpersonal, communication and customer service skills

Well-developed organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive and self-motivation

Adaptability and flexibility to accommodate change and provide responsive services to the needs of the Maternity Unit

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

Resourcefulness and adaptability to meet these changing needs within a dynamic environment.

**Position Requirements/Qualifications:**

**Mandatory**

Relevant midwifery and/or nursing qualifications and a minimum of three years' experience working professionally in midwifery.

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

Extensive experience as a Registered Midwife across the full scope of practice

The successful applicant will need to be available for rotational shift work roster which includes weekends and public holidays.

The successful applicant will be required to undertake "Train the Assessor" training through Workforce Capability if they do not hold a similar qualification such as Certificate IV in Training and Assessment.

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**

Postgraduate qualifications in relevant field e.g. Midwifery, Child, and Family Health and/or Clinical Leadership (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.

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

**Note:** This is a temporary position available for nine months with the possibility of extension and/or permanency. Contact Officer: Fiona Cameron fiona.cameron@act.gov.au

**Women, Youth and Children**

**Paediatrics**

**RN2 Paediatric Outpatients and Day Stay**

**Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22456 - 027NS)**

Gazetted: 21 December 2022

Closing Date: 19 January 2023

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

The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence-based quality care and advocacy for children and adolescents from the ACT and surrounding areas utilising our service for acute and chronic health needs

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

The Paediatric Ambulatory Care area offers diverse opportunities for professional enrichment and skill development. This is a rewarding and challenging opportunity available for a suitably qualified Registered Nurse to



work in the in Paediatric Outpatient Clinics Paediatric with the possibility for shifts in Day Stay Unit as required. There is an opportunity for skill development in Paediatric orthopaedic fracture care due to growth in clinical service delivery in this specialty. The successful candidate would be supported by the Paediatric education team and fracture clinic staff (medical officers, nursing and allied health) to enhance their skills in this specialty. Additionally the Outpatient nurse has specialty skills including chronic care, management of burns, gastrostomy and enteral feeding care, endocrine, dermatology, immunology, ophthalmology, cystic fibrosis, IBD clinics. The skill opportunities in Paediatric Day Stay include rapid flow day stay elective and emergency surgical procedures: pre and post-operative care, oncology, haematology, rheumatology, immunology, sedation for procedures, endocrine dynamic testing.

The Ambulatory care area is open Monday to Friday and is closed on public holidays.

#### **ABOUT YOU**

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#### **Behavioural Capabilities**

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

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

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

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

Desirable to hold or working towards a Tertiary qualifications or equivalent in Paediatric or Child Health Nursing

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.

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.

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.

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

Contact Officer: Fiona Matthews 0481 452 285 [Fiona.matthews@act.gov.au](mailto:Fiona.matthews@act.gov.au)

#### **Medicine**

##### **Emergency Department**

##### **Emergency Department Administration Officer**

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 20960, several - 0270T)**

Gazetted: 21 December 2022

Closing Date: 6 January 2023

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

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

The Emergency Department at Canberra Hospital sees over 90 000 patients per annum. In such a busy department, the administrative team provides support to medical, nursing and allied health staff.

The Administration Officer is responsible for the administrative activities within the Emergency Department such as patient registration, bed management, discharging patients and the coordination of medical records whilst providing high quality customer service 24 hours a day, 7 days a week.

#### ABOUT YOU

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

#### Behavioural Capabilities

Provide a high level of administrative support under pressure

Excellent customer service skills

Be a proactive, enthusiastic and strong communicator

Be able to quickly acquire knowledge and understanding of situations and subject matter.

#### Position Requirements/Qualifications:

##### Mandatory

- The successful applicant must have the ability to work on a 24 hour, 7 days a week 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.

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

Contact Officer: Ashley Young (02) 5124 4115 Ashley.R.Young@act.gov.au

#### CAMHS MHJHADS

##### Perinatal and Infant Mental Health Consultation Service (PIMHCS)

##### Perinatal Mental Health Clinician

**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 17213 - 0270B)**

Gazetted: 21 December 2022

Closing Date: 4 January 2023

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



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

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

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

#### ABOUT YOU

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#### Behavioural Capabilities

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

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

#### Position Requirements/Qualifications:

Mandatory for all disciplines:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 1 years' post-qualification experience working professionally in respective field.

A current Driver's Licence.

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

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

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

Highly desirable for all disciplines:

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

Prior to commencement successful candidates will be required to:

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

Note: This is a permanent part-time position available at (18.02) hours per week. The above full-time salary will be pro-rata. An Order of Merit may be used to fill future identical full time and part time temporary vacancies across CAMHS within a 12-month period. Selection may be based on written application and referee reports only

Contact Officer: Bridget Dillon (02) 5124 3133 [bridget.dillon@act.gov.au](mailto:bridget.dillon@act.gov.au)

#### Adult Acute Mental Health Services Section

#### Adult Mental Health Unit

#### Occupational Therapist

**Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 17267 - 027IH)**

Gazetted: 16 December 2022

Closing Date: 30 December 2022

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

#### POSITION OVERVIEW

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

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

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

The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation. 12B is 10-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability. The successful applicant of the HP2 Occupational Therapist position is responsible for conducting skilled clinical assessments and delivering individual and group based Occupational Therapy interventions to people and facilitate group programs through the Therapeutic Group Program and be responsible for the carer group education and support groups which are currently being developed. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. The position will report operationally and clinically to the AH Manager and AH Clinical Lead of AMHU/MHSSU/12B respectively. Professional governance of this position will come from the Principal Occupational Therapist (MHJHADS).

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

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

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

The position will report operationally to the Allied Health Manager of AMHU/ MHSSU/12B. Professional governance of this position will come from the Principal Occupational Therapist (MHJHADS).

#### 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

Be flexible, adaptable and comfortable with change in the working environment

Commitment to achieving positive outcomes for mental health consumers.

#### Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 1 years' experience working professionally, post qualification in related/ relevant organisation/service

Degree in Occupational Therapy and registered with Occupational Therapy Board Australia

Eligible for professional membership of Occupational Therapy Australia

Current passenger Vehicle 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.

**Highly Desirable**

Experience working within mental health in either an inpatient unit or community setting

**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.

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

**Canberra Institute of Technology**

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

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

**Teaching**

**Health, Community and Science**

**Human Services - Nursing**

**Program Coordinator, Nursing**

**Teacher Level 2 \$114,979, Canberra (PN: 54340)**

Gazetted: 21 December 2022

Closing Date: 28 December 2022

Details: CIT Human Services Department is seeking to employ a Team Leader for the Diploma of Nursing program for a period of 3 months with a possibility of further extension up to 12 months to backfill the nominal occupant whilst on project work.

Under the general direction of the Manager Education Level 1 – Head of Department Human Services the Senior Teacher Level 2 will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental/divisional goals. This position will take the lead role in coordinating the delivery of the course content, development and delivery of the Diploma of Nursing (DN) program according to the accreditation standards of both the Australian Nursing and Midwifery Accreditation Council (ANMAC) and the Australian Standards and Quality Authority (ASQA).

Working at CIT: With an impressive 90 year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. The benefits of working at CIT include:

- Access to facilities to support your health and wellbeing, including CIT Fit and Well Fitness centre at Bruce Campus, as well as a strong Employee Assistance Program
- Flexible work options
- Free parking

The successful candidate will:

- Provide educational guidance to students within all programs delivered by the department.
- Be willing to support student progression and provide a quality student experience.
- Demonstrate an understanding of national VET standards including industry currency, assessment principles and rules of evidence.
- Demonstrate capacity in the use of technology and be willing to further develop digital literacy to a high level.
- Have current knowledge of the VET sector.
- Have experience in working collaboratively and effectively with teams with minimal supervision.
- Develop and maintain working relationships with industry and key stakeholders.

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

**Eligibility/Other Requirements:**

**MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING**

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 21 sub-Clause 40.

All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

#### **Industry Experience**

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021.

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

All teachers who deliver into the Diploma of Nursing program are required to have:  
AQF level nursing qualifications of at least 7 or above.

Registered General Nurse with a current registration with the Australian Health Professionals Regulation Agency (AHPRA) this registration needs to be maintained.

#### **DESIRABLE**

- Previous teaching experience in the VET sector
- Relevant higher level qualifications and professional registration (if applicable) in a field/s of Aged Care/ Disability and/or Nursing.

**Notes:** This is a temporary position available for three months with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Applicants are asked to submit a two-page response to the selection criteria outlining their experience and/or ability to perform the Selection Criteria, as well as a current curriculum vitae and contact details of at least two referees.

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

**Contact Officer:** Lily Muthurajah (02) 6205 7381 [Lily.Muthurajah@cit.edu.au](mailto:Lily.Muthurajah@cit.edu.au)

#### **Corporate Services**

##### **Cloud Campus Program Director**

##### **Senior Officer Grade A \$157,201, Canberra (PN: 59115)**

Gazetted: 20 December 2022

Closing Date: 10 January 2023

**Details:** As a national leader in VET Canberra Institute Technology is undertaking unprecedented transformation across four overarching strategic directions:

Leading Change - raising our ambitions to meet new expectations

Growing Our Region's Economy - supporting jobs, economic resilience, and future prosperity

Advancing Canberra's Workforce – adapting our courses and means of delivery to provide skills for the future

Transforming Our Business - investing in CITs business for viability and value

A key enabler of CIT's strategic directions is the new flagship CIT Woden campus opening in 2025. This Campus will be a world-leading educational campus, facilitated through digitally enabled learning and innovation spaces. It will provide the future skills and training opportunities required to meet the growing and evolving demands of students, industry and the ACT community. It will also enable the transformation of CIT to further support the ACT's reputation as the knowledge capital of Australia and as a key economic and social enabler meeting the ACT Governments Statement of Ambition.

A key priority for CIT's transition to the new CIT Woden Campus is digitalisation. Digitalisation will see enhancements in the student experience and ensure that CIT is focused on not only delivering contemporary skills but delivering these skills in a contemporary manner.

By delivering a superior online student experience throughout the student journey and enabling effortless collaboration, innovation, and skill development, we will nurture the development of digital literacy for all. The CIT Woden Campus affords a unique opportunity to ensure that the CIT is doing more than opening a new campus – it is opening a site that showcases the future of digitally-supported and enabled learning.

The Cloud Campus Programme is a key initiative of CIT's future digitalisation strategy, the successful transition to the Woden campus, and broader business transformation and campus renewal initiatives. Cloud Campus is not just about delivering technical solutions to support CIT – it is about undertaking the key transformation of the way

that CIT undertakes its business using digital capabilities and planning to support the change adopting and business transformation are critical deliverables for programme success.

CIT is seeking an experienced Program manager to work closely with the Chief Information Officer, the CIT Executive, College Directors and Heads of Department, Business System Managers and the embedded Data, Digital and Technology Solutions team to successfully scope and implement the Cloud Campus program objectives and deliverables.

**Note:** This is a temporary position available from 1 February 2023 up until 30 January 2026. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Our workforce is currently working in a hybrid of home and office-based work. The successful candidate will be provided information on how to work from home safely and effectively. On-site work can be supported at any CIT campus, with a primary focus on Reid and Bruce. Selection may be based on application and referee reports only.

**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 sent to the via the Apply Now button below.**

Contact Officer: CraigX Neiberding 62076774 [craigx.neiberding@cit.edu.au](mailto:craigx.neiberding@cit.edu.au)

## Education and Training Services

N/A

### Library and Learning Services

#### Library Manager

**Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 54242)**

Gazetted: 20 December 2022

Closing Date: 15 January 2023

**Details:** The CIT Library and Learning Services is looking for a Library Manager, who will be based at Reid Campus. If you have experience working in an educational library setting, providing services to a wide range of clients in an agile environment, and supervising a diverse team; this is the job for 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

An appropriate degree or equivalent which allows for professional membership of the Australian Library and Information Association (ALIA).

