

OFFICIAL



ACT Government Gazette

Gazetted Notices for the week beginning 26 January 2023

VACANCIES

ACT Audit Office

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

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

Performance Audit

Assistant Director

Audit Manager \$118,489 - \$127,757, Canberra (PN: 45820)

Gazetted: 30 January 2023

Closing Date: 13 February 2023

Details: The ACT Audit Office is seeking people with excellent analytical, research and investigatory skills to join the Performance Audit team. As an Assistant Director you will be responsible for conducting performance audits and other reviews, research and investigations of the operations of ACT public sector entities.

The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. You should have an awareness of, and understanding and commitment to, the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles.

The ACT Audit Office offers a range of flexible working conditions including the ability to work from home to balance staff circumstances with the needs of the Office. The Office makes significant investment in developing and supporting staff by providing them with learning and development opportunities including a career path. Staff are also provided with training and support to obtain relevant professional post-graduate qualifications.

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 are highly desirable.

All applicants must be fluent in English.

All ACT Audit Office employees are required to undergo employment screening. This position is a *Position of Trust 1* and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

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

How to apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Hemming (02) 6207 4997 Megan.Hemming@act.gov.au

ACT Executive

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

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

Adviser/Senior Policy Adviser

Adviser Level 2/Senior Adviser Level 1 \$104,509 - \$129,839, Canberra (PN: 60314)

Gazetted: 25 January 2023

Closing Date: 17 February 2023

Details: Ms Rachel Stephen-Smith MLA, Minister for Aboriginal and Torres Strait Islander Affairs, Minister for Families and Community Services, Minister for Health, is seeking an experienced policy adviser in the health portfolio.

Reporting to the Minister's Chief of Staff, the Adviser / Senior Adviser will provide high level policy, analytical and strategic political advice on health policies and programs.

Key responsibilities of the Adviser / Senior Adviser's role include:

Providing advice, briefings, speeches and other outputs for the Minister as required.

Analysing and reviewing complex policy issues and assisting the Minister with issues management as directed.

Working closely with other policy advisers, media advisers and the Chief of Staff to support and provide input into longer term planning, strategy development, and policy review for the Minister.

Developing strong stakeholder relationships relevant to the health portfolio.

Working collaboratively with other Ministerial offices and the ACT public service to support policy development and delivery of ACT Government priorities.

Contributing to a positive and inclusive work environment and culture where all staff are valued and respected.

Other duties as directed.

Applicants will need to demonstrate:

Experience in health policy development and analysis.

Strong research, analytical and problem-solving skills.

Excellent written, oral, interpersonal and relationship management skills.

Capacity to work independently, meet deadlines, work under pressure and manage competing priorities.

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

Eligibility/Other Requirements:

Experience or understanding of parliamentary systems, health systems and/or the ACT political system would be an advantage.

Notes: The role is for the term of the Government and will be remunerated at the range of \$104,509 to \$129,839 plus a 7% Legislative Assembly Members' (LAMS) Allowance depending on skills and experience. Position duties will be scoped depending on the level of the successful candidate. Successful candidates will be engaged under a LAMS contract, and other terms and conditions of employment are governed by the current ACT Legislative Assembly Members' Staff Enterprise Agreement 2021-2022. 0011.

How to Apply: For further information please contact Ben Tomlinson on benjamin.tomlinson@act.gov.au.

Applications addressing the position requirements, including a CV and contact details of two referees, should be sent to stephen-smith@act.gov.au by COB on 17 February 2023.

Applications should be sent to stephen-smith@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>

Population Health Division

Population Health Policy

Preventive and Population Health Policy

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 58138)

Gazetted: 01 February 2023

Closing Date: 15 February 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world. Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

The Preventive and Population Health Policy (PPHP) section of the Population Health Policy Branch is seeking an Assistant Director to contribute to the development, implementation and evaluation of preventive and population health policy.

Preventive and Population Health Policy (PPHP) is responsible for policy delivery relating to a range of issues including population health and preventive health. PPHP also collects, analyses and disseminates information on the health status and health-related behaviours of the ACT population which can be used to monitor, evaluate and guide health service planning and policy development.

The position has a strong focus on identification, analysis, interpretation and application of population health information to contribute to the work plan of the Population Health Division. This includes complex project work, including data analysis, interpretation and visualisation on matters associated with the functions of the Population Health Division.

The ideal candidate for this position will have well-developed communication skills, an understanding of current and emerging public health issues and be able to provide leadership in scoping, developing, implementing and evaluating programs and projects which target emerging health priorities.

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

Eligibility/other Requirements:

Previous experience in public health policy or epidemiology is highly desirable.

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

How to Apply: Applicants should provide a written application of up to two-pages that addresses the Professional/Technical Skills and Knowledge and Behavioural Capabilities (see attached Position Description) as they relate to the advertised role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liam Ryan (02) 5124 9489 Liam.Ryan@act.gov.au

Health Systems, Policy and Research

Public Health Protection and Regulation

Health Protection Service

Assistant Director Forensic Chemistry

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 36674)

Gazetted: 31 January 2023

Closing Date: 28 February 2023

Details: Come and work in a dynamic team, in one of the most liveable cities in the world.

Our work in the ACT Public Service directly serves the needs of the Canberra community. When you work with us you will see the impact that we have on the lives of Canberrans every day.

This position is a senior specialist role with responsibilities including analytical investigations of both routine forensic samples and those related to Novel Psychoactive Drugs (NPS) and Clandestine Laboratory Investigation where higher level expertise is provided to support other unit staff. The position provides assistance to the Director Forensic Chemistry in the routine management of quality systems and staff training. The position may have additional duties associated with the day-to-day management of staff and routine laboratory operations. The officer will work closely with the ACT Government Analytical Laboratory management team and partner agencies engaged in emergency response, law enforcement and justice providing expert advice and operational support to progress the operational and strategic goals of the laboratory.

Eligibility/other requirements:

Applicants must hold undergraduate degree in science (Major and/or postgraduate studies in Chemistry highly desirable).

Applicants must hold a current driver's licence

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

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 your curriculum vitae along with your pitch for the position and the details of two referees. Your pitch document must not exceed three pages in length.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Andres (02) 5124 9224 Daniel.Andres@act.gov.au

Health System Planning and Evaluation

LHN Commissioning

Administration Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 53211)

Gazetted: 01 February 2023

Closing Date: 15 February 2023

Details: Are you fast on your feet and prepared for anything? Are you professional and extremely well-organised who enjoys a fast-paced environment with competing priorities?

The ACT Health Commissioning branch is recruiting an Administration Support Officer to assist the branch with a range of duties. You will be highly motivated and a self-starter, with excellent attention to detail, and highly developed communication skills.

Key responsibilities of the position are to support the Executive Branch Manager, which includes proactive diary management, coordinating and preparing meeting papers, responding to stakeholder enquiries, invoice processing and maintaining efficient and effective office systems. You will also support the wider branch with general administration duties.

Eligibility/other requirements:

Pre-employment National Police check.

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

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: Katrina Porganyi 0251249136 Katrina.Porganyi@act.gov.au

Policy, Partnerships and Programs Division

Health Policy and Strategy Branch

Maternity in Focus Project team

Assistant Director of Nursing and Midwifery (ADONM), Maternity in Focus Clinical Lead

Registered Midwife Level 4.3 \$149,388, Canberra (PN: 59192)

Gazetted: 31 January 2023

Closing Date: 21 February 2023

Details: The ACT Health Directorate has an opportunity for a Registered Nurse and/or Midwife with a background in policy and projects to join the newly established Maternity in Focus Project Team. The position will be the clinical lead, responsible for the implementation of Maternity in Focus: The ACT Public Maternity System Plan 2022-2035 including the Maternity in Focus: First Action Plan 2022-2025 working with a broad range of internal and external stakeholders including community partners and consumers.

Your clinical skill, project / policy knowledge and leadership ability will be critical to provide the midwifery and maternity service expertise to inform the project planning and implementation.

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:

To be eligible to apply you must:

Be registered or eligible for registration with the Nursing and Midwifery Board Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Midwife and / or Registered Nurse.

Have a minimum of five years' experience working professionally in management or leadership role in midwifery or related nursing field for example, Child and Family Health.

Undergo a pre-employment National Police Check

Note: This is a temporary position for three years available from 1 March 2023 until March 2026 with the possibility of permanency.

How to apply: Interested applicants are asked to provide a two-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities identified in the Position Description.

Applicants are also asked to provide a current curriculum vitae and provide the names and contact details of two referees. Referees will not be contacted without your prior approval.

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

Contact Officer: Cathy O'Neill (02) 5124 7562 Cathy.O'Neill@act.gov.au

ACT Health

Population Health Division**COVID-19 Response Branch****COVID-19 Policy and Support Assistant Director, Policy and Government Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48700)**

Gazetted: 25 January 2023

Closing Date: 08 February 2023

Details: The COVID-19 Response Branch is seeking to fill an Assistant Director position at the Senior Officer Grade C level to sit within the COVID-19 Policy and Support section. As an Assistant Director you will be responsible for a range of tasks appropriate to this level of classification including researching, coordinating, and developing policy advice and/or guidelines in relation to the COVID-19 response. This could be in the form of the development of ministerial briefs and correspondence and other relevant government documentation including Cabinet Submissions, question time briefs, responses to questions on notice, and/or responses to intergovernmental requests. Prior experience in the interpretation and application of legislation would be highly regarded. The role will involve collaboration and consultation with a wide range of stakeholders, both internal and external to Government.

Notes: This is a temporary position available immediately until 30 June 2023 with the possibility of permanency. This position is based at Bowes Street, Philip. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: In two pages or less tell us why you want the role and outline your demonstrated experience as described in the Skills, Knowledge and Behaviours section of the Position Description. Please submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stacey Burns (02) 5124 6608 Stacey.Burns@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

Medical Services**ACT Pathology - Anatomical Pathology****Mortuary and Histology Assistant****Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 56923 - 028BN)**

Gazetted: 27 January 2023

Closing Date: 10 February 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

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

The Anatomical Pathology Department operates a service which encompasses Histology, Cytology, Mortuary Services and Administration.

The successful applicant will:

Assist in the routine work of the mortuary including admission and release of deceased persons under the direction of the Mortuary Services Supervisor.

Actively work in a team environment to support and promote CHS values and promote our ongoing work to sustain a vibrant and engaged workplace culture.

ABOUT YOU

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

Behavioural Capabilities

Ability to work autonomously and in a team environment with a high-level of attention to detail.

Self-motivated.

Good written and oral communication skills and the ability to liaise with a diverse range of clients with sensitivity and discretion.

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

Position Requirements/Qualifications:

Mandatory

Certificate IV in Laboratory Practices or equivalent qualifications, Mortuary Services experience (ability to handle deceased persons).

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

Work experience in a pathology laboratory, preferably a histology laboratory.

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.

Contact Officer: Mary Brun 025124 2893 mary.brun@act.gov.au

Clinical Services

Territory Wide Mental Health Services

HAART Registered Nurse Level 3 Grade 1

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 28857 - 0287A)

Gazetted: 30 January 2023

Closing Date: 15 February 2023

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

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-focused and/or harm minimisation approach.

Territory Wide Mental Health Services (TWMHS) includes the Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) service. HAART and PACER provide assessment and intervention for acute mental health presentations

Relevant to this position HAART provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting.

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

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

ABOUT YOU

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Behavioural Capabilities

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

Administration skills to be able to provide quality work outputs

Organisational skills to be able to manage workload

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

Position Requirements/Qualifications:

Relevant qualifications Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum of 3 years' experience working professionally in mental health services.

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.

The successful applicant will need to have a current driver's licence.

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

Have an understanding of how the National 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:

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Sarah Dunn 5124 9152 sarahr.dunn@act.gov.au

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

Child and Adolescent Mental Health Services (CAMHS)

Registered Nurse Eating Disorder Services

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 60161 - 02870)

Gazetted: 30 January 2023

Closing Date: 13 February 2023

Details:

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

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

Territory Wide Mental Health Services

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

The Eating Disorder Clinical Hub (The Hub) and the Eating Disorder Program are a part of the Child and Adolescent Mental Health (CAMHS) Program within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)

The Eating Disorder Clinical Hub (The Hub) is a newly established central referral point for access to all community-based eating disorder services in the ACT. The Hub will provide and support a range of coordinated eating disorder services within the ACT and provides a flexible and efficient "Stepped Care" treatment model. The Hub's core business includes, assessment and treatment, care planning, group psychotherapy, consultation and liaison, education and training and system integration to strengthen eating disorders services across the Territory.

The Eating Disorder Program (EDP) is a specialist outpatient tertiary service that provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The CAMHS EDP team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework.

The Hub and EDP are seeking a dynamic individual to join the service. This position will conduct assessments and participate in treatment and care planning with a recovery focus. Other key responsibilities include system co-ordination, provide brief individual and group interventions and education and training programs to promote healthy eating and living behaviours within a recovery orientated framework. The successful applicant will receive regular clinical supervision from staff with extensive experience with eating disorders.

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

ABOUT YOU

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Behavioural Capabilities

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

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

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

Commitment to achieving positive outcomes for children and young people, their families and/or carers.

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

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

Position Requirements/Qualifications:

Mandatory

Relevant Tertiary qualifications in Nursing qualifications and a minimum of 3 years' experience working professionally in mental health

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

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.

Experience in working with children and young people.

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

Undergo a pre-employment National Police Check.

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

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

Comply with Canberra Health Services Credentialing and scope of clinical practice requirements for medical professionals.

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

Contact Officer: Alex Cobb 02 5124 6518 alex.cobb@act.gov.au

Office of the Chief Operating Officer

Integrated Care

Liaison and Navigation Service (LaNS) Coordinator

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 59170,028E9)

Gazetted: 30 January 2023

Closing Date: 13 February 2023

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POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Liaison and Navigation Service commenced in late 2022 with a focus on paediatrics and the commencement of the Paediatric Liaison and Navigation Service (PLANS) established to

improve the coordination of care and outcomes for children with chronic complex health care needs and support families to navigate the complexities of shared care with interstate hospital and health services.

There has been a staged implementation of this service with the initial focus being on improving the coordination of care for children accessing care in the ACT as inpatients and outpatients at Canberra Health Services as well as specialist paediatric care interstate.

The focus in 2023 is to expand the approach to include adult patient cohorts. This position will:

develop the Liaison and Navigation Service as a sustainable service

Identify from relevant data sets the priority adult patient populations and work with stakeholders to co-design the service

Continue to assist the evolution of PLANS

Participate as part of the Integrated Care Management Team

ABOUT YOU

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Behavioural Capabilities

An expert communicator, adept at cultivating productive working relationships with a range of stakeholders.

Risk aware, pragmatic and process improvement driven.

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

Ability to be agile, flexible and respond to meet changing operational priorities.

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

Relevant public sector management qualifications or experience working in the health sector is desirable.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This is a temporary part time position at three days per week (22.05) the salary noted will be pro rata.

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

Contact Officer: Cathie O'Neill 0400101051 Cathie.O'Neill@act.gov.au

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

Adult Community Mental Health Services

Administrative Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 31767 - 028FY)

Gazetted: 30 January 2023

Closing Date: 13 February 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

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.

The ACMHS Deputy Director of Clinical Services provides clinical leadership for all ACMHS teams. The ACMHS Operational Director provides operational leadership for all ACMHS teams.

Assertive and Community Outreach Services

Belconnen Mental Health Team

City Mental Health Team

Gungahlin Mental Health Team

Mental Health Services Intellectual Disabilities Team

Older Persons Mental Health Communities Team

Tuggeranong Mental Health Team

Woden Mental Health Team

This position is responsible for the provision of high-level administrative support to the ACMHS Deputy Director of Clinical Services and also jointly the ACMHS Operational Director and will consist of other related administrative duties such as preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests. The position is being offered as a 12-month temporary contract, with possibility of extension and or permanency. Selection may be based on application and referee reports only.

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.

Good communication and interpersonal skills.

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

An understanding in dealing with persons for whom the MHJHADS Division provides services.

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

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

Contact Officer: Sela Moala 5124 1716 Sela.Moala@act.gov.au

Nursing, Midwifery and Patient

Support Services

Nursing, Midwifery and Patient Support Services

Nursing and Midwifery Office

Director of Nursing, Professional Practice - Division of Nursing and Midwifery and Patient Support Services

Registered Nurse Level 5.5 \$178,535, Canberra (PN: 12127,028EE)

Gazetted: 30 January 2023

Closing Date: 13 February 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

The Director of Nursing Professional Practice provides leadership, management, development, and coordination of nursing and midwifery professional pathways within the Division of Nursing and Midwifery and Patient Support Services (NMPSS) and across the organisation. In addition to contributing to the overall strategic plan of the Division, the position optimises individuals and teams across CHS professional capability through education and developmental opportunities, to ensure the delivery of person-centred, safe and effective care. The successful applicant will be able to demonstrate the ability to provide direction and leadership for nursing and midwifery in a complex service delivery environment that is staffed by multidisciplinary teams. Excellent communication skills are essential to this position, as is an ability to engage with stakeholders and develop partnerships.

ABOUT YOU

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Behavioural Capabilities

Strong organisational and management skills with a high degree of drive

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

Strong communication and interpersonal skills

Position Requirements/Qualifications:

Relevant post graduate qualifications in advanced nursing or related field qualifications and a minimum of five years' experience working professionally in health care setting is preferred.

Eligible for registration with the Nursing and Midwifery Board through 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 Standards and Quality Health Service (NSQHS) indicators align with this role.

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Kellie Lang 02 512 48129 Kellie.Lang@act.gov.au

Allied Health Division

Acute Allied Health Services

Exercise Physiologist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 32027 - 028F4)

Gazetted: 27 January 2023

Closing Date: 14 February 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

The Exercise Physiology Department is based within Acute Allied Health Services at Canberra Hospital, providing interventions for selected inpatient and outpatient cohorts. The Exercise Physiology Department specialises in the provision of clinical exercise prescription and lifestyle modification for individuals with chronic disease and/or injury. The Department supports the acute hospital services focusing on short-term, goal-oriented care.

The position includes clinical service delivery, involvement in quality improvement activities, provision of supervision to students and junior staff, and collaboration with the Exercise Physiology and wider multidisciplinary teams.

ABOUT YOU

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

Position Requirements/Qualifications:

Mandatory

Exercise Physiology Degree or equivalent qualification from a recognised tertiary institution, with a mandatory minimum of 1-year post-qualification clinical experience

Current accreditation or eligibility for accreditation with Exercise and Sports Science Australia (ESSA)

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 clinical experience working in a hospital setting is desirable

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

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

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

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

Women, Youth and Children

Canberra Health Services

Administration Support and Personal Assistant to the Director of Nursing and Midwifery

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 21301 - 028B1)

Gazetted: 27 January 2023

Closing Date: 4 February 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

The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised paediatric and neonatology services for the ACT and surrounding regional areas. This position is responsible for the provision of high level administrative support to the Director of Nursing and Midwifery as well as the Assistant Directors of Nursing and Midwifery, and other related administrative duties such as preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

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.

Good communication and interpersonal skills.

Position Requirements/Qualifications:

Previous experience using HP Records Manager 8 (aka. TRIM).

Previous experience working in the health sector.

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.

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

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

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

Contact Officer: Mitchel Green 025124 7431 Mitchel.Green@act.gov.au

Women, Youth and Children

Maternity Services

Transition to Practice Program

Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 24663, several - 028IL)

Gazetted: 01 February 2023

Closing Date: 17 February 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:

www.canberrahealthservices.act.gov.au

We are seeking newly graduated midwives who are interested in a Transition to Practice Program position for 2023.

Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 1 to join our midwifery team as part of the Transition to Practice Program (TTPP). As a Graduate Midwife you will be provided with an extensive orientation program that includes rotation through all areas of the Maternity Unit. Your professional growth will be supported by our midwifery team including midwives on the floor, Clinical Development Midwives, Clinical Support Midwife and Clinical Midwifery Managers.

Post completion of the TTPP year there are a range of positions available, including continuity of care, working directly in one unit, rotational positions across your scope of practice and in early 2023 we are introducing rostered teams. Interested applicants will be encouraged to apply for the eighteen month 'Transition to Continuity' program.

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 six 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 Midwifery Manager, Registered Midwife Level 1 is responsible for providing evidence based, safe and effective midwifery care to women in a supported environment. The midwife is responsible for

providing care that meets quality and safety standards and will work collaboratively with the multidisciplinary team and with consumers of maternity services. The level 1 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

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Behavioural Capabilities

1. Demonstrated sound level interpersonal, communication and customer service skills
2. Sound organisational skills, including simultaneously managing and prioritising multiple issues, with a high degree of drive
3. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
4. An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating safe and effective midwifery care.

