

OFFICIAL



ACT Government Gazette
Gazetted Notices for the week beginning 02 February 2023

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>

Health Systems, Policy and Research Group

OPL

OCNMO

Assistant Director of Nursing and/or Midwifery, Towards a Safer Culture Project

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 44282)

Gazetted: 08 February 2023

Closing Date: 22 February 2023

Details: Are you a skilled and experienced nurse and/or midwife, passionate about your profession/s, and deeply committed to promoting safe and supportive workplaces? If so, we have the job for you!

You will report to the ACT Chief Nursing and Midwifery Officer as you work to implement the *Nurses and Midwives: Towards a Safer Culture (NM TASC) 'The Next Steps' Strategy* across ACT public health system. You will be given the opportunity to use your high-level project management skills and in-depth knowledge of the clinical environment to provide industry advice and leadership to the ACT Health Directorate, Canberra Health Services, Calvary Public Hospital Bruce and across the Territory.

In the Office of the Chief Nursing and Midwifery Officer, (OCNMO) we are busy creating a better working environment for nurses and midwives. We do this through stakeholder collaboration, by being "problem solvers", by writing persuasive, high quality, and well-informed documents and Government papers, and by sharing with and caring for our colleagues. It's important to us that you support our team culture, not only in the NM TASC project but across the whole OCNMO.

The OCNMO is currently working a hybrid working arrangement so you will be expected to work at home, office and clinical environments.

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 successful in your application you will be asked to meet the following requirements.

Have a minimum of three years' experience in a chosen clinical nursing or midwifery setting.

Hold and maintain AHPRA registration as a nurse and/or midwife.

A post graduate tertiary qualification in nursing, midwifery, management or project management is highly desirable.

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

Notes: This is a temporary position available until June 2026 with the possibility of extension and/or permanency subject to funding approvals. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page written pitch addressing why you believe you are the ideal nurse and/or midwife for the position - you may wish to include the

Professional / Technical Skills and Knowledge and Behavioural Capabilities listed under 'What You Require' in the Position Description.

Please also submit a current curriculum vitae and contact details of at least two referees, one of which is your current manager.

Shortlisted candidates may be required to submit two written referee reports prior to interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Stewart (02) 5124 8237 Sarah.M.Stewart@act.gov.au

Health Systems, Policy and Research Group

OPL

OCNMO

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Registered Nurse Level 4.3 \$149,388, Canberra (PN: 44281)

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Professional / Technical Skills and Knowledge and Behavioural Capabilities listed under ‘What You Require’ in the Position Description.

Please also submit a current curriculum vitae and contact details of at least two referees, one of which is your current manager.

Shortlisted candidates may be required to submit two written referee reports prior to interview.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Stewart (02) 5124 8237 Sarah.M.Stewart@act.gov.au

Corporate Services**Chief Finance Officer****Executive Level 1.4 \$266,764 - \$277,429 depending on current superannuation arrangements, Canberra (PN: E1087)**

Gazetted: 03 February 2023

Closing Date: 17 February 2023

Pursue your dream job in a world-class city that suits your lifestyle. Our work in the ACT Public Service directly serves the needs of the Canberra community and when you work with us you will see the impact that we have on the lives of Canberrans every day. The ACT Public Service is an inclusive and welcoming employer. We’re big enough to give you career variety, but small enough that you’ll get to know your colleagues. ACTHD will consider flexible working conditions. The ACT Health Directorate (ACTHD) is seeking an experienced, highly motivated leader with strong executive management and people leadership skills for the role of Executive Branch Manager, Strategic Finance/Chief Financial Officer (CFO). This is an exciting position with both a strategic and operational focus. There is significant opportunity to make a meaningful contribution to the ACT health system through collaboration across ACTHD, the broader ACT health system, the ACT Public Service and Commonwealth, state and

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

As CFO, you will provide strategic leadership and oversight of the Strategic Finance Branch. The role is responsible for the provision of budgetary and financial advice to the Director-General and the Minister; ongoing system improvements to health funding and performance models; and is accountable for the establishment and maintenance of financial management, process and risk frameworks.

The CFO reports to the Executive Group Manager, Corporate and Governance and supports all financial functions of ACTHD and the Local Hospital Network (LHN), including financial statement and budget requirements for both entities. The successful applicant will model our values of respect, integrity, collaboration and innovation. If you demonstrate leadership and have experience in financial management, we want to hear from you.

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: Provide your curriculum vitae and a two-page application aligned to the position's Executive Capabilities that addresses why you are the best person for this role, including the contact details for two referees.

Contact Officer: Fiona Barbaro, 0435 572 241, Fiona.Barbaro@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

Trainee Pharmacy Technician

Trainee Technical Officer \$57,960 - \$63,965, Canberra (PN: 21794 - 0288E)

Gazetted: 02 February 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

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

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

ABOUT YOU

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 personal drive

High level customer service skills

Ability to maintain high work standards and accuracy

Ability to role model our departmental team charter

Position Requirements/Qualifications:

Applicants are required to demonstrate enrolment in Certificate III in Hospital-Health Services Pharmacy Support if successful in the recruitment process and complete the certificate within the 18 month employment contract.

Previous experience working in a hospital or community pharmacy is highly desirable.

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

Work across multiple CHS locations.

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 ACT Health credentialing requirements for allied health professionals.

Note: This is a temporary position available for 18 months with the possibility of extension and/or permanency.

Contact Officer: Keat Gan 0251242118 keat.gan@act.gov.au

Allied Health

Acute Allied Health Services

Cardiorespiratory Physiotherapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 53594 - 028GA)

Gazetted: 02 February 2023

Closing Date: 17 February 2023

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www.canberrahealthservices.act.gov.au

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

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient wards and specialised outpatient settings including but not limited to Pulmonary Rehabilitation, Cardiac Rehabilitation, Heart Function, Respiratory Outpatients and Enhanced Recovery After Surgery programs. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care. Acute physiotherapy inpatient care is delivered across seven days with extended hours of service provision. Cardiorespiratory HP3s can work in varying inpatient and outpatient areas depending on operational service needs and development requirements.

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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 clients' needs
3. Effective communication and interpersonal skills.

Position Requirements/Qualifications:**Mandatory**

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- 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.
- 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: Kerry Boyd (02) 5124 2670 / 0421 577709 Kerry.Boyd@act.gov.au

Medicine**Cardiology outpatients****Cardiac Scientist**

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 21988, several - 028K6)

Gazetted: 02 February 2023

Closing Date: 6 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

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www.canberrahealthservices.act.gov.au

The cardiology department at Canberra Hospital provides both inpatient and outpatient services to the ACT and surrounding region. The coronary care unit manages approximately 2,000 acute admissions annually. The department also provides approximately 7,000 occasions of service per year to outpatients, including medical clinics, nursing clinics and cardiac diagnostic investigations and therapeutic interventions (including electrophysiology and cardiac CT). The department provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region.

The department is supported by dedicated heart function and pulmonary hypertension clinics designed to provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care. Planning is underway for state-of-the-art expanded acute cardiac care unit and cardiac catheterisation laboratories in the Canberra Hospital Expansion Project (scheduled for completion in 2024).

An exciting opportunity exists for a cardiac scientist to become a part of the allied health team. This position requires knowledge and competency to work autonomously to conduct routine, and assist in complex, cardiac physiology diagnostic investigations and therapeutic interventions according to procedures and published standards. The role includes supporting the operational and quality management requirements of the service with

the provision to educate and train staff and students. The role requires participation in and contribution to continual professional development of the cardiac scientist group.

Within CHS, the cardiac 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 generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

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Behavioural Capabilities

Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

Demonstrates strong organisational skills with a high degree of drive.

Demonstrates high-level communication and interpersonal skills with a proven ability to build and maintain effective professional relationships.

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

Position Requirements/Qualifications:

Mandatory

Bachelor of Science/Applied Science, or equivalent.

Minimum of 12-months' post-qualification experience in Cardiac Science.

Be registered under the Working for Vulnerable People Act.

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

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

Desirable

Be eligible for membership with Professionals in Cardiac Science Australia (PiCSA)

Be eligible for accreditation with the Australian Council for Clinical Physiologists (ACCP).

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

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

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

Undergo a pre-employment National Police Check.

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

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

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

Note: There is one permanent position and several temporary expected positions available of varying durations for up to 12 months.

Contact Officer: Leah Giles 02 51242692 Leah.Giles@act.gov.au

Women Youth and Children

Maternity Services

Registered Midwife Level 1

Registered Midwife Level 1 \$72,698 - \$97,112, Canberra (PN: 22100 - 028IH)

Gazetted: 02 February 2023

Closing Date: 16 February 2023

Details:

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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 & 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.

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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.

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Desirable

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

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Contact Officer: Kerryn Lavercombe 51247538 kerryn.lavercombe@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Business Support Services

Executive Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 40604 - 028J9)

Gazetted: 03 February 2023

Closing Date: 21 February 2023

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www.canberrahealthservices.act.gov.au

Mental Health, Justice Health, 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.

Reporting to the Business Manager and working closely to the Executive Director, the Executive Officer is responsible for the coordination of all incoming and outgoing correspondence within the Office, liaison with the Government Relations team on the provision of high-level advice to Minister's offices, and other priority projects. This role also provides high level support and advice to other senior leaders and their support teams across CHS. To be successful, you will be a consummate professional, be confident with a fast-paced work environment, be adaptable and responsive, be able to quickly acquire knowledge and understanding of situations and subject matter, and cultivate productive working relationships with a range of stakeholders.

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Behavioural Capabilities

1. An expert communicator, adept at cultivating productive working relationships with a range of stakeholders.
2. Strong organisational skills with a high degree of initiative and drive
3. Ability to be agile, flexible and respond to meet changing operational priorities
4. A team player who displays leadership skills and is a positive advocate and representative of the service

Position Requirements/Qualifications:

- Relevant public sector or equivalent experience is highly desirable.
- Previous experience working in the health sector is highly desirable.

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

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

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

Contact Officer: Kelly Daly (02) 5124 7950 kelly.daly@act.gov.au

Medical Services

Pharmacy

Clinical Pharmacist

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 32154 - 0281Y)

Gazetted: 02 February 2023

Closing Date: 16 February 2023

Details:

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www.canberrahealthservices.act.gov.au

Canberra Health Services (CHS) is looking for highly motivated and dynamic pharmacists to join our remote team to deliver exceptional clinical pharmacy services to patients admitted at Canberra Health Services. CHS Pharmacy department runs a successful SHPA accredited residency program, an excellent intern training program and recently achieved SHPA accreditation for Advanced Training Residency Programs.

CHS Pharmacy currently have multiple opportunities available for permanent and temporary with possibility of permanency positions. Pharmacists looking to work from home are strongly encouraged to apply. Pharmacists working from home are embedded within existing clinical teams to provide remote pharmacy services for inpatients and outpatients. This includes opportunities to work remotely in our oncology service. Many opportunities are provided to ensure staff working remotely are fully supported and included in the pharmacy team.

The Pharmacy sits within the Division of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

Work is underway to build a new Surgical Procedures, Interventional Radiology and Emergency Centre which will transform the acute services delivered at the Canberra Hospital in the near future. This new centre will deliver additional Emergency Department treatment spaces, theatres, additional intensive care unit (ICU) beds, as well as including new paediatric ICU beds.

This position is available for working onsite at the hospital or as a work from home/remote work position (wherever home may be!) with flexible work hours also available. To work remotely, applicants will require reliable access to internet service and to comply with [ACT Government home-based work factsheet](#). Don't miss this rare opportunity to provide hospital pharmacy services from the comfort of your home.

This position will work within clinical teams to provide services across a range of clinical areas.

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Behavioural Capabilities

Passion for learning and contributing to great healthcare, so as to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind

Strong organisational skills with a high degree of personal drive and integrity

Developed or emerging leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities

Position Requirements/Qualifications:

Mandatory

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

Experience of working professionally as a registered pharmacist in an Australian hospital environment is essential (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).

The successful applicant will be appointed to the relevant level 2 or 3 pharmacist position increment based on their qualifications and experience in line with the following criteria:

For a level 2 pharmacist position increment – minimum of 2 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level.

For a level 3 pharmacist position increment – minimum of 4 years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Consolidation Level, which may include a post graduate qualification at diploma level or above.

The successful applicant will need to be available for occasional weekend and after-hours work, including on call, working across hospital sites as necessary.

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.

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

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

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

Contact Officer: Monica Rayson 0251247106 monica.rayson@act.gov.au

People and Culture

Recruitment Services

Team Leader Talent Acquisition

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 55950 - 028JM)

Gazetted: 02 February 2023

Closing Date: 20 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 People and Culture (P&C) Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across CHS. Working closely with CHS Divisions, the P&C portfolio delivers strategically aligned workforce solutions in areas including people, policy and strategies, change management, human resource management, Work Health and Safety, organisational development, diversity and inclusion, general clinical and leadership training, workforce planning, industrial and employee relations, pay and benefits, rewards and recruitment.

The Talent Acquisition and Employee Experience team within the P&C Division is focused on the full lifecycle of recruitment including researching, sourcing, attraction, recruitment, and onboarding of selected workforce resources for CHS. The priorities for this team are driven by strategic and operational needs.

The Canberra Hospital Expansion Project 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.

The Team Leader will support the Senior Director Acquisition team to facilitate supply of the relevant workforce as required for CHS – including any specific requests within the CSB.

This will include supporting all team members to deliver quality talent acquisition services to future employees and customer service to hiring managers.

Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management support and advice to managers across Canberra Health Services on all matters relating to recruitment and establishments, including the contracting of Visiting Medical Officers (VMOs).

DUTIES

You will:

Oversee a team responsible for Canberra Health Services recruitment activities. Lead or participate in relevant HR projects and policy development and conduct training programs such as Staff Selection to ensure the team and staff of CHS deliver quality and timely recruitment.

2. Manage employment arrangements for employees and Visiting Medical Officers (VMOs) ensuring correct entitlements are applied

3. Manage attraction strategies, talent identification and building candidate pools.

4. Manage, refine and develop CHS's e-recruitment system in line with best practice, customer and stakeholder needs, including upgrades, error reporting and vendor communication.

5. Prepare reports, briefs, correspondence and submissions on recruitment issues, and undertake specific project work.

6. Co-ordinate with the relevant section on all Area of Need applications for CHS's roles as required.

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Strong interpersonal and negotiating skills.

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

Position Requirements/Qualifications:

Desirable:

An understanding of both medical and standard recruitment practices in a public service environment.

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

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

Contact Officer: Kalena Smitham 51249631 Kalena.Smitham@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services**Clinical Coordinator****Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 58214 - 02810)**

Gazetted: 02 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

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

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

These services include:

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

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

This position provides clinical support to Youth Step Up Step Down (YSUSD); a sub-acute mental health facility managed by Wellways.

The position sits within the CAMHS service and requires the incumbent to:

- Conduct intake/risk assessment and clinical co-ordination for the young adults, aged 18 to 25 years, with complex mental health needs who reside at YSUSD.
- Provide onsite clinical leadership to build the capacity of the staff at YSUSD.
- Undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.
- Be available to work within all program areas of CAMHS, as service needs arise.

ABOUT YOU

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:**Mandatory**

For Registered Nurse:

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

Highly desirable:

- Experience in working with children and young people.
- Minimum of three years post qualification experience working professionally in mental health

Prior to commencement successful candidates will be required to:

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

Note: This is a temporary position available for six months with the possibility of extension and/or 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. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise. Contact Officer: Sarah Toohey (02) 5124 6543 sarah.toohey@act.gov.au

Women Youth and Children

Maternity

Registered Midwife Level 2

Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 20971, several - 02815)

Gazetted: 02 February 2023

Closing Date: 20 February 2023

Details: Our Vision: creating exceptional health care together

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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 & 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.
- 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: Kerryn Lavercombe (02) 5124 7538 kerryn.lavercombe@act.gov.au

Allied Health**Acute Allied Health Services Physiotherapy****Paediatric Physiotherapist**

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 60283 - 028GQ)

Gazetted: 02 February 2023

Closing Date: 20 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

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

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient and specialised outpatient settings, including but not limited to paediatric inpatient wards, neonatal intensive care and special care nursery, physiotherapy-led outpatient services and multidisciplinary paediatric clinics including Cystic Fibrosis, Hip Dysplasia, and Growth and Development Clinics. Our physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams locally and interstate, to achieve safe, high quality patient care. Physiotherapists play a key role in the multidisciplinary management of paediatric patients across the care continuum.

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.

Effective communication and interpersonal skills.

Position Requirements/Qualifications:**Mandatory**

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

Desirable

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

• Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)
Contact Officer: Kerry Boyd (02) 5124 2670 / 04215 77709 Kerry.Boyd@act.gov.au

Allied Health

Acute Allied Health Services Physiotherapy

Physiotherapist Women's Health

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 60285 - 028FX)

Gazetted: 02 February 2023

Closing Date: 16 February 2023

Details: Our Vision: creating exceptional health care together

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

Acute Allied Health Services (AAHS) Physiotherapy provide services to a range of clients in acute inpatient and specialised outpatient settings. Our Women's Health physiotherapists provide a range of physiotherapy services including childbirth and postnatal education, inpatient obstetrics and gynaecology physiotherapy, women's health outpatient musculoskeletal management and gynaecological services at Centenary Hospital for Women & Children.

Our Women's Health physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

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

The overall functions of the physiotherapist under professional supervision include:

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

Promoting individual or group service delivery.

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

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

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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.

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory

Relevant tertiary qualifications or equivalent in Physiotherapy and a minimum of three years' experience working professionally in Physiotherapy including experience in Women's Health Physiotherapy

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

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

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

Desirable

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.

- Redeployment to another HP3 physiotherapy role will occur at the end of 12 months if the position is no longer available.

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

Contact Officer: Kerry Boyd 0421 577 709 Kerry.Boyd@act.gov.au

Women, Youth and Children

Enhanced Health Services

Women, Youth and Children Community Health Program

Child and Youth Protection Services Liaison Officer

Registered Nurse Level 4.2 \$140,121, Canberra (PN: 028JL-00103)

Gazetted: 02 February 2023

Closing Date: 16 February 2023

Details:

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POSITION OVERVIEW

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www.canberrahealthservices.act.gov.au

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

The Enhanced Health Services (EHS) in WYCCHP 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).

An exciting opportunity exists for a registered nurse with experience in working with vulnerable children and young people to provide leave backfill for the Child Protection Liaison Officer position (available immediately until 7 June 2023 with the possibility of extension).

The Child and Youth Protection Services (CYPS) Liaison Officer position is a strategic leadership role which promotes positive client outcomes through facilitation of effective communication across CHS to ensure provision of high-quality coordinated services and liaison, and negotiation between CHS and the Office for Children, Youth and Family Support in the Community Services Directorate. The position reports operationally to the EHS Manager, and strategically to the CHS Executive through the Executive Director, Women, Youth and Children on matters of child protection.

The successful applicant will have advanced clinical skills in working with children, young people, and families at increased risk of poor health and developmental outcomes and for whom there is an intersection of complex health and psychosocial needs. The successful applicant will also have high level negotiation and liaison skills, experience in managing systems of clinical governance and leading quality improvement, and a commitment to working with stakeholders to develop systems and pathways for vulnerable children. This is a rewarding and

exciting position that will require someone with the ability to be flexible, responsive and promote excellence in service delivery.

ABOUT YOU

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Behavioural Capabilities

Ability to develop and maintain strong, positive working relationships with internal and external stakeholders. Proactive with strong clinical, communication and leadership skills, and an ability to work independently and within a team environment.

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

Position Requirements/Qualifications:

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse and a minimum of 5 years' experience working professionally in a relevant field such as Child and Family Health or Paediatrics is preferred

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

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

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

Prior to commencement successful candidates will be required to:

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 is a temporary part-time position for five months (32.00 hours) and the full-time salary noted above will be paid pro rata.

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

Contact Officer: Fiona Holihan (02) 51242712 Fiona.Holihan@act.gov.au

Women Youth & Children

Paediatrics

Assistant in Nursing

Assistant in Nursing \$55,927 - \$57,820, Canberra (PN: 58434, several - 028JG)

Gazetted: 02 February 2023

Closing Date: 16 February 2023

Details: Our Vision: creating exceptional health care together

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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/recliner 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.