**Notes:** This is a temporary position available for seven months with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and interview – referee reports may be requested

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

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

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

## Corporate Services

### Corporate Services

#### Facilities Department

#### Campus Manager and Assistant Campus Manager

**General Service Officer Level 9/General Service Officer Level 10 \$79,105 - \$104,509, Canberra (PN: 59938,59937 several)**

Gazetted: 16 December 2022

Closing Date: 21 January 2023

**Details:** Canberra Institute of Technology (CIT) is seeking applications to fill two vacancies for a Campus Manager and an Assistant Campus Manager to manage the Bruce Campus, Facilities Team. This is an exciting opportunity to join the Facilities Team as we embark on campus renewal and modernisation projects, including a state-of-the-art new Woden campus. In addition to the day-to-day facility operations, your contribution to future planning and effective utilisation of the Bruce campus in accommodating staffing and program delivery will be highly valued.

We are looking for a confident, self-motivated and highly experienced facilities manager to fill these positions. This team are responsible for the day-to-day operations of the Bruce campus between the hours of 7:00am and 10:30pm each weekday and Saturdays between 8:00am and 5:00pm. In addition to people management responsibilities, you will coordinate and oversee all planned and reactive maintenance, minor works projects, grounds maintenance, waste disposal, staff and program relocations and contract management of a range of contracted services.

This team are also responsible for opening all campus buildings and disarming alarms in readiness for early cleaning shifts and staff access. The Campus Manager and/or the Assistant Campus Manager would normally work between **7:00am and 3:00pm each weekday** to open buildings and every second to fourth **Saturday shift**. There are also opportunities for on call duties in supporting after hours emergencies. While this position is predominately located on the Bruce campus, you may be required to provide support across other campuses. Each Campus is also supported by a Security Guard who has responsibility for securing the campus each weeknight and works between 6:30pm and 10:30pm.

The successful candidate will demonstrate extensive experience in facility management, specifically managing multiple buildings located across several hectares. Your passion for customer centric practices will be second to none and building capability within your team to deliver high quality customer services will be imperative. Your interpersonal skills, ability to influence suitable outcomes, set clear expectations and communicate with clarity and authority will see you succeed in this position.

Your success in this position will be highly dependent on your agility and adaptability to change, as well as building rapport and professional relationships with staff and contractors.

These positions will also hold key responsibilities as fire warden, building team capability in emergency management practices and participating in and coordinating emergency management exercises.

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

**Eligibility/other requirements:**

Hold a current drivers' licence is essential

Current experience in facilities management. Qualifications and/or skills/experience in a trade or construction environment as well as qualifications and/or skills/experience in project management, specifically in managing building improvement projects is highly desirable.

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

Selection may be based on application and referee reports only.

While this process is expected to fill 1 x GSO9 and 1 x GSO10 vacancy immediately, it is anticipated that a further 2 x GSO10 vacancies may become available in the near future.

**How to apply:** Applicants are to submit a response of no more than a two-page pitch demonstrating skills, knowledge and experience against each Selection Criteria, in the context of Facilities Management, along with a current curriculum vitae including the names and contact details of two referees. Using examples in your written response with support demonstrated skills and experience.

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

**Chief Minister, Treasury and Economic Development**

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

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

**Executive Branch Manager, Corporate Support and Capability**

**Temporary Vacancy (23 January to 15 February 2023)**

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

**Access Canberra**

**Position: E105**

**(Remuneration equivalent to Executive Level 1.4)**

Expressions of Interest are sought for the position of Executive Branch Manager, Corporate Support and Capability. This temporary vacancy is available 23 January to 15 February 2023.

Corporate Support and Capability Branch provides the enabling services to support Access Canberra's delivery of services to the community. The branch provides quality advice on matters including Work Health and Safety, workforce capability, investment and improvements in digital services and ICT systems, records management, finance and budget management, procurement and strategic accommodation to support Access Canberra's vision of a safe and liveable city. We also support the ACT Gambling and Racing Commission and deliver strategy and initiatives to achieve the Commission's vision of a Canberra free from gambling harm.

As Executive Branch Manager, Corporate Support and Capability, you will work alongside the Deputy Director-General, Chief Operating Officer and other Executive Branch Managers to ensure Access Canberra leads the way in being an accessible, agile and responsive public agency. Access Canberra Executive Branch Managers are required to think outside the box to find solutions; must love a challenge; and be known among their peers as a helper and someone who delivers.

For further information please see the Executive Capabilities attached.

**To apply:** Interested candidates should submit a short EOI, of no more than one page addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Yu-Lan Chan via email to [yu-lan.chan@act.gov.au](mailto:yu-lan.chan@act.gov.au) by: **COB Tuesday 27 December 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 **\$266,764 - \$277,429** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$237,008.**

**Contact Officer:** Yu-Lan Chan, (02) 6205 0319, [yu-lan.chan@act.gov.au](mailto:yu-lan.chan@act.gov.au)

## Property and Shared Services

### Corporate Governance

### Corporate Governance

#### Assistant Director, Workplace Health and Safety, ACT Property Group

#### Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 10962)

Gazetted: 21 December 2022

Closing Date: 10 January 2023

Details: ACT Property Group are seeking someone to fill this role on a temporary basis, pending advertising of the permanent vacancy in 2023. The person in this role is ACT Property Group's expert in work health and safety, providing guidance, advice, training and support for managers and staff on how to work safely and assess whether others are working in a safe manner. Ensuring that staff and contractors work in a safe manner and comply with work health and safety requirements is a high priority for ACT Property Group.

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:

- Qualifications in Work Health and Safety (minimum Certificate IV) and experience in a construction or property management environment is desirable.
- a current driver's licence (car) is required.

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

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

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

Please submit the following:

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

- Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.
- Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past.
- Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role.

A current Resume/Curriculum Vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and  
Contact details of at least two referees.

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

**Contact Officer:** Tania Shaw 0417207990 [ACTPGCorporate@act.gov.au](mailto:ACTPGCorporate@act.gov.au)

### **Workforce Capability and Governance**

#### **Workplace Safety and Industrial Relations**

#### **Data, Analytics and Finance Team**

#### **Business Analyst, Systems (Assistant Director)**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 27768)**

Gazetted: 20 December 2022

Closing Date: 17 January 2023

**Details:** The Data Analytics and Finance Team (DAFT) is responsible for data and analytics, and Information and Communications Technology (ICT) systems administration functions of the Workplace Safety and Industrial Relations (WSIR) group, as well as for aspects of the prudential and financial management functions on behalf of the Public Sector Workers' Compensation Fund (PSWC Fund) including the management of the third-party claims manager service contract.

DAFT requires a Business Analyst to help manage and facilitate workshops and discussions, translate business or system processes into solution requirements, collaborate with subject matter experts, interpret and translate technical documentation and build and maintain productive working relationships with a diverse range of stakeholders.

If you are interested and believe you are qualified for this role, please read the position description and follow the instructions to make your application. 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.](#)

**Eligibility/other requirements:** Tertiary qualifications and/or a minimum of three years' experience in business analysis and other related disciplines is highly desirable.

Experience with contemporary data discovery tools such as Microsoft Power BI would be an advantage.

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

**How to apply:** To be considered for this position, applicants should provide a two-page written response summarizing their relevant experience as it pertains to the 'Capabilities' section of the Position Description provided.

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

**Contact Officer:** Andrew Halliday (02) 6207 8987 [Andrew.Halliday@act.gov.au](mailto:Andrew.Halliday@act.gov.au)

### **Workforce Capability and Governance**

#### **Workplace Safety and Industrial Relations**

#### **Data, Analytics and Finance Team**

#### **Systems Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 32128)**

Gazetted: 20 December 2022

Closing Date: 17 January 2023



**Details:** The Data Analytics and Finance Team (DAFT) is responsible for data and analytics, and Information and Communications Technology (ICT) systems administration functions of the Workplace Safety and Industrial Relations (WSIR) group, as well as for aspects of the prudential and financial management functions on behalf of the Public Sector Workers' Compensation Fund (PSWC Fund) including the management of the third-party claims manager service contract.

DAFT requires a Systems Officer to help support the management of WSIR's operational ICT, data warehousing and reporting systems, including system administration, security, change management and assurance activities, provide client-centric user support, provide ideas for continuous improvement of systems and processes, and maintain productive working relationships with a variety of internal and external stakeholders.

If you are interested and believe you are qualified for this role, please read the position description, and follow the instructions to make your application. We look forward to hearing from you.

**Eligibility/other requirements:**

Tertiary qualifications and/or equivalent relevant experience in ICT systems management and administration and other related disciplines is highly desirable. Experience with contemporary data discovery tools such as Microsoft SQL Server Reporting Services, Microsoft Power BI and SharePoint would be an advantage. Experience in the areas of insurance, work health and safety, work-related injury management or workers' compensation is highly desirable.

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

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

**How to apply:** To be considered for this position, applicants should provide a two-page written response summarizing their relevant experience as it pertains to the 'Capabilities' section of the Position Description provided.

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

Contact Officer: Andrew Halliday (02) 6207 8987 [Andrew.Halliday@act.gov.au](mailto:Andrew.Halliday@act.gov.au)

## **Economic Development**

### **Events ACT**

#### **Senior Event Officer**

#### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 52116)**

Gazetted: 19 December 2022

Closing Date: 13 January 2023

**Details:** Are you an experienced event delivery professional looking for a new challenge? As a Senior Event Officer you will be supporting the creation and delivery of a new and exciting major innovation festival in Canberra. This new festival will take place in winter 2023, with the aim of showcasing Canberra as a city like no other in the world. You will work closely with the Festival Director and the wider Events ACT team to execute this new festival on time and within budget. You will hit the ground running to help create memorable event experiences for the community. Our values are at the core of our work – we are an energetic and collaborative team that supports one another to kick goals and shares our collective success. If this resonates and you want to be part of this exciting new festival for Canberra, then we'd love to hear from you.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 until 27 October 2023 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide your current curriculum vitae, address the professional/technical knowledge and behavioural capabilities as per the position description and let us know what you can bring to this new festival that sets you apart from everyone else. Please limit responses to two pages.

Applications should be submitted via the Apply Now button below.  
Contact Officer: Yolande Norris (02) 6207 2379 [Yolande.Norris@act.gov.au](mailto:Yolande.Norris@act.gov.au)

## Corporate

### Workforce and Information Services

#### Ministerial Team Lead, Executive Support and Business Improvement Officer

#### Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42085)

Gazetted: 19 December 2022

Closing Date: 3 January 2023

**Details:** The Ministerial Team Lead, Executive Support and Business Improvement officer will be responsible for overseeing the operations of the Ministerial Liaison Unit. They will supervise, provide support and guidance to the team. Another integral part of this role will be to take ownership of business improvement projects and complete projects in a timely manner.

The officer will also provide business support to the ACT Executive and contribute to improved team performance and enhanced service outcomes. (The ACT Executive consists of ACT Government Ministers and their staff).

The successful applicant will have strong communication skills with an ability to build and maintain collaborative relationships and sound attention to detail. This is a great opportunity for a motivated candidate who enjoys a fast-paced 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.](#)

**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.

Selection may be based on application and referee reports only.

**How to Apply:** Please complete a two-page pitch responding to the skills and capabilities of the role (listed in the Position Description) and provide the panel with a current curriculum vitae, ensuring two referees are listed.

**Applications should be sent to the via the Apply Now button below.**

Contact Officer: Tracey Henry (02) 6207 0372 [Tracey.Henry@act.gov.au](mailto:Tracey.Henry@act.gov.au)

## Shared Services

### Finance Services

#### Reporting

#### Team Leader

#### Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 07024)

Gazetted: 19 December 2022

Closing Date: 2 January 2023

**Details:** Applications are sought from suitably experienced and qualified people to work as a Team Leader in a Reporting Team in Shared Services – Finance Services. This role is responsible for financial reporting and operational management of a team tasked with the provision of financial accounting services to ACT Government Directorates and Agencies. Duties include financial ledger and fixed assets register management, preparation of financial statements, and taxation management, including preparation of monthly BAS and annual FBT returns.

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:**

Demonstrated technical and software skills in Financial Accounting are essential, as is a commitment to improving financial processes. Also required are well-developed liaison, negotiation and representational skills. The successful candidate will supervise up to four team members and report to a Senior Officer Grade B. A degree with a major in Accounting or equivalent is highly desirable, as is membership, or progress towards membership, of a professional Australian Accounting Body.