Position Requirements/Qualifications:

Mandatory

Relevant tertiary level Midwifery qualifications

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

The successful applicant will need to be for rotational shift work including weekends and night duty.

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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)

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

Note: There are full time, part time and casual positions available. We offer a generous relocation reimbursement up to \$12,000, seven weeks annual leave as well as free parking. There are many benefits to a position with Canberra Health Services which we would be happy to go through with you further. Please call our contact person for more information. Selection may be based on application and referee reports only.

Contact Officer: Josephine Forrest (02) 5124 7660 josephine.forrest@act.gov.au

Surgery

Perioperative

Clinical Development Nurse Extended Day Surgery Unit

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 10881 - 028EO)

Gazetted: 27 January 2023

Closing Date: 10 February 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

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The

Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural / invasive specialty areas.

The Clinical Development Nurse is seen by the Organisation as a source of expert nursing knowledge, skills and attributes and is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff and provide direct nursing care as required.

ABOUT YOU

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Behavioural Capabilities

Proven advanced educational experience and clinical mentoring in a similar nursing role

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

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

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.

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 position is part-time at (24) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Deanne Cole 51243051 Deanne.Cole@act.gov.au

Nursing and Midwifery and Patient Support Services

Nursing

Clinical Development Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 32303 - 028CW)

Gazetted: 27 January 2023

Closing Date: 10 February 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

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The main priorities of the Clinical Development Nurse is to coordinate education and promote a learning culture within the relief and casual pool of the Nursing and Midwifery Resource Office (NMRO). You will collaborate and liaise with educators in other clinical areas to assess training and education needs to enable staff to work across a multitude of areas. The successful applicant will have an understanding of the principles of acute care nursing and adult learning.

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, it is expected that the successful candidate will have the following attributes:
Highly organised and motivated.

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

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

Excellent interpersonal and communication skills.

Position Requirements/Qualifications:

Mandatory

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

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

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

Minimum of 5 years of clinical experience.

Be an approved train the trainer.

Desirable:

Post graduate qualifications in nursing, education or related field.

Recent relevant experience in education.

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Christopher Harris (02) 5214 7130 Christopher.Harris@act.gov.au

Quality, Safety, Innovation, and Improvement

Consumer Feedback and Engagement

Consumer Feedback and Engagement Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 14820, Several - 028BE)

Gazetted: 27 January 2023

Closing Date: 10 February 2023

Details:

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

The Quality, Safety Innovation and Improvement Division is focusing on Canberra Health Services' strategic approach to patient safety and quality with a focus on continuous quality improvements.

The Division will provide strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Exceptional Health Care Together and developing a culture of continuous quality improvement. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement

Branches within the Quality, Safety, Innovation, and Improvement Division are:

Patient Experience

Incident Management

National Standards, Accreditation and Quality Improvement

Clinical Analytics and Insights

This role reports directly to the Director, Patient Experience. The Consumer Participation Team manages consumer feedback and engagement, patient experience survey and consumer handouts coordination. The team also supports the implementation and monitoring of the Partnering with Consumers Framework.

ABOUT YOU

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Behavioural Capabilities

High level verbal and written communication, and interpersonal skills

High levels of emotional intelligence and self-motivation with the ability to work with a range of stakeholders and build strong, respectful relationships.

Strong organisational skills with an ability to work independently and within a team environment

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:

Relevant Recent experience in a clinical or operational environment within the healthcare sector including managing consumer feedback 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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Bailey de Paiva 025124 6265 Bailey.depaiva@act.gov.au

Rehabilitation, Aged and Community Services

Occupational Therapy

Occupational Therapist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 22995 - 028BO)

Gazetted: 27 January 2023

Closing Date: 10 February 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

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www.canberrahealthservices.act.gov.au

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community based care across a range of settings.

The RACS Occupational Therapy service is a dynamic team of occupational therapists and allied health assistants providing exceptional care through high quality assessment and therapeutic intervention. We treat and manage patients with a range of medical conditions including: neurological, orthopaedic, complex medical and frail aged.

Occupational Therapists have direct clinical supervision from a Senior Occupational Therapist and are supported by an experienced team of clinicians.

This position will be based at the University of Canberra Hospital with the opportunity to rotate through inpatients and ambulatory services at the University of Canberra Hospital, Acute Care of the Elderly at the Canberra Hospital and Community based services.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with high degree of initiative.

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

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

Effective communication, including active listening skills, and an ability to

Position Requirements/Qualifications:

Mandatory

Tertiary qualifications in Occupational Therapy

Be registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a current driver's licence.

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

Desirable

Previous experience working in the rehabilitation and/or aged-care is highly desirable.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency. A merit list will be established from this selection process and may be used to fill part-time and full-time, temporary or permanent similar positions over the next 12 months

Contact Officer: Jane Lawrence 0251240073 jane.lawrence@act.gov.au

Infrastructure and Health Support Services

Facilities Management

FM Trades Assistant

Building Trade Assistant \$67,011 - \$76,147, Canberra (PN: 27590, several - 028BF)

Gazetted: 27 January 2023

Closing Date: 10 February 2023

Details: POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

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

Capital project delivery;

Facilities Management;

Domestic and Environmental Services;

Food Services;

Sterilising Services;

Security Services; and

Fleet Management.

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

The FM Trades Assistant will report to the Facilities Operations Manager and will be responsible for assisting with planned and reactive maintenance activities in accordance with priorities established by the Workshop Senior and Facilities Operations Manager at the Canberra Hospital.

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

ABOUT YOU

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

Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory:

Asbestos awareness training

General induction white card

Highly Desirable:

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

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

Hold a current drivers' licence.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Undergo a pre-employment medical examination

Contact Officer: Stephen French 0421 876 764 Stephen.French@act.gov.au Stephen.French@act.gov.au

Medicine

Department of respiratory and Sleep Medicine

Graduate Respiratory Scientist

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 60147 - 028BH)

Gazetted: 27 January 2023

Closing Date: 10 February 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

The Department of Respiratory and Sleep Medicine (DRSM) provides both inpatient and outpatient services to the ACT and surrounding region. The department manages approximately 1,300 in-patient admissions annually. The department receives around 8,500 referrals per year for outpatient services, including medical clinics, nursing clinics, bronchoscopy, along with respiratory and sleep diagnostic investigations and therapeutic interventions.

The Respiratory Physiology Laboratory (RPL) provides clinical services to adult and paediatric patients for the assessment and monitoring of respiratory conditions. The RPL provides a suite of respiratory assessment, including spirometry, lung volume measurements, gas transfer, bronchial provocation testing, cardiopulmonary exercise testing. An exciting opportunity exists for a Graduate Respiratory Scientist to become a part of the allied health team. This position requires the ability to develop knowledge and competency to conduct tasks and activities within scope of practice according to procedures and published standards. The role includes supporting the operational and quality management requirements of the respiratory physiology measurement. The role requires participation in and contribution to continual professional development of the respiratory scientist group.

Within CHS, the respiratory science profession is part of the Clinical Measurement Science (CMS) disciplines. The CMS disciplines are cardiac, neurophysiology, respiratory and sleep sciences. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the CHS values of being reliable, progressive, respectful and kind. The competency framework consists of five (5) generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

ABOUT YOU

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Behavioural Capabilities

Demonstrates strong organisational skills and time management with a high degree of drive and resilience.

Displays adaptability and the flexibility necessary to accommodate change and provide a service which is responsive to clients' needs.

Analytical thinking and ability to troubleshoot.

Position Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications with core components of human physiology/health science to meet eligibility requirements for membership of Australian and New Zealand Society of Respiratory Science (ANZSRS) and/or Australian Council for Clinical Physiologists (ACCP).

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.

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)
 Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
 Note: This is a temporary position available for 12 months with the possibility of extension.
 Contact Officer: Derek Figurski 51242066 derek.figurski@act.gov.au

Cancer Ambulatory Support

Walk in Centres (WiC)

Clinical Nurse Manager

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 40333, several - 028DJ)

Gazetted: 27 January 2023

Closing Date: 10 February 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

The Division of Cancer, Ambulatory Support (CAS) provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. This Division is also responsible for the support functions for ambulatory and community health including the Central Health Intake team, Central Outpatients, Transcription and the Walk in Centres.

The Walk in Centres (WiCs) are a primary health service staffed with Advanced Practice Nurses and Nurse Practitioners providing episodic care for minor injury and illness to the ACT community and surrounds. The CNM and nursing staff provide care to clients using their advanced clinical assessment skills supported by protocols and medication standing orders.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive and ability to critically think

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

Position Requirements/Qualifications:

Mandatory

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

Minimum of 5 years post graduate nursing experience.

Ability to work across all ACT Walk-in Centres, as directed.

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.

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: There are several positions available, one permanent position and one temporary position available for ten months.

Contact Officer: Anne Douglas 0468663403 Anne.Douglas@act.gov.au

Rehabilitation, Aged and Community Services

Community Care Program

Podiatry

Podiatrist

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 50443-028H5)

Gazetted: 31 January 2023

Closing Date: 28 February 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:

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Rehabilitation, Aged and Community Services (RACS)/Community Care Podiatry services are offered from community health centres within the ACT, and the University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research. The hospital is located on the grounds of the University of Canberra, and it is the ACT's first sub-acute rehabilitation hospital. UCH is part of Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population.

Community Care Podiatrists have strong peer support where we work collaboratively with other professionals and participate in regular clinical supervision. We pride ourselves on our continual drive to deliver exceptional care and maintain a positive workplace culture. Our team is committed to the delivery of health services that reflect Canberra Health Services values: Reliable, Progressive, Respectful and Kind.

The Community Care Podiatry team mission is to provide high quality foot health services to maintain quality of life and minimise foot related hospital admissions in partnership with vulnerable and at-risk people of the ACT. In this position, you will be part of a friendly and engaged interprofessional program that provides care to residents of the ACT in both a community clinic setting and a sub-acute inpatient setting.

Community Care Podiatrists work to their strengths and share knowledge to facilitate an environment of curiosity, innovation, and excellence to assist each other to achieve positive patient outcomes through the provision of exceptional clinical services. We are a high performing team that is engaged in continuous quality improvement and research.

Staff wellbeing is high priority, and the Community Care Podiatry team is an inclusive team that cares and takes the time to listen, show empathy and understanding towards each other, and our consumers.

Community Care Podiatrists maintain a wide scope of clinical practice including high risk, wound care, biomechanics/orthotic therapy, nail surgery etc. We provide services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

ABOUT YOU

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Behavioural Capabilities

Effective ability to apply knowledge, skills, and professional judgement in the delivery of services.

Effective interpersonal skills and confidence communicating across a range of media

Ability to work within an interdisciplinary team environment

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

Position Requirements/Qualifications:

Mandatory

Tertiary qualifications (or equivalent) in Podiatry.

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

Current Drivers Licence

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Note: This recruitment round is for a new graduate, or early career Podiatrist to fill a temporary full-time position available for 12 months with possibility of extension and/or permanency.

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

Contact Officer: Amanda McLean (02) 51241229 Amanda.Mclean@act.gov.au

Women Youth and Children

Paediatric Nursing

Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 46454, several - 0286H)

Gazetted: 27 January 2023

Closing Date: 27 June 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

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The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence-based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with 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 environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional, and comfortable, with a bed for a parent to sleep in each room.

We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. You will meet undergraduate and post graduate nursing, allied health and medical students who are studying to gain qualifications, and we greatly value our strong.

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:

Registered Nurse with a minimum of one years' experience working professionally in Paediatrics is preferred. The successful applicant will need to be for weekend and after-hours work.

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

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

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

Prior to commencement successful candidates will be required to:

Be available rotational shift work roster which includes weekends and night duty

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: These are temporary positions available for six months with the possibility of extension and/or permanency.

Contact Officer: Shannon Reakes (02) 5124 7689 shannon.reakes@act.gov.au

Women Youth and Children

Maternity Services

Registered Midwife Level 1 - Birthing

Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 43959 - 028ID)

Gazetted: 01 February 2023

Closing Date: 15 February 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

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Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 1 to join our midwifery team. Your professional growth will be supported by our midwifery team including midwives on the floor, Clinical Development Midwives, Clinical Support Midwife and Clinical Midwifery Managers.

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 Midwifery Manager, the level 1 Registered Midwife is responsible for providing evidence based, safe and effective midwifery care to women in a supported environment. The midwife is responsible for providing care that meets quality and safety standards and will work collaboratively with the multidisciplinary team and with consumers of maternity services. The level 1 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.

There are a range of positions available, including working directly in one unit, rotational positions across your scope of practice and in early 2023 we are introducing rostered teams. There are full time and part time positions available, as well as casual.

The successful applicant may be appointed based on application and referee report alone.

We offer a generous relocation reimbursement up to \$12,000, 7 weeks annual leave as well as free parking. There are many benefits to a position with Canberra Health Services which we would be happy to go through with you further. Please call our contact person for more information.

ABOUT YOU

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Behavioural Capabilities

Demonstrated sound level interpersonal, communication and customer service skills

Sound 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 safe and effective midwifery care.

Position Requirements/Qualifications:

Mandatory

Relevant tertiary level midwifery qualifications

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

The successful applicant will need to be available for rotational shift work including weekends and night duty.

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.

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

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

Contact Officer: Josephine Forrest 0251247535 josephine.forrest@act.gov.au

Infrastructure Health Support Services

Food Services Administration

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 40778 - 028DS)

Gazetted: 01 February 2023

Closing Date: 15 February 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

The Infrastructure and Health Support Services (IHSS) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. Food and Sterilising Services (FSS) is a branch of IHSS which is responsible for Sterilising services and Food Services for Canberra Health Services. Food Service; Canberra Health Services (CHS) Food Services currently provides a range of food-related services within the Canberra Hospital, to the National Capital Private Hospital and to health facilities in off-site locations. The department operates 7 days a week, 365 days a year in which 1.4 million patient meals are provided. In addition, Food Services also provides a 7 day a week cafeteria service and special function service for all staff and residents within the Canberra Hospital.

Food Service is organised into the following functional areas:

Food Service Administration.

Operation Support Services - Food preparation and Food Production.

Patient Services:

Meal Plating and Rethermalisation

Meal deliveries to patients

Menu monitors.

Cafeteria: Food, meals and drinks for staff and guests.

Stores; Receipt, dispatch and storage of perishable and non-perishable food supplies.

External sites: Dhulwa and other Community Centres.

ABOUT YOU
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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

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

Position Requirements/Qualifications:

Mandatory:

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 management, health or a related discipline are preferred.

Desirable

Postgraduate qualifications in management field are highly desirable

Current class C Driver's License.

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

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

Prior to commencement successful candidates will be required to:

The successful applicant will need to be available weekday hours.

Food Safety Supervisor Certificate

Undergo a pre-employment National Police Check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Andreas Seibold 025124 3933 Andreas.Seibold@act.gov.au

Allied Health**Acute Allied Health Services Physiotherapy****Administration Officer, AAHS Physiotherapy****Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 21352 - 028E8)**

Gazetted: 01 February 2023

Closing Date: 17 February 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

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Acute Allied Health Services (AAHS) provide services to a range of clients in the acute inpatient setting and specialised outpatient services at Canberra Hospital. Under general direction you will be required to provide administrative support within AAHS Physiotherapy Department based at Canberra Hospital. You will be responsible for booking and scheduling client appointments, referral management, data entry, banking and invoicing, and general administration tasks to support the AAHS Physiotherapy service and manager.

The successful candidate will provide administrative support to AAHS Physiotherapy department with a focus on women's health and paediatric physiotherapy services located in Centenary Hospital for Women and Children.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

An understanding of medical terminology and relevant experience working professionally in acute care setting 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 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.

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

Note: This position is part-time at 18.38 hours per week and the full-time salary noted above will be pro-rata. Part time working hours will be negotiated with the successful applicant considering the operational service requirements.

Contact Officer: Kerry Boyd 5124 2670 Kerry.Boyd@act.gov.au

MHJHADS**Mental Health Service for people with Intellectual Disability****Occupational Therapist Psychologist****Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 22131 - 028I7)**

Gazetted: 01 February 2023

Closing Date: 1 March 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:

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Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a contemporary evidence-based division providing high quality mental health care that is guided by principles of Recovery. Mental Health Service for People with Intellectual Disability (MHS-ID) is a specialist team within MHJHADS that provides comprehensive assessment and psychiatric services to consumers with an intellectual disability and a mental illness. The team aims to provide collaborative care involving the person, their families/carers and community support services. The position involves consultation, liaison, support, education and training to agencies, carers and families. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. MHS-ID is located at the Gungahlin Community Health Centre.

ABOUT YOU

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Behavioural Capabilities

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

Higher level communication skills and the ability to develop and maintain networks across CHS and with external parties.

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

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

Position Requirements/Qualifications:

Mandatory for all disciplines:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of 3 years' post-qualification experience working professionally in respective field, 5+ years' post qualification experience is preferred.

A current Driver's Licence.

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

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

Highly Desirable for Psychology:

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

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

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

Highly desirable for all disciplines:

Experience working with people with intellectual disability and 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.

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

Undergo a pre-employment National Police Check.

Contact Officer: Janelle Walker 02 51241144 janelle.walker@act.gov.au

Mental Health, Justice Health, and Alcohol and Drug Services

Business Support Services

Project and Policy Support Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 54427 - 028CQ)

Gazetted: 01 February 2023

Closing Date: 15 February 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

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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.

The Senior Service and Transformation portfolio drives strategic reform and redesign for corporate and clinical services across the Division of MHJHADS.

The Project Support Officer will be accountable and responsible to the Senior Service and Transformation Director through a Performance Plan incorporating an individual Learning and Development Plan. They will work closely with the Senior Project Officer and the MHJHADS senior leadership team to achieve these Divisional transformational objectives and outcomes.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

An expert communicator, adept at cultivating productive working relationships with a range of stakeholders.

Ability to be agile, flexible and respond to meet changing operational priorities.

Position Requirements/Qualifications:

Mandatory

Relevant experience working professionally in a project management or support 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.

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.

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

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

Note: This is a temporary position available for 12 with the possibility of extension and/or permanency.
Contact Officer: Kelly Daly 025124 7950 Kelly.Daly@act.gov.au

**Rehabilitation Aged and Community Services
Rehabilitation Aged and Community Services
Community Health Centres Administration
Administration Services Officer**

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 028EA- 21108, several)

Gazetted: 31 January 2023

Closing Date: 14 February 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

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www.canberrahealthservices.act.gov.au

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

There are seven Community Health Centres as part of Canberra Health Services. These health centres are located at Belconnen, Gungahlin, Dickson, City, Phillip, Weston and Tuggeranong. Five of these health centres have Walk-In Centres co located with them.

Administration Officers provide support with receptionist duties including telephone and front reception enquiries, arriving consumers, records management, and administrative support to the clinical services within the Community Health Centres. Administration Officers are expected to work across all the health centres and be part of a rotation roster for the Health Centres. Staff are supported by a Health Centre Coordinator and more broadly an Administration Manager.

ABOUT YOU

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

Behavioural Capabilities

Good interpersonal skills and passionate about high quality customer service.

Ability to work in a collaborative manner and to adapt to a fast-paced environment

Position Requirements/Qualifications:

Relevant experience in an administrative or customer service-based environment would be an advantage but is not a requirement.

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

Drivers licence would be an advantage.

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.

Note: There are several permanent positions and one temporary contract

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

Contact Officer: Rachael Boyle (02) 5124 1477 Rachael.Boyle@act.gov.au

Patient Flow Unit

CHS Surgery

Bed Allocations Officer

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 29059, several - 02814)

Gazetted: 01 February 2023

Closing Date: 23 February 2023

Details: Our Vision: creating exceptional health care together

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POSITION OVERVIEW

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The Bed Allocation Officer (BAO) provides a centralized point of contact for all patient flow activity requested to, from and within the Canberra Hospital. This position provides scope to develop an interface and relationship between all clinical areas and other associated agencies with the CHS and Southern NSW Local Health Districts to facilitate safe and effective patient flow.

ABOUT YOU

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Behavioural Capabilities

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

Highly developed interpersonal communication skills.

Strong organisational skills with a high degree of drive.

Operate autonomously with sound decision-making abilities.

Adaptability and flexibility with the capacity to motivate and inspire nurses to achieve objectives, lead change and influence others in responding to change.

Position Requirements/Qualifications:

Mandatory

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

The successful applicant will need to be 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

Holds or is working towards a post graduate tertiary nursing qualification in acute nursing relevant to an acute hospital setting.