ABOUT YOU

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Behavioural Capabilities

Strong communication skills

Ability to establish and maintain good interpersonal relationships

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

Position Requirements/Qualifications:

- Relevant Certificate 111 in Health Services Assistance and working towards undergraduate qualifications (Diploma or Bachelor of Nursing) and have completed a clinical placement is preferred.
- The successful applicant will need to be available for shift work, seven days a week
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - Working with vulnerable people (WWVP) registration (act.gov.au)

Contact Officer: Libby Coonan 0481053411 libby.coonan@act.gov.au

Clinical Services

Medicine

Cardiology

Cardiac Sonographer

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA), Canberra (PN: 53989-028B0)

Gazetted: 02 February 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

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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The Department of Cardiology is well-established with 14 consultant medical staff positions, 4 Accredited Advanced Trainees in Cardiology, and one Unaccredited Advanced Trainee position. There are 2 cardiac catheter laboratories which undertake a total of over 800 coronary interventional procedures annually. The unit provides a 24/7 service for primary PCI for acute ST elevation myocardial infarction for the region. A structural heart disease program is being developed.

The coronary care unit is a 15-bed unit with an additional 3 short stay beds for the chest pain evaluation unit (CPEU). The coronary care unit has 2000 acute and elective admissions and the CPEU 1000 patient assessments annually. The cardiology outpatient service provides up to 4500 episodes of care annually with increasing demand each year.

There is a close working relationship with our busy cardiothoracic surgical unit.

Clinical cardiac electrophysiology services have commenced in April 2019 with complex ablation procedures, an arrhythmia clinic, cardiac device clinics.

The echocardiography service performs over 4000 procedures per year. There is 4 FTE of cardiac sonographers.

Transoesophageal echocardiography service is provided three days a week, with additional emergency cover.

Stress echocardiography is scheduled for two sessions per week with ability to increase. Cardiac CT program commenced in 2017 in collaboration with the Department of Radiology. Cardiac MRI is part of the proposed development plan for the department.

The department is supported by dedicated heart failure and pulmonary hypertension clinics designed to provide ready access to phone advice, education on self-management, avoid recurrent presentations and to assist with reducing length of hospitalisation by early bridging to outpatient care or closer to home care program.

Construction is underway for state-of-the-art expanded acute cardiac care unit, three cardiac catheterisation laboratories and dedicated procedure room for transoesophageal echocardiography in the Canberra Hospital Expansion Project (scheduled for completion in 2024).

An exciting opportunity exists for an experienced senior cardiac sonographer to become a part of a busy team.

This position requires a high level of subject matter expertise and the ability to work autonomously to provide complex and critical echocardiographic service delivery. The role includes the development and provision of education and training for staff and students and requires participation in and contribution to continual professional development of the Cardiac Sonographer group.

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

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

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Behavioural Capabilities

1. Strong organisation and communication skills
2. Effectively both independently and as a member of a multi-disciplinary team

Position Requirements/Qualifications:

Mandatory

- Bachelor of Science Applied science.
- Graduate Diploma in Medical Ultrasound (Cardiac).
- Accreditation with the Australasian Sonographer Accreditation Registry (ASAR).
- Be registered under the Working for Vulnerable People Act.
- 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.
- Be registered under the Working for Vulnerable People Act.

Desirable

- Minimum of five years post-qualification experience
- Be eligible for memberships with Professionals in Cardiac Science Australia (PiCSA) and the Australian Council for Clinical Physiologists (ACCP).
- 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.
- 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.

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

Contact Officer: Leah Giles (02) 51242692 leah.giles@act.gov.au

Medical Services

DPET

DPET Staff Psychologist

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 60278 - 0281B)

Gazetted: 02 February 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

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 CHS Medical Services Group (MSG) includes Medical Imaging, ACT Pathology, Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

The DPET Psychologist reports to the Director Prevocational Education and Training and has direct line management through the Executive Director of Medical Services. The position is responsible for Junior Medical Officers (JMOs) in their first two years following graduation (Post Graduate Year (PGY) 1 and 2).

The aim of the Staff Psychologist is to improve the wellbeing and mental health of the Junior Medical Officer cohort employed by Canberra Health Services and working within The Canberra Hospital. More specifically, the aim is to provide group and individual based education and training to the JMO's employed by CHS on topics including wellbeing, self care, psychological resilience, and management of personal distress and the effects of vicarious trauma. The Staff Psychologist will also provide team and individual based debriefing/support to JMOs following critical/traumatic incidents, with referral of individuals for ongoing care (from another health care provider) as required. The Staff Psychologist will also provide input and oversight to the development of mental health related policies and procedures related to the function of the DPET Office and the service it provides, in addition to training on debriefing, crisis management and critical incident debriefing to DPET and MOSCETU Team Members who may be

Provide high level professional advice and support the design, development, and delivery of proactive team and organisational level staff psychological services for Junior Medical Officers in a stressful operational environment. and provide reports of activity and in the design input into the strategic planning for staff wellbeing.

Liaise with on-site Employee Assistance Program counsellors and other service providers to facilitate effective service provision.

Initiate, coordinate, and lead the implementation of clinical governance activity, quality improvement projects, research programs, and health promotion in areas relevant to service.

Undertaking other duties appropriate to this level of classification that contribute to the Directorate.

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Behavioural Capabilities

Have a passion for adult education and training

Adaptability and flexibility to accommodate change

Strong organisational skills with a high degree of drive

Strong attention to details, reliable and punctual

Position Requirements/Qualifications:**Mandatory**

- General registration with the Psychology Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)

- Minimum of 5 years post-qualification experience

- Postgraduate qualifications in medical education will be highly regarded

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

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

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

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

Note: This is a permanent part-time position at (19) hours per week. The above full-time salary will be pro-rata.

Contact Officer: Luke Streitberg (02) 5124 2507 Luke.Streitberg@act.gov.au

Rehabilitation, Aged and Community Services**Executive****Director of Allied Health****Health Professional Level 6 \$157,201, Canberra (PN: 28426 - 0280Q)**

Gazetted: 03 February 2023

Closing Date: 21 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

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www.canberrahealthservices.act.gov.au

Rehabilitation, Aged and Community Services (RACS) is a high achieving and diverse service within the Canberra Health Services, providing multidisciplinary care across a range of settings. Our services are based across the Canberra Hospital, the University of Canberra Hospital: Specialist Centre for Rehabilitation, Recovery and Research and in the community, operating within the CHS values of Reliable, Progressive, Respectful and Kind. As a member of RACS Executive team, you will participate in a variety of strategic, business planning and organisational development activities. This position is responsible for managing a range of allied health professionals and services. The successful applicant will have proven experience effectively planning and managing a multi-disciplinary health service across a range of health care settings. They will have demonstrated experience providing leadership and strategic direction in a changing environment, and for developing and maintaining collaborative working relationship

ABOUT YOU

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Behavioural Capabilities

1. Coach and lead a diverse group of allied health professionals to work to their full scope of practice.
2. Be agile, flexible, adaptable and comfortable with a changing working environment.
3. Commitment to research and innovation across disciplines and service areas.
4. Ability to synthesise and analyse complex information and make evidence informed decisions.

Position Requirements/Qualifications:

- Relevant tertiary qualification such as degree or diploma in an allied health profession (required).
- Current driver's licence (required).
- Post-graduate qualifications (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.
- Be registered for have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Contact Officer: Jo Morris (02) 5124 0004 Jo.Morris@act.gov.au

Rehabilitation Aged & Community Services

Equipment & Oxygen Services

Health Service Officer, Equipment Loan Service.

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992), Canberra (PN: 16627 - 028KW)

Gazetted: 07 February 2023

Closing Date: 21 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, Village Creek Centre in Kambah, Independent Living Centre and the University of Canberra Hospital. Our staff are committed to the delivery of health services that reflect Canberra Health Services values of Reliable, Progressive, Respectful and Kind.

RACS work collaboratively with patients, their carers and other services within and external to CHS.

The Equipment Loan Service team is responsible for effective and efficient delivery, collection, cleaning and maintenance of rehabilitation equipment to support clients in the community and to ensure the delivery of high-quality customer service and client care.

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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:

Hold a current driver's license.

A high level of fitness & ability to perform all duties

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 Working with Vulnerable People Registration

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

Note: This is a permanent part time position; Hours of work will be 8am-12noon Saturday & Sunday total of 8 hours. Applicants will also be required to work some public holidays. The above noted salary will be paid pro-rata.

Contact Officer: Jack Divorty 0251241029 jack.divorty@act.gov.au

Medical Services

Pharmacy

Clinical Pharmacist

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 58374, several-028N8)

Gazetted: 08 February 2023

Closing Date: 22 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:

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The Pharmacy sits within the Division of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

Work is underway to build a new Surgical Procedures, Interventional Radiology and Emergency Centre which will transform the acute services delivered at the Canberra Hospital in the near future. This new centre will deliver additional Emergency Department treatment spaces, theatres, additional intensive care unit (ICU) beds, as well as including new paediatric ICU beds.

This position is available for onsite or remote work. This position will work within clinical teams to provide services across a range of clinical areas.

Canberra Health Services –clinical rotational pharmacist (work from home) Canberra Health Services (CHS) is looking for highly motivated and dynamic pharmacists to join our remote team to deliver exceptional clinical pharmacy services to patients admitted at Canberra Health Services.

CHS Pharmacy department runs a successful SHPA accredited residency program, an excellent intern training program and recently achieved SHPA accreditation for Advanced Training Residency Programs.

CHS Pharmacy currently have multiple opportunities available for permanent and temporary with possibility of permanency positions.

Pharmacists looking to work from home are strongly encouraged to apply. Pharmacists working from home are embedded within existing clinical teams to provide remote pharmacy services for inpatients and outpatients. This includes opportunities to work remotely in our oncology service. Many opportunities are provided to ensure staff working remotely are fully supported and included in the pharmacy team.

The ultimate work-life balance This position is available for working onsite at the hospital or as a work from home/remote work position (wherever home may be!) with flexible work hours also available. To work remotely, applicants will require reliable access to internet service and to comply with ACT Government home-based work factsheet

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Behavioural Capabilities

Passion for learning and contributing to great healthcare, to achieve the best patient care outcomes possible, with the patient's goals and objectives in mind

Strong organisational skills with a high degree of personal drive and integrity

Developed or emerging leadership skills and motivation with the ability to participate in the department's quality improvement projects, educational programs and research activities

Position Requirements/Qualifications:

Mandatory

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

Experience of working professionally as a registered pharmacist in an Australian hospital environment is essential (or in a country where reciprocal arrangements apply with the Australian Pharmaceutical Council Competency Stream Skills Assessment method).

The successful applicant will be appointed to the relevant level 2 or 3 pharmacist position increment based on their qualifications and experience in line with the following criteria:

For a level 2 pharmacist position increment – minimum of two years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Transition Level.

For a level 3 pharmacist position increment – minimum of four years' full time equivalent experience as a registered pharmacist in a hospital setting (as previously defined) and able to demonstrate competency against the National Standards for Advanced Pharmacy Practice at the Consolidation Level, which may include a post graduate qualification at diploma level or above.

The successful applicant will need to be available for occasional weekend and after-hours work, including on call, working across hospital sites as necessary.

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.

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

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

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

Contact Officer: Monica Rayson (02) 51247156 monica.rayson@act.gov.au

Rehabilitation Aged and Community Services

Social Work

Health Professional Office

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 14684, several - 02800)

Gazetted: 08 February 2023

Closing Date: 22 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

Canberra Health Services, provides multidisciplinary care across a range of hospital and community settings. There are several teams who provide Social Work services across inpatient, outpatient and community settings:

The Acute Support Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Rehabilitation Aged and Community Services team (RACS) provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including The Canberra Hospital and The University of Canberra Hospital, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses.

The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services.

Social workers provide assessment and therapeutic intervention for a range of client populations throughout their patient journey. The patients we see present with a range of psychosocial issues that impact their health circumstances across the lifespan including ante-natal care, newly acquired and chronic health conditions, medical and surgical treatments, rehabilitation and ageing.

Note: This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

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Behavioural Capabilities

Good organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Ability to perform novel, complex, critical or difficult tasks with professional supervision.

Position Requirements/Qualifications:

Relevant Social Work degree qualifications and a minimum of 3 years' experience working professionally in hospital or health is preferred.

- Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW).
- The successful applicant will need to be available for occasional weekend and after-hours work, with access to flex time.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- 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:

- Reference checks
- Provide Working with vulnerable people (WWVP) registration
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.

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

Contact Officer: Bridie Woolnough 0422 303 737 Bridie.Woolnough@act.gov.au

Mental Health, Justice Health, and Alcohol and Drug Services

Office of Director of Allied Health

New Graduate Occupational Therapist

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 58583, several - 028MS)

Gazetted: 08 February 2023

Closing Date: 24 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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An exciting opportunity exists to work as a new graduate occupational therapist in Mental Health, Justice Health, and Alcohol and Drug Services (MHJHADS). The successful applicant/s will be employed as a full-time Health Professional Level 1 for 12 months. Please note the expected start date is July 2023.

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from acute crisis support through to treatment, rehabilitation, recovery and harm minimisation. Services are delivered at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and other community settings including people's homes. These services include (and are not limited to):

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

The successful applicant/s will be employed as an occupational therapist in one of our multidisciplinary teams for 12 months. You will provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns.

Successful applicant/s will be part of a large network of occupational therapists. You will have access to internal training and education targeted at early career allied health professionals, as well as clinical supervision to support development of your occupational therapy skills and professional identity.

ABOUT YOU

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Behavioural Capabilities

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

Ability to manage confidential and sensitive information.

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

Commitment to achieving positive outcomes.

Position Requirements/Qualifications:

Mandatory

- Tertiary qualification (or recognised equivalent) in Occupational Therapy.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (Ahpra).
- Current Passenger Vehicles 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

- 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.

Note: These are temporary positions available for 12 months with the possibility of extension and/or permanency. Depending on the team the position is in, some new graduate occupational therapists may be required to participate in overtime, weekend, after-hours, on call, and/or shift work with a rotating roster.

Contact Officer: Carli McIntyre (02) 5124 1664 carli.mcintyre@act.gov.au

Infrastructure and Health Support Services

Facilities Management

Senior Fitter

Senior Building Trade \$83,597 - \$89,398, Canberra (PN: 29516 - 028M4)

Gazetted: 08 February 2023

Closing Date: 22 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

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 Senior Fitter will report to the Facilities Operations Manager and will be responsible for supervision activities of the Fitters workshop, providing direction to workshop trade staff and scheduling of work in accordance with priorities established by the Facilities Operations Manager at the Canberra Hospital.

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

ABOUT YOU

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

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

Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

Mandatory:

Trade certificate in Fitting or a minimum 5 years' experience in the trade

Asbestos awareness training

General induction white card

Highly Desirable:

Minimum 1 year experience in a leadership and management position and/or formal qualifications in leadership and management.

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.

Note: 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: Andrew Oldfield 0421 758 582 andrew.oldfield@act.gov.au

Infrastructure and Health Support Services (IHSS)

Capital Project Delivery

Capital Project Delivery

Assistant Director, Clinical Liaison

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 60079 - 02845)

Gazetted: 07 February 2023

Closing Date: 23 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 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.

The Assistant Director, Clinical Liaison role will report to the Director, Clinical Liaison, 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 Assistant Director, Clinical Liaison will be responsible for coordination of clinical engagement and development of clinical requirements for major infrastructure projects. 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,

managing stakeholder expectations to ensure agreed project outcomes, and supporting project delivery with minimal impacts in a live hospital environment.

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: 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 health, management or a related discipline, and experience in a social policy or planning environment are both highly desirable.

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

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

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

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for two years with possibility of extension and or permanency.

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

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental health Services

CAMHS Clinical Manager

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 29031, several - 028IC)

Gazetted: 02 February 2023

Closing Date: 20 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

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

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

These services include:

Adult Community Mental Health Services (ACMHS)

Adult Acute Mental Health Services (AAMHS)

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Territory-wide Mental Health Services (TWMHS)

CAMHS provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis.

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework to children and Young People up to the age of 18.

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 clinicians.

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

DUTIES

Under limited direction of the CAMHS Clinical Team Manager the Clinical Manager will:

Within a recovery framework, undertake mental health triage, assessment, risk assessment, case formulation and case management of children and adolescents with moderate to severe mental illness in the community, and maintenance of high-quality and accurate health care records.

2. Work collaboratively with the multi-disciplinary team, which includes providing discipline specific clinical expertise, case presentation, participation in the clinical case review of clients, the development and implementation of recovery-oriented care plan in collaboration with young people and carers/families.

3. Provide clinical support, liaise, consult and participate in the education and training of other agencies, families and carers in regard to mental health issues.

4. As an active team member, participate in the monitoring, research and evaluation of mental health care provision.

5. Undertake clinical supervision and professional development activities and provide clinical supervision as required.

6. Be involved in membership of committees and working parties.

7. Work within the Mental Health Act and other relevant legislation

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

ABOUT YOU

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Behavioural Capabilities

To be successful in this position, 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 degree in social work/psychology/occupational therapy qualifications and a minimum of 1 years' post-qualification experience working professionally in respective field.

A current Driver's Licence.

For Occupational Therapy:

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

Eligibility for professional membership of Occupational Therapy Australia

Applicants must have a minimum of 1 year paid work experience, post qualification, in a related/relevant organisation/service

Must hold a current driver's license.

For Psychology:

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

Applicants must have a minimum of 1 year paid work experience, post qualification, in a related/relevant organisation/service

Must hold a current driver's license.

For Social Work:

Degree in Social Work

Applicants must have a minimum of 1 year paid work experience, post qualification, in a related/relevant organisation/service

Eligibility for membership of the Australian Association of Social Workers

Registration or eligibility for registration under the Working with Vulnerable People Act 2011

Must hold a current driver's license.

For All:

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

Highly desirable for all disciplines:

Experience in working with children and young people with 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:

Undergo a pre-employment National Police Check.

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

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

Comply with ACT Health credentialing and scope of clinical practice requirements.

Note: There are both temporary and permanent positions available. The temporary position(s) are available for 11.5 months. An Order of Merit may be used to fill future identical full time permanent vacancies within a 12-month period. Appointment to the position may be based on written application and referee reports only. The successful candidate must be available to work within all program areas of CAMHS as service needs arise.

Contact Officer: Simone Clarke (02) 5124 1880 Simone.Clarke@act.gov.au

Medicine

CHS

Clinical Coordinator HITH

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 44405 - 0289W)

Gazetted: 07 February 2023

Closing Date: 21 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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Hospital in the Home (HITH) is an inpatient service of Canberra Health Services and provides access to acute healthcare for patients generally in their own home. Operating hours of the service are 0730 to 2200, seven days a week. Patients admitted to HITH are classified as inpatients and would otherwise require treatment to be conducted in a hospital inpatient ward. Patients receive the same treatment that they would have received if in a hospital bed.

The Clinical Care Coordinator of HITH is responsible for providing clinical leadership for the day-to-day activities in HITH including - advanced clinical assessment and care to patients, coordinating the HITH unit visits within the hospital, road visits, and the coordination of Referrals. The role will lead the nursing team to ensure safe and efficient patient care, managing the ordering of medical supplies and specialised medications within the HITH unit to meet operational needs, and liaising with the multidisciplinary team. The Clinical Coordinator will have a key role in nurturing a nursing team which is appropriately skilled to provide specialised care.

The Clinical Coordinator will work with other advanced practice nurses in the area to ensure evidence-based treatment is delivered to all patients. The CCC will also contribute to promoting the ongoing expansion of the HITH service across the ACT.

ABOUT YOU

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Behavioural Capabilities

Strong clinical assessment skills and decision-making ability in gastroenterology

Ability to provide clinical leadership to outpatient areas

Adaptable and flexible to accommodate change and provide responsive services to meet required timelines.

Position Requirements/Qualifications:

Registered or is eligible for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia and any other registration required by the specific field.

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

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

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

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

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police Check.