**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 submit a written application of no more than two pages, addressing the capabilities and demonstrating your capacity to perform the duties and responsibilities of the role. Also, please supply your current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lindsay Shaw (02) 6205 4625 Lindsay.Shaw@act.gov.au

## **ACT Insurance Authority**

### **Insurance**

#### **Director, Insurance**

##### **Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 55575)**

Gazetted: 15 December 2022

Closing Date: 15 January 2023

Details: Do you have experience in delivering reinsurance and/or insurance functions in private or public sector environments? Do you excel when working collaboratively to achieve results and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively and passionate team? Then this may well be the perfect job for you!

The ACT Insurance Authority (ACTIA) is looking for an enthusiastic, positive and motivated individual, who has a passion for strategic leadership to join us as the Director, Insurance on a permanent basis.

The successful candidate will provide strategic leadership and be dedicated to managing the Authority's captive insurance program including delivery of insurance and reinsurance outcomes for the ACT Government. This includes delivery and management of the Territory's General insurance lines, including Property, Medical Malpractice, Public Liability and Professional Indemnity.

Reporting to the Senior Director, Risk, Insurance and Governance the Director, Insurance will lead and motivate the Insurance team to provide effective and appropriate insurance support for all ACT Government directorates and agencies, including acting as the subject matter expert. ACTIA values diversity and practices inclusiveness in line with the ACT Public Service values.

We are looking for a highly motivated individual who can demonstrate the ability to work in a team environment with limited supervision and demonstrate flexibility and a passion to challenge the status quo in a quest for continuous improvement.

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: Interested applicants are requested to submit an application no more than two pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees.

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

Contact Officer: Mark Harper (02) 6207 7150 Mark.Harper@act.gov.au

## **Corporate**

### **Corporate Management**

#### **Governance, Security and Audit**

##### **Secretariat and Business Support Officer**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57528)**

Gazetted: 16 December 2022

Closing Date: 10 January 2023

Details: The Secretariat and Business 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 that show progress on 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.

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. Neither should be longer than two pages in total. An up to date resume and the names of two referees should be provided as well.

Applications should be made using the Jobs ACT portal.

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 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. 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. Neither should be 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](mailto:Julie.Baker@act.gov.au)

## Economic Development

### EventsACT

#### Social Media and Content Officer

#### Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 49128)

Gazetted: 20 December 2022

Closing Date: 13 January 2023

**Details:** Do you love the buzz of events? Do you want to join a dynamic team of marketing and communications specialists who play a vital role in the success of Canberra's events? As Social Media and Content Officer at Events ACT, you will play an important role in creating and implementing social campaigns to support the promotion of a suite of events at a local and national level.

You will have endless opportunities to put your creativity, content writing and organisational skills to the test as you work alongside campaign managers, public relations, and web and graphic design teams to execute effective social media campaigns which are fundamental to the success of our major and community events.

The campaigns will be designed to create and increase awareness locally, regionally and nationally, encourage attendance, contribute to community vibrancy, city pride and connectedness, and grow the ACT economy by encouraging economic activity and visitation from interstate markets.

Your ability to hit the ground running and effectively manage your time will be a key asset in this role as you work closely with the internal and external stakeholders to support the delivery of multiple projects concurrently.

The successful candidate will be passionate about Canberra and its events offering and demonstrate a strong ability to develop messaging and tactics which speak to our audiences and bring our marketing campaigns to life.

You will be working in a small dynamic team of enthusiastic creative professionals. Events ACT recognises the fundamental role our people play in our success. While this is a fast-paced role you will be supported to thrive and grow your skills as a marketing professional. Our ideal candidate will be passionate about collaboration and feel strongly about building on the supportive high performing culture we have developed here.

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:

Desirable:

Current Australian driver's license.

A qualification in marketing, communications, or related discipline

A minimum of 18 months experience in marketing and/or communications.

Experience in and an understanding of the demands and requirements of working in the events industry.

Flexibility to work occasional weekends, public holidays, and evenings during key event periods.

**Note:** This is a temporary position available immediately until 31 March 2023 with the possibility of extension and/or permanency.

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

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

**How to apply:** If this sounds like you, please send your curriculum vitae and an application. Applications should clearly address Professional/Technical Skills and Knowledge and Behavioural Capabilities as per the Position Description, telling us why you are the right person for the job and should not be longer than two pages.

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

Contact Officer: Tessa Robinson (02) 62059745 [Tessa.Robinson@11875act.gov.au](mailto:Tessa.Robinson@11875act.gov.au)

## **Access Canberra**

### **Strategy and Planning**

#### **Business and Regulatory Reform and Design**

##### **Program support officer**

##### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 58462)**

Gazetted: 15 December 2022

Closing Date: 5 January 2023

**Details:** Access Canberra is the front door to the ACT Government, being a service and regulatory provider that impacts most Canberrans at least once across the lifespan. The efficient and effective delivery of its services makes Canberra a safer, more liveable city for us all.

An opportunity exists in Access Canberra to be a part of a significant reform program that seeks to ensure Access Canberra is able to evolve with changing times, demographics, and expectations and future proof its operations. A Rubik’s Cube has less moving parts than this project, and the stakes are higher than grandpa’s pants. So we are looking for someone who is motivated to make a difference to the lives of others; who can manage their time, people, and expectations; and aspire to find new ways of doing things better.

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 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.

**How to Apply:** If this sounds like you, send your curriculum vitae along with a pitch of no more than two pages, describing the skills, knowledge and behavioural capabilities you have which make you the most suitable person for the position.

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

Contact Officer: Callan McPhan (02) 6207 0195 [Callan.McPhan@act.gov.au](mailto:Callan.McPhan@act.gov.au)

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

### **Customer Engagement Services Branch**

#### **Service Management**

##### **Website Developer**

##### **Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 11609)**

Gazetted: 15 December 2022

Closing Date: 15 January 2023

**Details:** Customer Engagement Services Branch are looking for an experienced Web Developer with a background of working on an online content management system or experience with a service management platform such as ServiceNow. Our team is passionate about innovation and improving the delivery of ACT Government services for approximately 22,000 internal customers. These services cover multiple functions including Finance, Human Resources and Information Communication Technologies.

The Website Developer will develop, maintain and improve websites (service portals) that fall within the responsibility of Customer Engagement Services Branch. A primary goal of the role will be to develop a new website applying adaptive design within the bootstrap frontend framework

If you’re seeking an opportunity to join a dynamic team with a major role in transforming service delivery, apply now.

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:**

Experience with ServiceNow and experience in the development of forms and workflows is highly desirable.

Experience with CSS, HTML and JavaScript is essential.

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

**How to Apply:** Your suitability for this position will be assessed based on your skills, knowledge and behaviours in relation to the duties/responsibilities detailed in the Position Description. If you think you're up for it, please send us your Curriculum Vitae and a two page pitch. Your pitch should include your greatest achievement(s) in the last two years and why you think you're the best person for this job.

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

Contact Officer: David Hingston (02) 6205 1269 David.Hingston@act.gov.au

**Economic Development**

**Business and Innovation**

**Key Sectors**

**Assistant Director, Key Sectors**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14070)**

Gazetted: 15 December 2022

Closing Date: 15 January 2023

**Details:** The Business and Innovation Branch (BandI) are looking for an individual who can help ACT Government drive economic development through a focus on the ACT's highly competitive industry sectors. These are the sectors we see making a real contribution to Canberra's growth, particularly space, cyber and other advanced tech industries.

The successful applicant will join a friendly and high performing team able to deliver flexibly against longer term and emerging objectives. Whilst you'll have no trouble engaging in technical detail, you'll be able to work with stakeholders at all levels to ensure you are focussing on the most important things, and communicating details succinctly to Ministers and Senior Executives.

We are keen to build our capability, and so relevant industry experience in space, cyber or allied sectors or close industry engagement in a public sector role would be a real plus. We'll also want to see how you approach managing competing priorities, and how you show pride in delivering quality results.

BandI spans a broad work area which means you will be well-engaged during your time here. BandI aims to ensure we focus on our people to help individuals succeed, and deliver better business outcomes. We're a supportive branch with an active social program. We are firm supporters of providing learning and development opportunities aligned to your career development goals.

We are happy to flexible working arrangements should this suit you and us. We hope this will help contribute to ensuring we build a wider range of skills and backgrounds into our branch structure.

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:**

**Notes:** This is a temporary position available until 30 June 2024 with the possibility of extension and/or permanency. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

**How to Apply:** If the above role interests you, please provide a pitch of no more than two pages responding to the selection criteria in the job advertisement.

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

Contact Officer: Guy Bromley (02) 6207 3271 Guy.Bromley@act.gov.au

## **Corporate**

### **Workforce and Information Services**

#### **Organisational Change**

##### **Senior Director, Organisational Change**

##### **Senior Officer Grade A \$157,201, Canberra (PN: 30521)**

Gazetted: 15 December 2022

Closing Date: 3 January 2023

**Details:** Are you experienced in Change Management and solving complex organisational problems? Do you have a passion for the people side of change?

#### **Who we are**

The Corporate Division provides advice and support to various business units within Chief Minister Treasury and Economic Development Directorate (CMTEDD). The Organisational Change team provides advice on both minor and major organisational change activities. The team has a strong focus on providing quality support aligned to the Enterprise Agreements, ensuring that executives, managers and staff are well supported through coaching, advice and resources to seize opportunities and transition through any change.

#### **What you will do**

The role will lead a small team to provide strategic advice and guidance on a variety of change initiatives across the organisation. This will be achieved by providing defining opportunities, providing expert advice and support to executive and senior staff, as well as leading the strategic direction for CMTEDD approach to people-based change.

#### **What we require**

To be successful in the role you will need to have led Organisational Change activities within a complex corporate or government environment. You will need to have strong conceptual and analytical skills to understand how problems and opportunities integrate across the organisation. You will be exceptional at establishing and maintaining effective and diverse business partnerships to ensure successful business outcomes.

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.](#)

#### **Eligibility/other requirements:**

**Notes:** Applicants looking for flexible working arrangements are encouraged to apply. Part time and flexible hours can be negotiated.

**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: Al McLean 0438438645 [Al.McLean@act.gov.au](mailto:Al.McLean@act.gov.au)

## **City Renewal Authority**

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

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

### **City Renewal Authority**

#### **Business Operations**

##### **Business Support Officer**

##### **Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60095)**

Gazetted: 16 December 2022

Closing Date: 30 January 2023

**Details:** The City Renewal Authority is seeking Business Support Officer to join our busy team.

This role would suit a motivated and organised team player with broad administrative experience in areas such as: financial processing; WHS coordination and administration; records management; human resources administration; and governance support.

This position requires effective communication with internal and external stakeholders, working on multiple projects with tight timeframes and within a team that is passionate about supporting the Authority's renewal program.

We require a candidate with the ability to work independently and as part of a busy team to reliably deliver high quality work across a wide range of functions within the Authority.

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

How to Apply: Please review the relevant Position Description (attached) for the position and submit a maximum two A4 page pitch addressing the selection criteria, along with your curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deb Butt (02) 6205 81878 [Deb.Butt@act.gov.au](mailto:Deb.Butt@act.gov.au)

### **Community Services**

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

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

#### **Corporate**

##### **People, Capability and Culture**

##### **Capability and Development**

##### **Digital Support Officer**

##### **Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 21971)**

Gazetted: 20 December 2022

Closing Date: 3 January 2023

Details: The People, Capability and Culture Branch is looking for a motivated, enthusiastic and collaborative person to join our team and:

contribute to planning and assist with developing e-Learning modules.

under supervision, administer the LMS including providing user advice and support.

use MS Excel and the Learning Management System (LMS) to provide data reporting and analysis.

engage and collaborate with diverse stakeholders to research and finalise LMS, intranet, eLearn and reporting content.

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

Notes: This is a temporary position available for six months with the possibility of extension up to 12 months and or/permanency. Selection outcomes may be assessed through applications and references only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a two page pitch (no more than 800 words) highlighting your suitability for the role in consideration of the position requirements below.

**Your suitability for this position will be assessed in three key areas:**

##### **Professional/ Technical Skills**

Ability to support the production of e-learning using authoring software such as Articulate 360 or Adobe Captivate.

Ability to utilise MS Excel and the Learning Management System (LMS) to provide data reporting and analysis.

Demonstrated ability to use MS Teams and MS Office and the ability to assist with the administration of a LMS including providing user advice and support.