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.

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

Contact Officer: Heather Heslop 51247168 heather.heslop@act.gov.au

Women Youth and Children**Maternity Services****Registered Midwife Level 1****Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 24584 - 028II)**

Gazetted: 31 January 2023

Closing Date: 16 February 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

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Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 1 to join our midwifery team. Your professional growth will be supported by our midwifery team including midwives on the floor, Clinical Development Midwives, Clinical Support Midwife and Clinical Midwifery Managers.

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 Midwifery Manager, the level 1 Registered Midwife is responsible for providing evidence based, safe and effective midwifery care to women in a supported environment. The midwife is responsible for providing care that meets quality and safety standards and will work collaboratively with the multidisciplinary team and with consumers of maternity services. The level 1 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.

There are a range of positions available, including working directly in one unit, rotational positions across your scope of practice and in early 2023 we are introducing rostered teams. There are full time and part time positions available, as well as casual.

The successful applicant may be appointed based on application and referee report alone.

We offer a generous relocation reimbursement up to \$12,000, 7 weeks annual leave as well as free parking. There are many benefits to a position with Canberra Health Services which we would be happy to go through with you further. Please call our contact person for more information.

ABOUT YOU

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Behavioural Capabilities

Demonstrated sound level interpersonal, communication and customer service skills

Sound 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 safe and effective midwifery care.

Position Requirements/Qualifications:

Mandatory

Relevant tertiary level midwifery qualifications

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

The successful applicant will need to be available for rotational shift work including weekends and night duty.

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.

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

Contact Officer: Helen Perkins (02) 5124 7535 Helen.Perkins@act.gov.au

Women Youth and Children

Maternity

Registered Midwife Level 2

Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 16053, several - 0281Q)

Gazetted: 31 January 2023

Closing Date: 16 February 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

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Centenary Hospital for Women and Children (CHWC) is seeking suitably qualified Registered Midwives Level 2 with an interest in providing clinical leadership in the areas of antenatal, intrapartum, or postnatal care.

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 Midwifery Manager, the level 2 Registered Midwife is responsible for providing midwifery leadership within the unit. 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.

There are a range of positions available, including working directly in one unit, rotational positions across your scope of practice and in early 2023 we are introducing rostered teams. There are full time and part time positions available, as well as casual.

We offer a generous relocation reimbursement up to \$12,000, 7 weeks annual leave as well as free parking. There are many benefits to a position with Canberra Health Services which we would be happy to go through with you further. Please call our contact person for more information.

The successful applicant may be appointed based on application and referee report alone.

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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

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:

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 with the Australian Health Practitioner Regulation Agency (AHPRA).

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

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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)

Contact Officer: Josephine Forrest (02) 5124 7660 josephine.forrest@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Administrative Support Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 41244 - 028F0)

Gazetted: 31 January 2023

Closing Date: 14 February 2023

Details:

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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

This position will report to the Administration Manager. The position is expected to provide high level administrative support to Forensic Mental Health Service (FMHS), to ensure service delivery and provision of high-quality customer service to the people who use our service as well as internal and external stakeholders.

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

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive with a commitment to achieving positive outcomes

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

Sensitivity and understanding with a non-judgemental attitude

Ability to manage confidential and sensitive information

Position Requirements/Qualifications:

Knowledge of Canberra Health Service internal software packages

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

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

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

Desirable

Current driver's licence is preferred but not mandatory

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Jaime Locke 0251241811 jaime.locke@act.gov.au

Women, Youth and Children

Enhanced Health Services

Health Professional, MAIN Team, Enhanced Child Health Service

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 59431 - 028G5)

Gazetted: 01 February 2023

Closing Date: 15 February 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:

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Women, Youth and Children Community Health Programs 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 multidisciplinary context if not by a multidisciplinary team. The Enhanced Health Services (EHS) includes 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).

Multidisciplinary, Assessment, Intake and Navigation (MAIN) Team

Referrals regarding child abuse or developmental and behavioural concerns for children and young people are received and reviewed by the MAIN Team within the ECHS. Health Professionals in the MAIN Team are responsible for psychosocial assessment and interventions for children and families where there are concerns regarding family violence, trauma, and abuse. Health Professionals also provide interventions regarding service navigation and parental support and psychoeducation regarding child's behaviour/diagnosis.

Health Professionals also participate in the delivery of training and education programs to CHS staff and external stakeholders and consumers.

This is a rewarding and exciting position within a vibrant service that is suitable for a dynamic, flexible, and skilled Health Professional who is committed to the delivery of high quality, trauma informed, and holistic care.

ABOUT YOU

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Behavioural Capabilities

Strong clinical, communication and interpersonal skills

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

The ability to work respectfully in partnership with staff and stakeholders

Position Requirements/Qualifications:

Relevant health professional qualifications 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 five years' experience working professionally in the delivery of health services to women, children, young people, and families 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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Annie Johns (02) 5124 2712 Annie.Johns@act.gov.au

Division of Medicine

Neurology Department

Booking and Scheduling Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 25156 - 028H2)

Gazetted: 01 February 2023

Closing Date: 17 February 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

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www.canberrahealthservices.act.gov.au

CHS Neurology Department offers specialist Neurology consultation and Clinical Neurophysiological testing for patients of the ACT and surrounding region.

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner

Self-Directed and a high level of emotional intelligence

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

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 10 months.

Contact Officer: Kathleen Tate (02) 5124 3028 Kathleen.tate@act.gov.au

Division of Medicine

Neurology Department

Booking and Scheduling Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 31446 - 028GZ)

Gazetted: 01 February 2023

Closing Date: 17 February 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

CHS Neurology Department offers specialist Neurology consultation and Clinical Neurophysiological testing for patients of the ACT and surrounding region.

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

ABOUT YOU

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

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

Behavioural Capabilities

1. Strong organisational skills with a high degree of drive
2. Adaptability and flexibility to accommodate change and provide responsive services to meet consumer needs
3. Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner
4. Self-Directed and a high level of emotional intelligence

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

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 position available for six months with the possibility of extension and/or permanency.

Contact Officer: Kathleen Tate (02) 5124 3028 Kathleen.tate@act.gov.au

ACT Pathology

Chemical Pathology

Senior Medical Scientist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 27045 - 02855)

Gazetted: 27 January 2023

Closing Date: 10 February 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

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

Under direction of the Director of Chemical Pathology and the Chief Scientist of Chemical Pathology the successful applicant will be responsible for the supervision of the Routine Chemistry section of the Chemical Pathology Department and the management of the Abbott Alinity c and I module analysers, the GLP track and other instrumentation. The successful applicant will liaise with the leadership team (Clinical Directors, Directors, and Chief Scientists) to provide leadership, strategic planning and optimal operational management at the Canberra and Calvary Hospitals. There may be a requirement to work on-call, weekends and public holidays.

ABOUT YOU

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

Behavioural Capabilities

Adaptability and Flexibility to accommodate and lead change

High level evaluation and analysis skills

Strong written and oral communication skills

Ability to work as an individual and as part of a team

Position Requirements/Qualifications:**Mandatory**

A Science Degree or equivalent relevant qualification

A minimum of 3 years' experience in a Diagnostic Laboratory

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

Desirable

A relevant postgraduate or professional qualification would be an advantage

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

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

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 temporary position available for 11 months with the possibility of extension and/or permanency.

Contact Officer: Catherine Woods 0251242843 catherine.woods@act.gov.au

Nursing Midwifery and Patient Support Services**Nursing and Midwifery Workforce Strategy and Recruitment Unit****Recruitment Officer**

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 02805 - 028GV)

Gazetted: 01 February 2023

Closing Date: 15 February 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

The Nursing and Midwifery Workforce Strategy and Recruitment Unit (N&M WSRU) is responsible for providing workforce solutions, auditing, reporting and recruitment for the Canberra Health Services Nursing and Midwifery workforce.

An integral component to recruitment is the Canberra Hospital Expansion Project which includes the new Critical Services Building (CSB). The CSB is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. The CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by CHS.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational and management skills with a high degree of drive and commitment to achieving positive outcomes.

Adaptability, flexibility, and resilience to accommodate change and provide responsive services to meet demand. Ability to use discretion and manage confidential and sensitive information.

Position Requirements/Qualifications:

Previous experience in managing human resources and relevant tertiary qualifications or background within a health care system is desired.

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. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Contact Officer: Christopher Harris 5124 7130 Christopher.Harris@act.gov.au

Canberra Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Senior Manager - Forensic Mental Health Services

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 36318 - 028E7)

Gazetted: 30 January 2023

Closing Date: 15 February 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

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

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

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

FMHS Forensic Consultation and Intervention Service (FoCIS) including:

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

FMHS Mental Health Court Assessment and Liaison Service (MHCALS)

FMHS Custodial Mental Health (CMH) including:

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

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

This position is based at the Forensic Mental Health Services office at 1 Moore St, Canberra City, but incorporates multiple sites including the Alexander Maconochie Centre, Bimberi Youth Justice Centre, and ACT Law Courts.

Please refer to the ACT Health Professionals Enterprise Agreement for a full account of employment conditions.

ABOUT YOU

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

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

Behavioural Capabilities

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

Demonstrated leadership and management skills.

Ability to communicate in a collaborative and influential manner.

Flexible, adaptive, and comfortable with a changing working environment

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 12 months leadership/ management experience working professionally in Mental Health is preferred.

Registration with the Australian Health Practitioner Regulation Agency (AHPRA) or the relevant National Board where required.

A current drivers licence.

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

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

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

Contact Officer: Gillian Sharp 51246723 Gillian.Sharp@act.gov.au

Canberra Health Services

Infrastructure and Health Support Services (IHSS)

Capital Project Delivery

Director, Clinical Liaison

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 54150 - 02841)

Gazetted: 25 January 2023

Closing Date: 08 February 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

The Infrastructure and Health Support Services (IHSS) Group is responsible for infrastructure planning and delivery, facilities management and a diverse array of non-clinical support services that is focussed on delivering timely patient centric solutions across the CHS organisation.

Delivery of health services occurs in an increasingly dynamic environment with ever changing community expectations, government priorities and technological advances. The Director, Clinical Liaison role will report to the Senior Director, Capital Project Delivery and undertake key activities to support the planning and delivery of CHS capital projects. The role will require working in close collaboration with the relevant clinical executive, clinical staff and the project team, including infrastructure delivery partners, Major Projects Canberra.

The Director, Clinical Liaison will be responsible for leading the clinical engagement and development of clinical requirements for major infrastructure projects able to minimise impacts from operating within a live hospital environment. This will include supporting a range of infrastructure projects to enhance clinical services that involve demolition works, construction of new buildings and refurbishments or existing buildings. A key element will be engaging with internal and external stakeholders, and managing stakeholder expectations to ensure clinical requirements are well developed and agreed project outcomes are delivered.

ABOUT YOU

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

Behavioural Capabilities

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

flexible, adaptable and comfortable with a changing working environment.

strong interpersonal and negotiation skills, and the ability to develop and maintain positive working relationships across CHS and with external stakeholders.

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

commitment to achieving positive outcomes for clients and the CHS organisation.

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

Tertiary qualifications in a health-related discipline, and experience in population / public health, health planning, research and evaluation are highly desirable.

Experience in an operating clinical environment, and knowledge of health service planning processes, issues and developments in Australia.

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 2 years with the possibility of extension and/or permanency.

Contact Officer: Claire Wallace 0481 066 981 claire.wallace@act.gov.au

Canberra Health Services**Surgery****Intensive Care Unit****Clinical Support Nurse****Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 14142 - 028DO)**

Gazetted: 25 January 2023

Closing Date: 08 February 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

The Division of Surgery provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Medical Emergency Team, Early Recognition of the Deteriorating Patient program, Trauma Services, and the Capital Region Retrieval Service.

The Intensive Care Unit is a 39 bed level 3 Territory Referral Centre, which admits over 2200 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma.

The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching.

The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services.

This position provides high level support in coordinating and managing the undergraduate, graduate, post

graduate and unit education programs in the Intensive Care Unit to facilitate the learning needs of nursing staff.

Applicants should be self-motivated and be able to work under minimal direct supervision. There is an expectation that the successful applicant will coordinate and participate in the delivery of clinical supervision, as well as maintain accountability for their own practice standards, education activities delegated to others, and the guidance and development of Intensive Care Unit nursing staff.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational and administrative skills

Be proactive, enthusiastic and a strong communicator

High level interpersonal skills with the ability to apply critical thinking

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

Position Requirements/Qualifications:

Mandatory

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

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

Holds or progressing towards a relevant tertiary qualification at a Masters level.

Has demonstrated currency of nursing practice in a tertiary level critical care environment with a minimum of 5 years experience

Previous clinical education 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.

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

Contact Officer: Amanda McCarthy (02) 5124 2756 amanda.mccarthy@act.gov.au

Canberra Health Services

Medical Services

Medical Officer Support, Credentialing, Employment and Training Unit

Medical Rostering Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60281, several - 028CA)

Gazetted: 25 January 2023

Closing Date: 08 February 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

MOSCETU has responsibility for:

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

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

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

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

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

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a proactive approach to tasks

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

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

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

Position Requirements/Qualifications:

Previous rostering experience in a public hospital environment.

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Robyn Hughes (02) 6244 4116 robyn.hughes@act.gov.au

Canberra Institute of Technology

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

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

**Education and Training Services
Health, Community and Science College**

CIT Science**Animal Studies General Support Officer, CIT Dog Day Care attendant****General Service Officer Level 3 \$53,867 - \$55,873, Canberra (PN: C10459, Several)**

Gazetted: 27 January 2023

Closing Date: 24 February 2023

Details: Do you love working with animals? Are you self-motivated, a team player and great with customer service?

Canberra Institute of Technology's Science department at Bruce Campus offers a Dog Day Care program as part of the teaching area in animal studies and we are looking for enthusiastic animal care attendants to fill casual shifts.

CIT Dog Day Care is open 4 days per week during school terms, offering work experience to current students.

CIT Dog Day Care attendants will be required to:

Provide Dog Day Care dogs with exercise, fun and training. Monitor dog interactions, wellbeing and behaviour.

Oversee student work experience, provide guidance and instruction on Dog Day care procedures.

Maintain cleanliness and housekeeping of the Dog day care yard and Dog House.

Undertake record keeping tasks, provide clients with pertinent information on their pets in Dog Day care.

Work outdoors in all kinds of weather.

Ensure all interactions are consistent with the CIT cultural traits ((Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable and Inspirational).

Eligibility/other requirements:

You would preferably have experience working with dogs in an animal care setting, and/or hold qualifications in animal studies such as Certificate III in Animal Care, Certificate III in dog behaviour and training.

Notes: These positions will be offered on a casual basis ranging from three to 15 hours per week and the full-time salary noted will be paid pro-rata.

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

How to Apply: Please fill in the below application form with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Flatt (02) 6205 1911 Michelle.Flatt@cit.edu.au

Finance**Financial Services****Financial Services Officer****Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 54681)**

Gazetted: 31 January 2023

Closing Date: 7 February 2023

Details: CIT is seeking a highly motivated individual to provide administrative support in a range of office support functions including accounts, office services, purchasing, procurement (including preparation of purchase requests and obtaining quotes) and corporate credit card purchases.

Other responsibilities include preparing journals and managing accounts payable and accounts receivables transactions, processing and actioning travel requests and acquittals and maintenance of appropriate records and documentation.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples/and/or people with disability.

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 immediately for three months with the possibility of extension up to six months.

How to apply: Please provide a written response (maximum 800 words) to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and reference reports.

Applications should be sent directly to the Contact Officer.

Contact Officer: Ildi Lee (02) 6207 3466 Ildi.Lee@cit.edu.au

CIT Education and Training Services**CIT Yurauna****CIT Yurauna**

Education Coordinator**Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 48994)**

Gazetted: 31 January 2023

Closing Date: 7 February 2023

Details: Work in a dynamic educational environment committed to the successes of Aboriginal and Torres Strait Islander students. This role requires a person that is team orientated, customer focussed, highly organised and loves working with community. If you believe that you have these skills and can work in a fast-paced environment, then this may be 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

- 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)
- Drivers Licence

Notes: This is a temporary position available immediately until 31 December 2023.

This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to apply: Interested applicants to provide a 1-page pitch outlining relevant skills, experience and ability to work in a dynamic and constantly evolving environment. Describe how they can contribute to CIT's strategic objectives giving consideration to the roles, responsibilities and selection criteria. Pitch must be submitted with a current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button.

Contact Officer: Catherine Law (02) 6207 3308 Catherine.Law@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Property and Shared Services**ACT Property Group****Estate and Procurement****Property Manager****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57243)**

Gazetted: 27 January 2023

Closing Date: 10 February 2023

Details: ACT Property Group are looking for someone with a background in property upgrades, building or asset management and a commitment to ensure good management of government property. Working in a team you will assist with ensuring the building assets managed by ACT Property Group are managed well through the lifecycle. You will need to be able to see the big picture, forward plan and build a case for the required resources and priorities. The role has a primary focus on strategic asset management and ensuring the portfolio of properties are upgraded and maintained to agreed standards. The Asset Initiatives team, which this role is part of, develops, implements and monitors major maintenance and upgrades to the property portfolio. The team has two other sections: Strategic Estate Management team that focusses on asset management of the portfolio, and Operational Estate Management team that manages building inspections, maintenance and repairs.

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

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

Eligibility/other requirements:

a current driver's licence (car)

Workplace Health and Safety Induction (White Card) or willingness to obtain; General Construction Induction Card (White Card)

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

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

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

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

How to Apply:

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

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

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

Corporate

People and Capability

Learning and Development

Assistant Director, Learning and Development

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 38769)

Gazetted: 01 February 2023

Closing Date: 15 February 2023

Details: We have an opportunity for an Assistant Director in the Learning and Development team. This is a temporary role, in a highly motivated team, contributing to strengthening the capability of staff across our Directorate.

You must be committed to building organisational capability, working with stakeholders in an agile and innovative way, to implement and maintain a variety of Learning and Development strategies, initiatives, and programs.

These include a Required Learning Framework, a Cultural Learning Strategy, Studies Assistance, and the associated training opportunities. Please see the Position Description for further details.

If you like to work collaboratively, achieving outcomes which make a difference, we would like 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.

Note: This is a temporary position until 22 December 2023, with a 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.

We offer access to flexible work arrangements, including home-based working and activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to apply: Please submit a pitch of no more than two pages responding to the Selection Criteria in the Position Description, along with your curriculum vitae and the names of two referees.

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

Contact Officer: Catherine Morris (02) 6205 8414 Catherine.Morris@act.gov.au

Communications and Engagement

Content

Assistant Director, Content (Media and Public Relations)

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 19233)

Gazetted: 31 January 2023

Closing Date: 16 February 2023

Details: Do you have media experience, embrace working in a dynamic environment and enjoy working with a variety of stakeholders?

Do you want to join a dynamic team of communications, engagement, marketing, digital and content specialists who are driving the future of government communications?

This may be the job for you!

The Media and Public Relations team is looking for an enthusiastic and proactive individual to join our small team in delivering high quality content and media outcomes for stakeholders, including the Chief Minister's Office.

You will work with a variety of teams across the directorate and broader government to deliver proactive and reactive communication projects to the ACT community.

Collaborating within and across teams to develop and distribute high quality content, the successful applicant will: develop and provide well researched, evidence-based content and responses across all communication channels, audiences and stakeholders

collate and strategically prepare information in response to media requests including talking points, training and briefings

liaise effectively with media representatives and a range of internal and external stakeholders

work collaboratively across government with Senior Officers, Executives and Ministers' Offices to proactively improve content provided to our community.

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

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

Eligibility/Other requirements: Relevant tertiary education qualifications and/or demonstrated minimum of three years' experience working professionally in communication, journalism, media and/or public relations.

Notes: This is a temporary position available immediately for 12 months with the 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. Selection may be based on application and referee reports only. These positions operate in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working.

How to Apply: If you're interested in this opportunity, please submit a two-page (maximum) pitch addressing the Position Description and how you could make a positive contribution to the media and public relations team in the Chief Minister, Treasury and Economic Development Directorate. Please include an up-to-date curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

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

Workforce Capability and Governance

Property and Shared Services

Finance Operations Debt Management

Debt Management Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 07705)

Gazetted: 31 January 2023

Closing Date: 7 February 2023

Details: The Debt Management Team monitors revenue and debt management activities through a shared service delivery model ensuring customer outcomes are met against the partnership agreements, and in compliance with relevant public sector debt recovery policies, practices and statutory requirements.

This position will play a key role in actively providing specialist expertise regarding debt management matters.