Contact Officer: Marg McManus 0251245164 margaret.McManus@act.gov.au

Medicine

Clinical Nurse Consultant Registered Nurse - 7A

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 22399 - 028IU)

Gazetted: 08 February 2023

Closing Date: 23 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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and surrounding region. More information can be found on the CHS website:

www.canberrahealthservices.act.gov.au

The Clinical Nurse Consultant RN3.2 position will be responsible for the operational management and leadership of 7A Neurology. The successful applicant will be able to manage efficiently, lead quality improvement, participate in research and coordinate the delivery of care to patients who are admitted to Ward 7A for neurological and other conditions.

The position is full time working Monday to Friday within business hours, and provides clinical support, education and care coordination for patients. The position is responsible for the operational management and leadership of a multidisciplinary team.

DUTIES

Under limited direction of the Assistant Director of Nursing you will perform

Management of human, financial and material resources efficiently; to lead and coordinate the multidisciplinary team to provide safe, and efficient care, quality improvement and participate in research:

Provide expert leadership in coordinating a clinical service team ensuring proficient, professional and appropriate day to day operational management of patient care delivery. Be responsible for the management of clinical and staff issues, ensuring consistency of relevant legislation, policies, practice standards, processes and industrial frameworks for nurses and support staff within Ward 7A Neurology and be accountable and responsible for resource expenditure and service delivery within budgetary requirements.

Provide leadership for nurses in all aspects of clinical practice including planning, implementing and evaluating professional development, managing education, teaching and workforce planning.

Provide leadership, facilitation and coordination in partnership with the multidisciplinary team to facilitate safe, efficient, client focused, and accessible services based on evidence and best practice.

Support change management, quality and research initiatives to achieve the strategic objectives of Ward 7A Neurology and the Division of Medicine, Canberra Health Services.

Monitor relevant Key Performance Indicators, reporting initiatives and strategies, including new models of clinical care, to assist with meeting service delivery requirements.

Conduct/supervise and ensure implementation of Canberra Health Services performance management agreements and learning and developing framework for all staff.

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Position Requirements/Qualifications:

Mandatory

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

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 qualification relevant to nursing/management and a minimum of five years' experience working professionally in Medical and or Surgical Nursing is preferred.

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Kim Bailey 0403897640 Kim.bailey@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services**Secure Mental Health Services****Occupational Therapist****Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 41044 - 028LC)**

Gazetted: 07 February 2023

Closing Date: 21 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

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

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

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Justice Health Services

Child & Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

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

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

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

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Both units are managed by MHJHADS Division.

At this level it is expected this role will be an integral member of the Multi-disciplinary team and will provide, under reduced supervision, high quality occupational therapy services that will achieve sound outcomes for people within a therapeutic secure environment. In addition to core skills in mental health practice, the occupational therapist will offer a range of assessments, therapeutic interventions and high-quality programs specifically targeted at promoting people's optimal engagement and participation in meaningful activities, as well as addressing functional and occupational issues.

The Occupational Therapist will contribute to all stages of a person's journey, from the time of admission through to their preparation and transition to other settings. All staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of 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 negotiate.

Position Requirements/Qualifications:

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

Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.

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

Previous experience in an inpatient mental health facility is desired.

Hold a current Drivers Licence.

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

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.

Contact Officer: Graham Twycross 0251241516 graham.twycross@act.gov.au

Surgery

Pain Management Unit

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22430 - 028J4)

Gazetted: 03 February 2023

Closing Date: 3 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

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www.canberrahealthservices.act.gov.au

The Pain Management Unit [PMU] provides an inpatient based Acute Pain

Service [APS] at Canberra Hospital and outpatient based adult Chronic Pain Service [CPS] based at University of Canberra Hospital. PMU provide a limited chronic pain inpatient service at both CH and UCH. RN will work at both CH and UCH.

ABOUT YOU

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Behavioural Capabilities

Ability to practice autonomously with limited supervision

Flexibility and Initiative to be able to work effectively within a multidisciplinary team to meet patient's needs.

Strong analytical and problem-solving skills

Effective time management skills with a high degree of motivation

Position Requirements/Qualifications:

- Relevant Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Agency (AHPRA).
- Qualifications and a minimum of 5 years' full time equivalent experience working professionally in registered nursing/midwifery is preferred.
- The successful applicant will need to be available for weekdays Monday to Friday 8am to 4:30pm
- 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 12 months with the possibility of permanency.

Contact Officer: Rowena Kilpatrick-Lewis 5124 3011 or 0432 916 002 Rowena.B.Kilpatrick-Lewis@act.gov.au

Allied Health

Acute Allied Health Services Physiotherapy

Outpatient Physiotherapist

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 46826, several - 028K8)

Gazetted: 03 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

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

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient and specialised outpatient settings to deliver exceptional care. Our physiotherapists in our Outpatients team work predominately in outpatient physiotherapy and tertiary hospital clinics including Plastics (Hand Therapy), Orthopaedic Fracture, Registrar Review and Haemophilia clinics.

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.

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory

- Relevant tertiary qualifications and a minimum of three years' experience working professionally in Physiotherapy, including outpatient/ musculoskeletal physiotherapy
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- The successful applicant will need to be available for weekend and after-hours work.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you

will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Note: Two temporary positions are available for 10 months to fill equivalent of 1.5 FTE. Hours to be negotiated with successful applicants.

Contact Officer: Kerry Boyd (02) 5124 2670 / 0421 577709 Kerry.Boyd@act.gov.au

Strategy, Policy and Planning (DCEO)

Strategic Communication and Engagement

Communication Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 54715 - 027WQ)

Gazetted: 03 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

STRATEGIC COMMUNICATION AND ENGAGEMENT

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

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

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

This position will work with a small team to deliver communication activities to support the Chief Information Office and the eHealth and Informatics Division. The Division is responsible for delivering several transformational projects for CHS, including the roll out of a world leading Digital Health Record (DHR).

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

Displays a collaborative working style.

Adapts to accommodate change and provides responsive services to meet client and consumer needs.

Position Requirements/Qualifications:

Relevant tertiary education qualifications and a minimum of 12 months' experience working professionally in communications is preferred.

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.

Note: This is a temporary position available for 11 months with the possibility of extension and/or permanency.

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

Infrastructure and Health Support Services

Sterilising Services

Sterilising Technician

Sterilising Services Health Service Officer Level 3/4/5 \$55,350 - \$63,169 (pending on qualifications), Canberra (PN: 29356 - 028HG)

Gazetted: 02 February 2023

Closing Date: 23 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 Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services provides sterilising services to Canberra Hospital (CH), including the Gastroenterology and Hepatology Unit, Calvary Public Hospital Bruce (CPHB), and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising Reusable Medical Devices (RMD). Sterilising Services provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

Sterilising Services Unit at Mitchell, including management and administration

Sterilising Services Unit at CH

Sterilising Unit at CPHB

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

Note: This position involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour/7 days per week roster. This position also involves working across all Sterilising Services' sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and Calvary Public Hospital)

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive.

Well-developed interpersonal skills.

Position Requirements/Qualifications:

HSO 3 – No qualifications are required at this level, but experience would be preferred

HSO 4 – Certificate III in Sterilising (HLT37015) is mandatory to be employed at this level and minimum three (3) years working in a Sterilising Services unit are mandatory to be employed at this level

HSO 5 - Certificate III in Sterilising (HLT37015) and IV in Sterilising Services (HTL47015), or Certificate III in Sterilising (HLT37015) and Certificate IV in Leadership and Management (BSB40215); and minimum five (5) years working in a Sterilising Services unit are mandatory to be employed at this level

A current driver's license is preferred

This position is required to work across all Sterilising Services sites and participate in a rotating roster that includes a 24 hour/7days per week roster, including public holidays, if required.

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.

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

Contact Officer: Sandra Wheeler 5124 2283 Sandra.Wheeler@act.gov.au

Medical Services

Pharmacy

Lead Pharmacist – Dispensary

Pharmacist Level 4 \$121,747 - \$131,067, Canberra (PN: 26204 - 02890)

Gazetted: 02 February 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

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

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

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of personal drive

Strong leadership skills and high degree of self-motivation

High level customer service skills

Ability to maintain high work standards and accuracy

Position Requirements/Qualifications:

Full pharmacist registration with the Australian Practitioner Regulation Agency (AHPRA) no restrictions on scope of practice.

Minimum of 5 years hospital pharmacy experience.

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience are highly desirable.

The successful applicant will need to be available for weekend, public holiday 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.

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: Keat Gan 02 5124 2118 Keat.Gan@act.gov.au

CHS Chief Operating Officer Clinical Services

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

Health Professional 2- Psychologist- Secure Mental Health Inpatient Unit- MHJHADS

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 41045 - 028LA)

Gazetted: 07 February 2023

Closing Date: 23 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

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

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

These services include:

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

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

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

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

Dhulwa offers 10 acute care beds and 15 rehabilitation beds. The Gwanggal has 10 beds for community transition.

At this level it is expected that you will be able to provide high quality psychological assessments and interventions to complex mental health consumers under the supervision of an HP Level 3 psychologist. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to students and staff at Health Professional Level 1 and support the Allied Health Manager in service development processes.

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

The position is supported by cohesive multi-disciplinary team of Nurses, Occupational Therapist, Social Worker, Allied health Assistants, Administration Service officers, Psychiatry Registrars and Consultant Psychiatrists.

ABOUT YOU

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

Behavioural Capabilities

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

- Ability to manage confidential and sensitive information
- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.
- Works cohesively within a multi-disciplinary team and adapts quickly to a changing environment.
- Commitment to achieving positive outcomes for mental health consumers.

Position Requirements/Qualifications:

Mandatory

- Be registered (or eligible for general registration) with the Psychology Board of Australia.
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

- Experience in public mental health and/or a psychiatric inpatient setting.
- Hold a current driver's license.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Contact Officer: Graham Twycross 5124 1851/ 5124 1516 graham.twycross@act.gov.au Contact Officer Email- External graham.twycross@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

Training and Education Services

Education Services

Director, Education Services

Manager Education Level 2 \$157,906, Canberra (PN: 14848)

Gazetted: 06 February 2023

Closing Date: 20 February 2023

Details: Expressions of Interest (EOI) are invited to fill the role of acting Director of CIT Education Services, for temporary filling available immediately until 21 April 2023 with the possibility of extension up to six months. This role reports to the Senior Director, Education Reform, and is responsible for overseeing the implementation and monitoring of educational quality processes to meet regulatory requirements and supporting quality education initiatives across CIT.

The position requires outstanding leadership, relationship management and communication skills. A commitment to public service integrity is essential with a demonstrated capacity to create an environment that values and empowers others to perform at their best. Applicants should have demonstrated experience as a strategic leader in the Vocational Education sector with the ability to engage stakeholders at all levels, manage large scale and scope operations in a complex environment.

For further information, please refer to the position description attached.

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

Eligibility/ Other Requirements

1. Industry experience

Experience supporting large scale compliance and governance processes in the vocational education and training sector is highly desirable.

2. Highly desirable

Bachelor of Education, Management or relevant higher-level qualification.

Additional postgraduate qualifications.

Notes: This is a temporary position available immediately until 21 April 2023 with a possibility of extension up to six months. There are no mandatory eligibility requirements for this role.

How to Apply: To express your interest in this role please submit a covering letter of up to two pages outlining why you think you are the best fit for the role and the contribution you believe you can make to CIT's objectives during this period. You will also need to include a current curriculum vitae and the names and contact details of two referees.

If you would like to discuss the role, email AnitaX.Wesney@cit.edu.au.

Applications should be sent to the Contact Officer.

Contact Officer: AnitaX Wesney (02) 6207 3593 AnitaX.Wesney@cit.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.

CIT Education and Training Services

CIT Yurauna

CIT Yurauna

Indigenous Educator

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51218)

Gazetted: 03 February 2023

Closing Date: 10 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.

Notes: This is a temporary position available immediately for 12 months.

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 curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

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

Education and Training Services

CIT Trade Skills

CIT Electrical Trades

Electrical/Refrigeration Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 50315, Several)

Gazetted: 02 February 2023

Closing Date: 23 February 2023

Details: Are you a Tradie looking for a change?

Canberra Institute of Technology (CIT) is seeking experienced, highly organised, motivated and energetic people to join our team of teachers to inspire and teach the next generation in the Electrical Trades based at CIT Fyshwick.

We offer:

a competitive salary

flexible working week

8 weeks leave per year plus annual shutdown

the opportunity to train the workforce of the future

There is currently two full time permanent position available. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Note: It is not mandatory to hold a Certificate IV TAE to apply for these positions.

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

Eligibility/other requirements:

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

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

Hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent).

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

Complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

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

INDUSTRY EXPERIENCE

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

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

Appropriate Industry competencies demonstrated by the following qualifications:

Certificate III in Electro Technology - Electrical or equivalent

Possess or able to obtain

i. Unrestricted electrical licence

or

Certificate III in Refrigeration & Air Conditioning - or equivalent

Possess or able to obtain

i. ARCTick - Refrigerant handling licence

ii. Full or restricted (Disconnect or Re-connect) electrical licence

DESIRABLE

Dual Qualifications in the above competencies would be an advantage

For Electrical applicants - in addition to an electrical licence, experience in post trade training in the Solar industry or ACMA open registration (data) would be welcomed

Experience in navigating an on-line learning platform

Competent computer literacy

Knowledge of the Australian Apprenticeship system.

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

Notes: 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 no more than three pages responding to the selection criteria located in the Position Description. Also, please provide a current curriculum vitae along with details of two referees and their position relevant to you.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathryn Druce (02) 6207 4345 Kathryn.Druce@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Economic and Financial Group

Insurance Branch

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 10972)

Gazetted: 07 February 2023

Closing Date: 28 February 2023

Details: The Insurance Branch is seeking applicants who are interested in delivering good policy outcomes to support Canberrans, particularly through their rehabilitation and injury journey after being involved in a motor vehicle or work accident.

The Insurance Branch in the Chief Minister, Treasury and Economic Development Directorate is responsible for the Motor Accident Injuries (MAI) Scheme and the Lifetime Care and Support (LTCS) Scheme. The Branch supports the MAI Commissioner in regulating the MAI Scheme. It also supports the LTCS Commissioner in providing treatment and care services to LTCS scheme participants in conjunction with our service delivery partner. We also provide a wide range of policy advice to government, including on cutting-edge insurance issues such as Autonomous Vehicles; peer-to-peer carsharing; and road safety initiatives.

The Insurance Branch is looking for new people to join the Branch. We are recruiting for a variety of roles –Finance Officer, Policy Officer and Assistant Director. We encourage you to look at each of these roles on Jobs ACT to find one that complements or matches your particular skills set.

To be successful, you will be highly motivated, have effective capabilities for the role and great communication skills. You will be able to handle competing priorities and deliver within necessary timeframes. You will work in collaboration with your team members to provide strategic and high quality advice, exercise initiative, use good judgement and be able to liaise with stakeholders on insurance matters.

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: 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.

The City Office Block is a workplace designed for activity-based working (ABW). Under ABW arrangements officers do not have a designated workstation/desk. The ACT Government is a flexible workplace with staff able to work flexibly from home some days of the week.

How to apply: Applicants are asked to carefully read the Position Description, including the section, “What you Require” and provide a response to each of the listed capabilities.

Please provide the names of two referees, preferably one being a current or recent supervisor, as part of your response and include a current curriculum vitae.

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

Contact Officer: Erica Lejins (02) 6205 5496 Erica.Lejins@act.gov.au

Economic Development

Finance and Business Services

N/A

Assistant Director, Grants and Procurement

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 41476)

Gazetted: 02 February 2023

Closing Date: 16 February 2023

Details: Do you have experience leading teams responsible for the delivery of grants and or procurement related functions? Do you believe in delivering great solutions for your customers? If you have answered yes to these questions – you might be the person Economic Development is looking for!

We're looking for an Assistant Director to lead the Grants and Procurement portfolio within our Finance and Business Services team, who support Economic Development in finance, human resources, grants, procurement, business improvement and health and safety functions. Demonstrated knowledge in grants and procurement, extremely strong collaboration skills and leadership experience are essential to this role.

You'll be working with a team who know their business well and are great at what they do. You will need to be confident, able to get your head around complex issues quickly, and deliver solutions for a multitude of problems. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: Please note, this position will operate under activity-based working (ABW) arrangements. Under ABW arrangements, officers will not have a designated workstation/desk.

Selection may be based on application and referee reports only.

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

How to apply: After reviewing the "What you will do" and "What you require" sections in the 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

Economic Development

Business and Innovation

Innovation, Investment and Tertiary Education

Director, Investment Facilitation

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 32934)

Gazetted: 03 February 2023

Closing Date: 17 February 2023

Details: This position works across the Innovation, Investment and Tertiary Education teams. These teams work to further the ACT Government's objective of supporting our innovation ecosystem and start-up entrepreneurs, working with our tertiary education partners in the sector, diversifying and strengthening the ACT economy, to create a vibrant community for Canberrans and for those seeking to invest or do business in Canberra.

In this role you will be responsible for supporting the development of economic and investment related policy initiatives, design and deliver a range of funding programs and facilitate domestic and foreign investment.

Eligibility/Other Requirements:

Qualifications in Economics or a related field would be well regarded

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 three 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. This position involves activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a curriculum vitae and a written statement of no more than two pages outlining your suitability for the role. Yes, to a pitch style application of no more than two pages that addresses relevant skills knowledge and behaviours.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Kelly (02) 6205 8602 Sean.Kelly@act.gov.au

ACT Insurance Authority

Claims Services

Claims Administration Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 48196)

Gazetted: 03 February 2023

Closing Date: 10 February 2023

Details: Do you have experience in delivering exceptional administrative functions in private or public sector environments? Do you have excellent customer service skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy a challenge? Then this may well be the perfect job for you!

The ACT Insurance Authority is looking for an enthusiastic, positive and motivated individual who has a passion for organisation and attention to detail, to assist with achieving positive claims outcomes and broader organisational objectives to join us as an Claims Administration Officer on a permanent basis.

Reporting to the Senior Claims Officer, the Claims Administration Officer is responsible registration of claims, payment of invoices and other general administrative tasks to support the smooth operation of a busy team. We are looking for an individual who excels at exercising attention to detail and demonstrating the ability to meet deadlines, communicating clearly and working closely with claims officers to achieve shared goals. This role requires an individual who is excited to be apart of a team that values diversity and practices inclusiveness in line with the ACT Public Service values.

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

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position 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: Interested applicants are requested to submit an application no more than two pages addressing the attached selection documents, a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cherie Cortes (02) 6207 0723 Cherie.Cortes@act.gov.au

Access Canberra**Fair Trading and Compliance****Working with Vulnerable People, Background Screening Unit****Client Service Officer****Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 30735)**

Gazetted: 03 February 2023

Closing Date: 17 February 2023

Details: Do you want to play a role in protecting vulnerable people from harm? Are structured work processes, providing excellent customer service, and 'doing things right, the first time' a 'vibe'? The Working with Vulnerable People (WWVP) team are looking for self-motivated individuals with demonstrated experience in delivery of process driven customer service to fill temporary Administrative Service Officer 4 (ASO4) Client Service Officer positions, which are initially available on a temporary basis.

The Position:

ASO 4 Client Service Officers play a vital role in the WWVP team which includes triage, processing of WWVP applications, and providing information and procedural advice to junior staff. The successful applicant will be responsible for performing a variety of activities associated with application and registration processing in accordance with the *Working with Vulnerable People (Background Checking) Act 2011*, while delivering high-level customer services via telephone and written correspondence.

The successful candidate must be able to work in accordance with established procedures and, deliver on quantity and quality outputs. The WWVP is a high-volume work area which relies on technological resources to complete work efficiently, and with an imperative for accuracy. Sharp attention to detail, critical thinking and demonstrated computer literacy are essential.

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:

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/wwvp)

This role carries a high potential for encountering offensive or traumatic material. By applying for this position, you acknowledge the nature of the material you may be exposed to and indicate that you are willing to utilise employer provided support services to manage your mental health on an ongoing basis.

Should positions eventually be considered for permanent employment, you must be an Australian citizen or a permanent resident.