##### **Knowledge**

While not essential, experience using the following programs will be highly regarded:

Adobe Suite, Vyond, Doodly or other design and animation programs, and

3D Virtual Reality Capture and the use of 3D VR authoring software, such as CenarioVR or Unreal Engine.

##### **Behavioural Capabilities**

Ability to collaborate with diverse stakeholders to research and finalise content, contribute to planning and assist with developing e-Learning modules.

Demonstrated organisational skills working both independently and as part of a team to meet timelines.



Demonstrated achievement in modelling ethical behaviour and driving team commitment which is aligned with the ACTPS Values and Signature Behaviours and Government priorities achieving consistently high standards. Applications should be submitted via the Apply Now button below.  
Contact Officer: Kyle Waight (02) 6207 9021 [Kyle.Waight@act.gov.au](mailto:Kyle.Waight@act.gov.au)

**Office of the Director General  
Regulation, Quality and Assurance (RAQ)  
Office of the Senior Practitioner  
Assistant Director**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 11875)**

Gazetted: 16 December 2022

Closing Date: 19 January 2023

**Details:** The Office of the Senior Practitioner (OSP) supports the powers and functions of the Senior Practitioner in providing leadership and independent oversight to improve the lives of all people who are vulnerable and potentially subject to restrictive practices. The Senior Practitioner regulates the use of restrictive practice by persons or other entities who provide services in education, education and care, care and protection of children and/or disability services.

You will be required to lead a team of Administrative Officers and support the powers and functions of the Senior Practitioner.

Your suitability for this position will be assessed in three key areas:

**Skills**

Demonstrated experience applying evidence-based approaches to identify restrictive practices and promote positive behaviour support across a range of organisational and sector contexts.

Demonstrated experience leading allied health or other practitioners in social services settings and project management.

Demonstrated ability to analytically review data and information to identify and align ongoing strategic priorities.

**Knowledge**

4. A broad understanding of the disability, education (including education and care), and care and protection sectors and issues relating to restrictive practices in particular, or the ability to acquire an understanding quickly.

**Behaviours**

5. Demonstrated highly developed communication skills (oral and written), liaison, consultation, organisational and negotiation skills, including a demonstrated ability to foster positive working relationships.

6. Well-developed people management skills and a demonstrated ability to lead, motivate and support staff, including experience supporting Executive and Senior Managers.

7. Demonstrated achievement in modelling ethical behaviour and driving team commitment to deliver outcomes aligned to the ACTPS Values and Signature Behaviours and Government priorities, and to achieving consistently high service standards.

More information about the role, powers and functions of the Senior Practitioner can be found at:

<https://www.communityservices.act.gov.au/quality-complaints-and-regulation/office-of-the-senior-practitioner>

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 Social Work, Psychology, Social Welfare, Social Science, Positive Behaviour Support or related discipline is highly desirable.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)
- Current driver's license.
- Experience and understanding in applying the BSPQEI tool to assess the quality of positive behaviour support plans, is desired but not essential.
- Educational, suitability and professional qualification checks may be carried out prior to employment.

**Notes:** Please note, this position requires activity-based working (ABW) and some work from home. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please submit a written, two-page (maximum) response to the Selection Criteria located in the Position Description along with a curriculum vitae. Applications which are longer than two pages may not be considered by the selection panel.

Applications should be submitted via the Apply Now button below.

**Contact Officer:** Amenah El Chami (02) 6207 4528 [Amenah.ElChami@act.gov.au](mailto:Amenah.ElChami@act.gov.au)

## **Children, Youth and Families**

### **Next Steps Reform and Strategy**

#### **Program Coordinator**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60067)**

Gazetted: 15 December 2022

Closing Date: 29 December 2022

**Details:** The Program Coordinator position reports to the Senior Director and works closely with the broader Planning, Sourcing and Procurement team to ensure projects are completed on time, within budget and to appropriate quality standards. This position is responsible for providing support and governance across key strategic projects critical to the delivery of the program and acts as a key liaison point for communications and correspondence across the Directorate, the ACT Government, external agencies and consultants. The key strategic projects include:

Stage Two Child Protection, Earlier Support and Out of Home Care Service Packages – commissioning, co-design, sourcing and procurement.

Implementation of the *Next Steps for Our Kids* Strategy 2022 – 2030 including the co-design of first four year Action Plan.

Benchmarking of services and costs including demand modelling.

Establishment of a Child Youth Protection Service (CYPS) Service Level Agreement.

These key projects will be managed under a program management framework aligned to the Prince 2's *Managing Successful Programs*.

The ideal candidate has exceptional planning and organisation skills, stakeholder management and service delivery skills and thrives in a fast paced environment. The ideal candidate has a reputation for fostering a positive environment, has an enthusiasm for learning and is willing to take on new challenges to support the implementation of the *Next Steps* strategy. In return, the Branch offers a supportive and professional team environment where the candidate can gain or enhance skills in strategic planning and project management, procurement and the design of human services

#### **Eligibility/other requirements:**

**Notes:** This is a temporary position available with an immediate start for 12 months. A Merit List may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

**How to Apply:** Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

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

Contact Officer: Lisa Brown (02) 6205 1327 [Lisa.Brown@act.gov.au](mailto:Lisa.Brown@act.gov.au)

## **Education**

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

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

### **Executive Branch Manager, Student Engagement**

**Temporary Vacancy (asap to 31 March 2023 with possibility of extension)**

**Education Directorate**

**Service Design and Delivery**

**Position: E1281**

**(Remuneration equivalent to Executive Level 1.4)**

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 16 December 2022

The Education Directorate has a short-term vacancy available as soon as possible until 31 March 2023 with the possibility of extension for the position of Executive Branch Manager, Student Engagement.

The Executive Branch Manager, Student Engagement leads the Branch to provides direct support for individual students, and support to classroom teachers and school leadership teams designed to build the capacity of schools and contribute to the achievement of improved student outcomes. The Branch comprises of: Clinical Practice, Inclusive Education and Flexible Education. The Branch is responsible for the delivery of high-quality education services to the Canberra community.

The Executive Branch Manager, Student Engagement:

- Provides leadership in relation to policy and operations in relation to student wellbeing, including a large team of allied health professionals;
- contributes to the design and delivery of significant school and system improvement initiatives aligned with the directions and priorities of the Directorate's Strategic Plan;
- provides the Director-General and Senior Executive team with advice and ongoing support in relation to student wellbeing and disability education;
- delivers system leadership to support the provision of safe, supportive and inclusive school environments;
- leads key stakeholder processes and forums associated with the work of the Branch; and
- understands and aligns the Directorate vision with whole of Government priorities.

**To apply:** Interested candidates should submit a one page pitch and a current Curriculum Vitae with the details of two referees to Jolene Clinch via email, [DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au) by COB Friday 23 December 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 \$266,764 - \$277,429 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$237,008.

**Contact Officer:** Jolene Clinch [DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au)

**Strategic Policy and Reform**

**Analytics and Evaluation**

**Project Manager**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60133)**

Gazetted: 20 December 2022

Closing Date: 10 January 2023

Details: The Analytics and Evaluation Branch is seeking expressions of interest for a temporary Project Manager position (up to six months).

The successful applicant will work in a small, motivated team that manages participation of ACT schools in local, national and international assessments including coordination, management and support of NAPLAN in ACT schools.

The successful applicant will also have a role in managing data quality, reporting at the system, jurisdiction and national level. To achieve this effectively the successful applicants must be skilled in communication, familiar with statistical software and have a keen eye for detail.

The successful applicant will demonstrate well developed liaison, organisational and administrative skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

Knowledge of analytical or reporting software, such as PowerBI, Excel or Microsoft Access/SQL Server will be considered favourably.

Notes: This is a temporary position available until 30 June 2023. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a current curriculum vitae and a written response of up to two pages. The response should outline your knowledge, skills and capabilities against the selection criteria listed in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ken Gordon (02) 6205 9498 [Ken.Gordon@act.gov.au](mailto:Ken.Gordon@act.gov.au)

**Strategic Policy and Reform**

**Analytics and Evaluation**

**Assistant Director**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 25317)**

Gazetted: 20 December 2022

Closing Date: 10 January 2023

**Details:** The Analytics and Evaluation Branch is seeking applicants for the position of Assistant Director to work in a small, motivated team that manages participation of ACT schools in local, national and international assessments including coordination, management and support of NAPLAN in ACT schools.

The successful applicant will also have a role in managing data analysis and reporting at the system, jurisdiction and national level. To achieve this effectively the successful applicants must be skilled in communication, familiar with statistical software and have a keen eye for detail.

The successful applicant will demonstrate well developed liaison, organisational and administrative skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

Knowledge of data management and statistical software, such as SPSS, Excel, PowerBI or Microsoft Access/SQL Server will be considered favourably.

**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.

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

**How to Apply:** Please submit a current curriculum vitae and a written response of up to two pages. The response should outline your knowledge, skills and capabilities against the Selection Criteria listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ken Gordon (02) 6205 9498 [Ken.Gordon@act.gov.au](mailto:Ken.Gordon@act.gov.au)

**University of Canberra High School Kaleen**

**Physical Education, Health and Outdoor Education Classroom teacher**

**Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 06311)**

Gazetted: 20 December 2022

Closing Date: 3 February 2023

**Details:** University of Canberra High School Kaleen (UCHSK) is a 7- 10 high school with approximately 500 students. We operate as a Professional Learning Community with a strong focus on collaboration and evidence informed practice to ensure academic, social, and emotional growth of every student.

We are seeking a dynamic classroom teacher to join our Physical Education and Health Faculty, who will:

Support UCHSK leadership to achieve whole-school strategic goals and implement the school plan.

Collaboratively design and teach innovative and engaging Physical Education and Health learning programs and play a leadership role in the development and delivery of the UCHSK Outdoor Education program.

Develop productive staff relationships and work collaboratively as a member of the Physical Education and Health faculty.

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

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

**Eligibility/other requirements:** A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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)

**How to apply:** Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers.

**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: Daniel Mowbray 0402673299 [Daniel.Mowbray@ed.act.edu.au](mailto:Daniel.Mowbray@ed.act.edu.au)

### Erindale College

#### **Senior Secondary Rugby League/Outdoor Ed/Health and PE Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 48465)**

Gazetted: 20 December 2022

Closing Date: 17 January 2023

**Details:** Erindale College is a unique school in the Tuggeranong Valley serving students in years 10 – 12. The College is also part of the wider Erindale Education and Recreation Complex (EERC), which includes a theatre, gymnasium and heated indoor pool.

Erindale College is seeking a dynamic, enthusiastic, and suitably qualified in the specialist role of **Senior Secondary Rugby League/Outdoor Ed/PE**. The successful applicant will actively contribute to building the capacity of the Talented Sports Program in area of Rugby League, and the delivery of quality learning outcomes for students in Outdoor Education, Physical Education and Health.

The successful applicant will have

A demonstrated capacity to contribute to the Talented Sports Program in senior secondary Rugby League coaching Experience in leading and designing Outdoor Education activities.

Excellence in teaching across the Physical Education and Health Curriculum

Understanding of professional learning communities as strategies to support teacher capability development.

A commitment to ongoing professional learning to support the development of Visible Learning strategies to enhance student outcomes <https://visible-learning.org/>

**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; current Professional Teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

For further information on Working with Vulnerable People registration refer to -

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

**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 refer to the Position Description and submit:

A statement of claims based on the Australian Professional Standards for Teachers, two pages only

A current curriculum vitae

Names and contact details of 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: Mark Armstrong (02) 6142 2977 [Mark.Armstrong@ed.act.edu.au](mailto:Mark.Armstrong@ed.act.edu.au)

### Office for Schools

#### **South Weston Network**

#### **Canberra College**

#### **Classroom Teacher - Metalwork, Woodwork, Auto**

#### **Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 05332)**

Gazetted: 19 December 2022

Closing Date: 16 January 2023

**Details:** Canberra College is seeking a highly motivated, dynamic, and innovative classroom teacher of Technology.

Applicants must be suitably qualified to teach Metalwork and Woodwork. Automotive is desirable.

Please note that this is a substantive position with a 100% load.

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

#### **Eligibility/ Other Requirements**

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

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

**How to Apply: Classroom Teachers**

Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers.