Primary duties will include debt recovery, arrangement monitoring, hardship assessment, customer contact and assisting in operational advice and support within the Finance Operations Team.

Predominantly phone based, you will work in a fast-paced modern environment, with a supportive and goal orientated team. You will receive ongoing training to assist in your development and success.

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

Eligibility/other requirements:

The following capabilities form the selection criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

Demonstrated experience in debt management functions, confidence to make outbound calls to arrange payment plans and collect invoices in arrears. Strong written communications skills, Excellent verbal communication and strong customer service skills.

Experience in, or the ability to rapidly acquire a good working knowledge of, financial processing systems e.g.

Collexus, Oracle or similar and demonstrated experience and proficiency with Microsoft Office applications

Behavioural Capabilities

Demonstrated experience and commitment to working within a team environment to achieve shared goals

Demonstrated organisational skills and ability to exercise sound judgement and discretion when dealing with sensitive and confidential debt recovery and related issues.

Demonstrated skill in negotiating and resolving conflict, ability to provide customer-centric services for a diverse range of customers that have different operating objectives, structures, legacy systems and business needs.

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. 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:

1. 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.

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

3. Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Miller (02) 6207 8119 Robert.Miller@act.gov.au

Economic Development**artsACT****Director, Arts Programs****Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 43586)**

Gazetted: 31 January 2023

Closing Date: 14 February 2023

Details: artsACT is seeking a Director, Arts Programs until 31 December 2023, with the possibility of extension up to 12 months and/or permanency.

The successful applicant will be responsible for the management of arts programs and projects, and collaboratively developing and implementing high-quality, evidence-based arts policy to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy, and to create a vibrant community for Canberrans and for people visiting Canberra. In particular, they will manage the delivery of the ACT Arts Fund and contribute to the strategic, program, and policy development activities of artsACT, including delivery of the Arts, Culture and Creative Policy 2022-2026.

The successful applicant will have excellent analytical and conceptual skills and high-level management skills including financial, project and program management. They will have high-level communication skills, including the ability to provide strategic advice, develop high-quality policy and ministerial documents, undertake public presentations, negotiate persuasively and represent effectively. They will have experience in building and maintaining strategic relationships, undertaking cross-government collaborations and working across state/territory governments and the ability to lead, manage and develop a client focused team and foster a positive and productive working 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.

Notes: This is a temporary position available until 31 December 2023 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. Selection may be based on application and referee reports only.

How to Apply: Please include a two-page Expression of Interest describing your Skills, Knowledge, Behavioural Capabilities, and experience relative to the requirements of the position. Please include your curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: CarolineM Fulton (02) 6207 6809 or 0481 059 623 CarolineM.Fulton@act.gov.au

Digital, Data and Technology Solutions

DDTS Executive Office

Executive Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 58887)

Gazetted: 31 January 2023

Closing Date: 14 February 2023

Details: DDTS is looking for an Executive Officer to join the Executive Management team. The role will support the smooth running of the Executive Office, providing timely high-level coordination and support to the Executive Group Managers, and the broader DDTS Executive Leadership Team.

In your role, you will coordinate corporate activities and reporting. You will be required to ensure that key tasks are coordinated and communicated to the right people. You will represent the DDTS Executive Office in your daily engagement with a wide range of stakeholders, both internal and external. The role coordinates and drafts high-level correspondence, reports, policy and other corporate and governance documents. You will supervise and mentor the Executive Assistant to ensure that the two roles work together as a team to progress priorities.

The position works closely with the Executive Officer to the Chief Digital Officer to ensure smooth and timely workflow between the DDTS Executive Office and the Office of the Chief Digital Officer.

To be successful the Executive Officer must be able to anticipate and address contentious issues, provide accurate advice on complex issues, often in consultation with key internal and external stakeholders, and usually within specific timeframes. The formation and maintenance of good working relationships and a strong customer or client centric approach is crucial to the effectiveness of the role.

If you are a passionate and driven individual who loves to work collaboratively to solve problems in a supportive and highly productive work environment, we want 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: The DDTS Executive Management Team currently operates under hybrid working conditions, combining remote working with a proportion of time spent in the office at Winyu House, Gungahlin or 220 London Circuit in Canberra city.

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: Send us no more than two pages outlining how your skills and experience would add value to the Executive Management Team, DDTS and the broader ACT Public Service.

Applications should be submitted via the Apply Now button below.

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

Economic Development

Finance and Business Services

Assistant Director, Finance Services

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 40268)

Gazetted: 01 February 2023

Closing Date: 15 February 2023

Details: Are you passionate about numbers, budgets, and reconciliations? Do you have the ability to influence business decisions based on factual evidence? Can you translate finance language into simplified terms? Do you find yourself regularly sitting in the driver's seat, taking the lead and just making things happen? Can you manage and enhance the capability of staff just as well as you can develop a complex budget? If this sounds like you, this could be the career opportunity you've been waiting for! We're looking for an Assistant Director within our Finance and Business Services team who support the division in finance and budgeting. Sound financial knowledge, extremely strong collaboration skills, and a can do attitude are absolutely essential to this role.

What does the day of the Assistant Director, Finance Services look like?

You will help creative experts understand how finance and budgets work, lead simplified collaborative financial discussions, develop and prepare strategic and operational budgets and reporting as well as manage a variety of ad-hoc requests whilst supervising the daily operations of a small team.

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. Selection may be based on application and referee reports only. Please note, this position will operate under activity-based working (ABW) arrangements. Under ABW arrangements, officers will not have a designated workstation/desk.

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 that provides evidence of your suitability to the role. Include examples that clearly demonstrate your relevant experience, skills, knowledge and behavioural capabilities. Please provide a current curriculum vitae and include two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Gallace (02) 6205 0793 steven.gallace@act.gov.au

Access Canberra

Service Delivery and Engagement

Customer Coordination - Land, Planning and Building Services

Customer Service Officer – Supervisor

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 14631, several)

Gazetted: 31 January 2023

Closing Date: 7 February 2023

Details: The Land, Planning and Building Services Team within Access Canberra is seeking highly motivated individuals for Supervisor positions. As a Supervisor, you will need to have excellent communication and people skills, including the ability to motivate and develop individuals and be committed to the goals of the Access Canberra's strategic plan. Successful applicants will be required to assist with coordinating and directing the work of our staff, who provide innovative, high quality customer services through the Access Canberra - Land, Planning and Building Services Centre.

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

Eligibility/Other Requirements: Applicants must have well developed telephone and written communication skills, including excellent spoken and written English. This position does involve direct supervision of personnel.

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

How to Apply: Please review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the position description.

Please submit a written application, of no more than two pages, curriculum vitae and the contact details of two referees including current supervisor/manager. The written application should be written in the form of a pitch and should not specifically address the Selection Criteria within the position description but indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steve Bowen (02) 6207 6955 Steve.Bowen@act.gov.au

Economic Development

Sport and Recreation

Sports Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 49477)

Gazetted: 31 January 2023

Closing Date: 7 February 2023

Details: Sport and Recreation is seeking an enthusiastic and dynamic Sports Administration Officer to join our ACT Academy of Sport (ACTAS) administration team. The successful applicant will work with the ACTAS senior leadership team, performance service providers, coaches, athletes, and stakeholders.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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:

Relevant high performance sport knowledge (either as an athlete or administrator), experience with front of office environments and working with service providers.

For the successful applicant and prior to commencing this role you are required to hold or complete a:

Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

Current CPR and First Aid Certificate

Level 2 Sport Integrity Australia (SIA) Certificate (2022 update)

Australian Institute of Sport (AIS) Site User Agreement and application for Security Pass

Notes: This is a temporary position available for six months with the possibility of extension. election may be based on written application and referee reports only. A merit pool may be established from this recruitment process to fill future similar vacancies over the next 12 months.

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

How to Apply: Please provide a covering letter, supporting statement of no more than two pages addressing skills knowledge and experience and behavioural capabilities outlined in the Position Description; along with your current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sian Jones-Olivero (02) 6207 4388 Sian.Jones-Olivero@act.gov.au

Access Canberra

Service Delivery and Engagement

Customer Coordination - Land, Planning and Building Services

Customer Service Officer – Team Leader

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 43417, several)

Gazetted: 31 January 2023

Closing Date: 7 February 2023

Details: The Land, Planning and Building Services Team within Access Canberra is seeking highly motivated individuals for our Team Leader positions. As a Team Leader you will need to have excellent communication and

people skills, including the ability to motivate and develop individuals and be committed to the goals of the Access Canberra's strategic plan. Successful applicants will be required to assist with coordinating and directing the work of our staff, who provide innovative, high quality customer services through the Access Canberra - Land, Planning and Building Services Shopfront.

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

Eligibility/Other Requirements:

Applicants must have well developed telephone and written communication skills, including excellent spoken and written English. This position does involve direct supervision of personnel.

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

How to Apply: Please review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the position description.

Please submit a written application, of no more than two pages, curriculum vitae and the contact details of at least two referees. The written application should be written in the form of a pitch and should not specifically address the selection criteria within the position description, but indicate your capacity to perform the duties and responsibilities at the specified classification.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steve Bowen (02) 6207 6955 Steve.Bowen@act.gov.au

Economic and Financial Group

Macroeconomics, Modelling and Federal Financial Relations Branch

Economic Modelling and Quantitative Analysis

Director – Economic Modelling and Quantitative Analysis

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60287)

Gazetted: 30 January 2023

Closing Date: 20 February 2023

Details: As a Director with a high degree of independence you will work with a small team to progress priority areas of Government economic policy — with a particular focus on the ACT's vehicle registration system. You will be expected to manage and handle large amounts of data, including being responsible for quality assurance of deliverables. You will also lead the preparation of briefings and presentations; undertake bespoke economic and policy analysis. You will become an integral member of the team, working closely with senior staff.

The role will require initiative and the ability to communicate effectively. The role requires strong data analysis skills, including advanced Excel proficiency.

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 30 June 2024.

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

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kai WakermanPowell 0421 735 769 Kai.WakermanPowell@act.gov.au

Economic and Financial Group

Macroeconomics, Modelling and Federal Financial Relations

Economic Modelling and Quantitative Analysis

Assistant Director – Economic Modelling and Quantitative Analysis

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60288)

Gazetted: 30 January 2023

Closing Date: 20 February 2023

Details: As an Assistant Director with a high degree of independence you will work with a small team to progress priority areas of Government economic policy — with a particular focus on the ACT's vehicle registration system. You will be expected to manage and handle large amounts of data, including being responsible for quality assurance of deliverables. You will also lead the preparation of briefings and presentations; undertake bespoke economic and policy analysis. You will become an integral member of the team, working closely with senior staff. The role will require initiative and the ability to communicate effectively. The role requires strong data analysis skills, including advanced Excel proficiency.

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 immediately until 30 June 2024. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kai WakermanPowell 0421 735 769 Kai.WakermanPowell@act.gov.au

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Electrician (Trades)

Building Trade \$76,147 - \$80,536, Canberra (PN: 22834)

Gazetted: 27 January 2023

Closing Date: 10 February 2023

Details: This position is part of ACT Property Groups professional trades area providing maintenance services for ACT Government owned or managed buildings including corrections facilities. You will use your trade expertise to diagnose and fix problems in buildings, recommend improvements and ensure that buildings meet the needs of the ACT Government and building users. This role is based primarily in the field working with supervisors to program and deliver work and reporting on progress and completion of jobs. We want people in the team that are good at their trade, deliver high quality work and provide good customer service.

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

This position requires:

Professional/Trade qualifications in the named trade speciality (Certificate IV in Electrical Services or greater) and building maintenance experience in a relevant function.

Workplace Health and Safety Induction (White Card) or willingness to obtain; General Construction Induction Card (White Card)

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

Hold or have the capacity to obtain licenses under *Construction Occupations (Licensing) Act 2004*.

Hold or have the capacity to obtain any relevant Certificates such as TMV, working at heights, confined space, forklift.

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)

A current driver's licence (car)

Qualification/s in Security, Property/Facilities Management, Project Management, Work Health and Safety are desirable

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

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

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

Please submit the following:

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

The pitch should:

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

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

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

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Adam Dezman 0409 440 697 Adam.Dezman@act.gov.au

Economic Development

National Arboretum Canberra and Stromlo Forest Park Branch

Content Digital Marketing Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57102)

Gazetted: 25 January 2023

Closing Date: 1 February 2023

Details: The National Arboretum Canberra is seeking a dynamic and innovative person to fill the role of Content Digital Marketing Officer. Working in a busy environment the successful candidate will create and implement the National Arboretum's marketing, digital and tourism across diverse channels as well as implementing site specific key projects. The successful candidate will possess solid marketing and digital experience, as well as excellent communication and liaison skills. The Content Digital Marketing Officer will work independently and as part of a team and reports directly to the Events and Community Engagement Manager at the National Arboretum Canberra.

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

Eligibility/other Requirements: Current driver's licence. Current First Aid Certificate, or willingness to obtain.

Note: This is a temporary position available part-time up to 36 hours per week from 1 March 2023 for one month with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

The full-time salary noted above will be paid pro-rata.

How to Apply: Please submit a two-page pitch outlining your suitability for the role, using the Selection Criteria as a guide, a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Christine Callen (02) 6205 4468 christine.callen@act.gov.au

Chief Minister, Treasury and Economic Development**Digital, Data and Technology Solutions Technology Services Branch****Cloud and Platform Systems Backup and Restore Technician Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 04566)**

Gazetted: 25 January 2023

Closing Date: 08 February 2023

Details: Digital, Data and Technology Solutions (DDTS) is seeking an appropriately skilled and experienced person to become a Backup and Restore Specialist within the Cloud and Platform Services (CAPS) team.

The successful applicant will be required to perform data backup and restoration activities for clients, and assist in the management, monitoring and maintenance of data backup and retrieval systems for the ACT Whole of Government (WhOG) environment.

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

Eligibility/Other requirements:

This role requires you to obtain and maintain an Australian Government NV1 security clearance, or be prepared to transfer an existing security clearance, which will be sponsored by the Chief Minister, Treasury and Economic Development Directorate.

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

Current Australian Driver's license.

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

Notes: Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is ABW (Activity based working) and a flexible hybrid working arrangement.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria (What you require section in the Position Description), together with your curriculum vitae and details of two referees, one of whom is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Hawke (02) 6207 2493 Peter.Hawke@act.gov.au

Chief Minister, Treasury and Economic Development**Office of International Engagement****Office Manager****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37566)**

Gazetted: 25 January 2023

Closing Date: 03 February 2023

Details: If you want to be part of an exciting team working to further expand and diversify the ACT's economy and building the ACT's international reputation, please consider this position. The Office of International Engagement (OIE) is seeking a Senior Administration Officer (ASO6) to manage the day-to-day operations of the OIE as our Office Manager.

The position will provide executive support to the Commissioner for International Engagement, financial management, manage brief writing and work flows as well as support other international-engagement activities of the OIE as required. If you like working in a small team, think strategically and tactically and have a bias for office management, and you are skilled in building relationships, we would like 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 for 12 months.

Previous applicants need not reapply as their applications will be considered

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 on how your skills and experience will benefit the Office of International Engagement in delivering its objectives.

Please ensure your response provides evidence of your suitability for the role including specific examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural Capabilities. You will be asked to attach a current curriculum vitae and provide details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emma Gowling (02) 6207 2544 Emma.Gowling@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

Communities

Support Services for Children

Child Development Service

Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 36133)

Gazetted: 01 February 2023

Closing Date: 8 February 2023

Details: Are you an enthusiastic Administration Officer who loves working with families and is focused on delivering high quality, culturally safe and inclusive services?

If so, an exciting opportunity exists to join an expanding Child Development Service (CDS). The successful applicant will have high level customer service skills to engage with a broad range of internal and external stakeholders to facilitate the provision of seamless client care. The Administration Officer is a critical front-line customer service role within the Child Development Service. In this role you will be required to work as part of a small team to assist with coordination of the day-to-day operations and the provision of excellent customer service to the Child Development Service and the Children and Young Peoples Equipment Loan Scheme (CAYPELS) clients and staff. In your role you will be required to have an understanding of clinical services, processes and activities undertaken by the clinical teams and associated staff.

Your roles will include general reception, appointment management and coordination of variety of administration duties for the Child Development Service and CAYPELS. The general tasks include, mail management, filing, photocopying, waiting room maintenance and various ordering.

This is a permanent position.

CDS is committed to providing the best service possible and supports staff in professional development to achieve this. This position reports to the Corporate Administration Officer.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and Torres Strait Islander people, People with a Disability, from culturally and linguistically diverse backgrounds, veterans, mature age workers and LGBTIQ people.

Eligibility/Other Requirements:

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

Experience in community engagement and customer service delivery.

Proficiency with Microsoft Office, CYRIS and EDRMS

Current Drivers Licence.

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

How to Apply: Applicants are required to address the Selection Criteria in the Position Description (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jenna Ohara (02) 6205 3758 Jenna.OHara@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Operational Support

Operational Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 00606)

Gazetted: 01 February 2023

Closing Date: 8 February 2023

Details: The Administrative Service Officer 4 Operational Support Officer is focussed on supporting CYPS to deliver the best possible life outcomes for children and young people through administrative support across a range of administrative support functions.

The ASO4 Operational Support Officer will be required to deliver timely, accurate and effective administrative service supporting the following teams:

Operations: Supporting client engagement and case work.

Finance Team: Processing and managing invoices, expenses, vouchers and petty cash; fleet and stationary management

Transport and Supervision Team: Arranging transport for CYPS clients; recording and collecting data; and report management.

Workforce Support Team: Supporting recruitment and selection processes; new starter on-boarding and induction processes; facilities matters; staff monitoring and business continuity.

Eligibility/other requirements:

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

Proficiency with Microsoft Office products and database systems is preferred

Current Driver's Licence is 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)

Educational, suitability and professional qualification checks may be carried out prior to employment.

Notes: 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 a written response to the Selection Criteria located in the Position Description along with a 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: Larissa Sellars (02) 6207 6643 Larissa.Sellars@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Operational Support

Operational Support Team Leader

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 19624)

Gazetted: 01 February 2023

Closing Date: 8 February 2023

Details: The Administrative Services Officer Class 5 (ASO5) Team Leader role is focussed on supporting CYPS to deliver the best possible life outcomes for children and young people through the efficient administration of one of the Operational Support Teams and through the effective management of the Case Aid's within that team.

The ASO5 Team Leader role will be required to deliver timely, accurate and effective administrative service Leading, managing and supporting the following teams:

Operations: Supporting client engagement and case work.

Finance Team: Processing and managing invoices, expenses, vouchers and petty cash; fleet and stationary management

Transport and Supervision Team: Arranging transport for CYPS clients; recording and collecting data; and report management.

Workforce Support Team: Supporting recruitment and selection processes; new starter on-boarding and induction processes; facilities matters; staff monitoring and business continuity.

Eligibility/other Requirements:

Essential qualifications and experience:

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

Proficiency with Microsoft Office products and database systems.

Current Driver's Licence.

ADDITIONAL INFORMATION

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and <https://www.myaccount.act.gov.au/WWVPNDIS/s/>.

Educational, suitability and professional qualification checks may be carried out prior to employment.

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

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a 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: Larissa Sellars (02) 6207 6643 larissa.sellars@act.gov.au

Director of Public Prosecutions

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

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

ACT Director of Public Prosecutions

Legal

Prosecutor Grade 3 COCA (confiscation of criminal assets)

Prosecutor Grade 3 \$135,088 - \$149,380, Canberra (PN: 16855)

Gazetted: 31 January 2023

Closing Date: 14 February 2023

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the Public Sector Management Act 1994, to assist the Director.

The successful applicant will act as instructing solicitor in complex Criminal Confiscation of Criminal Assets (COCA) litigation as part of a team as well as appear as counsel in less complex matters in the various courts in particular COCA matters.

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

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

The COCA unit is a specialised civil litigation team that sits within the ODPP. Lawyers in the COCA unit do not prosecute criminal offences and the successful applicant will not act as a prosecutor.

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

How to Apply: Applicants are asked to please provide your resume and statements addressing the Selection Criteria. The combined response to all selection criteria should be no more than four pages in length (12 point, single spacing).