Notes: This is a temporary position with an immediate start for three months, with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Our workforce is currently working from home wherever possible. Successful candidates will be provided information on how to safely and effectively work from home. Where a return to office-based work is required, this position sits in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the Position Description and submit a pitch, no longer than two pages, providing examples of your experience demonstrative of your skills, knowledge and behavioural capabilities to perform the duties and responsibilities of the role to a high standard. Applicants are also required to submit their curriculum vitae and the contact details of two referees. One nominated referee should be your current or previous supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nyrelle Skilling (02) 6205 3848 Nyrelle.Skilling@act.gov.au

property and Shared Services

ACT Property Group

Integrated Facilities Management

Trades Coordination and Support Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 54547)

Gazetted: 03 February 2023

Closing Date: 17 February 2023

Details: ACT Property Group are seeking someone with a strong administrative background, preferably in a trade, property or building related organisation. This role works with a team and assists in supporting and coordinating a multi-disciplinary group of trades professionals delivering property maintenance services for ACT Government properties. This role monitors allocation of work and completion of administration related to this work, monitors and reports on staff attendance and training, provides professional administrative support to trades professionals, assists in day-to-day management of the fleet and workshops and addresses concerns or issues raised by the trade team or customers.

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:

Hold or have the capacity to obtain White Card and Asbestos Awareness
a current driver's licence (car)

Qualification/s in Business, Administration, Property/Facilities Management, Project Management, Work Health and Safety, Procurement, Contract Management, or trades are highly desirable

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

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

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

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

Contact Officer: Adam Dezman 0409440697 Adam.Dezman@act.gov.au

National Arboretum Canberra and Stromlo Forest Park Branch

Visitor Services Officer (part time)

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 30918, several)

Gazetted: 03 February 2023

Closing Date: 28 February 2023

Details:

Are you passionate about delivering engaging tours and interpretation to visitors at an iconic National Institution?

Do you enjoy delivering fantastic customer service to visitors of all ages and demographics and making their visit the best it can be?

Do you appreciate the nature and the outdoors, and want to work in one of the most beautiful parts of Canberra?

The National Arboretum has a unique opportunity for 2 part time Visitor Services Officers to join the team. The positions work regular weekday shifts (2 per week) plus alternate weekends.

The National Arboretum Canberra features 94 forests of threatened, rare and symbolic trees from Australia and around the world that are cultivated for conservation, education and recreation. The National Arboretum welcomes its diverse audience to a range of events, programs, workshops and guided tours. The primary focus of the Visitor Services team is providing high quality and pro-active customer service to all visitors while working at Village Centre Information Desk; and delivering interpretive experiences across the site to visitors of all ages. The successful applicant will have experience working in a busy and dynamic environment, capably managing competing demands and emergency situations.

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 ACT Drivers Licence with the capacity to obtain a public vehicle licence, or "O" licence prior to commencement.

Current First Aid Certificate, or willingness to obtain

Current Working with Vulnerable People registration, or willingness to obtain

Ability to undertake manual handling as required

Ability to work a 4 week rotating roster including regular weekdays and alternate weekends.

Notes: These are temporary part-time positions with hours 18.13-19.13 which vary on a four weekly roster. These positions are for up to 12 months with the possibility of permanency.

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 two page pitch 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: Cally Earnshaw (02) 6207 9347 Cally.Earnshaw@act.gov.au

Economic Development**Events ACT****Senior Sponsorships and Partnerships Officer****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 52877)**

Gazetted: 06 February 2023

Closing Date: 18 February 2023

Details: The Senior Sponsorships and Partnerships Officer will have the opportunity to create partnerships and secure sponsorships to enhance and ensure the success of Canberra's major and community events.

As part of the Events ACT Team, you will put your strategic, interpersonal and negotiation skills to work as you design and implement plans to identify, secure and manage sponsors and partners for Events ACT. You will use your understanding of the local and national events environment and industry, and insight into commercial trends and practices in sponsorship, to inform your strategy.

You will work closely with all areas of Events ACT (Operations, Creative and Marketing) to develop exciting activations for sponsors to deliver at our major events that complement and contribute to the successful presentation and delivery of major anchor events and community events managed by Events ACT.

Your ability to hit the ground running and effectively manage your time will be a key asset in this role as you work closely with partners, sponsors, and internal stakeholders to support the delivery of multiple projects at a time. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Note: This is a temporary position available immediately until June 2023 with the possibility of permanency.

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

How to apply: Please submit a maximum two-page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

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

Contact Officer: Amal Davis (02) 6205 4948 Amal.Davis@act.gov.au

Workforce Capability and Governance**Workplace Safety and Industrial Relations****Injury Management****Assistant Director Injury Management****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 50160)**

Gazetted: 06 February 2023

Closing Date: 13 February 2023

Details: Workplace Safety and Industrial Relations is seeking a highly motivated and suitably experienced person to fill the position of Assistant Director, Injury Management. The successful applicant will manage and support a small team of Rehabilitation Case Managers in the delivery of tailored case management and return to work services to a diverse range of operational areas across the ACT Public Service (ACTPS). To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders, in addition to demonstrating strong leadership and management qualities. This is a fast-paced, highly complex operational environment and the ability to meet tight deadlines while managing competing priorities is essential.

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:

Educational and professional qualification checks may be undertaken prior to employment. Qualifications in Work Health and Safety, Human Resources, Allied Health or other related disciplines will be well regarded.

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

How to Apply: 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: Rachel Hughes (02) 6207 8322 Rachel.Hughes@act.gov.au

Investments & Borrowings

Finance & Operations Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60320)

Gazetted: 07 February 2023

Closing Date: 21 February 2023

Details: Are you looking for an exciting opportunity to work in an operationally focused team and have an interest in banking, finance and investment?

Do you enjoy working in a dynamic and small team orientated environment, have the skills to multi-task, exercise initiative and flexibility and have excellent attention to details to support the delivery of performance outcomes?

ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), has a permanent position opportunity as the Finance and Operations officer.

The important position of Finance and Operations Officer is responsible for the daily operational and administrative tasks for the banking, finance and investment transaction activities.

To succeed in the role you will:

have excellent attention to detail and sound numeracy capabilities;

have strong organisational skills and will be able to work efficiently under pressure to meet daily financial operations and transaction activity deadlines;

be able to work independently, with initiative and flexibility;

be able to work effectively with internal and external stakeholders with strong communication skills; and

have previous accounting and finance experience.

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

Eligibility/other requirements: Tertiary qualifications in, or progression toward, an accounting, commerce or finance related field qualifications combined with strong numeracy skills would be an advantage.

Notes: A merit pool may be established from this selection process to be used to fill other permanent and/or temporary vacancies over the next 12 months. Selection for these future positions may be based on further application and referee reports only. If you do not wish to be placed in the merit pool, please indicate this with the contact officer. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Under the current COVID-19 restrictions, our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to work from home safely and effectively. A gradual return to the workplace is anticipated, including the advertised role.

How to Apply: Applicants are requested to submit an application no more than two pages addressing the selection criteria, a current curriculum vitae and contact details for two referees.

Please ensure your application 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: Patrick McAuliffe (02) 6207 0187 or 0437 040 803 Patrick.McAuliffe@act.gov.au

Workforce Capability and Governance

Shared Services

Shared Services Strategic Finance

Senior Finance Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 01578)

Gazetted: 02 February 2023

Closing Date: 16 February 2023

Details: Are you an experienced finance officer who likes a challenge? Do you want to be part of an innovative business and friendly team environment/culture that supports staff, lifestyle balance and career progression?

Then the Shared Services Strategic Finance team is looking for you! Shared Services' vision is to provide efficient, effective services based on accountability and best practice.

As Senior Finance Officer you will be responsible for managing and preparing financial management reports, reconciliations and all other associated correspondence for both internal and external stakeholders. Additionally, you will be responsible for the preparation and monitoring of budgets and forecasts as well as providing technical financial advice to address and resolve accounting issues.

You will need to demonstrate you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need advanced skills using Microsoft Excel and demonstrated experience with financial reporting systems and tools including TM1/Power BI to deliver this role.

We want an innovative, forward thinking professional who enjoys problem solving, understands budgeting and reporting principles and how issues integrate. Your enthusiasm, professionalism and analytical skills as well as your ability to manage and prioritise workloads will ensure your suitability for 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/ Other Requirements:

Tertiary qualification in accounting/finance or audit is highly desirable.

Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA

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

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

How to Apply: Please submit your current curriculum vitae, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages)

Please include a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position. Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tony Zhang (02) 6207 5454 Tony.Zhang@act.gov.au

Shared Services

Finance Services

Finance Operations

Finance Officer

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 07592)

Gazetted: 07 February 2023

Closing Date: 21 February 2023

Details: The Shared Services Finance Operations team provide accounts payable, accounts receivable, banking, debt management and business intelligence functions for the ACT Government. The team are experts in their field providing a customer focused business area that works collaboratively with stakeholders and partners to deliver integrated finance service operations on behalf of the Territory.

We are seeking enthusiastic and highly motivated individuals to join our team. In this role you will be responsible for undertaking a range of support services and processing functions in a Finance Operations environment.

You will be someone who is able to work cooperatively within a team environment, be a strong and clear communicator with exceptional time management skills. You will also possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads to meet tight deadlines in a fast-paced operational environment.

To be successful in this role you should have a strong understanding of the work practices and procedures that underpin a successful finance operations environment. Previous experience in a finance operations or processing environment would be highly regarded.

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

diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Notes: This is a temporary position available immediately for six months with the possibility of extension up to 12 months and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be made on application and referees report only.

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the “What you will do” and “What you require” sections and submit a personal pitch of no more than two pages.

Your personal pitch should be written in an engaging and conversational letter format – combine explaining why you’re interested and the best person for the job with addressing the position requirements, noting particularly the professional/technical skills and behavioural capabilities outlined in the position description.

Do not use headings but structure your pitch logically into paragraphs that relate to one or more of the requirements, you should seek to cover all requirements. There is guidance available on your application preparation at [Prepare your application - Careers and Employment \(act.gov.au\)](#)

Applications should be submitted via the Apply Now button below.

WCAG

Finance Services

Finance Budgets and Assurance

Senior Director Reporting Budgeting Costings and Systems

Senior Officer Grade A \$157,201, Canberra (PN: 14244)

Gazetted: 08 February 2023

Closing Date: 22 February 2023

Details: We are looking for a talented, capable and driven individual to play a lead role as we continue to drive our business towards becoming an agile organisation that can adapt and respond to the needs of stakeholders.

The Senior Director Reporting, Budgeting, Costing and Systems is responsible for managing the functions of and leading the financial reporting, budgeting, costing and systems activities and all other associated correspondence, functions and processes for the relevant Business units. Additionally, the role is responsible for driving the development, maintenance and implementation of financial policies and procedures relevant to the delivery of services in the relevant Business units (including Shared Services and ACT Property Group).

You and your team are also responsible for the provision of financial management, advice and support services to the Business Units of WCAG (including Shared Services and ACT Property Group). The team undertakes day-to-day financial management activities such as financial reporting, budget development and management, costing and pricing, business analysis, accounts payable and receivable management as well as providing advice on strategic matters.

This is a diverse and challenging hands on role and would be ideal for a suitably skilled and experienced leader with very good communication skills keen on making a difference with a focus on Business Improvement.

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

Eligibility/Other Requirements:

Tertiary qualification in accounting/finance is preferred

Membership and professional accreditation or progress thereto of a peak Australian accounting body such as CPA or CA.

5+ years of public accounting and/or private industry experience with knowledge of accounting and finance areas.

Notes: This is a temporary position available immediately for three 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 submit your current curriculum vitae, setting out relevant personal particulars, employment history, qualifications and experience (no more than four to six pages)

Please include a two-page Expression of Interest to describe your relevant skills, experience and suitability for the position. Applicants should take into account the stated position requirements/duties, technical knowledge and behavioural capabilities as described in the Position Description to tell us why your skills, knowledge and experience makes you the best person for the job. You should include specific examples of your work where possible.

Applications should be submitted via the Apply Now button below.
Contact Officer: Ross Burton (02) 6207 5863 Ross.Burton@act.gov.au

Access Canberra

Corporate Support and Capability

Skills, Safety & Support/Workforce Capability Team

Project Support Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 00497)

Gazetted: 06 February 2023

Closing Date: 20 February 2023

Details: Are you a people person? Are you organised? Do you enjoy planning? Can you work on multiple projects at the one time with varying deadlines? Then Access Canberra might have the job for you!

The Skills, Safety and Support unit is looking for a highly motivated person to join our small but busy team. The team is responsible for delivering a range of projects to address the strategic needs of Access Canberra. The role will primarily support the Workforce Capability team to meet the training and development needs of Access Canberra but will also support the wider Skills, Safety and Support team as required, which incorporates the Work Health and Safety team and Accommodation and Business Services team.

The Project Support Officer will be responsible for supporting our Senior Project Officers to deliver learning and development activities, as well as administering the training database and smartform application process and providing data analysis and information on staff training enrolments.

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

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: To apply for this role please submit a maximum two-page pitch addressing the Professional/Technical skills, Knowledge and Behaviour listed in the Selection Criteria, your current curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vicky Corazzon (02) 6205 5079 Vicky.Corazzon@act.gov.au

Economic and Financial Group

Insurance Branch

Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 57357)

Gazetted: 07 February 2023

Closing Date: 28 February 2023

Details: The Insurance Branch is seeking applicants who are interested in delivering good policy outcomes to support Canberrans, particularly through their rehabilitation and injury journey after being involved in a motor vehicle or work accident.

The Insurance Branch in the Chief Minister, Treasury and Economic Development Directorate is responsible for the Motor Accident Injuries (MAI) Scheme and the Lifetime Care and Support (LTCS) Scheme. The Branch supports the MAI Commissioner in regulating the MAI Scheme. It also supports the LTCS Commissioner in providing treatment and care services to LTCS scheme participants in conjunction with our service delivery partner. We also provide a wide range of policy advice to government, including on cutting-edge insurance issues such as Autonomous Vehicles; peer-to-peer carsharing; and road safety initiatives.

The Insurance Branch is looking for new people to join the Branch. We are recruiting for a variety of roles – Finance Officer, Policy Officer and Assistant Director. We encourage you to look at each of these roles on Jobs ACT to find one that complements or matches your particular skills set.

To be successful, you will be highly motivated, have effective capabilities for the role and great communication skills. You will be able to handle competing priorities and deliver within necessary timeframes. You will work in collaboration with your team members to provide strategic and high quality advice, exercise initiative, use good judgement and be able to liaise with stakeholders on insurance matters.

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: 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.

The City Office Block is a workplace designed for activity-based working (ABW). Under ABW arrangements officers do not have a designated workstation/desk. The ACT Government is a flexible workplace with staff able to work flexibly from home some days of the week.

How to apply: Applicants are asked to carefully read the Position Description, including the section, "What you Require" and provide a response to each of the listed capabilities. Please provide the names of two referees, preferably one being a current or recent supervisor, as part of your response and include a current curriculum vitae.

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

Contact Officer: Andrew Philip (02) 6207 0018 Andrew.Philip@act.gov.au

Economic and Financial Group

Insurance Branch

Finance Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 33684)

Gazetted: 07 February 2023

Closing Date: 28 February 2023

Details: The Insurance Branch is seeking applicants who are interested in delivering good policy outcomes to support Canberrans, particularly through their rehabilitation and injury journey after being involved in a motor vehicle or work accident.

The Insurance Branch in the Chief Minister, Treasury and Economic Development Directorate is responsible for the Motor Accident Injuries (MAI) Scheme and the Lifetime Care and Support (LTCS) Scheme. The Branch supports the MAI Commissioner in regulating the MAI Scheme. It also supports the LTCS Commissioner in providing treatment and care services to LTCS scheme participants in conjunction with our service delivery partner. We also provide a wide range of policy advice to government, including on cutting-edge insurance issues such as Autonomous Vehicles; peer-to-peer carsharing; and road safety initiatives.

The Insurance Branch is looking for new people to join the Branch. We are recruiting for a variety of roles – Finance Officer, Policy Officer and Assistant Director. We encourage you to look at each of these roles on Jobs ACT to find one that complements or matches your particular skills set.

To be successful, you will be highly motivated, have effective capabilities for the role and great communication skills. You will be able to handle competing priorities and deliver within necessary timeframes. You will work in collaboration with your team members to provide strategic and high quality advice, exercise initiative, use good judgement and be able to liaise with stakeholders on insurance matters.

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 part-time position available for six months with the possibility of permanency. The part-time hours are able to be negotiated. 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. The City Office Block is a workplace designed for activity-based working (ABW). Under ABW arrangements officers do not have a designated workstation/desk. The ACT Government is a flexible workplace with staff able to work flexibly from home some days of the week.

How to Apply: Applicants are asked to carefully read the position description, including the section, "What you Require" and provide a response to each of the listed capabilities. Please provide the names of two referees, preferably one being a current or recent supervisor, as part of your response and include a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anne Anand (02) 6207 0299 Anne.Anand@act.gov.au

Economic Development

Skills Canberra

System Analysis and Design Team**Data Analyst****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 34461)**

Gazetted: 08 February 2023

Closing Date: 15 February 2023

Details: Manage the main business system functions for Skills Canberra. This includes the design of specifications, analysing functionality and engagement with external developers 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.](#)

Notes: This is a temporary position available from 9 March 2023 for six months with the possibility of permanency. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Written response and a curriculum vitae to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brian Marshall (02) 6207 0450 Brian.Marshall@act.gov.au

Office of Industrial Relations and Workforce Strategy**Workforce Capability and Governance****Industrial Relations and Public Sector Employment****Assistant Director, Industrial Relations & Public Sector Employment****Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 14778)**

Gazetted: 08 February 2023

Closing Date: 1 March 2023

Details: The ACT Government aims to be the most progressive jurisdiction in Australia for our workforce practices. We may be small, but we are already recognised for propelling change through contemporary employment conditions. We have an exciting work agenda, that includes embracing agility and flexibility, and ensuring that our industrial relations and employment framework is prepared to face rapidly changing workforce arrangements in the ACT. Our team is part of the Office of Industrial Relations and Workforce Strategy which is leading work on shaping the culture and workforce practices of the ACTPS.

We have an opportunity for an Assistant Director to join us here in the Industrial Relations team and make meaningful change and contributions to the ACTPS employment framework.

As an Assistant Director of the Industrial Relations and Public Sector Employment team, you can expect to be on the forefront of an exciting and challenging work program modernising a responsive and agile employment framework.

Our team is doing some leading-edge work in providing our ACTPS employees with contemporary and supportive employment entitlements; for example, we are enhancing and transforming our entitlements to flexible and hybrid work across the service, which will ensure the ACTPS is an employer of choice!

If you have a strong desire to perform meaningful work and undertake critical thinking and problem solving, then this is the job for you!

Landing this job will mean working in a team that is responsible for developing, negotiating and implementing enterprise agreements, related policies, and processes, and for providing high quality advice to the ACT Government and directorates. You will also assist in providing essential work in the application, implementation and interpretation of Public Sector employment related legislation. You will also collaborate to develop (or provide advice) on workable solutions, working closely with a vast range of stakeholders across the ACTPS.

Most importantly, you will work with a team of enthusiastic professionals who come from a variety of professional backgrounds and areas of expertise so don't expect to do it alone. The IR&PSE team value a strong work ethic but also have a solid sense of humour. The team has a highly connected and collaborative work culture and would welcome a person who has the interpersonal qualities as well as an agile and adaptive style to match the changing workflow and priorities that come with being a small team within the Chief Ministers Treasury and Economic Development directorate.

Need ACTPS experience?

No, you don't have to be from the ACTPS or public sector to apply. We love new and different ways of thinking and we'll help you learn our context (and acronyms).

Where can you work?

We have access to ongoing hybrid work arrangements including home-based and activity-based working (ABW) when working from the office (located at 220 London Circuit, Canberra City) and our new Innovation 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.](#)

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

How to Apply: Please submit a two-page (maximum!) pitch addressing the professional and behavioural capabilities, 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: Kim Szandurski (02) 6207 0810 Kim.Szandurski@act.gov.au

Access Canberra

SERVICE DELIVERY AND ENGAGEMENT

Resolution and Support Team

Senior Case Manager/Team Leader

Administrative Services Officer Class 5/6 \$84,749 - \$104,509, Canberra (PN: 33197, several)

Gazetted: 07 February 2023

Closing Date: 21 February 2023

Details: Are you ready to undertake an exciting adventure? Do you enjoy the challenge of the unexpected? Do you have the ability to pull a rabbit out of a hat, or give the illusion that complex problems are simple? Can you create magic at a moment's notice? If so, pack up your magic wand and fly over to Access Canberra!