**Applications should be submitted via the Apply Now button at [www.jobs@act.gov.au](http://www.jobs@act.gov.au)**

Your **two-page statement** does not need to address each individual standard above, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

**Referees:**

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.**

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: Graham Monger (02) 6142 3288 [Graham.Monger@ed.act.edu.au](mailto:Graham.Monger@ed.act.edu.au)

**Service Design and Delivery**

**LWPSD**

**Academy of Future Skills**

**Assistant Director Academy of Future Skills**

**School Leader C \$132,293, Canberra (PN: 44523, several)**

Gazetted: 16 December 2022

Closing Date: 12 February 2023

**Details:** The Academy of Future Skills is seeking an individual with a passion for STEM to join the team. The successful applicant will lead the implementation of key Australian Government, Ministerial and Directorate STEM education priorities. They will support high quality teaching and strengthen equitable learning outcomes in STEM as well as coach teachers to embed effective STEM teaching and learning in the classroom. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/ Other Requirements**

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility to obtain).

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

**Notes:** There are several temporary positions available for 12 months with the possibility of extension up to 2 years, with flexible start dates available immediately until 24 April 2023.

Selection may be based on application and referee reports only.

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

These positions are based in Canberra, please note this is an office-based position and stand down periods do not apply.

**How to Apply:** Applicants need to submit an expression of interest comprising a current curriculum vitae, supporting statement (two pages) and coversheet with two referees. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position.

- Leading teaching and learning
- Developing self and others
- Leading improvement, innovation and change

**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: PaulaA Taylor (02) 6207 5364 [PaulaA.Taylor@act.gov.au](mailto:PaulaA.Taylor@act.gov.au)

### **Environment, Planning and Sustainable Development**

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

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

#### **Statutory Planning**

##### **Director Land Information**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 15369)**

Gazetted: 21 December 2022

Closing Date: 20 January 2023

**Details:** This is an exciting ongoing opportunity, for a Senior Spatial Profession to develop, influence, and manage GIS data, procedures, and systems within ACT Government. Reporting to the ACT Surveyor-General, you will be required to lead a team of highly specialised staff to maintain and enhance spatial systems (ESRI Enterprise and Geocortex) and delivery spatial data both internally and externally to support data driven decisions making. You will be an advocate for change, with a positive attitude and an innovative outlook, that is also willing to represent ACT Government on several Australia and New Zealand forums.

This is a senior role for a high performer with contemporary industry knowledge and demonstrated experience in Spatial / GIS software and technology (especially ESRI ArcPro and Esri Enterprise System/ArcGIS Online).

**Eligibility/Other Requirements:** Degree or Diploma in Spatial Science or related qualification from a recognised institution is desirable.

**How to Apply:** Please submit a two-page pitch providing examples demonstrating your suitability against the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Greg Ledwidge (02) 6205 0083 [Greg.Ledwidge@act.gov.au](mailto:Greg.Ledwidge@act.gov.au)

#### **Corporate Services and Operations**

##### **Finance, Information and Assets**

##### **Digital and ICT Portfolio Services**

##### **Director, Cyber Security**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 39362)**

Gazetted: 21 December 2022

Closing Date: 5 February 2023

**Details:** EPSDD Chief Information Office is seeking a highly motivated, proven leader to develop, lead and manage the uplift of Directorate's Cyber Security culture, practices, and risk profile.

We are looking for a leader who can inspire, energise and positively influence team and individual outcomes. The position will require a self-driven individual who is capable of negotiating and working with a range of stakeholders across EPSDD, Digital Data and Technology Solutions (DDTS), multiple external vendors and other ACT Directorate stakeholders.

**Eligibility/Other Requirements:**

- A tertiary degree and/or professional certification in Cyber Security, Risk Management, Auditing or Governance, is highly 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. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Hybrid working is also utilised in this area.

**How to Apply:** Please submit a two-page pitch addressing the skills, knowledge and behaviour that form the selection criteria as set out in the Position Description and provide a current curriculum vitae including two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andy Tripathi (02) 6205 3034 [Andy.Tripathi@act.gov.au](mailto:Andy.Tripathi@act.gov.au)

## **Corporate Services and Operations**

### **Finance, Information and Assets**

#### **Assistant Director Fleet - Heavy Vehicles and Plant**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60134)**

Gazetted: 21 December 2022

Closing Date: 2 January 2023

**Details:** The Business Services and Sustainability team in Environment, Planning and Sustainable Development (EPSDD) is seeking applications for the role of Assistant Director Fleet – heavy vehicles and plant.

This is a temporary position to respond to recommendations made in a Fleet Review commissioned by EPSDD. The role will focus on recommendations on the management of heavy vehicles and plant equipment. EPSDD has a broad range of operational requirements that involve the use of heavy vehicles and plant equipment, including land management, trail maintenance, fire management and forestry operations. The role is a highly collaborative position and will work closely with depot staff to implement improvements to the management of heavy vehicles and plant equipment across the Directorate.

The successful applicant will be responsible for interpreting and implementing requirements under the Heavy Vehicle National Law such as implementing a heavy vehicle inspection regime, developing standard operating procedures in collaboration with depot staff, and contributing to a safety-first culture in fleet management. The ideal candidate will have operational experience in heavy vehicles and plant equipment operations similar to EPSDD as detailed in the position description. They will be a highly collaborative team member, with the ability to work across the Directorate and provide support to depots and business areas. They will also be able to interpret and apply legislation into an operational context. Additionally, they will show initiative, analyse challenges, and implement innovative solutions.

**Eligibility/Other Requirements:** Demonstrated operational experience of heavy vehicles and plant equipment relevant to EPSDD operations is a requirement of this role.

Highly desirable qualifications:

LR, MR, HR or HC licence

Plant and machinery tickets and experience (excavator, back-hoe, tractor etc)

Experience or qualifications in fleet management

**Note:** This is a temporary position available for up to six months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The Contact Officer will be available during business hours during the stand down period with the exception of the public holidays.

**How to Apply:** Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages addressing the selection criteria and a current curriculum vitae.

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

Contact Officer: Esther Duffy (02) 6205 1227 [Esther.Duffy@act.gov.au](mailto:Esther.Duffy@act.gov.au)

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

### **Executive Support Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 31194)**

Gazetted: 19 December 2022

Closing Date: 26 December 2022

**Details:** The Deputy Director-General, Environment, Water and Emissions Reduction, EPSDD, is looking for an enthusiastic and experienced person to join their team as an Executive Support Officer. This position is a key support role, managing the diary, email and administrative matters pertaining to the Deputy Director-General, their Office and respective portfolio stream.

The Executive Support Officer will work in a team that provides support to the Director-General and Deputy Directors-General more broadly and provide administrative assistance support to their Offices from time to time. The successful applicant will assist the Deputy Director-General to manage workload and priorities; provide administrative advice on Directorate issues; undertake research and analysis; and review materials.

The successful applicant will work closely with the Executive Officer to the Deputy Director-General, and teams across the Directorate, including the Government Services team, to monitor briefings, Cabinet and Assembly items and more, for the Deputy Director-General. The successful applicants will also be required to provide high quality liaison on behalf of their Deputy Director-General within the Directorate, and other Directorates.

This is a great opportunity for someone looking to broaden their skillset and gain an understanding of EPSDD's role in the Environment, Water, Climate Change, Energy and Heritage portfolios.



**Eligibility/Other Requirements:**

experience supporting a senior executive; and/or

Objective records management system.

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

How to Apply: Interested in the role? We want you to share why you are the best person for the role via a two page pitch against the Selection Criteria as outlined in the Position Description. In addition, please provide a current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Marcantonio (02) 6207 8263 [Laura.Marcantonio@act.gov.au](mailto:Laura.Marcantonio@act.gov.au)

**Justice and Community Safety**

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

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

**ACT Corrective Services**

**Offender Reintegration**

**Transitional Release Centre**

**Transitional Release Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59255)**

Gazetted: 19 December 2022

Closing Date: 8 January 2023

**Details:** ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to join the Reintegration Unit as the Transitional Release Officer (ASO6). This position is based at the Transitional Release Centre (TRC), at the Alexander Maconochie Centre (AMC).

The TRC houses low security detainees, usually within the later stages of their sentence, with a focus on assisting detainees to reintegrate back into the community. Detainees involved with Transitional Release, whether accommodated in the AMC or TRC, participate in a range of activities designed to support their pro-social community reintegration.

The successful applicant will support the transitional activity within the TRC as well as the wider AMC, as part of Transitional Release, contributing to a detainee's end to end integrated case management and supporting detainees to actively meet their goals, as outlined in their Transitional Release Case Plans.

In addition, you will promote detainee 'release readiness' through connection with suitable resources, support services and interventions.

To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to a demonstrated knowledge of the principles of contemporary best practices in relation to offender reintegration.

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 experience and/or willingness to work with offenders and detainees on a daily basis is essential.

Eligible candidates will be required to undergo a criminal record check and mandatory Justice and Community Services training

Eligible candidates will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

A current driver's licence is required.

**Note:** This is a part-time permanent position at 18.37 hours per week, the salary noted will be pro rata.

**How to apply:** Applicants are required to submit three items:

A one-to-three-page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

A copy of their driver's licence. Please ensure you submit all three items.

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

Contact Officer: Nadia O'Toole (02) 6207 9091 Nadia.OToole@act.gov.au

## **ACT Corrective Services**

### **Corporate Services**

#### **Information and Business Solutions**

##### **Director, Information and Business Solutions**

**Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 41762)**

Gazetted: 19 December 2022

Closing Date: 9 January 2023

**Details:** A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the position of Director, Information and Business Solutions (SOGB), within Corporate Services.

The successful applicant will be responsible for leading a small team to implement, maintain and protect all Information and Communication Technology (ICT) needs across ACTCS. You will provide high quality strategic advice, briefings, reports, and written material relating to matters from the information, and business systems portfolios, for the Commissioner, Executive Team, and other stakeholders. This includes critical thinking and problem solving, including the identification and management of risk in relation to information, security, and business solutions across ACTCS.

Further to this, you will liaise with internal and external stakeholders to investigate business process improvements and implement appropriate technological solutions to meet existing and anticipated business system needs of ACTCS. You will also manage all financial, staff and contractor resources associated with information and business systems portfolio.

To be successful, you will be required to demonstrate high level conceptual and analytical skills including the capacity to make sound judgements in a complex and sensitive environment.

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

#### **Eligibility/other requirements:**

Relevant qualifications and/or five years plus of progressively responsible ICT experience for a major organisation are highly desirable.

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

**How to apply:** To apply, applicants are required to submit two items:

A one-to-three-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

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

Contact Officer: Liza Briggs (02) 6205 3190 Liza.Briggs@act.gov.au

## **ACT Corrective Services**

### **Offender Reintegration**

#### **Director, Programs and Interventions**

##### **Programs Officer**

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 47898, several)**

Gazetted: 16 December 2022

Closing Date: 6 January 2023

**Details:** A challenging and genuinely rewarding career opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated and values-driven professional to fill the role of Programs Officer (ASO6), within Offender Reintegration.

This will be a challenging and rewarding position that includes extensive stakeholder engagement and community involvement.

In this role, you will be working closely with other Programs Officers, and under the direction of the Team Leader, you will facilitate a range of offence specific, offence related, psychoeducational and wellbeing group work and counselling programs to detainees in the Alexander Maconochie Centre (AMC) and offenders engaged with Community Corrections.

In addition, you will undertake program suitability assessments of detainees and offenders, liaise with case managers, program facilitators and professional supervisors to ensure program delivery integrity and participate in evaluating programs, contributing to a continuous process of review to ensure program quality, integrity, contemporary practice and effectiveness is maintained and enhanced.

To be successful in this role, you will be able to demonstrate an understanding of and commitment to, contemporary best practice in relation to program facilitation. You will also be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in trauma informed practice, research, planning, as well as well-developed group facilitation skills. You will have a proactive approach to detainee and offender management, including the ability to liaise with internal stakeholders and professional supervisors and an ability to compile and contribute to verbal and written reports.

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

**Eligibility/other requirements:**

Experience working with offenders is highly desirable.

Knowledge of and experience delivering alcohol and other drug treatment is highly desirable.

Tertiary qualifications in a relevant discipline such as Psychology, Education, Social Work or Behavioural Sciences are highly desirable.

This position requires Working with Vulnerable People registration.