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Williamson (02) 6207 5399 Anthony.Williamson@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

School Performance and Improvement

Belconnen Network

Macquarie Primary School**Principal, Macquarie Primary School****School Leader A 1 \$175,964, Canberra (PN: P04150)**

Gazetted: 01 February 2023

Closing Date: 16 February 2023

Details: Macquarie Primary School is located in the district of Belconnen and caters for students from Preschool to Year Six. The school offers a contemporary education within a largely single classroom physical setting. The school has a rich history, opening as the first primary school in Belconnen in 1968. The school respects the many traditions established over the past 50 years, while embracing and accepting the challenges and innovations of today and the future. Macquarie Primary School prides itself on the school values of persistence, integrity, and excellence. These core values are the foundation of the teaching and learning practices, supporting students to build successful relationships with peers, teachers, and the community. The values incorporate the importance of developing the whole child, academically, socially and as a global citizen.

Macquarie Primary School classrooms includes whole class and flexible, small group instruction, allowing some students who require more time, more personalised support to build knowledge in specific areas of the curriculum. Teachers constantly analyse students results and implement scaffolds for students where extra support is required. Also included in the rich curriculum taught at Macquarie Primary School, students participate in the French Language program, the school band with the ACT Instrumental Music Program and attend Health and Physical Education sessions.

Macquarie Primary School maintains strong relationships with the community with an active P&C Association to support the school through building parental connections. Hosting education forums, breakfast clubs, working bees, grants, and fundraising.

Further information may be obtained by visiting the school website.

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Notes: The Joint Selection Committee (JSC) is established in accordance with the collective/enterprise agreement provisions and as such will assess all applications for this position.

How to Apply: Please submit your curriculum vitae (two pages), Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages) and contact information for two referees.

Contact Officer: Executive Assistant, Directors of School Improvement (02) 6205 8219 EDU.DSIOffice@act.gov.au
Applications should be submitted via the Apply Now button below.

SPRD**BSSS****Office of the BSSS****Certification Officer****School Leader C \$132,293, Canberra (PN: 60309, several)**

Gazetted: 01 February 2023

Closing Date: 8 February 2023

Details: The ACT Board of Senior Secondary Studies (ACT BSSS) is a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the Australian Capital Territory. The successful applicant will be a motivated and dynamic school leader seeking to join the Certification team of the Board of Senior Secondary Studies and to work within a culture of high performance, collaboration and innovation.

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

Eligibility/ Other Requirements A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(a ct.gov.au\)](http://act.gov.au).

Notes: There are several positions available immediately until 7 July 2023 with the possibility of extension and/or permanency.

An order of merit will be established from this selection process and may be used to fill future vacancies that may become available within the next 12 months.

Selection may be based on application and referee reports only.

How to apply: Applicants need to submit the Application Coversheet including referees, statement of claims, and a current Curriculum Vitae. The statement of claims should address the capabilities and be written with a focus on the job description specified for the position.

To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx, .doc) or Rich Text Format (.rtf). Other formats may not be readable on ACTPS computers, requiring documents to be converted and resubmitted.

Applications should be submitted via the Apply Now button below.

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions to assess all applications for this position. This selection process is not appealable.

Contact Officer: Mitchell Tummers (02) 6205 7174 Mitchell.Tummers@act.gov.au

school performance and improvement

belconnen network

Evatt Primary

Building services officer 3 (BSO3)

Building Service Officer 3 \$73,429 - \$77,593, Canberra (PN: 60135)

Gazetted: 01 February 2023

Closing Date: 8 February 2023

Details: Evatt Primary School is seeking an enthusiastic and suitable Building Services Officer (BSO) to join our team. This position is a temporary position commencing immediately through until July 31st, with the possibility of extension and/or permanency.

As a Building Services Officer (BSO), you will work with the Business Manager in managing and leading the building works undertaken at the school, maintaining the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards, completing emergency and other repairs to Work, Health and Safety Standard or ensuring this standard when organising and overseeing emergency repairs.

The BSO will support the Business Manager, Principal, students, and staff in providing a safe and aesthetically pleasing environment for the whole community.

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

Eligibility/ Other Requirements

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

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

A pre-employment medical clearance is required prior to commencement.

Mandatory Training in other WHS procedures may be required during employment: for example Working at Heights, Sharps.

Desirable:

An industry recognised trade qualification or equivalent work experience.

A current First Aid certificate

Notes: This is a temporary position available until 31 July 2023 with the possibility of extension up to 12 months and/or permanency.

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

How to apply: Please complete a two page pitch outlining your experience and focusing on the points in the Selection Criteria, Professional/Technical Skills and Knowledge and Behavioural Capabilities. Please include your curriculum vitae and completed referee report at time of application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Swiridziuk (02) 6142 1642 Rebecca.Swiridziuk@ed.act.edu.au

Office for Schools

Tuggeranong Network

Theodore Primary School

Deputy Principal - Theodore Primary School

School Leader B \$154,033, Canberra (PN: 41916)

Gazetted: 01 February 2023

Closing Date: 15 February 2023

Details: Theodore Primary School is seeking a dynamic and highly motivated leader to join the school as Deputy Principal. Theodore Primary School staff work collaboratively as a Professional Learning Community to analyse multiple sources of evidence to improve student learning and wellbeing outcomes. At Theodore we value building positive community partnerships with families with the objective of achieving outstanding outcomes. The Deputy Principal plays a pivotal role in supporting the principal in leading the implementation of the school's Improvement Plan.

The successful applicant will have experience and a demonstrated strength in leading school improvement processes, with a specific focus on improving student growth in reading, writing, numeracy, and wellbeing outcomes through a targeted coaching and mentoring approach and implementation of highly effective pedagogy and practice.

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

How to Apply: Please submit statement of claims (maximum of five pages) against the School Leader Capability Framework along with a current curriculum vitae (no more than two pages).

Applications should be submitted via the Apply Now button below.

Contact Officer: Nathan Pepper (02)6142 3100 Nathan.Pepper@ed.act.edu.au

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

School Performance and Improvement

Tuggeranong Network

Lanyon High School

Building Services Officer

Building Service Officer 3 \$73,429 - \$77,593, Canberra (PN: 57683)

Gazetted: 01 February 2023

Closing Date: 8 February 2023

Details: Lanyon High School caters to students from years 7 – 10 in the southern suburbs of Tuggeranong with around 500 students in 2023. We are a growing school with a diverse range of students. We have strong relationships with the community and our feeder primary schools. We pride ourselves on the positive and collegial relationships of our staff. We value high levels of teamwork and support to collaboratively build the skills of educators and other support staff. We are committed to meeting the needs of all of our students with flexibility and compassion, in order to build the skills they need to have successful futures.

Key Responsibilities: Maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards; completing emergency and other repairs to trade/industry standard OR ensuring this standard when organising and overseeing emergency repairs.

In accordance with Directorate policies and in consultation with the supervisor, the position requires initiative and independent judgement. The position may include coordinating, mentoring and supervising other BSOs and may be a cluster position with specific responsibilities.

Eligibility/Other Requirements:

Evidence of a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to: Access Canberra
Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: Access Canberra

A pre-employment medical clearance is required prior to commencement.

Mandatory Training in other WHS procedures may be required during employment: for example Working at Heights, Sharps.

Desirable:

An industry recognised trade qualification or equivalent work experience.

A current First Aid certificate.

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

How to Apply: Please submit a current curriculum vitae and response to the Selection Criteria (maximum 2 pages).

Please include the contact details of two recent referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashley Howes (02) 620 57676 Ashley.Howes@ed.act.edu.au

School

Primary School Teachers

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

Gazetted: 01 February 2023

Closing Date: 21 February 2023

Teaching in Canberra – Primary School Opportunities

Primary School Educators – South Weston Network

Primary School Educators – Tuggeranong Network

Primary School Educators Gungahlin Network

Primary School Educators – Belconnen Network

Up to \$12K in interstate relocation support

Be supported professionally throughout your teaching career

Enjoy a work/life balance where everything is only a 30-minute drive away!

About Us

Canberra's ACT Education Directorate is a composition of 90 public schools across the ACT providing quality education for students from preschool to Year 12. We share a belief in the life-changing impact of education and this belief fuels our high-level commitment to the child and young people that attend our schools. Currently we are experiencing a significant population growth which has led to an increased demand for our public schools. As such, the ACT Education Directorate has invested in new schools, infrastructure, and the expansion of existing schools which has led to opportunities across our schools for Early Childhood - Year 6 teachers.

About You

Our educators are engaging, progressive and provide students spaces and places to nurture their curiosity and creativity. As a Primary School Educator you will;

Be able to develop relationships across your professional and school community to provide the best student experience.

Demonstrated an ability to work effectively and collaboratively in a team environment.

Have strong Classroom management skills enabling a supportive and safe learning environment.

Our staff are dedicated and passionate about the jobs that they do, we all work together to provide our students the best learning experience possible. We also know we cannot do that without supporting one another. Our Principals and Senior Leaders are focused on supporting their dedicated educators ensuring you have access to professional development, opportunities across the ACT Education Directorate and are strong champions of a work/life balance.

Why Canberra?

Canberra is a safe, welcoming and multicultural city, where you can enjoy easy access to nature reserves, parks, lakes and mountains as well as contemporary and dynamic urban spaces and foodie and shopping precincts.

Canberrans love their active lifestyle, with our residents having the highest participation level for organised sport in the country. We also love a good event – whether it be artisanal markets, our annual spring festival featuring one million blooms in a city park by the lake, our annual multicultural food fair or hot air balloon festival in autumn.

Canberra is a city offering endless opportunity. But don't take our word for it – find out more about why Canberra is a great place to live and work.

Eligibility requirements for employment

To be able to teach within the ACT Education system;

You must hold and/or be eligible for teacher registration with the Teacher Quality Institute (TQI) prior to commencing employment

Hold a current Working with Vulnerable People registration (WwVP)

Be an Australian citizenship and/or permanent resident and/or hold a valid working visa

Please note, business sponsorship is available but assessed on an individual basis – please reach out to the recruitment team if you have any questions.

How to Apply

Apply via our job portal [here](#)

Before you submit your application please ensure you have provided the following documents;

Your resume

Contact details of two professional referees

A two-page statement providing practice examples aligned to the Australian Professional Standards for teachers with an emphasis on the results achieved.

A copy of your registration from your local regulatory authority or if currently studying evidence of enrolment in an accredited initial teacher education program

We are accepting applications now, please click the apply now button to start your application.

If you are unsuccessful in obtaining a role through this recruitment process, we do reach out to candidates throughout the year as and when opportunities arise so, please let the recruitment team know if you're interested in being part of our merit pool.

Any questions please email us at eduteacherrecruitment@act.gov.au

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres strait islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Mel Prendergast 0468 644 259 eduteacherrecruitment@act.gov.au

School performance and improvement**Belconnen Network****Florey Primary School****Building Service Officer****Building Service Officer 2 \$62,860 - \$65,718, Canberra (PN: 35239)**

Gazetted: 31 January 2023

Closing Date: 14 February 2023

Details: Florey Primary school is seeking an enthusiastic and highly motivated Building Service Officer to join our team. The successful applicant will undertake the maintenance and security of the school buildings, grounds and equipment, keeping the school in a clean and tidy condition with regard to safety and security.

The applicant will be required to coordinate, initiate and implement strategies to achieve improved security outcomes, manage the school's maintenance programs, day-to-day grounds maintenance to enhance the school, and relocation of furniture and equipment and undertake administrative tasks when required.

The applicant must show initiative and work independently and within a team. The duties of the position require a high degree of manual activity.

Eligibility/Other Requirements:

Applicants should possess an appropriate level of functional physical fitness.

Mandatory Training in other WHS procedures may be required during employment: for example Working at Heights, Sharps.

Evidence of a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to: Access Canberra

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: Access Canberra

Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid certificate

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

How to Apply: Please submit your response of no more than 3 pages addressing the Selection Criteria, together with your Curriculum vitae and names of two referees. Provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills: Professional/Technical skills and Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Briana Brockman (02) 6142 2730 Briana.Brockman@ed.act.edu.au

System Policy and Reform**Education and Care Regulation and Support****Children's Education and Care Assurance****Professional Officer - Audit and Risk and Quality Assurance (Several)**

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 40480, Several)

Gazetted: 31 January 2023

Closing Date: 15 February 2023

Details: Are you an experienced early childhood professional looking for an exciting opportunity to expand your knowledge and further your career? Are you committed to promoting compliance and continuous quality improvement in the education and care sector? Do you have a thorough understanding of the National Quality Framework, exceptional interpersonal skills, high level written skills and well-developed priority management capabilities?

If so, Children's Education and Care Assurance (CECA) is currently undertaking recruitment for temporary Professional Officers to work with the Audit and Risk and Quality Assurance teams to commence immediately. Temporary positions have the possibility of extension or permanency.

The successful applicant will work in partnership with education and care providers in supporting compliance and promoting quality for children and their families in education and care settings under the *Education and Care Services National Law (ACT) Act 2011* and support compliance in education and care settings governed by the *Children and Young People Act 2008*.

CECA is a team within the Education and Care Regulation and Support (ECRS) branch of the ACT Education Directorate. The Audit and Risk and Quality Assurance teams sit within CECA and are staffed by qualified early childhood professionals with experience across Government and non-Government education and care services.

Eligibility/other requirements:

Tertiary qualifications in early childhood education and care are required. Related qualifications may be considered. The successful applicant may be required to undertake an Authorised Officer Training program delivered by ACECQA.

Notes: There are several temporary positions available from 5 March 2023 until 1 December 2023 with the possibility of 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.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability relative to the Professional / Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements / Qualifications as outlined in the Position Description, contact details of at least two referees and a current curriculum vitae.

Interested applicants are encouraged to contact the contact officer prior to applying.

Applications should be submitted via the Apply Now button below.

Contact Officer: Teresa Thomas (02) 6207 1414 Teresa.Thomas@act.gov.au

Business Services**People and Performance****Workplace Relations****Director****Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 36327)**

Gazetted: 30 January 2023

Closing Date: 13 February 2023

Details: Are you passionate about workplace relations, facilitating constructive relationships with unions and have well-honed critical thinking and written communication skills? The Education Directorate has an exciting opportunity for an experienced Director Workplace Relations. As part of a team, you will play a critical role in supporting, shaping and implementing the future enterprise agreements and industrial relations agenda for the Directorate and lead a small team in the delivery of complex workplace relations advice and implementation of the ACTPS employment framework for the Directorate.

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: Where and how you will work:

The ACT Government aims to be the most progressive jurisdiction in Australia for hybrid and flexible working. Our team works flexibly and our hybrid work arrangements mean we work a combination from home and from our offices in Stirling. Even better, when in the office, you have access to free parking at the door.

How to apply: Please provide a maximum two-page pitch outlining your skills, experience and suitability based on the requirements of the role as set out in the Position Description and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Moriarty (02) 6207 9708 Megan.Moriarty@act.gov.au

Business Services**People and Performance****People Capability****Senior Advisor People Capability****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 43071)**

Gazetted: 31 January 2023

Closing Date: 14 February 2023

Details: The People Strategy section is seeking a highly motivated and capable Senior Advisor to join the People Capability team, supporting a diverse operationally focussed workforce. The successful candidate will administer the delivery of entry level, learning and development, and rewards and recognition programs to align with the Directorate's strategic workforce plans. The successful candidate will also become one of the system administrators for our learning management system.

Eligibility/Other Requirements:

This position requires a solid understanding of learning and development or relevant qualifications/experience in a similar role. Professional memberships relevant to HR would be an advantage.

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 provide a two-page pitch (maximum) outlining your skills, experience and suitability based on the requirements of the role as set out in the position description **and** a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Erickson (02) 6205 7229 Kate.Erickson@act.gov.au

Service, Design and Delivery**Digital Strategy, Services and Transformation****Business Analyst****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 44259)**

Gazetted: 30 January 2023

Closing Date: 22 February 2023

Details: Our ideal candidate will have business analysis experience. You will work in an environment where legacy systems are being replaced and old processes are evolving, being re-designed and continually undergoing process improvements.

This role will provide support to the Director, Transformation and Service School Management Support and will be required to support the team with business process mapping, requirements gathering, stakeholder engagement, communications, facilitation and training.

You will be confident in a digital transformation space and want to make a positive impact on the education environment, improve efficiency and communication with stakeholders, and support the Directorate commitment to continual improvement.

This role will ensure projects are developed in accordance with Whole of Government standards, that priorities are managed, and that the quality of projects are delivered in an efficient and fit for purpose manner. You will be required to produce a range of business analysis artefacts to support the implementation of projects aligned to digital design approaches.

Ideally you will have proven ability to manage planned outcomes within tight timeframes, build relationships, communicate effectively and influence stakeholders.

Our ideal candidate has experience in providing administrative and ICT support in a busy environment. The ability to delivery excellent customer service and provide day-to-day support across the team is critical to this role.

Eligibility/Other Requirements:

Mandatory Requirements

Permanent resident of Australia

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)

Highly Desirable

Experience using project management and Design Wheel methods is an advantage

Expertise with information management in schools is highly desirable

Degree qualifications in a related field is an advantage

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

How to Apply: Please provide a response to the selection criteria (max three pages), current curriculum vitae/resume as well as contact details for two referees.

Applications should be submitted via the Apply now button below.

Contact Officer: Michael de Raadt (02) 6207 5790 Michael.DeRaadt@act.gov.au

Service Design and Delivery

Administration and Support Officers

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 44370, several)

Gazetted: 30 January 2023

Closing Date: 13 February 2023

Details: Service Design and Delivery Group are seeking high performing administration and support officers to support various sections across the group at both the ASO4 level. These roles may be placed in the branches of Student Engagement, Universal School Support, Learning Wellbeing Policy and Service Design or Digital Strategy, Services and Transformation. The roles that may be filled via this merit pool include, but are not limited to:

Administration and Support Officers

Executive Support Officers

Incident Reporting Officers

The established merit pool may also be utilised by other areas across the Education Directorate that are outside of Service Design and Delivery Group. This may include the Education Support Office and/or schools.

Eligibility/Other Requirements:

HIGHLY DISERABLE

Highly developed proficiency in the Microsoft Suite of applications.

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 will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a structured response to the selection criteria (maximum 3 pages) that lists the criteria heading and then the response. Pitch or Expression of Interest style applications should not be submitted. Please also include a current curriculum vitae/resume and contact details for two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Amie Corrigan (02) 6205 1310 Amie.Corrigan@act.gov.au

Business Services

People and Performance

Workplace Relations

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52424)

Gazetted: 30 January 2023

Closing Date: 13 February 2023

Details: Do you thrive on researching and advising on complex employment conditions and have highly developed analytical and written communication skills? The Education Directorate has an exciting temporary opportunity for an Assistant Director Workplace Relations. As part of a team, you will play a critical role in supporting the negotiation and implementation of enterprise agreements and work collaboratively with the team in providing complex workplace relations advice and implementation of the ACTPS employment framework for the Directorate.

Notes: This is a temporary position available immediately for 12 months. The ACT Government aims to be the most progressive jurisdiction in Australia for hybrid and flexible working. Our team works flexibly and our hybrid work arrangements mean we work a combination from home and from our offices in Stirling. Even better, when in the office, you have access to free parking at the door.

How to Apply: Please provide a one-page pitch outlining your skills, experience and suitability based on the requirements of the role as set out in the position description and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Megan Moriarty (02) 6207 9708 Megan.Moriarty@act.gov.au

School Performance and Improvement

North and Gungahlin Network

East Gungahlin High School
Principal, East Gungahlin High School
School Leader A 2 \$189,549, Canberra (PN: 58968)

Gazetted: 27 January 2023

Closing Date: 20 February 2023

Details: East Gungahlin High School is located in the Gungahlin district of Canberra and will open in 2024. The school will cater for up to 800 students from years 7 to 10 and up to 90 teaching and ancillary staff. The new school will provide high quality contemporary indoor and outdoor learning environments. These inclusive facilities will support students with a diverse range of learning and social needs.

The school will offer facilities for community use outside of school hours including a double, covered hard courts suitable for basketball and netball and the oval can be used for soccer, rugby games. The Performing Arts Hall may also be available for community use. Consistent with the government's commitment to act on climate change, the school will have zero emissions in its operations and include approximately 100kw of solar power generation.

East Gungahlin High School will offer a modern, dynamic learning and teaching environment. The appointed Principal will manage operational and strategic improvements to take advantage of the new building design to ensure the teaching and learning responds by maximising student engagement in their learning.

The school will implement the Australian Curriculum and the specialist programs to be offered will be determined as part of the planning and induction process.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Notes: The Joint Selection Committee (JSC) is established in accordance with the collective/enterprise agreement provisions and as such will assess all applications for this position.