If you said yes to the above, then we want to hear from you. We are on the lookout for ASO5 Senior Case Managers and ASO6 Team Leaders to join our team where you will play a vital role in being one of our master magicians within the Access Canberra Resolution and Support Team.

Currently we have one full-time permanent position ASO6 available and temporary positions at both the ASO5 and ASO6 level available immediately with the possibility of permanency.

If you're a person who likes to help make things happen and amaze others with your leadership, communication and stakeholder engagement skills then we want you to join our magical team in Access Canberra.

To be successful in this role, you will:

- be a customer focused problem solver who can listen and interact with a diverse range of people who have a broad range of needs and provide a positive customer experience

- have an understanding of regulatory environments and complaints management processes and/or experience in customer service environments, managing complex and sensitive matters is desirable.

- demonstrate excellent verbal and written communication and negotiation skills

- have demonstrated ability to interpret complex legislation, policy and procedures

- show confidence and resilience in liaising and/or mediating interactions in relation to contentious matters with internal and external stakeholders

- have excellent administrative and organisational skills, including the proven ability to organise workloads and set priorities in a high-pressure environment with competing priorities and tight deadlines

Notes: A Merit Pool will be established from this selection process and will be used to fill temporary and permanent vacancies over the next 12 months. Refer to the Position Description for role specific requirements.

Selection may be based on application and referee reports only. Positions will be located in an activity-based working (ABW) environment, Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: If you think you are the right person to fill one of these roles, please submit:

An up-to-date Curriculum Vitae (CV).

A written response of one to two pages that demonstrates your suitability for these positions based on your skills, knowledge and behaviour as they relate to the duties/requirements detailed in the position description. Ensure your response addresses each of the points listed under the selection criteria.

Please identify within your application which position/s you are applying for (Senior Case Manager, ASO5 or Team Leader, ASO6).

A short video (three minutes maximum) - this is an opportunity to sell yourself and demonstrate your communication skills. Your video should complement your written application and CV – *see helpful hints below for making your video.*

In your video you should:

Tell us who you are

What attracted you to this role in Access Canberra

Thinking about duties of the role you are applying for and the environment you will be working in, using the S.T.A.R method (Situation, Task, Action, Result) to answer the following question:

Describe a situation where you used your communication skills to win over a challenging customer or stakeholder.

What did you do and what was the outcome?

Additional Information for applicants

How to create and submit your video

Sign up to create an account with Dropbox or Google Drive.

Record a short video (2-3 minutes) on your preferred device.

[Using Apple devices \(iPhones, iPad\) – how to guide](#)

[Using Android phones – how to guide](#)

Upload a video file in Dropbox or Google Drive.

How to upload video files

Dropbox - [How to upload and download files in Dropbox | Dropbox Help](#)

Google Drive - [Upload files and folders to Google Drive - Computer - Google Drive Help](#)

Copy the link to your video and send it with your application and CV

How to share and copy link to video files

Dropbox - [How to share files from your phone or tablet | Dropbox Help](#)

Google Drive - [Share folders in Google Drive - Android - Google Drive Help](#)

HELPFUL TIPS FOR MAKING YOUR VIDEO

Read the position description/s carefully - try not to waste time talking about anything that isn't relevant to the role.

Plan before you film

Write down what you want to say

Don't recite your CV or your written application – work off a script but don't read it word for word

Use a different example to the ones used in your written application – try and use a recent example that is relatable to the position you are applying for

Think about what you will wear – make a good first impression

Practice, practice, practice

Choose a well-lit setting and reduce background noise, use an appropriate background, turn the volume up

Record it

Watch your video and get someone else to watch it too - re film or edit as necessary

Check the visual and audio quality of the final product and that you have saved in the correct format, and it is sharable/accessible

If you experience any difficulties in producing a video, please call the contact officer for advice.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Wynants (02) 6207 9236 Nicole.Wynants@act.gov.au

Access Canberra

Licensing and Registrations

Transport Licensing

Court Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 00354)

Gazetted: 07 February 2023

Closing Date: 14 February 2023

Details: The Licence and Registration Administration (LARA) Team, within Licensing and Registration have a vacancy at the ASO4 level. This is a temporary position available for up to six months with the possibility of extension not exceeding six months.

Details

The Access Canberra Licensing and Registration Branch comprises several sub-units responsible for compliance, complaint investigation and risk assessment under a range of regulatory schemes. We want to recruit people who are flexible, innovative and who look for solutions to problems, sometimes this will require some 'out of the box' thinking. We encourage all our staff to challenge how things have always been done – because we aim to do it better.

Transport Licensing provides motor vehicle registration, driver licensing and motor vehicle related functions. The team also manages Access Canberra Road Transport Authority records, develops procedures and training in the handling and use of information within the Rego.act system.

The Position

This position involves working to process and record notifications and applications for non-routine driver licence matters such as court disqualifications, alcohol interlock conditions, restricted licences, probationary licences, non-conviction notices and Immediate Suspension Notices. You will coordinate and contribute to the work of the team consistent with the work plan and encourage continuous service delivery improvement across the team and support a work culture where work achievements are recognised and celebrated. You will also support the team in providing assistance with complex driver licence enquiries using, provide customer service and liaise with stakeholders to achieve outcomes.

This is a challenging, interesting role within a great team. Applications are sought from applicants with excellent communication skills, the ability to provide high quality customer service within a regulatory environment and the ability to plan and set priorities to deliver high quality work in a timely manner.

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 up to six months with the possibility of extension not exceeding six months. An order of merit will be established from this selection process and may be used to fill future similar vacancies over the next 12 months. A Merit Pool will be established from this selection process and may be used to fill similar vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants should submit their curriculum vitae and a pitch of no more than two pages detailing examples that demonstrate their claims against the attached position description to Jacqueline Dunster Jacqueline.dunster@act.gov.au.

Applications should be sent to the Contact Officer.

Contact Officer: Jacqueline Dunster (02) 6207 7747 Jacqueline.Dunster@act.gov.au

Property and Shared Services

ACT Property Group

Integrated Facilities Management

Property, Workplan and Building Report Coordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 11394)

Gazetted: 08 February 2023

Closing Date: 22 February 2023

Details: ACT Property Group is looking for someone to temporarily fill a role while the occupant is on leave.

Applicants should have experience at a program manager level in managing building and preventative maintenance and a good understanding of building maintenance and management issues. This role coordinates functions focussed on assessing and reporting on planned and reactive maintenance and functionality of ACT Government owned buildings. The role also involves liaising with building owners, building occupants and trade contractors to determine the current condition of buildings and advise on current or future maintenance or upgrade requirements. The role requires good organisational skills and the ability to monitor and manage multiple activities.

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.

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:

Hold or have the capacity to obtain White Card;

Hold or have the capacity to obtain Asbestos Awareness;

a current driver's licence (car).

Qualification/s in Work Health and Safety, Procurement, Contract Management are highly desirable.

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

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

Selection may be based on application and referee reports only.

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

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

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

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

Please submit the following:

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

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

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

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

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

Contact details of at least two referees.

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

Contact Officer: Grant Cusack 0401775911 Grant.Cusack@act.gov.au

Digital, Data and Technology Solutions

ACT Digital

Service Design

Senior Service and User Experience Designer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 53752)

Gazetted: 08 February 2023

Closing Date: 22 February 2023

Details: The ACT Digital Branch is responsible for driving the ACT's digital service delivery agenda to make it easier and more convenient for citizens and businesses to connect and do business with government. Our approach includes facilitating end to end design and delivery within multi-disciplinary teams, with a focus on improving the user experience and creating change that benefits government, business and the community.

In a dynamic working environment, you will lead and facilitate the end-to-end design of services - across people, process, data and technology - to support delivery of an integrated digital experience of ACT Government services. The role includes understanding business problems, undertaking user testing with the community and creating artefacts to document user pain points, journey maps, service blueprints and personas to support timely project delivery.

This work will require close collaboration with other areas within the organisation to promote the value of a great design in achieving positive business and community outcomes. Further information on the role and its requirements is in the Position Description.

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

We offer flexible working arrangements, including hours of work (e.g. start and finish times), locations of work (e.g. working from home) and an activity-based office work environment. The positions are based in the ACT.

Interstate work arrangements may be considered in line with governing policies. To learn more about the ACTPS and what we offer, please go to [work with us](#).

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

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

How to apply: After reviewing the attached Position Description, please provide a two-page pitch addressing why you are the best person for the position. Your pitch should introduce who you are, why you are applying, and the skills and experience you would bring to the position.

Please ensure your response provides evidence of your suitability for the role including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities with reference to those identified in the Position Description under 'What You Require'.

As part of your application, please attach a current curriculum vitae and provide details for two referees.

The selection process for this position is expected to take approximately six weeks from the advertisement closure to make an offer.

If you have any requirements for *Reasonable Adjustments* to be made to the recruitment process to ensure that you have an equal and fair opportunity to be considered for selection, please get in touch with the Contact Officer.

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

Contact Officer: TraceyL Smith (02) 6207 6112 TraceyL.Smith@act.gov.au

Access Canberra

Strategy and Planning

Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59774)

Gazetted: 07 February 2023

Closing Date: 28 February 2023

Details: Do you enjoy thinking on your feet, opportunities for growth, and being a valued member of a high performing team that works to deliver complex projects? Are you the new Project Officer we are looking for?

We are seeking a collaborative problem-solver who is goal-oriented, self-motivated, and organised. To be successful in this role you will be able to demonstrate a strong understanding of risk and project management, and have exceptional written and verbal communication skills.

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

How to Apply: Please review the Position Description and submit your resume/curriculum vitae and a 2 page pitch that shows us why you are the best person for the job and demonstrates, with examples, that you have skills, knowledge, and capabilities to perform the duties and responsibilities of the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shruti Navathe (02) 6207 7077 Shruti.Navathe@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

Children, Youth and Families

Child and Youth Protection Services

Child and Youth Protection Services - Operations

Executive Assistant

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 07518)

Gazetted: 08 February 2023

Closing Date: 15 February 2023

Details: The Administrative Services Officer Class 4, Executive Assistant position requires a motivated person to provide high-quality executive support, including diary management, arranging and scheduling meetings and appointments, managing telephone calls, and actioning emails and enquiries promptly and efficiently.

The Executive Assistant will also provide secretariat support for executive and senior management meetings as well as assisting in the coordination and processing of ministerial briefings and correspondence.

This is an integral position within Child and Youth Protection Services. The Executive Assistant is expected to have excellent written and oral communication skills as well as excellent customer service and organisational skills, the ability to work under pressure and liaise with staff at all levels of the Directorate. The role also requires discretion and professionalism to be exercised at all times.

Eligibility/Other Requirements:

Essential:

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

Proficiency with Microsoft Office products and database systems.

Current Driver's Licence.

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

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

Notes: This is a temporary position available immediately until September 2023. A Merit List may be established from this selection process and maybe used to fill temporary and permanent vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit your written response of no more than two pages to the Position Requirements (Selection Criteria) in the attached Position Description, a current curriculum vitae and details of two referees.

Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Thompson (02) 6205 6002 Nicole.Thompson@act.gov.au

Office of Director-General

Regulation, Assurance & Quality

Internal Audit and Risk Management Team

Assistant Director, Quality Assurance and Risk Management

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 57341)

Gazetted: 06 February 2023

Closing Date: 22 February 2023

Details: Are you enthusiastic about improving governance systems in the public sector and building a fulfilling career in corporate governance? If so, the Community Services Directorate (the Directorate) has the perfect opportunity for you. As the Assistant Director, Quality Assurance & Risk Management of the Internal Audit & Risk Management business unit (the IARM), you will join a high-performing team that operates with impartiality and integrity to add value across the Directorate.

In this role, you will play a crucial role in ensuring efficient and effective oversight of the Housing ACT governance framework, including the Total Facilities Management (TFM) contract, through performing audits and risk management. Additionally, you will assist the team in implementing fraud and corruption and similar frameworks across the Directorate and provide support and consultancy services to governance committees and Senior Executive Responsible for Business Integrity and Risk (SERBIR).

As a valued member of the IARM team, you will have the opportunity to work on exciting new projects on a regular basis and contribute to the constant improvement of business operations. This role offers the chance to work in a challenging and diverse environment, with reasonable deadlines, all within a supportive team culture. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Essential qualifications and experience:

This position requires a Working with Vulnerable People Check

Desirable, but not essential, qualifications and experience:

Related tertiary and/or professional qualifications and substantial work experience in Risk Management and/or Business Continuity would be beneficial.

Qualifications and experience in Project Management and/or Auditing/Quality Assurance

Notes: The workplace is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Flexible working arrangements are available for City/flexi sites and working

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Mayooran Sinnathurai (02) 6205 0147 Mayooran.Sinnathurai@act.gov.au

Office of Director-General

Regulation, Assurance and Quality

Internal Audit and Risk Management

Director, Risk Management & Quality Assurance

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 54444)

Gazetted: 06 February 2023

Closing Date: 22 February 2023

Details: Are you enthusiastic about improving governance systems in the public sector and building a fulfilling career in corporate governance? If so, the Community Services Directorate (the Directorate) has the perfect opportunity for you. As the Director, Risk Management of the Internal Audit & Risk Management business unit (the IARM), you will join a high-performing team that operates with impartiality and integrity to add value across the Directorate.

In this role, you will play a crucial part to primarily oversee the implementation of non-assurance frameworks, such as Risk Management, Fraud and Corruption Prevention, Business Continuity and Quality Assurance across the Directorate. In addition, the Director will support the team to execute the Internal Audit and Quality Assurance Programs. Additionally, you will assist the team to provide support and consultancy services to governance committees and Senior Executive Responsible for Business Integrity and Risk (SERBIR).

As a valued member of the IARM team, you will have the opportunity to work on exciting new projects on a regular basis and contribute to the constant improvement of business operations. This role offers the chance to work in a challenging and diverse environment, with reasonable deadlines, all within a supportive team culture. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements:

Desirable, but not essential, qualifications and experience:

Related tertiary and/or professional qualifications and substantial work experience in Risk Management, Business Continuity and/or Assurance would be beneficial.

Notes: The workplace is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Flexible working arrangements are available for City/flexi sites and working from home. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Mayooran Sinnathurai (02) 6205 0147 Mayooran.Sinnathurai@act.gov.au

Office of the Director General

Regulation, Assurance and Quality

Investigator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 44782)

Gazetted: 02 February 2023

Closing Date: 16 February 2023

Details: The Complaints team within RAQ provides strategic complaints leadership for high quality complaints handling with consistent systems and processes to achieve positive outcomes within the Directorate.

The investigator will, under the direction of the Senior Investigator, provide administrative and professional support in the resolution of complaints about CSD, where required, regulated human services. The position also

supports strategic policy development as part of quality improvement. This includes providing secretariat support for the CSD Complaints Management Committee (CSDCMC).

The investigator role also includes support to the Senior Investigator in undertaking internal complex complaint reviews for the Directorate under the CSD Complaints Handling and Management Policy (CHaMP). The Investigator will be expected to maintain RAQ's register of internal complaints and assist with data collection and reporting.

The position requires a reliable person who can work independently as well as part of a small team. The successful applicant will display discretion and integrity while working with sensitive and confidential information.

The position reports directly to the Senior Investigator, Complaints, RAQ.

Eligibility/Other requirements: Educational, suitability and professional qualification checks may be carried out prior to employment. While not essential, the following experience and/or qualifications are desirable:

Experience in administrative government investigations into compliance with service standards

Experience in the delivery of human services

Certificate IV Government Investigations

Qualifications and training in counselling, mediation, or conflict resolution

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

How to Apply: Please provide a statement of no more than two pages outlining your background, capabilities and experiences and how these align with the duties (what you will do) and capabilities and behaviours (what you require) required to be successful for this role. You must also submit a curriculum vitae up to a maximum of four pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laurie Columb (02) 6207 2396 Laurie.Columb@act.gov.au

Corporate Services

Business Transformation and Systems

Solutions Delivery

Project Officer – Housing Energy Support

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 59424)

Gazetted: 02 February 2023

Closing Date: 16 February 2023

Details: The Business Transformation and Systems Branch is seeking a highly motivated person to support in the delivery of the Vulnerable Household Energy Support Scheme (VHESS). The VHESS is a commitment under the Parliamentary and Governing Agreement that will improve building efficiency and sustainability for public housing and implement minimum energy efficiency standards. Projects will include coordination of data collection, engagement with internal/external stakeholders and project/contract management to implement energy efficiency upgrades (including ceiling insulation) across the Housing ACT property stock.

Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/other requirements:

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

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

How to Apply: To apply, please submit a two-page statement against the Position Requirements (Selection Criteria), keeping in mind the duties and responsibilities of this position. Selection may be made based on expression of interest and referee report only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Toby Pearson (02) 6205 7036 Toby.Pearson@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

Business Services

People and Performance

People Strategy

Senior Advisor Diversity and Inclusion

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 12267)

Gazetted: 08 February 2023

Closing Date: 15 February 2023

Details: The People Strategy section is seeking a highly motivated and capable Senior Advisor to join the Diversity and Inclusion team, supporting a diverse operationally focussed workforce. The successful candidate will assist with the development and delivery of employment action plans, and other programs to support a diverse workforce to align with the Directorate's strategic workforce plans.

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 the Diversity and Inclusion field is desirable but not essential.

Notes: This is a temporary position available for three months with the possibility of extension up to six months.

Current and former ADF members are encouraged to apply. This position is available to ACT Government officers and employees only.

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 sent to the Contact Officer.

Contact Officer: Kate Erickson (02) 6205 7229 Kate.Erickson@act.gov.au

Service Design & Delivery

Universal School Support

Senior Project Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 44589)

Gazetted: 08 February 2023

Closing Date: 22 February 2023

Details: This role will ensure projects are delivered in accordance with the WHoG standards in an efficient and fit for purpose manner with a strong focus on quality assurance. There is a large program of works which needs to be implemented swiftly with high quality.

You will be required to support the delivery of VET in ACT public schools, including procuring and maintaining centralised resources for school-based registered training organisations (RTOs). You will ensure that the business processes and information required to support the implementation of high-quality VET delivery in ACT public schools are accurate and up to date.

You will support engagement with senior leaders, RTO managers and other internal and external stakeholders to ensure their complex needs are understood, prioritised and incorporated into Directorate plans with progress communicated throughout the project delivery process.

Our ideal candidate takes ownership of issues and will demonstrate the ability to work with a variety of stakeholders to understand and document business requirements and work collaboratively to develop effective solutions that can be applied universally. This will include working collaboratively across business units and directorates to develop documentation and run workshops.

Our ideal candidate will also have demonstrated well developed project management skills, along with a proven ability to conduct research, extract data, perform analysis and interpret findings with the purpose of identifying trends and opportunities for business improvement.

Ideally you will have proven ability to establish and manage projects within tight timeframes, build relationships, communicate effectively and influence stakeholders.

You have the ability to 'wear multiple hats', be a team player, juggle priorities, are resilient and tactful, passionate about what you do and committed to making a difference.

Eligibility/other requirements:

MANDATORY REQUIREMENTS

Possession of a current driver's licence and access to a private vehicle.

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 https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

HIGHLY DESIRABLE

Strong project management experience, including use of document management and project management tools. Experience and understanding of the Australian Skills Quality Authority (ASQA) standards and RTO requirements. Sound knowledge of the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).

Certificate IV in Training and Assessment (TAE40116) qualification.

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

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

How to apply: Please submit a statement of claims (maximum of six pages) addressing the Selection Criteria. Also provide your current curriculum vitae and 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 referees.

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

Contact Officer: Peter Teo (02) 6205 7231 Peter.Teo@act.gov.au

System Policy and Reform

Education and Care, Regulation and Support

Non-government Education Section

Home Education Liaison Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 41833)

Gazetted: 08 February 2023

Closing Date: 22 February 2023

Details: The Non-government Education section is seeking a skilled and personable educator to join the Home Education team as the team's new Home Education Liaison Officer (HELO).