The successful candidate may be required to undertake some evening work and may be provided the opportunity to perform some weekend work.

Background police checks will be conducted.

The occupant of this role will be required to work at various ACT Corrective Services locations including the Alexander Maconochie Centre and 2 Constitution Avenue, Canberra City.

**Note:** There are several permanent and temporary positions available.

**How to apply:** To apply, applicants are required to submit two items:

A one-to-three-page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

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

Contact Officer: Karly Yates (02) 6207 7216 Karly.Yates@act.gov.au

## **ACT Corrective Services**

### **Detainee Services**

#### **Detainee Services Support Officer**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 25052)**

Gazetted: 15 December 2022

Closing Date: 5 January 2023

**Details:** ACT Corrective Services (ACTCS) is seeking applications from highly motivated and conscientious individuals to join the Detainee Services Unit as the Detainee Services Support Officer (ASO5), at the Alexander Maconochie Centre (AMC).

The successful applicant will provide administrative support to Detainee Services functions, with particular focus on aiding the Women’s and Children’s Coordinator. You will work closely with external service providers and internal stakeholders to manage appointments, scheduling, and related activities, providing both organisational and individual support related to Women in custody.

Further to this, you will be responsible for managing the day to day operations including the Detainee Services bookings inbox, Criminal background checking administration, confirmation of services and reporting, assisting the Shine for kids’ program, and facilitating the record keeping of external service providers on individual detainee files.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

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

**Eligibility/other requirements:**

An understanding of, and sensitivity to Aboriginal and Torres Strait Islander cultural issues and issues relevant to other minority groups.

Current driver's licence is essential.

Qualification and/or experience in case management and/or community services areas is highly desirable.

This position requires a Criminal Background check

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

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

**How to Apply:** To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager) and (3) a copy of their drivers licence. Please ensure you submit all required items.

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

Contact Officer: Vanessa Pece (02) 6207 5429 [Vanessa.Pece@act.gov.au](mailto:Vanessa.Pece@act.gov.au)

## **Major Projects Canberra**

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

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

### **CIT Campus - Woden Project**

#### **Senior Director, Commercial**

**Infrastructure Manager/Specialist 2 - Infrastructure Manager/Specialist 3 \$187,632 - \$200,140, Canberra (PN: 50891)**

Gazetted: 19 December 2022

Closing Date: 16 January 2023

**Details:** Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra is responsible for the delivery of a new Canberra Institute of Technology campus in Woden, new Woden public transport interchange, and associated urban realm improvements. Major Projects Canberra works in close collaboration with CIT and other ACT Government agencies in the creation of a modern campus which will offer the best possible learning experience for students.

The CIT Woden Campus Project's Senior Director, Commercial, is one of the key roles within the CIT Project team responsible, in liaison with the Deputy Chief Projects Officer and the Project Director, for the execution of commercial, legal, financial and risk management, including project controls, records management and procurement management deliverables across the project development and delivery.

The role requires building strategic relationships, working collaboratively with, and supporting the Deputy Chief Projects Officer and the Project Director in advising the highest levels of ACT industry and government, including ACT Cabinet, individual Ministers, Directors-General, the CIT Project Board, peak industry bodies, leading ACT businesses and organisations, Commonwealth representatives, senior ACTPS executives, advisors, and others.

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

**Eligibility/ Other Requirements**

**Mandatory:**

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.

***Highly Desirable***

Experience in commercial management of Design and Construct and Construct only and related procurement methodologies and/or the General Contract 21 (GC21) forms of contract.

Public sector background or demonstrated understanding of policies, legislation and procurement processes.

**Notes:** This is a temporary position available immediately up until June 2025, with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

Please note, this position will be filled at either the IMS2 or IMS3 classification depending on skills and experience.

**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. Please provide copies of relevant degree and qualifications.

***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: Hamish Chartres (02) 6207 7304 Hamish.Chartres@act.gov.au

**Transport Canberra and City Services**

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

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

**Territory Business Services**

**Capital Linen Service**

**Director, Quality Safety and Environment**

**Capital Linen Service Band 9 \$135,355 - \$152,378, Canberra (PN: 35654)**

Gazetted: 20 December 2022

Closing Date: 12 January 2023

Details: Join Transport Canberra and City Services as we make Canberra attractive, safe and easy to move around. We offer rewarding careers with great working conditions, where you will work to make a difference to the everyday lives of your family, friends and community.

Capital Linen Service (CLS) provides a managed linen service to a wide range of clients in the ACT, which include public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services.

At Capital Linen Service, we recognise the importance of our people and how each role contributes to the success of our vision. Our values play an important role in creating an environment where our people enjoy coming to work and take pride in where they work and what they do.

Our staff survey result indicates a consistent and positive workplace culture with an ambitious desire to always do better.

Our workplaces are inclusive and committed to the principles of respect, equity and diversity and all employees are welcomed and encouraged to contribute regardless of gender, race, cultural or linguistic background, sexual orientation, ability or age.

At Capital Linen we offer flexible and hybrid work arrangements (subject to operational requirements) and free onsite parking.

We offer competitive salaries with industry-standard superannuation contributions and generous leave entitlements. If coming from another state or federal agency we may be able to recognise some, or all of your prior service.

For more information on employment conditions and inclusion in the ACT Public Service, visit [jobs.act.gov.au](https://jobs.act.gov.au)

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 C Class is essential.

Tertiary qualification or a minimum of 5 years' experience in the field are highly desirable

Experienced user of Microsoft Office programs

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: To apply, please provide a current curriculum vitae and no more than a two-page (A4) pitch responding to the capabilities form the selection criteria along with the contact details from two referees.

**Professional/ Technical Skills and Knowledge**

Extensive experience leading and managing an organisation's safety system, including a proven track record of managing a successful ISO 9001 certified Quality Management System which contributed to positive organisational outcomes.

Demonstrated experience in the design and delivery of programs/ activities that are aligned to Government priorities, with a strong understanding of the impact on broader policy and directions set by Government.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicolaas Cilliers (02) 6213 3315 [Nicolaas.Cilliers@act.gov.au](mailto:Nicolaas.Cilliers@act.gov.au)

**City Services**

**Infrastructure Delivery and Waste**

**Assistant Director, Financial Reporting and Systems**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 00630)**

Gazetted: 20 December 2022

Closing Date: 6 January 2023

Details: Infrastructure Delivery manage and deliver Capital Works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NOWaste, ACTION, Libraries ACT, Sports and Recreation and others. Types of projects include (but not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, car park improvements, playgrounds and sportsground infrastructure.

We are looking for someone to fill the role of Assistant Director, Financial Reporting and Systems.

The position is part of a dynamic team reporting to the Senior Director, Program Reporting. The position provides business units with reporting including preparation of financial statements and reporting, performs financial functions and supports the Business Unit with systems such as PMARS, TM1 and APIAS.

The successful applicant will work closely with the Transport Canberra and City Services Finance Business unit, and in particular the Capital Budgets Senior Manager.

The position primary responsibilities are to:

Coordinate and effectively manage all aspects of capital works reporting for all TCCS capital funded projects.

Prepare financial reports, analysis and advice that meet the needs of Infrastructure Delivery.

Assist in managing the TM1 reporting system that supports internal and external financial reporting, budgeting, asset registers and capital works.

Assist preparations of monthly reconciliations and provide assistance with other transactional processing both accounts payable and accounts receivable.

Assist with the implementation of processes to ensure the recording of meaningful and accurate financial information in liaison with the Chief Financial Officer team.

Contribute to projects and activities within the Infrastructure Delivery Business Unit 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply.

Please see attached **position description** for further details of the duties to be undertaken.

Eligibility/Other Requirements:

Relevant tertiary qualifications and or extended experience in business administration including financial functions will be highly desirable

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should provide a response (maximum of one page per criteria) addressing the 'What you Require' criteria as per the attached position description, highlighting how their skills and experience are relevant to the responsibilities within the role.

Applications should also include 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: Kae Harradine (02) 6205 3508 Kae.Harradine@act.gov.au

## City Services

### City Presentation

#### Urban Treescapes

##### Coordinator Tree Assets

**Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 18126)**

Gazetted: 16 December 2022

Closing Date: 2 January 2023

**Details:** Can you see the forest for the trees? If so, you can help make a difference as a valued member of Urban Treescapes.

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.

The Coordinator, Tree Assets is responsible for the planning, development, and implementation of tree removal, tree planting, and young tree establishment programs. This position also coordinates community engagement processes associated with the above activities and manages contractors undertaking the above services.

The successful applicant 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

**Note:** This is a temporary position temporary available immediately for up to 18 months with the possibility of extension.

This position is located 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.

**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

Contact details of at least two referees

**Applications should be sent to the via the Apply Now button below.**

Contact Officer: Rachael Dawes (02) 6205 5263 Rachael.Dawes@act.gov.au

## City Services

### Roads ACT

#### Environment and Utilities/ Streetlights

#### TO4 Streetlight Technician

#### Technical Officer Level 4 100,704 - \$104,509, Canberra (PN: 39506)

Gazetted: 21 December 2022

Closing Date: 31 January 2023

Details: As a streetlighting electrician within TCCS, this role requires a person who can inspire, energise and positively influence the team and individual outcomes. The role is one of a number responsible for operation and maintenance of the streetlighting network, including asset audits, inspections and undertaking electrical work. The role supports streetlight network operations and coordinates works with EvoEnergy and TCCS' contractors. The role provides support and guidance to TCCS contractors in the delivery of works under a partnership based contract form.

The role verifies that streetlight infrastructure assets constructed and handed over to TCCS meet relevant standards, specifications and codes so that they are safe and fit-for-purpose.

This position requires a person with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. The ideal candidate will possess a commitment to continual learning and ongoing development.

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

#### **Eligibility/Other Requirements:**

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

Hold a relevant building degree; or

Have significant building or infrastructure knowledge and/or project management experience; and

Technical qualification or accreditations with a professional body recognised within Australia -current Electrical License Certification 3 (mandatory)/Linesman Certification 3 (highly 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. 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 supporting statement of no more than five 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: David Hua (02) 6207 0122 David.Hua@act.gov.au

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



**City Services**

**Roads ACT**

**Business Support**

**Procurement Manager**

**Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 58923)**

Gazetted: 19 December 2022

Closing Date: 13 January 2023

**Details:** Roads ACT is seeking an enthusiastic, motivated, and experienced professional to join its newly created procurement team.

This role presents an exciting opportunity to contribute to the development of the Roads ACT Procurement Framework and associated systems as well as delivering a range of infrastructure procurements.

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 role will be responsible for drafting procurement documentation across the Roads ACT branch. The position will implement a continuous Strategic Procurement Plan that outlines a timeline for procurement activities (including meeting scheduled milestones and associated target dates) to ensure that replacement procurements are completed in sufficient time to continually deliver Roads ACT's maintenance programs.

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

**Eligibility/other requirements:**

Permanent resident of Australia.

Driver's licence (C-Class) is essential.

Knowledge/interest in Roads ACT's functions is desirable.

Qualification in procurement/project management/contract management is essential.

Demonstrated infrastructure procurement experience is essential.

Tertiary qualifications in civil engineering and/or related technical disciplines is desirable.

Relevant infrastructure related industry experience is highly desirable.

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

**How to apply:** A supporting statement of no more than five 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: Nerissa Baldock (02) 6213 0765 [Nerissa.Baldock@act.gov.au](mailto:Nerissa.Baldock@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**

**Development Coordination Branch**

**Design Review and Asset Acceptance**

**Landscape Architect**

**Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 50162)**

Gazetted: 15 December 2022

Closing Date: 13 January 2023

**Details:** The primary 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, particularly on landscape elements, within given timeframes. This includes liaison with various Government entities and private consultants.

This role will be a suitably qualified Landscape Architect and requires a person who can inspire, energise and positively influence team and individual outcomes. The role, whilst not a supervisory role, may at times include supervising, managing and motivating a small team and providing appropriate support and guidance.

This position requires a strong team player with an outcomes focused attitude to assist in successfully delivering consistent and positive outcomes for both TCCS and a desire to achieve customer service excellence. The ideal candidate will possess the ability to work autonomously in an activity-based working (ABW) environment and

remain focused on timely delivery of assessments and strive to foster positive working relationships with both internal and external stakeholders.