How to Apply: Please provide a Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages). A current curriculum vitae (two pages), and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Director of School Improvement (02) 6205 8219 EDU.DSIOffice@act.gov.au

Business Services

Strategic Finance and Procurement

Executive and Branch Support Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 00439)

Gazetted: 25 January 2023

Closing Date: 01 February 2023

Details: The Education Directorate is seeking applications from highly motivated individuals with an eye for detail to provide administrative support to the Chief Finance Officer and to the Strategic Finance and Procurement Branch of the Education Directorate. The position requires a person with a high level of organisational skills, effective communication and interpersonal skills and the ability to multi-task and work under pressure are essential. The successful applicant must be proficient in the use of the Microsoft Office suite as well as coordinating and managing the workflow of the Chief Finance Officer. An important function of the position will be to undertake research tasks, as well as liaise with the offices of the Director-General and other senior executive within the Education Directorate to maintain effective working relations across the Directorate. The successful candidate will be well organised and be committed to personal development and the provision of high quality support services.

Eligibility/other Requirements: Well developed ICT skills encompassing a number of Microsoft and financial management information systems, along with experience in or knowledge of financial management duties and compliance.

Note: This is a temporary position available as soon as possible up to 12 months, with the possibility of permanency. 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: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peter Podnar (02) 6205 3145 peter.podnar@act.gov.au

Service Design and Delivery

Student Engagement

Clinical Practice

Social Worker

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 60092)

Gazetted: 23 January 2023

Closing Date: 17 February 2023

Details: The successful applicant will become be included in a pilot of a school-based Social Work delivery model in ACT Education Directorate schools. The position will be included in a small team trialling the service model of service delivery with a focus on providing services at the universal, selected and targeted level. Social Workers will also work closely with school staff to maintain and implement appropriate school-based support for students with ongoing support needs. The successful applicant will be involved in using data to assess the effectiveness of the model and contribute to adjustments of the model.

The ideal candidate has a well-developed understanding of the scope of service delivery and support options available in the ACT. The successful applicant is highly likely to have a strong understanding of supports and be familiar with education settings. They will have the skills and capacity to impact positively on student outcomes through developing a strong understanding of needs, strengthening communication, building capacity in schools and championing Directorate commitments to continuous improvement.

The ideal candidate will be professionally resilient, able to work independently and part of a team as well as have excellent communication and collaborative skills. The successful applicant may be asked to work across the Canberra region.

Eligibility/Other Requirements:

MANDATORY

Tertiary qualifications in Social Work

A minimum of three years, or equivalent, of experience.

Membership with the Australian Association of Social Workers or eligibility for membership.

Current drivers licence essential, including access to a private vehicle for work purposes.

Prior to commencing in this role, a current registration issued under the working with Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

HIGHLY DESIRABLE

Relevant experience in education or a related area.

A comprehensive knowledge of youth services and programs in the ACT, and established connections with the ACT Youth and Community Sector.

Note: A merit pool will be established from this selection process and may be used to fill similar vacancies across Student Engagement. This covers a wide range of roles including providing direct support to schools, supporting our Allied Health Student Engagement Teams, Targeted Support Teams and more. Selection may be based on application and referee reports only. This role is based in Canberra. Interstate applicants are entitled to relocation reimbursement in line with the current EBA.

How to Apply: In four pages or less your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is therefore in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

Please also include a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristy Ward 0435 088 897 Kristy.ward@act.gov.au

Education

School Performance and Improvement

School Performance and Improvement

Melrose High School Science Assistant School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 00668)

Gazetted: 25 January 2023

Closing Date: 01 February 2023

Details: Melrose High School is located in Pearce and caters for students in years 7 - 10, supporting the learning of over 800 students. We have approximately 70 teachers, learning support and administrative staff.

We are seeking a highly motivated person to undertake the dynamic role of Science Assistant.

The successful applicant will Provide technical, procedural and safety advice to teachers regarding the implementation of science educational programs. The successful applicant will take responsibility for the safe storage of chemicals, safe and accurate preparation of chemical solutions and the maintenance and preservation of biology, physics and geology specimens and equipment.

Eligibility/Other requirements:

Mandatory

Must have current ACT Working With Vulnerable People (WWVP) Registration

Desirable

First Aid Certificate or a willingness to undertake appropriate training. Certificate III or equivalent e.g. Laboratory Skills.

Notes: This is a temporary position available immediately for Semester 1 with the possibility of extension of up to 12 months and / or permanency.

How to Apply: Interested applicants are encouraged to contact the contact officer prior to submitting an application. Applicants should submit a response to each Selection Criteria which outlines skills and experience relevant to the position. Applicants should submit a current curriculum vitae and two referee reports.

Selection may be based on application, resume and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jade Uttley (02) 6142 0707 Jade.Uttley@ed.act.edu.au

Education

School Improvement

Tuggeranong Network

Lanyon High School

Health and Physical Education Teacher

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 47554)

Gazetted: 25 January 2023

Closing Date: 08 February 2023

Details: Lanyon High School caters to students from years 7 – 10 in the southern suburbs of Tuggeranong with around 500 students in 2023. We are a growing school with a diverse range of students. We have strong relationships with the community and our feeder primary schools. We pride ourselves on the positive and collegial relationships of our staff. We value high levels of teamwork and support to collaboratively build the skills of educators and other support staff. We are committed to meeting the needs of all of our students with flexibility and compassion, in order to build the skills they need to have successful futures.

Lanyon High School is seeking a highly motivated, dynamic educator to join our learning community. This position is for an innovative and motivated teacher of Health and Education. Potential applicants should have a sound knowledge of the Australian Curriculum and be able to demonstrate their capacity to build effective relationships with students and their families. Successful applicants will be passionate educators with effective classroom pedagogy and a commitment to meeting the academic and social needs of a diverse range of learners.

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 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Mandatory: Current teaching registration with the ACT Teacher Quality Institute.

Mandatory: Current Working with Vulnerable People registration.

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, as well as two recent referees.

Please see the attached applicant information package for more details regarding the application process.

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: Rebecca Cusick (02) 6142 1800 Rebecca.Cusick@ed.act.edu.au

Education**School Performance and Improvement****South and Weston Network****Melrose High School****Staffing Officer****Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 08143)**

Gazetted: 25 January 2023

Closing Date: 01 February 2023

Details: Melrose High School is seeking a highly experienced, energetic, organised and self-motivated officer to undertake the duties of Staffing Officer.

The successful applicant will work closely with the School Executive team to undertaking various administrative duties. The successful applicant will possess excellent organisational, communication and customer service skills and will have the ability to work independently within a dynamic work environment with competing demands. The successful applicant will effectively and accurately enter data, produce records/reports and provide administrative support to staff. High level interpersonal skills will enable productive and supportive liaison with students, families and staff. The successful applicant will be an integral and flexible part of a collaborative administrative team. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements

An AS04 is required to work during stand down periods between school terms to undertake duties as directed, for example, records management, program preparation. This will be subject to negotiation with the principal.

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)

Desirable:

Knowledge of office practices and procedures.

Knowledge of Sentral, Timetabling Solutions and Microsoft Office packages.

First Aid qualification.

Experience in a high school environment.

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

Selection may be based on application, resume and referee reports only.

How to Apply: Interested applicants are encouraged to contact the contact officer prior to submitting an application. Applicants should submit a response to each Selection Criteria which outlines skills and experience relevant to the position. Applicants should submit a current curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jade Uttley (02) 6142 0707 Jade.Uttley@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Planning Urban Policy**Executive****Business Manager, Planning and Urban Policy****Senior Officer Grade A \$157,201, Canberra (PN: 50339)**

Gazetted: 01 February 2023

Closing Date: 8 February 2023

Details: Do you like a challenge and want to play a key role, leading the Planning and Urban Policy (PUP) Division in a number of functions, including finance, reporting, government business, coordination, and human resources?

The PUP Division within the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated individual to permanently fill the role of Business Manager.

The PUP Division are a diverse, innovative and professional team of people who come from a wide variety of backgrounds that reflect the diversity and complexity of what we do, and the way land use impacts on every aspect of society. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception to delivery. We are united by our commitment to effectively deliver the ACT Government's promise of effective and good planning.

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

Eligibility/ Other Requirements

Highly Desirable:

Experience in another ACT Government coordination role.

Previous experience in providing business management support to an executive and their division.

Knowledge of ACT Government finance and human resources processes.

An awareness of the ACT Government's activities and strategic direction in relation to the planning, and building policy and regulation would be advantageous but is not essential.

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

How to apply: Please submit an application of no more than two pages addressing the Selection Criteria (Skills, Knowledge and Behaviour) within the Position Description, along with a current curriculum vitae and the names of two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

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

Environment

ACT Parks and Conservation Service

Tidbinbilla Nature Reserve

Threatened Species Officer

Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 07938)

Gazetted: 31 January 2023

Closing Date: 14 February 2023

Details: The ACT Parks and Conservation Service (PCS) is seeking a dynamic and experienced team player to contribute to wildlife conservation initiatives at Tidbinbilla Nature Reserve (TNR).

TNR's Threatened Species Program focuses on the recovery of threatened species through breeding programs, conservation research, and education. Managed by a team of skilled and experienced staff the program works collaboratively with a broad range of stakeholders, research institutions and organisations to manage various innovative conservation projects including recovery programs for the Southern Brush-tailed Rock-wallaby, Northern Corroboree Frog and Grassland Earless Dragon and the development of a 120Ha safe haven for critically endangered wildlife – one of the ACT governments flagship projects. A high degree of professionalism and self-motivation are required for this position, as well as strong collaboration and communication skills.

Eligibility/other requirements:

Mandatory:

Current driver's licence and ability or willingness to learn how to drive manual vehicles.

Preparedness to wear a uniform.

Preparedness to work a shift roster which includes weekends and public holidays

Ability and willingness to undertake after hours and incident management duties, including after-hour reserve lock up functions, participation in fire standby roster and search and rescue operations.

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)

Desirable:

Tertiary qualifications in the field of environmental management, wildlife biology or ecology is required

Notes: This is a temporary position available immediately from 2 March 2023 for a period of 3 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 referee reports only.

How to Apply: Please submit a written application of no more than two pages, addressing 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: Nicole Hill (02) 6207 3695 Nicole.Hill@act.gov.au

City Renewal Authority

Capital Works

Program Director Capital Projects

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 59434)

Gazetted: 31 January 2023

Closing Date: 8 February 2023

Details: The City Renewal Authority is seeking a dynamic, experienced Program Director to join our busy team. The Program Director is responsible for the planning and development of the City Renewal Authority's portfolio of Capital projects to be delivered from 2023.

You will have proven analytical, program and project management skills and the ability to prioritise and manage multiple timeframes.

This position requires a 'blue-sky' thinker, who is able to work across both government and private industry sectors, utilising a diverse skill set that focuses on delivering positive outcomes for government and the community.

Eligibility/Other requirements:

Relevant tertiary and/or professional qualifications are highly desirable e.g., project management, landscape architecture, architecture, engineering, or similar

Demonstrated understanding of civil and/or construction processes.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit a response no more than three pages addressing your suitability against the Selection Criteria as well as a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Gillman (02) 6207 2478 Craig.Gillman@act.gov.au

City Services

City Presentation

Urban Treescapes

Tree Worker, Planting

General Service Officer Level 3/4 \$53,867 - \$58,825, Canberra (PN: 54959, several)

Gazetted: 31 January 2023

Closing Date: 14 February 2023

Details: Do you have a growing ambition to work with trees and nurture a greener future for the ACT?

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 809,000 trees on parklands and streets throughout ACT.

Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters.

Applications are invited to fill multiple full-time, permanent, and full-time, temporary vacancies for the role of Tree Worker, Planting within the tree planting team beginning as soon as possible.

Tree Workers contribute to a knowledgeable team carrying out tree maintenance tasks within Canberra's urban forest.

Successful applicants will have a passion for trees and an understanding of the importance of teamwork and great customer service.

Please see the position description for further information about the role.

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

Note: There are several permanent full-time and temporary positions available Selection may be based on application and referee reports only.

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

How to apply: 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 and contact details of at least two referees Applications should be submitted via the Apply Now button below.

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

Contact Officer: Peter Brammall 0466 939 917 Peter.Brammall@act.gov.au

Environment

ACT Parks and Conservation Service

Fire Management Unit

Fire Management Officer

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 60236, several)

Gazetted: 31 January 2023

Closing Date: 14 February 2023

Details: The position sits within the Fire Management Unit (FMU) and is a specialised technical role with primary responsibility for managing a range of bushfire management mitigation activities across the EPSDD and TCCS estate.

The position will plan and implement new and updated bushfire asset protection zones to the applicable Bushfire Management Standards. This will include; planning the works, seeking relevant approvals, overseeing the develop of the zone in the field, and reporting on progress. This is an initiative program which is expected to run for over three years.

The occupant of the position will work regular Monday to Friday hours with access to flextime arrangements, however regular rostered after hours, weekend and public holidays work will be required, especially during the declared bushfire season.

The occupant of the position will either have experience in or have the skills to be able to achieve competencies in an AIIMS (Australasian Inter-Service Incident Management System) role.

Eligibility/other requirements:

Mandatory:

Recognised tertiary qualifications in a land management or science discipline, or relevant experience.

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)

Be currently able and prepared to undertake and maintain the Moderate level of the national fire fighting task based assessment (fire fitness)

Be prepared to wear a uniform and work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an 'as needs' basis

Possess a current manual driver's licence

Highly Desirable:

Experience and qualifications in an AIIMS (Australasian Inter-Service Incident Management System) role.

Experience with environmental assessment and ACT planning approval processes.

Note: There are several full-time temporary position available until 30 June 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. Selection may be based on application and referee reports only.

How to apply: Please submit a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

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

Contact Officer: Ryan Lawrey (02) 6205 2473 Ryan.Lawrey@act.gov.au

Development and Implementation

Sustainable Land Development

Senior Director

Infrastructure Officer 5 \$163,315, Canberra (PN: 59293)

Gazetted: 27 January 2023

Closing Date: 21 February 2023

Details: Would you like interesting and fulfilling work in a unique government environment where you can directly see the impact you have on making Canberra a great city? Would you like to contribute to sustainable land development that will shape Canberra? We are building a team of project management and technical professionals to deliver projects that facilitate the supply of land for future development across Canberra. Your skills and experience in managing, supervising and leading multi-disciplinary teams of project managers, technical specialists, consultants and contractors will be required as you develop solutions to complex urban and greenfield planning and land development issues. You will be involved in managing the preparation of consultant briefs, managing contracts, facilitating site investigations and planning studies, interpreting technical reports, balancing stakeholder requirements, and driving sustainability, innovation and good planning outcomes.

Eligibility/Other Requirements:

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

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

hold a relevant building degree; or

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

Highly Desirable:

Tertiary qualifications and / or demonstrated experience in related field such as: Project/Contract Management, Urban Planning, Infrastructure engineering / design and construction management, Property Law or Architecture; A minimum of 10 years' project and contract management experience in land development.

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

How to Apply: Please submit 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: Graham Mundy (02) 6207 0241 Graham.Mundy@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

Legislation, Policy and Programs

Justice Reform Branch

Senior Policy/Programs Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 42743, Several)

Gazetted: 27 January 2023

Closing Date: 10 February 2023

Details: The Justice Reform Branch drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The Branch develops and administers policy and program initiatives related to justice reinvestment, reducing recidivism, tackling the overrepresentation of Aboriginal and Torres Strait Islander people in the criminal justice system, crime prevention, restorative practices and Restorative Cities, victims of crime and disability justice. It is also responsible for managing the ACT Government's arrangements for ACT Policing.

We have two permanent positions and up to two temporary positions available in the Justice Reform Branch. In this role, working closely with the Director and Senior Director you will undertake a range of activities that may include:

strategic policy development for people with disabilities in contact with the justice system including diversionary options, crime prevention or reducing reoffending

managing procurement and programs to deliver crime prevention and community cohesion outcomes

design and manage the evaluation of policy initiatives

engage with a range of justice system stakeholders on policy development and operational impacts

provide high quality analysis on crime trends.

These positions would suit candidates with diverse experience and expertise including criminology and sociology, social policy development, legal qualifications or program development and management. They provide an exciting opportunity to join a dynamic team and deliver policy and programs that make a significant contribution to the Government's justice reform agenda with a tangible impact on the community.

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

Eligibility/other requirements: Relevant tertiary qualifications or experience in similar justice policy or program roles is highly desirable but not essential.

Notes: There are two permanent roles and up to two temporary vacancies to the end of the financial year, with the possibility of extension not exceeding 12 months. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months.

How to Apply: In two pages or less, tell us why you are the best person for the role, addressing the Professional and Behavioural capabilities outlined in the Position Description, and submit together with a copy of your current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacob Campbell (02) 6205 1140 Jacob.Campbell@act.gov.au

Legislation, Policy and Programs

Justice Reform Branch

Policy/Programs Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 42677, Several)

Gazetted: 27 January 2023

Closing Date: 10 February 2023

Details: The Justice Reform Branch drives the ACT Government's justice reform agenda to address the underlying causes of crime and reduce the cycle of re-offending. The Branch develops and administers policy and program initiatives related to reducing recidivism, crime prevention, restorative practices and Restorative City, victims of crime and disability justice. It is also responsible for managing the ACT Government's arrangements for ACT Policing.

We have two permanent position and possible temporary positions available in the Justice Reform Branch. In this role, working closely with the Director and Senior Director and other members of the branch, you will undertake a range of activities that may include:

- managing procurement and programs to deliver crime prevention and community cohesion outcomes
- supporting cross-government governance and oversight processes, including managing working groups and high-level steering committees

- strategy and policy development in areas such as disability justice, reducing reoffending and crime prevention
- engaging with a range of justice system stakeholders on policy development and operational impacts

These positions would suit candidates with diverse experience and expertise including criminology and sociology, social policy development, legal qualifications or program development and management. They provide an exciting opportunity to join a dynamic team and support delivering policy and programs that make a significant contribution to the Government's justice reform agenda with a tangible impact on the community.

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

Eligibility/other requirements: Relevant tertiary qualifications or experience in similar justice policy or program roles is highly desirable but not essential.

Notes: There are two permanent roles and up to two temporary vacancies to the end of the financial year, with the possibility of extension not exceeding 12 months. Selection may be based on application and referee reports only. A merit pool will be established from this selection process and may be used to fill future vacancies over the next 12 months.

How to Apply: In two pages or less, tell us why you are the best person for the role, addressing the Professional and Behavioural capabilities outlined in the Position Description, and submit together with a copy of your current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew McIntosh (02) 6207 0550 Andrew.McIntosh@act.gov.au

Corporate Services**Government and Business Improvement****Assistant Director, Freedom of Information****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 18861)**

Gazetted: 01 February 2023

Closing Date: 15 February 2023

Details: The Governance and Business Improvement Branch has an exciting opportunity for an enthusiastic and dedicated professional seeking to champion the principles of open government as the Assistant Director, Freedom of Information. Working closely with both internal and external stakeholders, the Assistant Director is responsible for the strategic management of the Directorate's access arrangements under the *Freedom of Information Act 2016*. This includes assisting Information Officers by providing high-quality, evidenced based recommendations to support the disclosure of information in accordance with legislative requirements. The position works across a wide array of topics, from legislative and policy reform to corrective services, and would suit someone who enjoys working on multiple priorities in a complex and dynamic environment.

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

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

Contact Officer: Lauren Callow (02) 6213 0762 Lauren.Callow@act.gov.au

ACT Law Courts and Tribunal**ACT Sheriff's Office****Sheriff's Assistant****Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 24525, several)**

Gazetted: 30 January 2023

Closing Date: 13 February 2023

Details: ACT Courts and Tribunal is seeking a proactive and enthusiastic Sheriff's Assistant. This position will start immediately and will be for a period of six months with the possibility of permanency.

The Sheriff's Assistants engage with high level stakeholders, including judiciary and legal practitioners to manage a range of operational functions and services for the ACT Law Courts and Tribunal. The Sheriff's Office is seeking a motivated person who possesses excellent interpersonal and communication skills.

The role has responsibility for:

- Undertaking court orderly duties within the Courts,

- Preparation of Court rooms and jury rooms for hearings and managing exhibits,

- Providing support and guidance to jury panels placed in your charge,

- Executing and service of court process and preparation of correspondence and reports including updating and maintaining relevant databases,

- Operation of court-based technology (remote witness equipment, radios, audio visual systems),

- Providing assistance and information to members of the legal profession and the public,

- Conducting tours and lectures for schools and members of the public, and

- Assist in maintaining the safety and security of ACT Courts and Tribunal premises and all users and visitors of the ACT Courts and Tribunal. (Please Note: this is NOT a security officer position).

The ACT Courts and Tribunal supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal or Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. If you require any further information, please contact the Contact Officer.