The ideal HELO will have a strong background in delivering quality education (including in literacy and numeracy) to children and young people in a school or alternative setting, for example higher or vocational education setting, distance education provider, or as a home educating parent.

They will have high level interpersonal and communication skills; and a willingness to learn and effectively utilise new records management / student administration / emerging IT platforms.

They will be able to quickly develop an understanding of the legislative and regulatory framework surrounding home education registration in the ACT; and have tact, flexibility and empathy when working with our stakeholders.

The HELO will have direct contact with parents, children, and young people.

Eligibility/Other Requirements:

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)

The ability to be approved and operate as an Authorised Person under s. 67 of the Education Act 2004.

Highly desirable:

Relevant tertiary qualifications in Education.

Experience in:

Delivering the Australian Curriculum.

Using databases, record management tools, and customer relationship management tools.

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. Prior to lodging an application, interested candidates are encouraged to email the contact officer to arrange a time to speak about the position.

How to Apply:

Please provide:

A two-page pitch outlining the applicant's capacity to meet the Selection Criteria and undertake the responsibilities of the position.

A current curriculum vitae (maximum of two pages) outlining relevant employment history, relevant qualifications, and relevant professional development undertaken within recent years.

Two professional referee reports (using the referee report template available on the [Jobs.act.gov.au](https://jobs.act.gov.au) website) The reports should provide an assessment of the applicant's capabilities against the requirements as outlined in the position description.

Referee reports must be professional reports (and not written by a friend or relative of the applicant). One of the referee reports should be from the applicant's current or recent supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lynda Tooth (02) 6205 8321 Lynda.Tooth@act.gov.au

School Improvement

South Canberra/Weston Network

Arawang Primary School

Business Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 46334)

Gazetted: 03 February 2023

Closing Date: 10 February 2023

Details: Arawang Primary School is seeking a highly experienced, energetic, organised and self-motivated Business Manager.

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 high level 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:

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)

First Aid Certificate

Experience in a business-related role and/or financial qualification or relevant experience is highly desirable

Notes: This is a temporary position available immediately until 14 April 2023 with the possibility of extension of up to six months. 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.

Submit a response to each Selection Criteria which outlines skills and experience relevant to the position.

Submit a current curriculum vitae and two referee reports.

Please provide an EOI taking into consideration the selection criteria of no more than two pages and a current Curriculum Vitae.

Please also include two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacqueline Chapman 0413 117 085 Jacqueline.Chapman@ed.act.edu.au

System and Policy Reform

Board of Senior Secondary Studies

Office of the Board of Senior Secondary Studies

Administration and Operations Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 52673)

Gazetted: 03 February 2023

Closing Date: 17 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 motivated and dynamic, seeking to join the Office of the Board of Senior Secondary Studies team and work within a culture of high performance, collaboration, and innovation. The Administrative and Operations Coordinator will be outcomes focused working with others to deliver high levels of accountability and excellence, as well as contribute to the development, alignment, and delivery of high-quality service design in the context of the goals and expectations of the agency.

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 working knowledge of the Oracle, APAIS and TM1 systems or a demonstrated willingness and capacity to acquire this knowledge.

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

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

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

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

Applicants should be aware of and able to apply the ACTPS Values and Signature Behaviours.

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

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

Contact Officer: Nicole-L McDonald (02) 6205 7178 Nicole-L.McDonald@act.gov.au

School Performance & Improvement

School Improvement

School Operations

Administration Services Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 36287)

Gazetted: 02 February 2023

Closing Date: 8 February 2023

Details: Do you thrive in a fast-paced environment liaising with key stakeholders and managing competing priorities? Are you passionate about supporting schools across the ACT public system?

School Improvement are seeking a dynamic and engaging administration intake officer who is an expert in multitasking and managing competing priorities on a daily basis. Ideally you will have experience managing a high traffic inbox, be comfortable liaising with a range of stakeholders and be looking for a varied and challenging role. Knowledge of the ACT public education system is desired but not essential.

The position is for an initial period of six months with the possibility of extension and/or permanency.

Applicants are strongly encouraged to contact the contact officer for further information regarding this position.

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

Eligibility/ Other Requirements

Highly Desirable: The position requires a high understanding of administrative processes, computer systems and an understanding of the education environment or the ability to adapt accordingly.

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.

The position is for an initial period of six months with the possibility of extension up to 12 months and/or the possibility of permanency.

How to apply: Applicants, please provide:

A one-page pitch about why you would like to join School Operations and undertake this pivotal role within our team

Contact details of two referees (a current supervisor preferred)

Current curriculum vitae

Applications should be submitted via the Apply Now button below.

Contact Officer: Brooke James (02) 6205 0293 Brooke.James@act.gov.au

Belconnen Network

Evatt Primary School

Teacher Librarian, Evatt Primary School

Classroom Teacher \$76,575 - \$114,624, Canberra (PN: 37192)

Gazetted: 02 February 2023

Closing Date: 16 February 2023

Details: Evatt Primary School is a primary school with approximately 350 students. We operate strongly as a Professional Learning Community with a strong focus on collaboration to ensure the academic, social, and emotional growth of all students.

Evatt Primary School is seeking a dynamic Teacher Librarian(TL)/Classroom Teacher to work as part of our team.

The successful applicant will:

have completed or working towards a Masters in Teacher Librarianship.

work within a collaborative co-teacher librarian team, working alongside a part time TL.

demonstrate a strong focus on improving literacy outcomes in the community.

work with parents and families to build capacity and co-ownership of student outcomes.

build school capacity in using and promoting quality literature.

undertake a teaching load and other duties as determined by the principal.

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), have completed, working towards or demonstrate a willingness to undertake a Masters in Teacher Librarianship 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: This is a temporary position available for 12 months with the possibility of extension. Part time positions will be considered.

Please contact the position contact for further information on undertaking a qualification in Teacher Librarianship.

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, taking into consideration the role of a Teacher Librarian listed within the job description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jamal See (02) 6142 1641 Jamal.See@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.

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 and Urban Policy

Strategic Planning and Policy

Director, Strategic Planning and Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 15187)

Gazetted: 08 February 2023

Closing Date: 22 February 2023

Details: If you are a strategic thinker, analytical, have an interest in playing a role in how Canberra grows and develops – this might be a role for you.

The Planning and Urban Policy Division within the Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking a highly motivated, experienced and suitably qualified person to become a new Director, Strategic Planning and Policy.

We have a full work pipeline of greenfields broadacre future land studies to provide for the sustainable growth of housing and employment land in Canberra; cross-border strategic planning with NSW; strategic infrastructure

planning for waste, social and community facilities; and implementing our new proposed outcomes based planning system, just to name a few. Being in Canberra, you will have the added considerations of working closely with the National Capital Authority on many strategic issues for Canberra's role as the National Capital.

The role will require you to work in a multi-disciplinary environment to deliver short, medium and long term strategic planning and policy projects, to facilitate integrated planning and land use and built form that is well planned, sustainable, and responsive to the strategic directions set by the ACT Government. The ACT Government is highly progressive in regard to sustainable development, innovation in urban design and urban policy, and always keen to consider new ideas that will help shape Canberra into a world-class city and make it a great place to live, work and play. The work will have a lot of variety and you will have responsibility for delivery of your projects to time and budget and management of project teams. We are looking for a person who can work collegially across EPSDD and the ACT Government, work confidently with stakeholders and the community, source and contract manage expert technical inputs from consultants and bring this together in crisp strategic planning and urban policy advice.

We work in a hybrid, flexible arrangement, with any proposals for flexible workplace arrangements able to be considered.

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

Eligibility/other requirements:

Highly Desirable

Tertiary qualifications and experience in strategic land use planning, urban and regional planning and policy, social planning, urban economics or other relevant professional area.

Experience in urban planning, urban policy, or similar is highly desirable; people with skills in project and program management with experience and enthusiasm are also encouraged to apply.

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

Selection may be based on application and referee reports only. This position is located in a new workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. But we have a fabulous new building located on the light rail line, that facilitates cooperation and sharing of information and ideas. You won't feel like you are hot desking! A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. The ACT Government offers flexible working arrangements including working from home. The position may be filled at a part-time role for the right candidate.

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: KarenJ Wright (02) 6207 6316 KarenJ.Wright@act.gov.au

Climate Change and Energy

Program Delivery

Program Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 17877, several)

Gazetted: 06 February 2023

Closing Date: 22 February 2023

Details: The Climate Change and Energy Division is looking for several energetic and well-organised Program Officers to help deliver a range of targeted programs and services that empower the Canberra community to be sustainable, reduce emissions, and be energy efficient.

The successful applicants will work in partnership with a wide range of internal and external stakeholders to deliver program outputs and outcomes. Duties include effective project planning and delivery, brief and report writing, stakeholder liaison and communication, and high-quality administration such as procurement and contract management support.

The ACT remains a national leader in addressing climate change and promoting sustainability. The Climate Change and Energy Division delivers a comprehensive set of policies, programs, and community engagement activities to reach net zero emissions by 2045. This work is done in collaboration with all sectors including government, non-government, business, community, and households. This is an exciting opportunity to be part of Canberra's climate action and have a direct positive impact for the local community.

Several temporary and permanent positions are available in the Program Delivery Branch based on vacancies. A merit pool will be established from this selection process and will be used to fill both full-time temporary and/or permanent vacancies in the Program Delivery Branch over the next 12 months. Selection may be based on application and referee reports only.

Eligibility/Other Requirements:

Occasional weekend work may be required.

A current ACT or equivalent driver's licence is required.

Notes: Several permanent and temporary positions are available in the Program Delivery Branch based on vacancies. A merit pool will be established from this selection process and will be used to fill both full-time temporary and/or permanent vacancies in the Program Delivery Branch 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: Applications are sought from potential candidates and should include:

Two-page supporting statement addressing Selection Criteria

Curriculum vitae

Contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Coyles (02) 6207 4688 Nicole.Coyles@act.gov.au

Environment

ACT Parks and Conservation Service

Urban Reserves

Works Supervisor

General Service Officer Level 9 \$79,105 - \$89,398, Canberra (PN: 09886)

Gazetted: 06 February 2023

Closing Date: 1 March 2023

Details: The ACT Parks and Conservation Service (PCS) is responsible for the sustainable management of our national parks, nature reserves and commercial softwood forests including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Murrumbidgee River Corridor, Molonglo River Park, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes.

The ACT Parks and Conservation Service is looking for a self-motivated, excellent communicator who will directly supervise Canberra Nature Park General Service Officer field teams. These field teams undertake works across Canberra Nature Park nature reserves and unleased territory land. These duties include bushfire fuel reduction slashing and grazing management, track and trail maintenance, fencing, visitor infrastructure maintenance and minor construction. Land management including planting, weed and pest animal control and erosion control works.

Eligibility/Other Requirements:

Mandatory:

Ability to undertake after hours duties and incident management duties, including participation in fire standby, fire suppression and fire training;

C class drivers licence, preferably with 4WD experience;

Preparedness to wear a uniform;

Current Senior First Aid Certificate

Highly Desirable:

Demonstrated experience operating and maintaining plant and machinery

Class MR – Medium rigid vehicle licence with a manual transmission

Tertiary qualifications in Conservation and Land Management 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.

How to Apply: Please submit a written application addressing the selection criteria limiting responses to 350 words per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kym Birgan 0466396128 Kym.Birgan@act.gov.au

Planning and Urban Policy

Building, Housing and Design Branch**Building Reform****Senior Policy Officer, Building Reform****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 41851)**

Gazetted: 03 February 2023

Closing Date: 17 February 2023

Details: The Building Reform team is seeking a highly motivated officer to contribute to the ACT Government's building reform agenda to improve building regulatory systems, standards and practices. This is a great opportunity to make a significant contribution to important Government priorities and to have a positive impact on the community.

The Building Reform team is growing, with an exciting program of work to be delivered. The senior policy officer will contribute to various projects and improvement initiatives. Areas of focus include introducing public sector building certification, regulation of engineers, property developer regulation, sustainable building initiatives, and implementation of the National Construction Code.

Information on the current and future reform program is available at the [Build Buy Renovate website](#).

What we are looking for:

The successful applicant will be a responsive, flexible and analytical thinker who is enthusiastic to develop. The role will provide you with highly transferable experience and skills in the development of end-to-end policy, programs and legislative reforms. This position requires strong research, analytical, interpersonal and communication skills. Experience in or an understanding of policy or legislative development and regulatory reforms is desirable but not essential.

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

Eligibility/ Other Requirements

Qualifications or experience in a relevant field is highly desirable e.g., law, project management, policy development, regulatory reform, regulatory administration.

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: Applicants should submit a three page pitch (maximum) outlining their suitability for the position addressing the required Skills, Knowledge and Behaviour and provide practical examples. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Burton (02) 6205 4699 Anthony.Burton@act.gov.au

Planning and Urban Policy**Building, Housing and Design Services****Building Reform****Director, Building Reform****Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 41211, Several)**

Gazetted: 03 February 2023

Closing Date: 17 February 2023

Details: The Building Reform team is seeking a highly motivated senior officer to contribute to the ACT Government's building reform agenda to improve building regulatory systems, standards and practices. This is a great opportunity to make a significant contribution to important Government priorities and to have a positive impact in the construction industry and the community more broadly.

The Building Reform Team provides advice on policy for building and construction services, practitioner regulation, the safety, health, amenity and environmental performance of buildings. Major projects underway in this area include a series of reforms to improve the ACT's building regulatory system including property developer regulation, regulation of engineers, the introduction of a public sector building certification service and a review of residential building work insurance focused on the fidelity fund scheme. The team is also working on number of initiatives to improve the sustainability, energy efficiency, and accessibility of buildings in the ACT.

The team works with officials from other jurisdictions on national policy matters including supporting the ACT's representative on the Australian Building Codes Board and participating in its various subcommittees.

Information on the current and future reform program is available at the [Build Buy Renovate website](#).

What we are looking for:

We are seeking a motivated and energetic professional who is a responsive, flexible and analytical thinker to contribute to the ongoing development and implementation of policies and programs in priority areas for the ACT Government. As part of a multi-disciplinary team, the role of Director is responsible for building policy and reform projects that contribute to improving the ACT's building regulatory system and building quality and will supervise staff in the team.

This position requires excellent policy, legislative development and time management skills and experience in strategic policy and regulatory reforms is highly desirable. Experience or knowledge of building and construction matters is not required. We are seeking a policy/legislative professional with experience in end-to-end policy development or experience in delivering and implementing legislative reforms. The successful applicant will have the ability to contribute to and motivate and manage a team.

Eligibility/other requirements: Relevant qualifications and/or demonstrated experience at a senior level in a policy and/or regulatory development or administration role.

Notes: There are several temporary fulltime positions available immediately until 30 June 2023 with the possibility of extension up to 12 months and/or permanency. Positions can be filled in a variety of ways. Consideration will be given to part-time or flexible working arrangements. Please indicate in your application which position you are interested in.

A Merit Pool will be established from this selection process and may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only. These positions are based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Part of work hours can be spent working from home.

How to Apply: Applicants should submit a two page pitch (maximum) outlining their suitability for the position addressing the required Skills, Knowledge and Behaviour and provide practical examples. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Kemp (02) 6207 5891 Alison.Kemp@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

Registrar, Magistrates Court

Temporary Vacancy (17 March 2023 to 14 July 2023 with the possibility of extension)

Justice and Community Safety Directorate

ACT Courts and Tribunal

Position: E061

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 8 February 2023

Seeking Expressions of Interest for the role of Registrar of the ACT Magistrates Court for a period of four months with the possibility of extension. The Registrar of the ACT Magistrates Court is a Ministerial appointment under section 9 of the Magistrates Court Act 1930 (the Act). The position is responsible to the Chief Magistrate for the exercise of statutory powers and responsibilities and the Principal Registrar for administrative and management matters. The role also has a range of administrative functions, such as management of staff in the Magistrates Court, and a range of statutory functions. The position will provide direction and support to staff of the Courts Registry of the ACT Courts and Tribunal.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. This position is available from 17 March 2023 to 14 July 2023 with the possibility of extension.

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.

To apply: Applicants are asked to provide a written response no more than two pages addressing the Selection Criteria identified in the Executive Capabilities. Applicants are also asked to provide a current curriculum vitae and

provide the names and contact details of two referees to Amanda Nuttall via email, Amanda.Nuttall@courts.act.gov.au by COB Wednesday 15 February 2023.

Contact Officer: Amanda Nuttall (02) 6205 9772 Amanda.Nuttall@courts.act.gov.au

Executive Branch Manager, Capability, Coordination and Support

Temporary Vacancy (Immediately until mid-April 2023 with the possibility of extension up to nine months)

Justice and Community Safety Directorate

ACT Emergency Services Agency

Position: E1092

(Remuneration equivalent to Executive Level 1.3)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 3 February 2023

The ACT Emergency Services Agency (ESA) is a dynamic, multi-hazard emergency response agency. At ESA our days are full and exciting, filled with interesting multi-disciplined and diverse people, complex equipment, challenging needs, and of course our bottom line of always being operationally ready to keep our community safe.

We are looking for an exceptional leader to take the reins of our Capability, Coordination and Support Branch immediately until mid-April, while we progress looking for our long-term executive. We need a person that can confidently lead our critical functions of logistics, fleet and workshops, procurement and purchasing, facilities, assets and equipment, so we continue to be operationally ready for our community, now and into the future. Our ideal person will be collaborative, working with our people, Chief Officers, and the broader Executive to guide us in making sure we are ready and equipped for the future. A key priority of the position is providing strategic direction and leadership to our enabling staff within the Branch, working closely with the Commissioner, Chief Officers and Executive team to ensure all our people have what they need to be safe, compliant, and successful in servicing the community.

Our successful candidate will possess outstanding leadership, strategic vision, relationship management, and communication.

If this is you then you can find further information in the Executive Capabilities attached.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees. This is a temporary opportunity to commence as soon as possible until mid-April 2023.

Remuneration: The position attracts a remuneration package ranging from \$251,374 - \$261,418 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$223,205.

To apply: Please submit a short Expression of Interest of no more than one page outlining what you could contribute to this role, details of two referees and a current curriculum vitae to Georgeina.Whelan@act.gov.au by COB Friday 10 February 2023.

Contact Officer: Georgeina Whelan (W) 026207 8409, (M) 0466 013 466 or (E) Georgeina.Whelan@act.gov.au

ACT Corrective Services

Operational Support

Sentence Admin Board

Administrative Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 52835)

Gazetted: 08 February 2023

Closing Date: 22 February 2023

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the Administration Officer (ASO4) for the Sentence Administration Board position.

The successful applicant will be involved in general administrative duties such as creating, managing, and maintaining files along with assisting to prepare and collate reports, warrants and correspondence for board meetings in relation to parolees, detainees, and those subject to Intensive Corrections Orders.

Further to this, you may be required to attend Sentence Administration Board meetings on occasion to assist with the efficient running of the schedule.

In addition, you will assist in preparing informative documentation regarding Sentence Administration Board decisions for stakeholders, and you may be required to assist senior staff members with work in the Unit (including project work) to ensure the objectives of the Sentence Administration Board are achieved.

To be successful, you will be required to demonstrate exceptional administrative and organisational skills along with being a good communicator to be able to liaise with stakeholders including legal representatives, Community Corrections Officers, Courts, detainees/those subject to community-based orders and other justice agencies in relation to Sentence Administration Board matters.

A background in the criminal justice system, working with legal documentation and/or a knowledge of the court and/or criminal justice system would be a clear advantage as you will be required to quickly gain an understanding of complex legal and sentencing 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:

Background / Security clearance checks will be conducted.

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

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

How to Apply: Potential candidates should submit a one to two-page pitch outlining their professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements, and including any experience within the Criminal Justice or court system. A current curriculum vitae, including the names and contact details of two referees should also be included.

Applications should be submitted via the Apply Now button below.

Contact Officer: Darah Bartlett (02) 6207 1563 Darah.Bartlett@act.gov.au

ACT Corrective Services

Custodial Operations

Custodial Operations

Dog Handler

Correctional Officer Class 1 \$69,433 - \$82,797, Canberra (PN: 11356)

Gazetted: 08 February 2023

Closing Date: 8 March 2023

Details: ACT Corrective Services (ACTCS) is looking for a suitably qualified person with demonstrated life experience, personal integrity, self-confidence and exceptional communication skills to become a Dog Handler (Correctional Officer Class 1), at the Alexander Maconochie Centre.