**Eligibility/other requirements:**

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

Hold a relevant building degree;

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

**NOTE:** This role is specifically seeking a qualified Landscape Architect with associated landscape experience and other qualifications and relevant technical experience deemed equivalent relevant to the position description.

This is a temporary position available immediately for an initial period up to nine June 2023 with a possibility of extension or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is located in a new 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 response to the "What you Require" Criteria in the Position Description.

Please ensure that you attach a current curriculum vitae and provide details of two referees.

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

Contact Officer: Lingam Jatheendran (02) 6207 6592 [Lingam.Jatheendran@act.gov.au](mailto:Lingam.Jatheendran@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**

**Legal and Contracts**

**Procurement and Contract Management**

**Assistant Director, Procurement and Contract Management**

**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 47387)**

Gazetted: 15 December 2022

Closing Date: 12 January 2023

Details: TCCS undertakes a wide range of procurement activities achieve Directorate goals. The Assistant Director, Procurement and Contract Management provides strategic assistance to staff across TCCS to plan, develop and facilitate procurement and contract management outcomes.

The Assistant Director, Procurement and Contract Management delivers the ongoing development, review, and implementation of procurement governance, promoting compliance with Directorate and ACT Government policies and guidelines, including procurement processes, use of systems, and contract risk management.

The Procurement and Contract Management team monitor compliance through the TCCS Assurance Framework, and the Assistance Director, Procurement and Contract Management works with Business Units to develop and implement process improvement and compliance.

**Eligibility/Other Requirements:**

Training in procurement and/or contract management is highly desirable

**Notes:** This is a temporary position available immediately until 13 June 2023 with the possibility of extension up to 13 December 2023. 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. The opportunity to work from home exist as operational needs allow.

**How to Apply:** To apply, please provide a current resume and no more than a two-page (A4) pitch responding to the capabilities form the selection criteria along with the contact details from two referees.

Applications should be submitted via the Apply Now button below.

**Contact Officer:** Elita Barrett (02) 6205 5427 [Elita.Barrett@act.gov.au](mailto:Elita.Barrett@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](mailto:jobs@act.gov.au)

**WorkSafe ACT**

**Finance**

### **Chief Financial Officer**

#### **Senior Officer Grade A \$157,201, Canberra (PN: 57981)**

Gazetted: 19 December 2022

Closing Date: 2 January 2023

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 are looking for a Chief Financial Officer (CFO) to permanently join our Finance Team. The CFO will be responsible for taking on a leadership role in the financial decision-making for the agency. The CFO will provide strategic financial advice to the Deputy Work Health and Safety Commissioner and the Senior Leadership Team. The successful person will play a key role in developing and implementing financial procedures to improve and maintain the financial health of the agency, while overseeing accounting processes.

If you have the experience and skills necessary 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 'Qualifications/Work Experience' section in the Position Description. Please address all of the points under 'Professional/Technical Skills and Knowledge and Behavioural Capabilities' and provide examples.

Applicants should also provide a current curriculum vitae 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: Jackii Shepherd (02) 6205 4654 [Jackii.Shepherd@worksafe.act.gov.au](mailto:Jackii.Shepherd@worksafe.act.gov.au)

## **APPOINTMENTS**

### **ACT Health**

#### **Senior Officer Grade C \$114,928 - \$123,710**

Fiona Steele, Section 68(1), 21 December 2022

### **Canberra Health Services**

#### **Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)**

Jossy Abraham, Section 68(1), 13 December 2022

#### **Registered Nurse Level 1 \$72,698 - \$97,112**

Puja Bhandari, Section 68(1), 21 December 2022

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920**

Georgia Brook, Section 68(1), 15 December 2022

#### **Medical Imaging Level 2 \$70,679 - \$97,028**

Thomas Brown, Section 68(1), 15 December 2022

#### **Health Service Officer Level 5 \$60,182 - \$63,169**

Emily Carey, Section 68(1), 19 December 2022

#### **Health Professional Level 2 \$70,679 - \$97,028**

Yanjin Chen, Section 68(1), 18 December 2022

**Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)**

Joshy Devasia, Section 68(1), 19 December 2022

**Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications)**

Miguel Espartero, Section 68(1), 16 December 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

John Fabian, Section 68(1), 22 December 2022

**Research Officer Grade 2 \$76,255 - \$82,566**

Nikhil Jha, Section 68(1), 15 December 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Dong Koh, Section 68(1), 15 December 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Ka Lai Stella Liu, Section 68(1), 19 December 2022

**Registered Nurse Level 2 \$100,957 - \$107,000**

Rebecca Love, Section 68(1), 22 December 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

Leanne Moir, Section 68(1), 16 December 2022

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Joshua Nano, Section 68(1), 16 December 2022

**Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)**

Catherine Neddrie, Section 68(1), 6 December 2022

**Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - 61,992)**

Kaneohi-o-waihi Nisa, Section 68(1), 22 December 2022

**Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA)**

Melinda Robley, Section 68(1), 9 December 2022

**Technical Officer Level 1 \$62,599 - \$65,631**

George Santamouris, Section 68(1), 10 December 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

Elaine Nju Bongben Sanyuy, Section 68(1), 15 November 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

Leena Shrestha, Section 68(1), 22 December 2022

**Assistant in Nursing \$55,927 - \$57,820**

Binoy Simon, Section 68(1), 15 December 2022

**Registered Nurse Level 1 \$72,698 - \$97,112**

Tomasa Solito, Section 68(1), 22 December 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Claire Stewart, Section 68(1), 15 December 2022

**Health Professional Level 2 \$70,679 - \$97,028**

Paul Truong, Section 68(1), 22 December 2022

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Amanda Wallis, Section 68(1), 15 December 2022

**Canberra Institute of Technology**

**Teacher Level 1 \$80,673 - \$107,642**

Craig Battams, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Duncan Bean, Section 68(1), 15 December 2022

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Arden Blazey, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Amanda Blyton-Patterson, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Rohan Bolas, Section 68(1), 15 December 2022

**Technical Officer Level 2 \$67,760 - \$77,593**

David Broe, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Malcolm Bromley, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Susan Bruce, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Emma Butt, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Mark Caldwell, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Blake Canackle, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Zhou Chen, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Guy Christiansen, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Trevor Dale, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

David Damour, Section 68(1), 12 December 2022

**Administrative Services Officer Class 2/3 \$60,620 - \$73,920**

Rebecca Davis, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Heidi Duncan, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Victoria Edwards, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Stuart Gilmore, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Laura Henry, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Declan Hester, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Jade Incandela, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Davood Izadi, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Rohitha Jayatileke, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Yvette Kirby, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Leigh Kleinig, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Christopher Maher, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Craig Moxon, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Amy Nussio, Section 68(1), 15 December 2022

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Victoria O'Brien, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Mariola Patejuk, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Joanne Pow, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Lucinda Puopolo, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Matali Puteho, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Graham Rae, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Keryn Rigg, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Michaela Roberts, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Candace Safi, Section 68(1), 15 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Pooja Sandwalia, Section 68(1), 12 December 2022

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Kylie Seretin, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

John Talbot, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Adam Teer, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Marcus Tolley, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Zhenshi Van Der Klooster, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Carl Wicken, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Laura Wilson, Section 68(1), 22 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Sarah Zeller, Section 68(1), 12 December 2022

**Chief Minister, Treasury and Economic Development**

**General Service Officer Level 5/6 \$59,713 - \$65,718**

Nigel Isley-Edwards, Section 68(1), 22 December 2022

**Senior Officer Grade C \$114,928 - \$123,710**

Thomas Kenchington, Section 68(1), 10 January 2023

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Zachary Le Lievre, Section 68(1), 19 December 2022

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Terrie-Lee Raymond, Section 68(1), 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Bernadette Urack, Section 68(1), 15 December 2022

**Community Services**

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Kirsten McNaughton, Section 68(1), 19 December 2022

**Cultural Facilities Corporation**

**ASO 2/1 - \$60,620 - \$66,939**

Gerald Jones, 6th December 2022

**ASO 2/1 - \$60,620 - \$66,939**

Leanne MARZIANO, 20 December 2022

**Education**

**School Assistant 4 \$70,028 - \$75,827**

Brodi Allingham, Section 68(1), 15 December 2022

**Administrative Services Officer Class 5 \$84,749 - \$89,705**

Katarzyna Bucholz, Section 68(1), 20 December 2022

**School Assistant 3 \$58,404 - \$62,857**

Luke Endrulis, Section 68(1), 14 December 2022

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Cheryl Gillett, Section 68(1), 19 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Ian Stevens, Section 68 (1) 12 December 2022

**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Terri-Lee Raymond, Section 68 (1) 12 December 2022

**Teacher Level 1 \$80,673 - \$107,642**

Bernadette Urack, Section 68 (1) 15 December 2022

**Environment, Planning and Sustainable Development**

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Ashleigh Francis, Section 68(1), 22 December 2022

**Justice and Community Safety**

**Administrative Services Officer Class 6 \$91,315 - \$104,509**

Claire Chapman, Section 68(1), 19 December 2022

**Government Solicitor 3 \$159,186 - \$180,081**

Charles Gascoigne, Section 68(1), 21 December 2022

**Correctional Officer Class 1 \$69,433 - \$82,797**

Nicholas Sands, Section 68(1), 7 December 2022



### **Major Projects Canberra**

#### **Administrative Services Officer Class 3 \$68,685 - \$73,920**

Lisa Tran, Section 68(1), 19 December 2022

### **Transport Canberra and City Services**

#### **Administrative Services Officer Class 5 \$84,749 - \$89,705**

Isabel Page, Section 68(1), 11 January 2023

#### **EGSO4.2 - Workshop Staff \$73,651**

Alex Roper, Section 68(1), 21 December 2022

#### **Capital Linen Service Band 3 \$61,043 - \$67,172**

Aaron Russell, Section 68(1), 5 January 2023

#### **Bus Operator - Training \$74,582**

Edwina Samuelson, Section 68(1), 23 December 2022

#### **Capital Linen Service Band 3 \$61,043 - \$67,172**

Andrew Walker, Section 68(1), 5 January 2023

## **TRANSFERS**

### **Canberra Health Services**

#### **Karen Regala**

From: Registered Nurse Level 2 \$102,973

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 36798) (Gazetted 1 December 2022)

#### **Julie Triggs**

From: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 53775) (Gazetted 30 August 2022)

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

#### **Ethan Browne**

From: Senior Officer Grade C 123,710

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 31428) (Gazetted 8 November 2022)

### **Justice and Community Safety**

#### **Lisa Harrop**

From: Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety

To: Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 12628) (Gazetted 11 November 2022)

**Transport Canberra and City Services**

**Anand Joshi**

From: Infrastructure Officer 4 \$136,524

Transport Canberra and City Services

To: Infrastructure Officer 4 \$136,524 - \$155,109

Transport Canberra and City Services, Canberra (PN. 15159) (Gazetted 2 November 2022)

**PROMOTIONS**

**Canberra Health Services**

**Medical Services**

**Pharmacy**

**Samah Abushahla**

From: Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications)

Canberra Health Services

To: Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Canberra Health Services, Canberra (PN. 18610) (Gazetted 4 August 2022)

**CHS Chief Executive Officer**

**Jonathan Ali**

From: Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications)

Canberra Health Services

To: Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Canberra Health Services, Canberra (PN. 58373) (Gazetted 21 April 2022)

**Simon Anderson**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services, Canberra (PN. 57600) (Gazetted 16 June 2022)

**CHS Chief Operating Officer Clinical Services**

**Jayden Bonk**

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 21735) (Gazetted )

**Chief Executive Officer**

**Medical Services**

**Travis Carraro**

From: Medical Imaging Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 58832) (Gazetted 13 October 2022)

**Jincy Chacko**

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. 37276) (Gazetted )

**Tara Darmody**

From: Technical Officer Level 3 \$79,105 - \$89,398

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 57693) (Gazetted 20 June 2022)

**CHS Infrastructure Management and Maintenance**

**Elliot Fraval**

From: Infrastructure Officer 4 \$136,524 - \$155,109

Canberra Health Services

To: †Infrastructure Officer 4 \$136,524 - \$155,109

Canberra Health Services, Canberra (PN. 39639) (Gazetted )

**Clinical Services**

**Medicine**

**Suju Ghimire**

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. 38887) (Gazetted 9 September 2022)