Eligibility/other requirements: Sheriff's Assistants are required to wear a uniform and conform to dress code and personal appearance guidelines. The occupant of this position is required to hold a current driver's licence.

This is NOT a security officer position.

Note: There are several temporary positions available immediately for six months with the possibility of permanency.

How to apply: Please submit a written application of no more than two pages, answering the following questions:

1. What motivates you to work within the Sheriff's Office?
2. Please provide an example of when you excelled at client services.

The two-page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description.

You will also need to provide a current curriculum vitae and contact details of at least two referees.

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

Contact Officer: Peter Robertson (02) 6205 1855 Peter.Robertson@courts.act.gov.au

Emergency Services Agency

ACT Ambulance Service

ACTAS Education Education Officer (Clinical)

Ambulance Manager Level 2 \$141,918 - \$149,471, Canberra (PN: 24900)

Gazetted: 25 January 2023

Closing Date: 8 February 2023

Details: The ACT Ambulance Service (ACTAS) is responsible for providing emergency and non-emergency ambulance services to the ACT community. As an Education Officer (Clinical), often referred to as a Clinical Educator, you will be at the forefront of paramedic professional development and deliver a range of training and assessment services across both ACTAS and the Emergency Services Agency.

We are seeking highly motivated individuals who will bring enthusiasm, innovation, and recent experience in the delivery clinical education to the team. Being a member of a small team, Education Officers (Clinical) are productive team members who can be relied upon to identify gaps and eliminate duplication of effort whilst remaining proactive. An effective Education Officer (Clinical) embraces a team ethos whilst at the same time can achieve directed outcomes with minimal supervision.

To be successful in the role, an Education Officer (Clinical) will be capable of researching and developing new teaching products (not just rehashing old ones), be adept at the delivery of education to individuals ranging from first aid providers through to experienced paramedics, possess strongly established operational skills and embody the ACT Ambulance Service (ACTAS) Leadership Framework. They will have a demonstrated commitment to professional development beyond in-service training and embrace reflective practice both in leadership, operational, and educational senses.

As a registered paramedic and holding an ACTAS Authority to Practice, an Education Officer (Clinical) is also a leader who can maintain professional relationships across the entire ACT Emergency Services Agency (ESA). They may at times be required to attend meetings as the Education Team representative (or as a proxy for the General Manager Education) and will be expected to understand and embrace the interface that exists between high quality education and patient care. A successful Education Officer (Clinical) is an individual who communicates clearly, shares information and promotes consistent messaging.

Working closely with Ambulance Manager Level 2 (AM2) colleagues in both the Operations and Clinical Governance teams, the Education Officer (Clinical) will be expected to advocate the work of the Education Team whilst empowering ACTAS emergency and non-emergency staff to provide high quality pre-hospital care. In recognition of the ongoing development of paramedicine as a profession, a successful Education Officer (Clinical) will be heavily invested in their own development as an educator, clinician and member of the wider ESA; they will possess (or be working towards) relevant post graduate qualifications (or be able to provide evidence of their professional development with a focus on excellence in clinical teaching) and will possess (or be willing to obtain) an appropriate skillset or qualification in vocational training and assessment.

What you will do: Whilst support from the wider Education Team is always available, Clinical Educators may be called upon at short notice to: deliver paramedic In Service (at both Ambulance Paramedic and Intensive Care Paramedic levels); coordinate a Graduate Group; conduct scenario based training for individuals and groups ranging from Graduate Ambulance Paramedics through to Intensive Care Paramedics; participate in Authority to Practice assessments; and deliver training to groups outside of ACTAS including university students, ESA volunteers and partner agencies.

Eligibility/other Requirements: Mandatory

Applicants must be registered with Ahpra as a paramedic (without conditions).

Applicants must hold a current Authority to Practice as an ACTAS Ambulance Paramedic or Intensive Care Paramedic with a minimum of three years' current experience in this role. Successful external applicant(s) with comparable experience will receive training and assessment to achieve their ACTAS Authority to Practice. Relevant recent experience as an educator in an organisation engaged in the delivery of emergency ambulance (pre-hospital) services to the community is essential.

A current ACT class C Drivers Licence (or equivalent) is essential.

Desirable

Possession of (or working towards) post-graduate qualifications in clinical education (or other relevant health

related fields) would be highly regarded.

Possession of (or working towards) TAE40116 (or higher) would be highly regarded.

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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, members of the veteran community, and those who identify as LGBTIQ+ are encouraged to apply.

How to Apply: Applicants must submit (prior to the closing date) the following:

A two-page A4 statement (minimum size 12 font and normal size margins) addressing the capabilities for this position (as listed in the position description), showing your experience and what you can bring to the position of Education Officer (Clinical) with ACTAS;

A brief employment history/resume (not more than two pages);

A copy of your relevant qualifications (i.e. Diploma of Paramedical Science, Bachelor of Paramedical Science or equivalent post graduate qualification along with any relevant additional qualifications);

A completed Statutory Declaration (found in attached documents);

#A scanned copy of your Ahpra registration;

#A copy of your current authority to practice/certificate to practice as a paramedic issued by your employer;

#A scanned copy of both sides of your Class C unrestricted (or interstate equivalent) driving licence;

#A points demerit transcript (no more than 6 months old) from the relevant motor registry authority in your state, territory or country;

#Evidence of current immunisation which should include Tetanus, Hepatitis B, and most recent influenza and must include a full course (three doses) of COVID-19 vaccinations plus any additional doses as advised;

#A completed personal and medical information release consent form (found in attached documents).

#These items are only required to be submitted by applicants who are not already employed by ACTAS.

Applicants should note that applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both your inbox and spam box after submission. Postal applications will not be acknowledged.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Brown on JACSACTASRecruitment@act.gov.au

ACT Corrective Services

Assistant Commissioner Service Improvement and Community Operations

Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E704)

Gazetted: 30 January 2023

Closing Date: 10 February 2023

Details: The Justice and Community Safety Directorate is seeking applications to fill the anticipated vacancy of Assistant Commissioner Service Improvement and Community Operations, ACT Corrective Services (ACTCS).

ACTCS contributes to a safer community through the safe, secure, decent and humane management of offenders in custody and the community; and the provision of sustainable opportunities for offenders to lead law abiding and productive lives in the community through rehabilitation and reintegration.

The Assistant Commissioner Service Improvement and Community Operations plays an important role in supporting the ACTCS Commissioner by managing the functions of Community Operations; Strategy, Data and Research; and Intelligence. The role also coordinates strategies and activities to improve service delivery outcomes across the Custodial, Community Corrections and Reintegration operational areas.

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.

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

How to Apply: Interested candidates are requested to submit an application of no more than two pages, as well as a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Enquiries can be directed to the ACTCS Commissioner Mr Ray Johnson (02) 6207 0879
ray.johnson@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**

Canberra Hospital Expansion Project

Executive Group Manager, Project Director

Executive Level 2.4 \$347,585 - \$361,512 depending on current superannuation arrangements, Canberra (PN: E1112)

Gazetted: 01 February 2023

Closing Date: 24 February 2023

Details: Major Projects Canberra was established to lead the procurement and delivery of the ACT Government's infrastructure program. Its vision is to deliver the infrastructure for our community which helps make Canberra one of the world's most liveable cities.

Major Projects Canberra has two main components:

Procuring and delivering infrastructure projects designated by the ACT Government as 'major projects.' Typically, those designated projects will have significant complexity and scale; and

Delivering other whole-of-government infrastructure projects in partnership with other Directorates.

The Canberra Hospital Expansion (CHE) Project Team is responsible for the planning and delivery of a new Critical Services Building on Canberra Hospital campus (the Project).

The Project will deliver state-of-the-art facilities including a 114-bed emergency department; 60-bed intensive care unit; 22 theatres (including hybrid theatres and interventional radiology suites); a 24-bed coronary care unit; catheterisation and electrophysiology laboratories; 64-bed inpatient unit, with shell spaces for a further 64 bed inpatient units.

At over \$500 million, the Project represents the most significant investment in Canberra Hospital for decades and will create a future-proofed critical services building around which future developments on the campus will be planned. It represents a generational opportunity for Canberra Hospital to position itself as a leading player in the delivery of acute tertiary healthcare services in Australia and beyond. It will deliver world-class facilities that respond to contemporary and forward-thinking models of care and will attract the best and brightest clinical staff from Australia and around the world to Canberra Hospital.

The Project Team will work alongside Canberra Health Services (CHE) and the clinicians at Canberra Hospital to plan, procure and deliver this ambitious project. It will operate within Major Projects Canberra, but function as a dedicated team with the objective of successfully delivery the Project through the following stages:

Planning and procurement

Decanting and enabling works

Construction and commissioning

The Project Director, CHE is a key role within Major Projects Canberra responsible for the delivery of the Canberra Hospital Expansion (CHE) project during the planning and procurement phase through to delivery and commissioning. The Project Director will be accountable for design, commercial, quality, time and budget outcomes as well as for the extensive clinical, community and governmental consultation and communications that a project of this type will demand.

Reporting to the Deputy Chief Projects Officer, the Project Director will directly manage a team of approximately 15 full time personnel (staff and contractors).

Qualifications:

Mandatory:

A degree or diploma in a relevant field of Engineering, Architecture, Project Management, Construction Management, Commerce, Law or other relevant field.

Demonstrated relevant experience of managing significant infrastructure projects.

Desirable:

Experience in the delivery of major health infrastructure projects.

Remuneration: The position attracts a remuneration package ranging from \$347,585 - \$361,512 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$309,493.

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

How to apply: To obtain the Information for Candidates, please email applications.australia@ngs-global.com, quoting J16047. If further information is required after reviewing documentation, please visit:

<https://www.act.gov.au/majorprojectscanberra/home> or contact Grant Nichol at NGS Global on +61 3 8626 0600 or 1300 138 863.

To apply, send a cover letter and curriculum vitae to applications.australia@ngs-global.com. Applications close 5.00 PM, Friday, 17 February 2023. A concurrent search is being undertaken.

Contact Officer: Grant Nichol +61 3 8626 0600 or 1300 138 863 applications.australia@ngs-global.com

Infrastructure Delivery Partners

Social Project Management

Project Director

Infrastructure Manager/Specialist 1 \$175,124, Canberra (PN: 39663)

Gazetted: 01 February 2023

Closing Date: 17 February 2023

Details: Are you our new Project Director?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Infrastructure Delivery Partners team consists of industry professionals with the broad range of skills and expertise required across the built and natural environment sectors to successfully deliver a diverse and complex infrastructure portfolio. IDP supports the development and delivery of the Government's capital works program for our partner Directorates.

As Project Director you will lead the delivery of a portfolio of works consisting of project management, contract management and procurement expertise to a broad range of advisory, design and construction projects for the ACT Government.

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

Notes: This is a temporary position available immediately until December 2024, with possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Please provide copies of relevant degree and qualifications.
Applications should be submitted via the Apply Now button below.
Contact Officer: Simon Webber (02) 6207 3302 Simon.Webber@act.gov.au

Light Rail**Commercial****Commerce Officer****Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 37265)**

Gazetted: 01 February 2023

Closing Date: 15 February 2023

Details: Are you our new Commerce Officer?

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 planning and delivery of light rail infrastructure for the people of Canberra. A dedicated light rail team within the directorate, led by the Light Rail Project Director, progresses light rail development activities on behalf of the ACT Government.

Light rail aims to facilitate public transport usage and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development activities will maximise the broader economic and social benefits of the ACT Government's investment in light rail.

The Commerce Officer role reports to the Commercial Manager and is responsible for supporting contract management of the Light Rail Stage 2A Project including, but not limited to:

Operational contractual support and advice in accordance with the MPC CPO Financial Delegations and project delivery framework;

Accounts payable processing for the Light Rail project; and

Ongoing maintenance of Light Rail contracts registered in ACT Government systems.

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

Eligibility/other requirements:

Desirable:

Relevant qualification in business related field or equivalent is highly desirable and,

Experience with ACT Government systems, including Objective, PMARS and APIAS, 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. Selection may be based on application and referee reports only.

How to apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Light Rail**Project Governance and Executive Support****Assistant Director, Business Manager****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46363)**

Gazetted: 01 February 2023

Closing Date: 22 February 2023

Details: Are you our new Business Manager?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Business Manager reports to the Director, Project Governance and Administration, and is responsible for managing all aspects of the administration and governance of the Light Rail Project

As the Light Rail Business Manager, you will be an organised and dynamic thinker who is outcomes focused, with the ability to manage multiple priorities in a fast-paced environment, to support the Light Rail Project achieving its objectives.

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

Eligibility/other requirements:

Desirable skills/experience:

Experience in a similar role within a project environment will be highly regarded.

A good working knowledge of Objective and Microsoft Office.

An understanding of the ACT Government Business and Administrative processes, or equivalent.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

CIT Campus Woden Project

Construction Manager

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 50892)

Gazetted: 30 January 2023

Closing Date: 20 February 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 Construction Manager is a significant role within the CIT Woden Campus Project Team, primarily responsible for being the on-site construction representative of Major Projects Canberra. The successful candidate will have demonstrated experience monitoring and surveillance of Tier 1 Contractor delivering complex commercial infrastructure projects. The duties will include oversight of day-to-day construction operations throughout construction and commissioning, risk management concepts, standards, methodologies, and management tools. 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. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

Eligibility/other requirements:

Mandatory:

Hold a relevant professional qualification in Engineering or Architecture or Project Management and a minimum of ten years relevant experience in Engineering or Architecture or Project Management.

Professional qualifications and experience is defined as:

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

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

Project Management – either:

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

certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) 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 that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or

have at least ten years relevant experience in project management.

Notes: This is a temporary position available immediately until mid-2025, with possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit no more than 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.

Contact Officer: Hamish Chartres (02) 6207 7304 Hamish.Chartres@act.gov.au

Light Rail

Senior Director, Project Controls

Senior Officer Grade A \$157,201, Canberra (PN: 45420)

Gazetted: 30 January 2023

Closing Date: 27 February 2023

Details: Are you our new Senior Director Project Controls?

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 planning and delivery of light rail services to the people of Canberra.

Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The Light Rail Network will be implemented to reduce congestion on our roads and deliver a modern transport system that can meet the requirements of our growing, changing city.

The key responsibility of the Senior Director Project Controls is to manage the day to day project controls and governance of the Light Rail project. The Senior Director Project Controls is expected to provide leadership, contribute to the management of project assignments within the Project Team, and maintain and manage business standards and documentation.

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

Eligibility/other requirements:

Desirable:

A degree or diploma in a relevant technical field of Business Administration, Contract Management, Project Management, Construction Management or Law or a related discipline (copy to be provided with application) - or demonstrated relevant equivalent experience;

Experience in delivering significant infrastructure projects especially in PPP or collaborative contracting environments; and

A good working knowledge of Aconex and Objective.

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

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hamish Stephens (02) 6207 8219 Hamish.Stephens@act.gov.au

Transport Canberra and City Services

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

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

City Services

Development Coordination Branch

Major Project Support

Assistant Director Transport Projects Coordination

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 57387)

Gazetted: 31 January 2023

Closing Date: 14 February 2023

Details: The position of Assistant Director, Transport Projects Coordination is responsible for managing a portfolio of major projects relating to transport infrastructure (e.g. light rail). The position coordinates whole of directorate advice and input on planning, design, construction activities and disruption impacts and mitigation and subsequent interfaces the broader road network and asset handover. This position also involves relationship management and attendance and participation in the various project governance groups.

Eligibility/Other Requirements:

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

relevant building degree; or

significant level of building or Infrastructure knowledge and/or project management experience.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is 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 maximum two-page response to the criteria outlined in the position description under "What you require", curriculum vitae, and two references.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jerome Catbagan (02) 6207 8772 Jerome.Catbagan@act.gov.au

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

City Services

City Presentation

Urban Treescapes

Leading Hand, Operations

General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 41461, Several)

Gazetted: 31 January 2023

Closing Date: 21 February 2023

Details: Do you have a growing ambition to work with trees and nurture a greener future for the ACT?

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

Urban Treescapes manages and maintains more than 809,000 trees on parklands and streets throughout ACT.

Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters.

Applications are invited to fill multiple full-time, permanent vacancies and several full-time, temporary vacancies for the role of Leading Hand, Operations across multiple tree maintenance depots beginning as soon as possible.

Leading Hands are responsible for a small team of workers carrying out tree maintenance activities. This will include carrying out site specific risk assessments and ensuring that crews work safely.

Successful applicants will have a passion for trees and an understanding of the importance of teamwork and great customer service.

Please see the Position Description for further information about the role.

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

Eligibility/other requirements:

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

How to Apply: 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 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: Lachlan Taylor 0408 789 370 Lachlan.Taylor@act.gov.au

Office of the Director-General

Communications and Engagement

Assistant Director, Communications and Engagement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 47386)

Gazetted: 31 January 2023

Closing Date: 14 February 2023

Details: Are you passionate about letting the community know about services and projects which impact them every day?

We're looking for someone with a passion for great communication and the ability to apply their skills to tasks ranging from coordinating community engagement projects to organising media launches and developing catchy social media content.

We want an enthusiastic person who can work in a small team and achieve big results.

The person we're searching for has excellent people skills, a calm demeanour and is an expert in providing communication products in an engaging way to a multitude of audiences.

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

Eligibility/other requirements:

Relevant tertiary qualifications and minimum of five years' experience working professionally in the fields of strategic engagement, strategic communications, media or public relations is preferred.

Ability to work flexibly as well as some out of hours work.

Notes: This is a temporary position with an immediate start until October 2023. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position is in an activity-based working (ABW) workplace. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a current curriculum vitae, a one-to-two-page pitch addressing the requirements outlined in the Position Description as well as the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emily Wadwell (02) 6205 3229 Emily.Wadwell@act.gov.au

Chief Operating Officer

People and Capability

Training and Development Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 10616)

Gazetted: 31 January 2023

Closing Date: 14 February 2023

Details: We have an exciting opportunity for a Training and Development Officer to join our Training and Development team.

The ideal candidate has the skills to plan, coordinate, deliver and review training programs in line with organisational goals, always ensuring compliance with legislative and ACT Government requirements. They'll have strong communication, engagement and negotiation skills in addition to having a flexible and practical working style.

If this sounds like you then please apply, and the team look forward to hearing from you.

What we can offer you:

A role with purpose: you will see how you are making a difference in our employees lives everyday.

Benefits and perks: full-time permanent position with an annual salary of \$91,315 - \$104,509 PLUS 10.5% superannuation. We also offer various employee health and wellbeing programs including discounted memberships to over 100 gyms and locations.

Opportunity to grow: we provide up-skilling opportunities, training and networking to ensure you are constantly able to grow within your career.

Balance: you will have a fantastic work life balance and a hybrid working style with a blended Office/Home work profile.

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

How to Apply: Applicants should address the numbered selection criteria in a two page 'pitch style' response and submit along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tynan Abel (02) 6207 5981 Tynan.Abel@act.gov.au

Territory and Business Services

Strategic Policy and Programs

Policy and Legislation (Transport)

Policy Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 50024)

Gazetted: 30 January 2023

Closing Date: 13 February 2023

Details: The role of Transport Canberra and City Services (TCCS) is to deliver essential services that Canberrans rely on each day. TCCS employs approximately 2000 staff who work across the ACT.

The Strategic Policy and Programs (SPP) Branch sits within the Transport Canberra and Business Services Division of TCCS. SPP is responsible for strategic policy and legislation development, managing transport-related operational policy and regulation, and implementing innovative road safety and active travel programs for the Canberra community. The Branch is comprised of two distinct functional units; Strategic Policy and Legislation, and Transport Regulation and Programs.

Strategic Policy and Legislation has two similar Policy and Legislative Solutions teams (PALS) each with a specific subject matter focus. One team is focused on TCCS's City Services policy and legislation; the other team is focused specifically on Transport policy and legislation.

Transport Regulation and Programs has two teams being Policy and Regulation and Road Safety and Active Travel. The unit exists to be TCCS's persistent and expert knowledge base for transport related policy and to discharge TCCS's statutory obligations and obligations under the Administrative Arrangements regarding transport legislation and regulation.

As a Policy Officer in SPP you will be motivated and outcomes oriented with a strong drive and ability to work collaboratively but also autonomously. You will contribute to all aspects of scoped and agreed PALS project activities, as well as other duties which contribute to the operation of SPP. Working in a multidisciplinary team you will support a variety of policy, regulation, and legislative projects from inception through to delivery and implementation. You will participate in research, analysis, stakeholder consultation, and drafting of reports, briefs and other necessary government correspondence. You will always be looking for ways to accelerate projects and broaden their impact, and be able to work with subject matter experts, on-ground staff, the community, and other stakeholders to co-design solutions.