This position supports ACTCS Drug Reduction Strategy and AMC barrier controls, by providing a front-line drug detection capability.

The successful applicant will be responsible for the deployment of Corrections Search Dogs and for managing the health, welfare and fitness of the dog in all operational and environmental conditions.

In addition, you will maintain security, detection and barrier control activities within a custodial facility and provide reports and recommendations for actions based on findings, including search operations within custodial Units and service and industrial areas.

You will also be required to monitor detainee communications to identify potential contraband introductions.

Further to this, you will liaise and work collaboratively with the Security Team and Intelligence Unit to develop strategies for the reduction of drug/contraband introduction to the prison.

To be successful, you will demonstrate an interest in community safety, the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds.

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

Eligibility/other requirements:

Certificate III in Correctional Practice (Custodial) must be held or able to be attained within 12 months of date of entry to service.

Ability to meet physical/endurance requirements (successful applicants will be required to undergo a physical fitness assessment) for the position.

A Doctor's certificate will be required to complete physical requirements.

Completion of mandatory Dog Handler Training Course and refresher/ongoing training as required.

Current unrestricted driver's licence and Senior First Aid Certificate are essential requirements.

Applicants will be required to house an ACTCS vehicle and an ACTCS dog in a secure yard.

Eligible applicants will be required to undergo pre-employment psychological testing and medical testing and a Police Record check.

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

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of their drivers licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Hawkins (02) 6207 4169 Andrew.Hawkins@act.gov.au

ACT Emergency Services Agency

ACT Rural Fire Service

Membership Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 07615)

Gazetted: 06 February 2023

Closing Date: 22 February 2023

Details: ACT Rural Fire Service (RFS) is seeking applications from motivated professionals to join the Volunteer Management Team as the Membership Officer (ASO5).

Taking a 'One Agency' approach in servicing the ACT community, the ACTRFS Membership Officer provides day to day administrative support the Assistant Director – Membership (ACTRFS and ACTSES) in the delivery of functions as outlined in the *ACT Emergencies Act 2004*. This includes support to recruitment, retention and recognition activities for the volunteer membership of both Services.

The ACTRFS Membership Officer is responsible for coordinating service-level volunteer engagement activities and contributing to the management of membership welfare and Occupational Health and Safety (OHS) matters such as accidents, incidents and near misses.

The ACTRFS Membership Officer will have excellent communication and negotiation skills and the ability to build sustainable, positive, and productive working relationships. You will be a highly organised self-starter who is able to respond efficiently to business needs, meet tight timeframes, demonstrate initiative and sound judgement. Working collaboratively with the Operations and Learning and Development Team, you will contribute to the delivery of advice, coaching, and mentoring to volunteers regarding capability and skills development.

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

Eligibility/ Other Requirements:

Background and Security clearance checks will be conducted including National Police Records Check.

Qualifications in a field related to adult education, emergency management or fire behaviour are desirable.

An understanding of the emergency services volunteer environment would be an advantage but is not essential.

Minimum C Class driver's licence is essential.

A pre-employment medical is required for all new employees. The ACTRFS also requires the successful applicant to undertake an annual fitness test for fire ground access.

This position requires an ACT Working with Vulnerable People registration. Work after hours and at weekends, including attending meetings, local Brigade visits through periods of operational response, and participation as Duty Officer may be required.

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

How to Apply: To apply, applicants are required to submit two items: 1) a two-page written response addressing the professional/technical skills and knowledge, behavioural capabilities, and any relevant Compliance Requirements/Qualification; and 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison McLeod (02) 6205 7384 Alison.McLeod@act.gov.au

Act Human Rights Commission

Senior Director Complaint Handling Service

Senior Officer Grade A \$157,201, Canberra (PN: 52838)

Gazetted: 06 February 2023

Closing Date: 13 February 2023

Details: The ACT Human Rights Commission is an independent agency established by the *Human Rights Commission Act 2005*. The role of the ACT Human Rights Commission is to resolve complaints and promote rights, including to:

- provide an independent, fair and accessible process for resolving individual complaints;
- promote service improvement;
- promote the human rights and welfare of people; and
- foster understanding of particular legislation.

The ACT Human Rights Commission is seeking experienced, highly motivated people with excellent communication and interpersonal skills to join our team as a Senior Director Complaint Services.

The Senior Director Complaint Services will support the Discrimination, Health Services, Disability and Community Services Commissioner under the *Human Rights Commission Act 2005*.

The Senior Director Complaint Services also directly manages the Complaints Team.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the contact officer for the role.

Eligibility/other requirements:

Relevant tertiary qualifications in law or health are highly desirable.

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

How to Apply: Applicants should submit a pitch of no more than two (2) pages describing how your knowledge, experience and qualifications meet the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the position description. Please also provide your curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Toohey (02) 6207 1045 Karen.Toohey@act.gov.au

ACT Corrective Services

Service Improvement and Community Corrections

Community Operations

Disability Liaison Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 53329)

Gazetted: 02 February 2023

Closing Date: 7 February 2023

Details: A genuinely rewarding opportunity has emerged within ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Offender Reintegration, as a Disability Liaison Officer (ASO6). This is a temporary vacancy, available for up to six months with possibility of extension up to 12 months.

The successful applicant will foster a shared approach to providing access to justice to people with disability, by supporting the development of a cross system community of practice that will identify and address systemic barriers that impact access to justice, or equitable access to services within the justice system, for people with disability.

The community of practice will support a cultural shift in justice agencies to identify and meet the needs of people with disability through coordination of training, resource adaption and engaging with service users.

In addition, you will support the progression of the Disability Justice Strategy, facilitate the upgrade of ACTCS materials into accessible resources, support detainees to navigate complex systems and provide both organisational and individual support related to increasing the capacity to support individuals with disability, within the Alexander Maconochie Centre.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of organisational skills and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

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

Eligibility/Other Requirements:

Demonstrated experience and/or willingness to work with offenders is essential.

A current driver's license is essential.

The successful candidate will be required to undergo a criminal record 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 \(act.gov.au\)](#)

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

How to Apply: To apply, applicants are required to submit three items: (1) A one to three page written response addressing the professional/technical skills and knowledge and behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: MelissaM McKenzie (02) 6207 2530 MelissaM.McKenzie@act.gov.au

ACT Emergency Services Agency

NA

Public Information & Engagement

Assistant Director Engagement & Events

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 08018)

Gazetted: 02 February 2023

Closing Date: 16 February 2023

Details: The Assistant Director, Engagement & Events will lead a small team to deliver an efficient, effective and educated engagement and events function. You will forward plan, prioritise and understand community need to identify opportunities and emerging issues. You will oversee the management of all ESA corporate events that support ESA strategic and operational plans.

WHAT YOU WILL DO

Under the broad direction of the Director, Public Information & Engagement, the Assistant Director, Engagement & Events will:

Design, implement and review evidence-based engagement strategies for ESA projects, services and initiatives, condensing complex issues into clear and accessible communication materials to all groups in the ACT community. Support the delivery of engagement activities for ESA operational services in accordance with best practice principles, legislative responsibilities and national frameworks.

Develop, review and coordinate the implementation of the ESA Community Engagement Strategy under the guidance of the Public Information & Engagement Steering Board and act as Executive Officer to the ESA Community Engagement Strategic Group.

Manage the ESA Event Coordinator position and oversee all corporate events in line with relevant policies and standard operating procedures.

Design and implement improvements to delivery of engagement activities and strategies, ensuring the accessibility of information to ACT community members.

Establish and maintain professional networks and effective stakeholder relationships to facilitate consultation and information dissemination.

Participate in the on-call duty emergency media team to deliver advice to the community in times of emergency and crisis.

Participate during a Territory Emergency Incident to support best practice communications and engagement response at the Public Information Coordination Centre (PICC).

The occupant of this position may be required to undertake duties outside normal business hours and/or weekends in response to emergencies, with access to applicable flex and/or overtime remuneration as per the Enterprise Agreement.

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 up to 12 months.

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

Selection may be based on application and referee reports only.

How to apply: Applications should include a pitch of no more than two pages and a curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.
Contact Officer: Teagan Lee (02) 6207 6681 Teagan.Lee@act.gov.au

Legal Aid Commission

LEGAL AID ACT

Lawyer

Legal Officer Grade 2 \$85,112 - \$97,238, Canberra (PN: 1233)

Gazetted: 06 February 2023

Closing Date: 12 February 2023

Details: Legal Aid Commission (ACT) is seeking lawyers for positions within the Family Advocacy Support Service (FASS) team, part of the newly created Early Intervention Practice.

This is an exciting opportunity to provide vulnerable members of the Canberra community with advice and/or representation in relation to a range of family law issues including parenting, property, separation/divorce and family violence.

Applicants will have experience or interest in family law and enthusiasm for working in a fast-paced environment. FASS lawyers regularly attend the Federal Circuit and Family Court of Australia to provide duty advice and representation for clients seeking assistance in relation to family law matters, as well as assist in the Family Violence and Personal Protection Unit at the ACT Magistrates Court.

Working at Legal Aid ACT is an opportunity to do challenging but rewarding work and make a meaningful contribution to the circumstances of disadvantaged and vulnerable clients and communities in the ACT.

Further information is available from the Position Description or by contacting Amy Begley on 6243 3411.

Eligibility/ Other Requirements: Eligibility to hold a restricted Practising Certificate in the ACT is required. Three years post admission experience is highly desirable. Experience in family law would be highly regarded.

Note: This is a temporary position available from Feb 2023 for up to 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.

To apply, forward applications to hr@legalaidact.org.au.

Applications should be submitted to the Contact Officer.

Contact Officer: Amy Begley 6243 3411 HR@legalaidact.org.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

Light Rail

Commercial

Project Governance and Executive Support

Assistant Director, Business Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46363)

Gazetted: 08 February 2023

Closing Date: 15 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: This is a temporary position available immediately until 4 April 2023 with the possibility of extension up to six months.

This position is available to ACT Government officers and employees only.

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

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 sent directly to the Contact Officer.

Contact Officer: Casey Campbell (02) 6207 7907 Casey.Campbell@act.gov.au

Light Rail

Commercial

Project Management

Director, Project Governance and Administration

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 32507)

Gazetted: 07 February 2023

Closing Date: 14 February 2023

Details: Are you our new Director, Project Governance and Administration?

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

The Director, Project Governance and Administration, Light Rail is responsible for leading the management of the project governance and project administration functions for the Light Rail Project. 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: This is a temporary position available immediately until 21 April 2023 with possibility of extension 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. This position is available to ACT Government officers and employees 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 sent to the Contact Officer.

Contact Officer: Casey Campbell (02) 6207 7907 Darah.Bartlett@act.gov.au

project development and support

Director Compliance

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60345)

Gazetted: 06 February 2023

Closing Date: 1 March 2023

Details: Major Projects Canberra (MPC) is seeking a new Director of Compliance to lead our important compliance functions across the directorate.

MPC was established to lead the procurement and delivery of the ACT Government's infrastructure program. How we monitor and review our performance is of significant importance to us. That is why we are seeking someone with strong analytical skills and an appetite for perfection.

The Director Compliance is responsible for ensuring that MPC's compliance management frameworks and assurances exercises are effective in supporting MPC's business to operate in accordance with relevant legislative and regulatory requirements.

The role sits within the Project Development and Support Division in MPC, which is responsible for ensuring good governance, effective people management and implementation of modern ICT, communications and engagement activities.

Reporting up to the Senior Director, Governance the role will establish and implement the MPC's compliance management framework, compliance assurance guidelines and exercises.

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

Hold or be able to obtain a Negative Vetting Level 1 security clearance.

Expert level MS Word, Excel, PowerPoint and Outlook.

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

How to Apply: If 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

Contact Officer: Clare Guest (02) 6205 3534 Clare.Guest@act.gov.au

Light Rail

Environmental, Sustainability and Design

NA

Director, Environmental Management

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 38596)

Gazetted: 02 February 2023

Closing Date: 2 March 2023

Details: Are you our new Director Environmental Management?

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 (MPC) is responsible for the planning and delivery of the light rail services to the people of Canberra.

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 Director Environmental Management will report to the Senior Director and will also be expected to liaise closely with staff and project advisors across the Directorate, Delivery Contractors, Canberra Metro, Independent Certifier (IC), Technical Advisor/s and within the ACT Government as necessary.

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:

A relevant environmental science, management or engineering degree (or Equivalent).

Experience in Infrastructure Sustainability rating schemes and their application to major Projects

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

How to apply: 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

**Project Development and Support
Communications and Engagement
Communications Officer**

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 45514)

Gazetted: 02 February 2023

Closing Date: 16 February 2023

Details: An exciting backfill opportunity is available in Major Projects Canberra (MPC) to support the light rail project for approximately three months. This role reports to the Director, Communications supporting communications and engagement and stakeholder management initiatives for both Raising London Circuit and Light Rail.

We are looking for

An enthusiastic and motivated communications professional with an interest in infrastructure and community engagement, and able to juggle several projects at once.

Some of the key responsibilities include:

Creation of project related print and digital content and collateral including newsletters, presentation and displays
Planning and management of stakeholder and community engagement initiatives and events, including community reference group meetings and activities

Assist with stakeholder interactions, records and reporting

Work collaboratively across MPC and with other directorate colleagues.

Selection criteria for this short-term opportunity:

An understanding of best practice IAP2 engagement model, and some experience planning and delivering engagement programs and strategies

Experience in developing simple and engaging content, and using MPC/ACT Government preferred tools and systems for communications and engagement (ie Squiz, YourSay, Campaign Monitor, Consultation Manager etc)

Demonstrated ability to show initiative and manage multiple projects and competing priorities, in a busy and at times high-pressure work environment.

Ability to work productively with a range of internal and external stakeholders at all levels.

Eligibility/other requirements:

Notes: This is a temporary position available from 3 April to 7 July 2023 with a possibility of extension up to 12 months. This position is available to current ACTPS employees only. Selection may be based on application and referee reports only.

How to Apply: Send the following to Melanie.Graham@act.gov.au by COB of the above mentioned closing date. a one – two page expression of interest outlining your suitability using the selection criteria as a guide

your curriculum vitae

contact details for one referee

Applications should be submitted via the Apply Now button below.

Contact Officer: Melanie Graham (02) 6207 9235 Melanie.Graham@act.gov.au

Office of the Legislative Assembly

Parliamentary Support Branch

Committee Support

Administrative Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 257, several)

Gazetted: 07 February 2023

Closing Date: 21 February 2023

Details: Are you interested in our democratic process?

Are you looking for a chance to get in on the ground floor, learning the functions of the ACT Parliament, and contributing daily to its successful administration?

The Office of the Legislative Assembly (the Office) is an impartial statutory agency which provides procedural and administrative advice and support to the Assembly and its committees. It is headed by the Clerk of the Assembly and is governed by the Legislative Assembly (Office of the Legislative Assembly) Act 2012.

Much of the detailed work of the Assembly is done by committees, made up of MLAs from across the parties. A major element of committee work is conducting inquiries into issues important to our communities. Committees are supported by the Office's Committee Support unit whose staff manage the day to day operation of committees

and their inquiries by providing impartial procedural advice and practical support through activities such as drafting committee reports meeting papers and other documents, research, organising hearings, and administration.

We are seeking applications from experienced Administrative Officers who will provide a range of administrative and IT support services for Assembly committees and other Committee Support staff. This includes acting as the first point of contact for enquiries to Committee Support, and providing information to Members' offices, departmental officers and the public.

Candidates must be able to demonstrate a high degree of professionalism, the ability to build and maintain workplace relationships, and will need to develop a solid understanding of relevant parliamentary practice and procedure.

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

How to Apply: Please submit a written response (maximum 1,500 words) to the criteria in the 'What we are looking for' section in the Position Description including specific examples, along with your curriculum vitae and the names and contact details of two referees (preferably including a current supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Adele Chynoweth 6207 5498 adele.chynoweth@parliament.act.gov.au

Parliamentary Support

Committee Support

Assistant Secretary

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 255, several)

Gazetted: 06 February 2023

Closing Date: 20 February 2023

Details: Are you interested in our democratic process?

Are you looking for a chance to get in on the ground floor, learning the functions of the ACT Parliament, and contributing daily to its successful administration?

The Office of the Legislative Assembly (the Office) is an impartial statutory agency which provides procedural and administrative advice and support to the Assembly and its committees. It is headed by the Clerk of the Assembly and is governed by the Legislative Assembly (Office of the Legislative Assembly) Act 2012.

Much of the detailed work of the Assembly is done by committees, made up of MLAs from across the parties. A major element of committee work is conducting inquiries into issues important to our communities. Committees are supported by the Office's Committee Support unit whose staff manage the day to day operation of committees and their inquiries by providing impartial procedural advice and practical support through activities such as drafting committee reports meeting papers and other documents, research, organising hearings, and administration.

We are seeking applications from experienced Assistant Secretaries who will provide analysis and advice for Assembly committees, conduct research and produce reports, briefings, and other communications of a professional and publishable standard. Assistant Secretaries provide back-up to, and may act in the absence of, Committee Secretaries as required.

Candidates must be able to demonstrate a high degree of professionalism, the ability to build and maintain workplace relationships, and will need to develop a solid understanding of relevant parliamentary practice and procedure.

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

How to Apply: Please submit a written response (maximum 1,500 words) to the criteria in the 'What we are looking for' section in the Position Description including specific examples, along with your curriculum vitae and the names and contact details of two referees (preferably including a current supervisor).

Applications should be submitted to the Contact Officer.

Contact Officer: Kathleen de Kleuver 6207 0527 kathleen.dekleuver@parliament.act.gov.au

Parliamentary Support Branch

Deputy Clerk and Serjeant-at-Arms

Executive Level 1.1 \$220,460 - \$229,257 depending on current superannuation arrangements, Canberra (PN: E200)

Gazetted: 06 February 2023

Closing Date: 27 February 2023

Details: Reporting directly to the Clerk of the Legislative Assembly and with overall management responsibility for the Parliamentary Support Branch of the Office, the Deputy Clerk and Serjeant-at-Arms is a key leadership position within the Office. The Parliamentary Support Branch is currently responsible for approximately 25.5 staff (FTE), an annual budget of \$3.2m and comprises the following four sections:

1. Chamber Support;
2. Committee Support;
3. Hansard; and
4. Library Services.

The Deputy Clerk is a member of the Office's Executive Management Committee and provides advice to the Speaker, MLAs and committees on parliamentary law, practice and procedure.

The Candidate: This position requires a leader with extensive parliamentary and executive management experience in a complex and dynamic environment. You have a strategic focus, experience managing high profile issues and a history of exercising sound judgment.

You have strong influencing, negotiation and engagement skills and experience in building and using relationships and networks with internal and external stakeholders to advance organisational objectives.

You bring people on board with your ideas and motivate them to bring their best to their role, while supporting their professional development.

You will be guided by the highest ethical standards, be impartial and have a reputation for integrity. You will also have a proven capacity to navigate complex political and administrative environments in a way that gives key stakeholders a high level of confidence in your decision-making capabilities.

Eligibility: It is a requirement of all Office staff to work within the requirements of the Public Sector Management Act (1994), OLA policies and to declare any conflicts of interest which would: jeopardise or diminish the confidence in the officer by members; or otherwise impede the efficient and effective performance by the officer of their duties.

Remuneration: The position attracts a remuneration package ranging from \$220,460 - \$229,257 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,480.

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

How to Apply: Please email a written response to the criteria in the 'What we are looking for' section in the Position Description along with your curriculum vitae and details of two referees to

OLAREcruitment@parliament.act.gov.au

Contact Officer: Tom Duncan (02) 6205 0191 tom.duncan@parliament.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

City Presentation

City Presentation

Technical Officer, Claims

Technical Officer Level 3 \$79,105 - \$89,398, Canberra (PN: 52675)

Gazetted: 08 February 2023

Closing Date: 28 February 2023

Details: Are you a confident mediator willing to advocate on behalf of Canberra's urban forest? If so, you can help make a difference as a valued member of Urban TreesCAPES.