**Morgan Hubbard**

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. 34582) (Gazetted )

**Candice Jones**

From: Registered Midwife Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 23844) (Gazetted 10 May 2022)

**Serge Kabongo**

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. 37274) (Gazetted )

**Chief Operating Officer Clinical Services**

**Rehabilitation, Aged and Community Services**

**Jumuna Kandel**

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. 31160) (Gazetted 13 October 2022)

**Chief Executive Officer**

**Medical Services**

**Cathleen Kelly**

From: Medical Imaging Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 58833) (Gazetted 13 October 2022)

**Dasom Kwon**

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. 22467) (Gazetted )

**Emma Matthews**

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. 22590) (Gazetted )

**Courtney Horton: 85866005**

From: Medical Imaging Level 2 \$70,679 - \$97,028  
Canberra Health Services  
To: Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN:58831) (Gazetted 08 April 2022)

**Chief Operating Officer Clinical Services  
Rehabilitation, Aged and Community Services**

**Aswathy Rema Devi**

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. 28224) (Gazetted 13 October 2022)

**CHS Chief Operating Officer Clinical Services**

**Chul Min Shin**

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. 36317) (Gazetted 14 October 2022)

**Rehabilitation, Aged and Community Services (RACS)**

**Brindabella Day and Ambulatory Rehabilitation Services, Rehab at Home**

**Roa Slater**

From: Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)  
Canberra Health Services  
To: Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)  
Canberra Health Services, Canberra (PN. 36096) (Gazetted 27 October 2022)

**Clinical Services**

**Cancer and Ambulatory Services**

**Julianne Solway**

From: Registered Nurse Level 2 \$100,957 - \$107,000  
Canberra Health Services  
To: †Senior Officer Grade C \$114,928 - \$123,710  
Canberra Health Services, Canberra (PN. 29175) (Gazetted 6 May 2022)

**Jutta Thwaites**

From: Senior Officer Grade B \$135,355 - \$152,377  
Canberra Health Services  
To: †Senior Officer Grade A \$157,201  
Canberra Health Services, Canberra (PN. 59761) (Gazetted 22 November 2022)

**David Warren**

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. 43836) (Gazetted 5 May 2022)

**Canberra Institute of Technology**

**Technology and Design College**

**Hairdressing and Beauty Therapy department**

**Hairdressing and Beauty Therapy department**

**Sonia Naoumidis**

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Institute of Technology, Canberra (PN. 57668) (Gazetted 24 November 2022)

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Complaints Management Team**

**Engagement, Compliance and Covid-19 Response | Complaints Management Team**

**Taneisha Cook**

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. 57382) (Gazetted 28 September 2022)

**Access Canberra**

**Fair Trading and Compliance**

**Compliance**

**Isaac Hales**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 19636) (Gazetted 11 November 2022)

**Treasury**

**Shared Services Finance**

**Finance Operations - Accounts Payable**

**Davin Heng**

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. 07456, several) (Gazetted 26 October 2022)

**Procurement ACT**

**Ocean Wilson**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 55194) (Gazetted 21 November 2022)

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

**Shared Services**

**Finance Services - Reporting Team**

**Yue Zhao**

From: Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 11114) (Gazetted 8 November 2022)

**Community Services**

**Communities**

**Support Services for Children**

**Child Development Service**

**Katherine Francis**

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

Community Services

To: †Health Professional Level 4 \$114,928 - \$123,710

Community Services, Canberra (PN. 59379) (Gazetted 3 November 2022)

**Children, Youth and Families**

**Thomas Heald**

From: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Community Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 07358) (Gazetted 9 August 2022)

**Children, Youth and Families**

**Child and Youth Protection**

**Operations**

**Jaclyn Kook**

From: Child and Youth Protection Professional Level 4 \$123,373 - \$132,376

Community Services

To: †Child and Youth Protection Professional Level 5 \$142,095 - \$159,543

Community Services, Canberra (PN. 25128) (Gazetted 12 November 2019)

**Children, Youth and Families**

**Child and Youth Protection Operations**

**Operations**

**Elizabeth Ryan**

From: Child and Youth Protection Professional Level 4 \$123,373 - \$132,376

Community Services

To: †Child and Youth Protection Professional Level 5 \$142,095 - \$159,543

Community Services, Canberra (PN. 03849) (Gazetted 12 November 2019)

**Cultural Facilities Corporation**

**Krystle Lollback: [AGS 84786126]**

**From:** [ASO 3] [68,685 – 73,920]

[Cultural Facilities Corporation]

**To:** [ASO 5] [\$84,749 - \$89,705]

[Cultural Facilities Corporation], Canberra

PN. [3582 - Associate Producer, Programming and Presenter Services])

(Gazette [06 December 2022])

## **Education**

### **School Operations**

#### **South Weston**

##### **Forrest Primary School**

###### **Sarah Bauer-McPhee**

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 32593) (Gazetted 29 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

### **School Performance and Improvement**

#### **Tuggeranong Network**

##### **Erindale College**

###### **Tracy Costigan**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 41075) (Gazetted 2 December 2022)

### **School Operations**

#### **South Weston**

##### **Forrest Primary School**

###### **Kylie Dorsett**

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 03618) (Gazetted 23 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

### **School Improvement and Performance**

#### **North and Gungahlin Network**

##### **Dickson College**

###### **Jennifer Heath**

From: School Assistant 4 \$70,028 - \$75,827

Education

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education, Canberra (PN. 15040) (Gazetted 9 November 2022)

### **Business Services**

#### **People and Performance**

##### **People Strategy**

###### **Michelle Lussick**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 42212) (Gazetted 24 November 2022)

## **Environment, Planning and Sustainable Development**

**Environment Heritage and Water**

**Rheyda Arguelles**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 36228) (Gazetted 29 September 2022)

**Development and Implementation**

**Implementation Coordination**

**Stacey Morton**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 53996) (Gazetted 14 February 2022)

**Corporate Services and Operations**

**Digital and ICT Portfolio Services**

**Anurag Tripathi**

From: Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$157,201

Environment, Planning and Sustainable Development, Canberra (PN. 59033) (Gazetted 10 October 2022)

**Corporate Services Operations**

**Kristy Van Putten**

From: Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$157,201

Environment, Planning and Sustainable Development, Canberra (PN. 58855) (Gazetted 7 October 2022)

**Justice and Community Safety**

**ACT Corrective Services**

**Custodial Operations**

**Wayne Cockburn**

From: Correctional Officer Class 1 \$69,433 - \$82,797

Justice and Community Safety

To: Correctional Officer Class 2 \$86,814 - \$92,996

Justice and Community Safety, Canberra (PN. 13715) (Gazetted 27 June 2022)

**ACT Emergency Services Agency**

**ACT Rural Fire Service**

**Christopher Condon**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 59091) (Gazetted 31 October 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.

**ACT Government Solicitor**

**Legal Practice**

**Renee Coonan**

From: Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety



To: †Government Solicitor 3 \$159,186 - \$180,081  
Justice and Community Safety, Canberra (PN. 24396) (Gazetted 10 August 2022)

**ACT Emergency Services Agency**  
**Commissioner's Office**  
**Public Information and Engagement**  
**Teagan Day**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Justice and Community Safety  
To: †Senior Officer Grade C \$114,928 - \$123,710  
Justice and Community Safety, Canberra (PN. 10714) (Gazetted 25 October 2022)

**ACT Corrective Services**  
**Operational Support**  
**Organisational Capability unit**  
**Natalie Gringeri**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705  
Justice and Community Safety  
To: Administrative Services Officer Class 6 \$91,315 - \$104,509  
Justice and Community Safety, Canberra (PN. 57338) (Gazetted 21 November 2022)

**ACT Corrective Services**  
**Custodial Operations**  
**Owen Hawkins**

From: Correctional Officer Class 1 \$69,433 - \$82,797  
Justice and Community Safety  
To: Correctional Officer Class 2 \$86,814 - \$92,996  
Justice and Community Safety, Canberra (PN. 13708) (Gazetted 27 June 2022)

**ACT Government Solicitor**  
**Legal Practice**  
**Justin Karcher**

From: Government Solicitor 2 \$126,839 - \$152,194  
Justice and Community Safety  
To: †Government Solicitor 3 \$159,186 - \$180,081  
Justice and Community Safety, Canberra (PN. 12958) (Gazetted 10 August 2022)

**ACT Government Solicitor**  
**Legal Practice**  
**Melissa Kent**

From: Government Solicitor 2 \$126,839 - \$152,194  
Justice and Community Safety  
To: †Government Solicitor 3 \$159,186 - \$180,081  
Justice and Community Safety, Canberra (PN. 34359) (Gazetted 10 August 2022)

**ACT Government Solicitor**  
**Legal Practice**  
**Katherine Law-Jamieson**

From: Government Solicitor 2 \$126,839 - \$152,194  
Justice and Community Safety  
To: †Government Solicitor 3 \$159,186 - \$180,081  
Justice and Community Safety, Canberra (PN. 35136) (Gazetted 10 August 2022)

**ACT Government Solicitor**  
**Legal Practice**  
**Beth Lewis**

From: Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety

To: †Government Solicitor 3 \$159,186 - \$180,081

Justice and Community Safety, Canberra (PN. 42619) (Gazetted 10 August 2022)

**ACT Government Solicitor**

**Legal Practice**

**Kirstie Olesen**

From: Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety

To: †Government Solicitor 3 \$159,186 - \$180,081

Justice and Community Safety, Canberra (PN. P57977) (Gazetted 10 August 2022)

**ACT Government Solicitor**

**Legal Practice**

**Amy Pyett**

From: Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety

To: †Government Solicitor 3 \$159,186 - \$180,081

Justice and Community Safety, Canberra (PN. 57978) (Gazetted 10 August 2022)

**ACT Government Solicitor**

**Legal Practice**

**Nithya Sambasivam**

From: Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety

To: †Government Solicitor 3 \$159,186 - \$180,081

Justice and Community Safety, Canberra (PN. 34383) (Gazetted 10 August 2022)

**ACT Government Solicitor**

**Legal Practice**

**Tamara Sullivan-Smith**

From: Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety

To: †Government Solicitor 3 \$159,186 - \$180,081

Justice and Community Safety, Canberra (PN. 02915) (Gazetted 10 August 2022)

**ACT Government Solicitor**

**Legal Practice**

**Amy Sydney**

From: Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety

To: †Government Solicitor 3 \$159,186 - \$180,081

Justice and Community Safety, Canberra (PN. 33671) (Gazetted 10 August 2022)

**ACT Government Solicitor**

**Legal Practice**

**Hong Teo**

From: Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety

To: †Government Solicitor 3 \$159,186 - \$180,081

Justice and Community Safety, Canberra (PN. 18266) (Gazetted 10 August 2022)

**ACT Government Solicitor**

**Legal Practice**

**Kali Wunsch**

From: Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety

To: †Government Solicitor 3 \$159,186 - \$180,081  
Justice and Community Safety, Canberra (PN. 57975) (Gazetted 10 August 2022)

### **Major Projects Canberra**

**Infrastructure Delivery Partners**  
**Commercial Project Management**  
**May Al-Wiswasi**

From: Infrastructure Officer 3 \$115,193 - \$126,450  
Major Projects Canberra  
To: †Infrastructure Officer 4 \$136,524 - \$155,109  
Major Projects Canberra, Canberra (PN. 27155) (Gazetted 7 October 2022)

### **Transport Canberra and City Services**

**Transport Canberra**  
**Strategic Policy and Programs**  
**Adrian Ison**

From: Senior Officer Grade B \$135,355 - \$152,377  
ACT Health  
To: †Senior Officer Grade A \$157,201  
Transport Canberra and City Services, Canberra (PN. 22300) (Gazetted 30 June 2022)

**City Services**  
**Development Coordination Branch**  
**Development Planning**  
**Poorna Kumarage**

From: Infrastructure Officer 1 \$75,792 - \$89,551  
Transport Canberra and City Services  
To: Infrastructure Officer 2 \$91,428 - \$105,186  
Transport Canberra and City Services, Canberra (PN. 21713) (Gazetted 24 October 2022)

## **CORRIGENDA**

### **Transport Canberra and City Services**

Samantha O'Ryan declined Promotion which was gazetted on 1 December 2022