If you are passionate about making a difference to improve on-ground outcomes in our Nation's Capital and enjoy working on fascinating and complex Policy challenges, then this role could be for you.

Eligibility/other requirements:

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Relevant tertiary qualification (such as law, business, policy, project or change management) or other qualifications and technical experience deemed equivalent, is highly desirable.

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

How to Apply:

Applications should be submitted via the Apply Now button below. Applications must include:

A written response no more than two pages in length responding to the criteria listed in the 'What you require' section of the Position Description

A current curriculum vitae

Details of at least two referees

Interested candidates are encouraged to reach out to the contact officer for further information.

Applications should be submitted via the Apply Now button below.

Contact Officer: Luke Garrett (02) 6205 1321 Luke.Garrett@act.gov.au

Transport Canberra and City Services**City Services****Roads ACT Works Road Worker General Service Officer Level 5/6 \$59,713 - \$65,718, Canberra (PN: 38166)**

Gazetted: 25 January 2023

Closing Date: 01 February 2023

Details: As a team member of the road maintenance crew, this position will participate in daily road maintenance activities ensuring that they work safely adhering to all standard operating procedures.

The position will rotate across all road maintenance road crews and carry out other related duties depending on operational requirements where you will learn (or teach) new skills within the team to ensure competency.

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

Eligibility/ Other Requirements

Driver's licence MR-Class is essential

Workplace Health and Safety Induction (White Card) or willingness to obtain; General Construction Induction Card (White Card)

Asbestos awareness card or a willingness to obtain - Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety.

First Aid and/or Traffic Control Certificate desirable

This position does require a pre-employment medical

This position does not require a Working with Vulnerable People Check

Notes: This is a temporary position available for three months with the possibility of extension up to six months.

Selection may be based on application and referee reports only.

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

How to Apply: Candidates should provide a maximum three page response to the Selection Criteria (What you Require); a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Ilija Kovacevic (02) 6207 4746 Ilija.Kovacevic@act.gov.au

Worksafe ACT

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

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

WorkSafe ACT**Strategy, Compensation and Licensing****Strategy****Strategic Coordinator****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 60274)**

Gazetted: 30 January 2023

Closing Date: 13 February 2023

Details: Are you a strong communicator with a good eye for detail? If you answered yes to this question, you may be the next Strategic Coordinator we are looking for!

WorkSafe ACT is a fully independent office headed by the WHS Commissioner. Here at WorkSafe ACT we are proud of the work we do and are committed to improving the physical and psychosocial health and safety of Territory workers.

We have an exciting permanent vacancy for a motivated individual to fill the role of Strategic Coordinator. The Strategic Coordinator works within the Strategy team and supports the strategic direction of the work health and safety activities in the ACT. The position will suit a flexible operator who can work quickly and exercise strong judgement in relation to project, coordination, procurement, planning and governance matters.

You will develop, maintain, update, monitor and report against activities in-line with strategic planning documents. The role will require collaboration with subject matter experts to write and coordinate briefings and papers for local and national committees and meetings.

Have any questions about the role? Please reach out to the contact officer and we'd be happy to answer any questions you may have.

If you are looking to grow your career and want to work for an organisation making a positive difference to the lives of ACT workers, we encourage you to apply. As an ACT Government employee, you'll also have access to a great range of benefits, supports and excellent employment conditions.

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

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two (2) pages demonstrating your skills and experience relevant to the selection criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples to demonstrate your experience. Please ensure you meet the 'Essential Requirements' of the role as detailed in the position description.

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: Alysha Stokoe (02) 5124 5887 Alysha.Stokoe@worksafe.act.gov.au

WorkSafe ACT

Strategy, Compensation and Licensing Strategy

Young Worker Strategy Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50369)

Gazetted: 30 January 2023

Closing Date: 13 February 2023

Details: Do you want to play a fundamental role in improving the physical and psychosocial health and safety for young workers in the ACT? If you answered yes to this question, we'd love to hear from you.

WorkSafe ACT is a fully independent office headed by the WHS Commissioner. Here at WorkSafe ACT we are proud of the work we do and are committed to improving the physical and psychosocial health and safety of Territory workers.

We have an exciting permanent vacancy for a motivated individual to fill the role of Young Worker Strategy Coordinator. The Young Worker Strategy Coordinator will develop and implement resources, programs and activities to improve the health and safety of young workers in the ACT. In this role you will plan, attend and represent WorkSafe ACT at events, including delivering presentations on work health and safety matters.

Have any questions about the role? Please reach out to the contact officer and we'd be happy to answer any questions you may have.

If you are looking to grow your career, are a strong communicator and want to work for an organisation making a positive difference to the lives of ACT workers, we encourage you to apply. As an ACT Government employee, you'll also have access to a great range of benefits, supports and excellent employment conditions.

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

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two (2) pages demonstrating your skills and experience relevant to the selection criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples to demonstrate your experience. Please ensure you meet the 'Essential Requirements' of the role as detailed in the position description.

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: Alysha Stokoe (02) 5124 5887 Alysha.Stokoe@worksafe.act.gov.au

WorkSafe ACT**Construction and General Compliance and Enforcement****General Inspectorate Senior Inspector****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 51515)**

Gazetted: 25 January 2023

Closing Date: 8 February 2023

Details: Do you have highly developed leadership skills? Are you passionate about work health and safety and want to play an active role in improving health and safety for ACT workers? If you answered yes to these two questions, we'd love to hear from you.

WorkSafe ACT is a fully independent office headed by the WHS Commissioner. Here at WorkSafe ACT we are proud of the work we do and are committed to improving the physical and psychosocial health and safety of Territory workers.

We have an exciting permanent vacancy for a passionate leader to fill the role of Senior Inspector within our General Inspectorate Team. The Senior Inspector will lead and monitor the daily work and outputs of a team of inspectors who are primarily responsible for compliance and enforcement activities under the WHS Act and its associated legislation. In this role you will prepare high level written materials and respond to workplace incidents in accordance with WorkSafe ACT's strategic plan and the Agency's business plan to promote regulator excellence for WorkSafe ACT.

Have any questions about the role? Please reach out to the contact officer and we'd be happy to answer any questions you may have.

If you are looking to grow your career, develop your skills as a leader and work for an organisation making a positive difference to the lives of ACT workers, we encourage you to apply. As an ACT Government employee, you'll also have access to a great range of benefits and excellent employment conditions.

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

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two (2) pages demonstrating your skills and experience relevant to the selection criteria listed under 'Ideal Candidate' in the Position Description. Please address all of the points under 'Ideal Candidate' and provide examples to demonstrate your experience. Please ensure you meet the 'Essential Requirements' of the role as detailed in the position description. 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: Craig Dillon on craig.dillon@worksafe.act.gov.au or (02) 6207 1348

APPOINTMENTS**Canberra Health Services****Registered Midwife Level 2 \$100,957 - \$107,000**

Alicia Boserio, Section 68(1), 2 February 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Ashlie Cadona, Section 68(1), 1 February 2023

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)

Jared Corbitt, Section 68(1), 30 January 2023

Registered Nurse Level 1 \$72,698 - \$97,112

VINCENT DUTERTE, Section 68(1), 31 January 2023

Medical Imaging Level 2 \$70,679 - \$97,028

Alexander Filmer-Smith, Section 68(1), 30 January 2023

Medical Imaging Level 2 \$70,679 - \$97,028

Samantha Fleming, Section 68(1), 30 January 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Supriya Gyawali, Section 68(1), 27 January 2022

Registered Nurse Level 1 \$72,698 - \$97,112

Sarah Hayes, Section 68(1), 24 January 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Claudia Hector, Section 68(1), 30 January 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Anitta Jose, Section 68(1), 2 February 2023

Specialist 1-5 / Senior Specialist, \$188,151 - \$254,198

Maansi Joshi: 87700471, Section 68(1), 30 January 2023

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)

Jenniina Katainen, Section 68(1), 1 February 2023

Health Professional Level 2 \$70,679 - \$97,028

Sharon Kingston, Section 68(1), 30 January 2023

Registered Nurse Level 1 \$72,698 - \$97,112

PUSPA KUWAR, Section 68(1), 31 January 2023

Health Professional Level 1 \$66,285 - \$86,842

Annie Lam, Section 68(1), 31 January 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Taylah Megalli, Section 68(1), 2 February 2023

Health Professional Level 2 \$70,679 - \$97,028

Daniel Myrhlainen, Section 68(1), 7 February 2023

Registered Nurse Level 3.2 \$130,846

Sarah Neale, Section 68(1), 19 January 2023

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

Sabine Shanahan, Section 68(1), 31 January 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Renato Takahashi, Section 68(1), 25 January 2023

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

Jennifer Toohey: 88216964, Section 68 (1), 24/01/2023

Registered Nurse Level 1 \$72,698 - \$97,112

Claire Treagust, Section 68(1), 1 February 2023

Canberra Institute of Technology**Teacher Level 1 \$80,673 - \$107,642**

Adnan Syed, Section 68(1), 23 January 2023

Chief Minister, Treasury and Economic Development**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Zhaocong Chen, Section 68(1), 2 February 2023

Senior Officer Grade C \$114,928 - \$123,710

Jennifer Coombes, Section 68(1), 31 January 2023

Technical Officer Level 4 \$91,315 - \$104,509

Adam Davidson, Section 68(1), 30 January 2023

Senior Officer Grade C \$114,928 - \$123,710

Tracy Dixon, Section 68(1), 30 January 2023

Administrative Services Officer Class 2 \$60,620 - \$66,939

Illiana Fogarty, Section 68(1), 27 January 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Eliza Foot, Section 68(1), 30 January 2023

Senior Information Technology Officer Grade B \$135,355 - \$152,377

Sara Hanley, Section 68(1), 30 January 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Holly Johnson, Section 68(1), 1 February 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Edward McCarthy, Section 68(1), 30 January 2023

Senior Officer Grade C \$114,928 - \$123,710

Christopher Peters, Section 68(1), 30 January 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Muhammad Rasheed, Section 68(1), 30 January 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Avishek Uprety, Section 68(1), 1 February 2023

Community Services**Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)**

Alison Coster, Section 68(1), 24 January 2023

Child and Youth Protection Professional Level 1 \$73,505 - \$92,131

Lachlan MacWilliam, Section 68(1), 1 February 2023

Child and Youth Protection Professional Level 1 \$73,505 - \$92,131

Zoe Mason, Section 68(1), 1 February 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Kay Simson, Section 68(1), 30 January 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Jaspreet Singh, Section 68(1), 30 January 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Yifei Sun, Section 68(1), 30 January 2023

Education**School Assistant 3 \$58,404 - \$62,857**

Tracey Archer, Section 68(1), 27 January 2023

School Assistant 3 \$58,404 - \$62,857

Nicole Favre, Section 68(1), 27 January 2023

School Assistant 2/3 \$51,548 - \$62,857

Tau Ikitau, Section 68(1), 24 January 2023

School Assistant 3 \$58,404 - \$62,857

Kowhai Kerewaro, Section 68(1), 27 January 2023

School Assistant 3 \$58,404 - \$62,857

Antonia Lukic, Section 68(1), 27 January 2023

School Assistant 2/3 \$51,548 - \$62,857

Celine Muller, Section 68(1), 12 January 2023

School Assistant 3 \$58,404 - \$62,857

Hannah Pengilly, Section 68(1), 27 January 2023

School Assistant 3 \$58,404 - \$62,857

Clara Snaidero, Section 68(1), 27 January 2023

School Assistant 3 \$58,404 - \$62,857

Sarah Stringer, Section 68(1), 27 January 2023

School Assistant 3 \$58,404 - \$62,857

Shavina Tredinnick, Section 68(1), 27 January 2023

Senior Officer Grade C \$114,928 - \$123,710

Hannah Watts, Section 68(1), 31 January 2023

Classroom Teacher \$76,575 - \$114,624

Section (68)1

Peta	Sheppard	17 January 2023
Ellanor	Schmidtke	17 January 2023
James	Urwin	17 January 2023
Charlie	Foran	27 January 2023
Sally-Lee	Hill	24 January 2023
Benjamin	Williams	24 January 2023
Tess	Healey-Smith	30 January 2023
James	Hawke	24 January 2023
Zenia	Xie	24 January 2023
Foster	Townsend	24 January 2023
Marina	Leko	30 January 2023

Environment, Planning and Sustainable Development**Park Ranger 1 (\$68,685 - \$73,920)**

Hazel Bennett, Section 68 (1), 02 February 2023

Professional Officer Class 2 \$91,315 - \$104,509

Jaimie Hopkins, Section 68(1), 30 January 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Constanza Leon Barrueto, Section 68(1), 28 January 2023

Justice and Community Safety

Correctional Officer Class 1 \$69,433 - \$82,797

Craig Kearney, Section 68(1), 11 January 2023

Senior Officer Grade C \$114,928 - \$123,710

Manav Satija, Section 68(1), 31 January 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Vivienne Schweizer, Section 68(1), 2 February 2023

Major Projects Canberra

Infrastructure Officer 2 \$91,428 - \$105,186

Natasha Cook, Section 68(1), 30 January 2023

Transport Canberra and City Services

Infrastructure Officer 4 \$136,524 - \$155,109

BROOKE BRADLEY, Section 68(1), 30 January 2023

TRANSFERS

ACT Health

Cathryn O'Neill

From: \$178,535

Canberra Health Services

To: Senior Officer Grade A \$157,201

ACT Health, Canberra (PN. 59261) (Gazetted 28 October 2022)

Canberra Health Services

Laura Calligaro

From: Registered Nurse Level 2 107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 57606) (Gazetted)

Amanda Conway

From: Registered Nurse Level 2 \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 17042) (Gazetted)

Jinwoo Nam

From: Registered Nurse Level 1 \$97,112

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 33094) (Gazetted)

Zoia Rusanov

From: Administrative Services Officer Class 6 \$93,530

Canberra Health Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services, Canberra (PN. 04576) (Gazetted 15 December 2022)

Madeleine Sharp

From: Registered Nurse Level 1 \$78,631

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 58728) (Gazetted)

Education

Andrew McNeice

From: Classroom Teacher \$76,575 - \$114,624

Education

To: Classroom Teacher \$76,575 - \$114,624

Education, Canberra (PN. 05332) (Gazetted 19 December 2022)

Transport Canberra and City Services

Georgina Vallance

From: Senior Officer Grade A \$157,201

ACT Health

To: Senior Officer Grade A \$157,201

Transport Canberra and City Services, Canberra (PN. 41124) (Gazetted 15 November 2022)

PROMOTIONS

Canberra Health Services

Maternity

Birth, Postnatal, Antenatal, Maternity Assessment Unit

MIKAHLIA BARTRAM

From: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 29946) (Gazetted 14 November 2022)

Adult Acute Mental Health Services

Anju Bhattaraia

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. 37433) (Gazetted 22 November 2022)

Clinical Services**Women, Youth and Children****Delivery Suite****Jessica Clark**

From: Registered Midwife Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Registered Midwife Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 16053) (Gazetted 14 November 2022)

CHS Chief Executive Officer**Branden Driscoll-Fitzsimmons**

From: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 02507) (Gazetted)

Clinical Services**Women Youth and Children****Elyse Honeybone**

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. 25412) (Gazetted 28 July 2022)

Nursing and Midwifery and Patient Support Services**Ward Services****Ricky James**

From: Health Service Officer Level 3/4 \$55,350 - \$59,336

Canberra Health Services

To: Health Service Officer Level 5 \$60,182 - \$63,169

Canberra Health Services, Canberra (PN. 20575) (Gazetted 26 September 2022)

Clinical Services**Woman, Youth and Children****Jerin MathaiKutty**

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. 59631) (Gazetted 28 July 2022)

Clinical Services**Samuel Richards**

From: School Assistant 4 \$70,028 - \$75,827

Education

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 28971) (Gazetted 5 September 2022)

Nursing and Midwifery and Patient Support Services**Ward Services****Jacob Shaw**

From: Health Service Officer Level 3/4 \$55,350 - \$59,336

Canberra Health Services

To: Health Service Officer Level 5 \$60,182 - \$63,169

Canberra Health Services, Canberra (PN. 23829) (Gazetted 26 September 2022)

Michelle Stewart

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. 31385) (Gazetted)

Lauren Wheatstone

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. 17213) (Gazetted 21 December 2022)

Chief Minister, Treasury and Economic Development**Access Canberra****Planning and Strategy****Sustainability Planning and Design****Aaron Adams**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

ACT Health

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 58459) (Gazetted 2 September 2022)

Access Canberra**Construction, Utilities and Environment Protection****Construction Licensing and Governance****Gabrielle Barnes**

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. 40582) (Gazetted 24 November 2022)

Access Canberra**Fair Trading and Compliance****Compliance****Isaac Hales**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education

To: Administration Service Officer Class 6 \$91,315 – \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN:19636) (Gazetted 11/11/2022)

Economic Development Directorate**Venues Canberra****Ross McMillan**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development, Canberra (PN. 55395) (Gazetted 26 October 2022)

Economic and Financial Analysis**Economic and Regulatory Policy****Thi Kim Thai Nguyen**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Independent Competition and Regulatory Commission

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 55861) (Gazetted 29 November 2022)

Community Services

Children, Youth and Families

Child and Youth Protection Services

CYPS Operations

Isabella Baldwin

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024

Community Services

To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Community Services, Canberra (PN. 07375, Several) (Gazetted 24 May 2022)

Housing ACT

Housing and Homelessness Strategy and Policy

Indigenous Housing

Jacob Keed

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Community Services, Canberra (PN. 41678) (Gazetted 22 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.

Housing ACT

Client Services Branch

Thomas Lee

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Community Services, Canberra (PN. 09070) (Gazetted 29 November 2022)

Children, Youth and Families

Child and Youth Protection Services

CYPS Operations

Barnalee Rajbanshi

From: Child and Youth Protection Professional Level 2 \$78,014 - \$105,024

Community Services

To: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Community Services, Canberra (PN. 07375, Several) (Gazetted 24 May 2022)

Education

School Operations

Belconnen Network

Melba Copland Secondary School

Rebecca Gill

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 58814) (Gazetted 24 November 2022)

School Performance and Improvement

School Improvement Branch

School Improvement

Lisa Greig

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 43122) (Gazetted 21 September 2022)

School Performance and Improvement**North Canberra/ Gungahlin School Network****Dickson College****Vicki Jackson**

From: School Assistant 2 \$51,548 - \$56,919

Education

To: School Assistant 4 \$70,028 - \$75,827

Education, Canberra (PN. 38266) (Gazetted 17 November 2022)

System Policy and Reform**Education and Care Regulation and Support****Non-government Education****Marika Vrieling**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 59986) (Gazetted 5 December 2022)

School Performance and Improvement**North/Gungahlin****Harrison School****Jamie Walkden**

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 11978) (Gazetted 25 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.

Justice and Community Safety**ACT Government Solicitor****Legal Practice****Lisa Harrop**

From: Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety

To: †Government Solicitor 2 \$126,839 - \$152,194

Justice and Community Safety, Canberra (PN. 25857) (Gazetted 10 August 2022)

ACT Corrective Services**Offender Reintegration****Daniella Posavec**

From: Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety

To: †Health Professional Level 5 \$135,355 - \$152,377

Justice and Community Safety, Canberra (PN. 59990) (Gazetted 13 December 2022)

ACT Government Solicitor**Legal Practice****Anna Theodore**

From: Legal Officer Grade 1 \$70,680 - \$142,352
Justice and Community Safety
To: †Government Solicitor 2 \$126,839 - \$152,194
Justice and Community Safety, Canberra (PN. 42609) (Gazetted 10 August 2022)

Transport Canberra and City Services

City Services

Roads ACT

Business Support

Nerissa Baldock

From: Senior Officer Grade C \$114,928 - \$123,710
Transport Canberra and City Services
To: †Senior Officer Grade A \$157,201
Transport Canberra and City Services, Canberra (PN. 41153) (Gazetted 22 November 2022)

City Services

ACT NoWaste

Waste Education and Partnerships

Daniel Harris-Pascal

From: Administrative Services Officer Class 6 \$91,315 - \$104,509
Environment, Planning and Sustainable Development
To: †Senior Officer Grade C \$114,928 - \$123,710
Transport Canberra and City Services, Canberra (PN. 46126) (Gazetted 10 November 2022)

CORRIGENDA

Justice and Community Safety

Permanent appointment for Lauren Popielczyk gazetted 26/01/2023, date of effect should be 21/12/2022.