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 809,000 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of the *Tree Protection Act 2005*; the assessment of tree related claims; and the provision of technical advice on tree related matters.

Expressions of Interest are invited to fill a full-time, temporary vacancy for the role of Technical Officer, Claims beginning as soon as possible for six months with the possibility of extension up to 12 months.

The Technical Officer, Claims role is primarily responsible for administration of tree damage claims procedures and providing technical advice to the community and stakeholders on tree related matters.

The successful applicant will have a passion for trees and an understanding of the importance of teamwork and great customer service.

Please see the position description for further information about the role.

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

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

How to Apply: Applications should include:

A statement of no more than four pages addressing the 'What you require' section in the position description

A current curriculum vitae (resume)

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Diehm (02) 6205 8679 Mark.Diehm@act.gov.au

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

Chief Operating Officer

Chief Finance Officer

Finance

Finance Applications Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 49735)

Gazetted: 08 February 2023

Closing Date: 22 February 2023

Details: This position is part of a dynamic team reporting to the Director, Reporting and Systems. The position facilitates the implementation of the Oracle Procurement Contracts Cloud Module within all Business Units of TCCS in line with the Whole of Government roll out and support the Directorate wide systems such as Accounts Payable Invoice Automation System (APIAS).

The successful applicant will be required to:

Support Finance Business Partners and End Users to utilise the full functionality of the modules and APIAS to improve TCCS financial and contract management practices.

Build financial reporting and analysis capabilities in the Module to support Finance Business Partners to deliver financial reporting to Business Units.

Deliver training to all TCCS users of the Module.

Assist Finance Business Partners to prepare monthly reconciliations between all finance systems through module use and reporting outcomes.

Support Procurement and Contract Management to deliver the full functionality of the module to improve contract management capability within TCCS.

Eligibility/Other Requirements:

Permanent resident of Australia.

Relevant Tertiary qualifications – highly desirable.

Notes: Selection may be based on application and referee report only. This position works under ABW arrangements. Under these arrangements officers will not have a designated workstation/desk.

How to Apply: 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: Belina Chan (02) 6205 3940 Belina.Chan@act.gov.au

City Services

ACT NoWaste**Strategic Coordination and Planning****Senior Project Officer****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 50042)**

Gazetted: 08 February 2023

Closing Date: 24 February 2023

Details: Do you want to make a positive difference to the way Canberra sustainably manages waste? ACT NoWaste is seeking a motivated, dedicated and high performing Senior Project Officer to work in the Strategic Coordination and Planning team to deliver exceptional waste services.

ACT NoWaste is unique in recycling and waste management in Australia. We work across both state/territory and local government-level functions, which provides opportunities to influence waste management outcomes and deliver sustainable services to the ACT community.

You will join a small team of highly experienced officers who work collaboratively and responsively to deliver waste service projects. ACT NoWaste is a diverse, innovative and professional team who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

Responsibilities for this position include: project management, quantitative and qualitative analysis, supporting the development of waste management solutions and project deliverables, and public sector procurement. Tasks that you can enjoy at work include research and analysis, critical thinking to manage complex issues, stakeholder engagement, communication, attention to detail, drafting and preparation of documents and opportunities to learn.

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 LGBTQI are encouraged to apply.

(ACT NoWaste currently operates under hybrid working conditions. There is an expectation the successful candidate has the ability to be present in the Dickson Office a few days a week and when required.)

Eligibility/Other Requirements:

Qualifications or experience in projects or procurement management would be highly regarded.

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

How to Apply: In order to apply, please submit your curriculum vitae and a three-page pitch discussing your experience and aptitudes against the Skills and Knowledge, and Behavioural criteria listed in the position description.

Shortlisted applicants will be required to undertake a written component as part of the interview process.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Lee (02) 6207 2953 Mark.Lee@act.gov.au

Transport Canberra and Business Services**Office of the Deputy Director-General****Executive Assistant to the Deputy Director-General****Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 32551)**

Gazetted: 06 February 2023

Closing Date: 20 February 2023

Details: The Office of the Deputy Director-General, Transport Canberra and Business Services has a temporary vacancy for an Executive Assistant for a period of twelve months.

This is a great opportunity to work in a small positive team supporting the Deputy Director-General to deliver on some exciting strategic priorities. The Office is looking for an executive assistant with experience in a similar role looking for a new challenge and development opportunity. This role suits a person who enjoys a fast paced environment, is highly organised, has excellent attention to detail and values building strong customer and stakeholder relationships. A key focus of this role is to manage the Deputy Director-General's schedule, ensuring he is well prepared for meetings, flagging emerging issues and maintaining a high level of confidentiality and discretion. The Executive Assistant is a senior role, providing leadership and mentorship to the divisional EA network and works closely with the Executive Officer. The responsibilities also include responsive email management and prioritisation, financial and HR administrative duties, organising travel and accommodation, and coordination of information requests.

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

Eligibility/other requirements:

This position is classified as a Position of Trust 1 and requires a baseline security clearance and/or be able to meet the requirements to hold a baseline clearance.

Notes: This is a temporary position available immediately for 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 similar vacancies over the next 12 months. This position operates in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk and work remote routinely.

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: Imogen Gambale (02) 6207 4019 Imogen.Gambale@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Planning and Delivery

Project Officer - Systems Management, Planning and Delivery

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 35986)

Gazetted: 06 February 2023

Closing Date: 20 February 2023

Details: Working under the direction of the Director, the Project Officer will assist in the delivery of public transport projects, managing assets and undertaking procurement and contract management activities. The Project Officer will have knowledge of and ensure compliance with legislative frameworks, government decision-making and Transport Canberra and City Services (TCCS) policy requirements.

Under limited direction, the Project Officer will draw on well-developed organisational and time management skills, experience in providing project and procurement support to assist in delivering projects.

The Project Officer will exercise initiative and judgement in providing project support. The Project Officer will actively engage with key stakeholders, interpret and apply relevant legislation, as well as drafting reports and other correspondence related to the project.

The successful applicant will have experience in providing project management support, well-developed verbal and written communication skills and be confident working both collaboratively and independently as required.

Eligibility/other requirements:

Project management experience or qualifications are highly-desirable

Demonstrated understanding of legislation, regulations

An understanding of public transport or similar field is highly-desirable.

Notes: This is a temporary position available immediately for up to two years with the possibility of extension.

Selection may be based on application and referee reports only.

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: Elizabeth Campbell 0431 628 448 elizabeth.campbell@act.gov.au

Territory and Business Services

Libraries ACT

ACT Heritage Library

Programs Librarian

Professional Officer Class 1 \$64,473 - \$89,398, Canberra (PN: 18586)

Gazetted: 03 February 2023

Closing Date: 17 February 2023

Details: Libraries ACT is a vibrant service that constantly re-invents itself to meet emerging community needs and expectations. Our vision is *Literacy and Learning for Life* and our branches deliver traditional book-based services as well as many learning programs and opportunities for the community to come together. Based across 11 sites, including ACT Heritage Library, Libraries ACT is integral to Canberra's literacy, self-education and learning, social inclusion, digital inclusion, and citizenship.

The Programs Librarian position responsible for developing programs and relationships to promote the collections and services of the ACT Heritage Library.

This position requires extensive liaison between Libraries ACT branches and operations, digital, lifelong learning, collections, services, and business administration areas, as well as with other businesses within Transport Canberra and City Services, other ACT Government Directorates, and external organisations.

Eligibility/other requirements:

Recognised tertiary qualifications in library and information studies (as defined by ALIA), archives administration, cultural heritage of digital services.

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)

This position requires a pre-employment medical

ACT Heritage Library operates six days a week and so this position requires working weekday and weekend shifts on a fortnightly roster.

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

How to Apply: Please submit responses to selection criteria and up to date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Antoinette Buchanan (02) 6207 7424 Antoinette.Buchanan@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Canberra Cemeteries

Customer and Corporate Services Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 11878)

Gazetted: 02 February 2023

Closing Date: 9 February 2023

Details: The Cemeteries and Crematoria Authority (the Authority) is an independent statutory authority established under the Cemeteries and Crematoria Act 2020 to effectively and efficiently manage public cemeteries and crematoria in the ACT. The Authority currently manages and operates three public cemeteries at Gungahlin, Woden and Hall and the Gungahlin Crematorium.

Canberra Memorial Parks is the public face of the ACT Public Cemeteries Authority and manages the day-to-day operations of public cemeteries in the ACT.

The Customer and Corporate Services Manager is responsible for leading the day-to-day customer service operations of Canberra Memorial Parks whilst also ensuring performance and compliance with all our corporate responsibilities from finance, HR, procurement, IT and government reporting.

This role requires strong relationship building and stakeholder management skills as it will manage the ongoing interface between Canberra Memorial Parks and the Transport Canberra and City Services Directorate.

This role is responsible for managing the flow of quality information and data into our main IT systems and financial and statistical reporting to the Director of Customer and Corporate Services, the Chief Executive Officer and the Board of Canberra Memorial Parks.

Eligibility/Other Requirements:

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

Proven ability and experience in managing the business operations of a service delivery organisation including financial processing, procurement, human resource management, IT and records management while adhering to relevant legislation

Proven ability to build and maintain strong relationships with external stakeholders and within the ACT Government network and fellow directorates

Proven ability and experience in managing and co-ordinating a team to provide high quality service in a high-pressure environment including interpreting and applying complex legislation, exercising consistency in judgment and decision making, and assessing priorities, workflows and deadlines

Strong written and verbal communication skills including the proven ability to handle issues with tact and discretion

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise

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 written response to position requirements, at a maximum length of two pages and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Phillip Middleton (02) 6207 9834 Phillip.Middleton@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.

Transport Canberra and Business Services

Territory and Business Services

Canberra Cemeteries

Crematorium Manager

Technical Officer Level 4 \$91,315 - \$104,509, Canberra (PN: 48078)

Gazetted: 02 February 2023

Closing Date: 9 February 2023

Details: The Cemeteries and Crematoria Authority (the Authority) is an independent statutory authority established under the Cemeteries and Crematoria Act 2020 to effectively and efficiently manage public cemeteries and crematoria in the ACT. The Authority currently manages and operates three public cemeteries at Gungahlin, Woden and Hall and the Gungahlin Crematorium.

Canberra Memorial Parks is the public face of the ACT Public Cemeteries Authority and manages the day-to-day operations of public cemeteries in the ACT.

The Crematorium Manager is responsible for co-ordinating and leading all operations relating to the Gungahlin Crematorium, with oversight of all cremation services and ensuring that cremated remains are delivered to the Canberra Memorial Parks customer service team.

The position involves developing and refining all procedures related to the operation of the crematorium facility while adhering to requirements under the Cemeteries and Crematoria Act 2020, managing stakeholders and community engagement activities including memorial services and marketing actions.

This position is also responsible for including monthly statistical and financial reporting, records management, maintenance of crematorium equipment, regular auditing of cremation records and Work Health and Safety compliance for the facility.

Eligibility/Other Requirements:

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

Proven experience in effectively and safely managing the day-to-day operations of a crematorium facility.

Demonstrated skills in effectively managing relationships with external stakeholders and working co-operatively in a team environment.

Demonstrated skills in managing and co-ordinating a small team to provide high quality service in a high-pressure environment including interpreting and applying complex legislation, exercising consistency in judgment and decision making, and assessing priorities, workflows and deadlines.

Strong written and verbal communication skills including the proven ability to handle issues with tact and discretion.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.

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 written response to position requirements, at a maximum length of two pages and a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Phillip Middleton (02) 6207 9834 Phillip.Middleton@act.gov.au

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

APPOINTMENTS**ACT Audit Office****Senior Auditor \$92,220 - \$112,306**

Sadhana Yatapanage, Section 68(1), 8 February 2023

ACT Health**Graduate Administrative Assistant \$76,255 - \$78,591**

Nicholas Carlton, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Zeyu Chen, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Melanie Forey, Section 68(1), 6 February 2023

Health Service Officer Level 6 \$63,169 - \$65,888

Lakisha Hessenberger, Section 68(1), 6 February 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Melissa Lawrance, Section 68(1), 13 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Clare Lucre, Section 68(1), 6 February 2023

Registered Nurse Level 2 \$100,957 - \$107,000

Vee MacCormack, Section 68(1), 3 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Hillol Majumdar, Section 68(1), 6 February 2023

Administrative Services Officer Class 2 \$60,620 - \$66,939

Sam Muller, Section 68(1), 9 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Jacknorris Oketayot, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Chaminda Pradeep Ratnayake, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Sakthi Senda, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Dilawar Shah, Section 68(1), 6 February 2023

Canberra Health Services**Specialist / Senior Specialist, \$188,151 - \$254,198**

Rowan Stephenson: 85342949, Section 68(1), 03 February 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Prakriti Jain: 85840884, Section 68(1), 05 February 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Dilip Wickremasinghe: 83358576, Section 68(1), 06 February 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Sunaina Nundekasen: 87708713, Section 68(1), 06 February 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Vijaya Akurathi: 83821479, Section 68(1), 06 February 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Danica Vress: 83820804, Section 68(1), 06 February 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Pietro Di Ciaccio: 88174899, Section 68(1), 06 February 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Yeri Ahn: 85843508, Section 68(1), 14 February 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Anita Hutchison: 86827673, Section 68(1), 25 February 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Jade Lee: 88176595, Section 68(1), 06 February 2023

Specialist / Senior Specialist, \$188,151 - \$254,198

Renn Montgomery: 88175808, Section 68(1), 20 February 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Lachlan Adams, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Anjana Adhikari, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Awak Aleer, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Thomas Anderson-Price, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Georgia Austin, Section 68(1), 9 February 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Ella Bailey, Section 68(1), 9 February 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Paige Campbell, Section 68(1), 9 February 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Zara Hossack, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Grace Balmer, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Nicholas Batten, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Danielle Best, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

SARITA BHUSAL BHANDARI, Section 68(1), 6 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sally Bisa, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Bianca Bonnett, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Joel Braiding, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Rebecca Brown, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Danielle Caesar, Section 68(1), 9 February 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Braiden Chaleune, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

John Corcino, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Jose Corcino, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Abbey Crouch, Section 68(1), 9 February 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Bianca Dingley, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sarah Dove, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Renee Doyle, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Hannah Drabsch, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Czarina Estores, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Zoe Evans, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sarah Farquhar, Section 68(1), 9 February 2023

Registered Midwife Level 1 \$72,698 - \$97,112

Lauren Farrell, Section 68(1), 1 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Tala Ferguson, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Lachlan Fitzgerald, Section 68(1), 9 February 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Zoe Foley-Guerin, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sophie Fraser, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Patience Gadaga, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Grace Gibson, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Tanya Gower-Cox, Section 68(1), 6 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Bradley Harriott, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Mark Harris, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Megan Heath, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Karrie Humphries, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Salina Huynh, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Piper Jones, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Claire Kennedy-Spencer, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Lauren Kimpton, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Nicole Klomp, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Matisse Kovac, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Angelina Leljak, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Lucy Lovett, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Rachel Lyon, Section 68(1), 9 February 2023

Radiation Therapist Level 2 \$73,662 - \$101,811

Christy Ma, Section 68(1), 6 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Tasmene Mackley, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Michelle Marasha, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Maria Maycock, Section 68(1), 9 February 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Anelise Mayer, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Alyxandra McDonald, Section 68(1), 6 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Hannah McGee, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Kaitlin McGuire, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Nicholas Mead, Section 68(1), 9 February 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Liane Melia, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Taylah Minto, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Lisa Mireku, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Kunnpop Mon, Section 68(1), 9 February 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Kate Murray, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Abdelkhalig Mustafa, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Amir Mustafa, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sunshine Ariane Nepomuceno, Section 68(1), 9 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Mehdi Neshat, Section 68(1), 6 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Demi Nikias, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Vuyokazi Nkomo, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Chinyere Okpara, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Erin Olesen, Section 68(1), 9 February 2023

Radiation Therapist Level 2 \$73,662 - \$101,811

Maitri Panchal, Section 68(1), 6 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Caitlin Pateman, Section 68(1), 9 February 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Tashi Pelden, Section 68(1), 6 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Joshua Plekker, Section 68(1), 9 February 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Subodh Pokharel, Section 68(1), 30 January 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Manita Poudel Sapkota, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Erica Rayner, Section 68(1), 9 February 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Sunita Rimal, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Neve Savery, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Charlotte Shaw, Section 68(1), 9 February 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Natasha Siemons, Section 68(1), 9 February 2023

Health Service Officer Level 2/3 \$51,823 - \$57,149 (Retention Point CHS only \$57,246 - 61,992)

Onkar Singh, Section 68(1), 6 February 2023

Building Trade \$76,147 - \$80,536

Tejvir Singh, Section 68(1), 23 January 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Rianna Squires, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Katrina Stanley, Section 68(1), 9 February 2023

Health Professional Level 2 \$70,679 - \$97,028

Sarah Stevens, Section 68(1), 7 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Lachlan Stewart, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Charlotte Sutherland, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Pei Tella, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Carley Terpstra, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Carmen Thornton, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sierra Thurecht, Section 68(1), 9 February 2023

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

Jennifer Toohey, Section 68(1), 6 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Emma Town, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Jasmine Van Den Bos, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Maddison Wall, Section 68(1), 9 February 2023

Health Professional Level 2 \$70,679 - \$97,028

Jessica Wallace, Section 68(1), 30 January 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Jennifer Webb, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

April Welsh, Section 68(1), 9 February 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Alexandria Wheeldon, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Brooke Williams, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Alice Wilson, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sarah Woitasek, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Emma Wright, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Rachel Young, Section 68(1), 9 February 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Jenna Zadel, Section 68(1), 9 February 2023

Administrative Services Officer Class 2/3 \$60,620 - \$73,920

Kate Zanolla, Section 68(1), 30 January 2023

Chief Minister, Treasury and Economic Development**Administrative Services Officer Class 3 \$68,685 - \$73,920**

Aiesi, Section 68(1), 1 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Masuma Alizada, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Jagadeeshwar Anumolu, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Bel Bahadur Rana, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Sophie Bruere, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Nicholas Bulbeck, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Maria Ines Cassinelli Griffin, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Zuleka Chan, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Lefei Chen, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Xinrong Chen, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Yanchao Chen, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Jessica Chung, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Jamahl Phillip Clout-Murphy, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Adrienne Cox, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Jack Crawford, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Zhaoting Dang, Section 68(1), 6 February 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Lokuliyanage De Zoysa, Section 68(1), 8 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Henok Desale, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Petar Draskovic, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Duc Tuan Duong, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Max Duthie, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Gustavo Ignacio Fernandez Guachalla, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

William Fletcher, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Halcyon Foster, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

James Frampton Reid, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Natasha Garske, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Alexander Gordon-Smith, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Haseeb Hassan, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Briana Hay Leon, Section 68(1), 6 February 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Michael Jackson-Rand, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Mahdi Jafari, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Adeline Jeffery, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Chelsea Joyce, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Kalema Zaynab Kaiser, Section 68(1), 6 February 2023

Senior Officer Grade A \$157,201

Laurine Kelson, Section 68(1), 9 February 2023

Senior Officer Grade C \$114,928 - \$123,710

Elizabeth Kinuthia, Section 68(1), 13 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Isobel Large, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Katrina Lewis, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Jaclyn Ling, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Bridie Milthorpe, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Jack Murphy, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Andrew Norgate, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Wesley Opie, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Ruth Paderes, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Ryan Pang, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Ewelina Pekalska, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Joel Prajogo, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Kiah Sassall, Section 68(1), 6 February 2023

Senior Officer Grade B \$135,355 - \$152,377

Naomi Saunders, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Rahul Singh, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Riley Smereczanski, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Jack Stodart, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Ka Yan Tong, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Pema Tshoki, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

My Hanh Vu, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Run Wang, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Tiankang Wang, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Yinan Wang, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Yuan Wang, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Tshering Wangchuk, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Emma Warren, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Tristan West, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Zachery West, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Maria Agatha Rina Widiastuti, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Max Williams, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Manli Yang, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Hadi Zaher, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Lei Zhou, Section 68(1), 6 February 2023

Community Services**Health Professional Level 2 \$70,679 - \$97,028**

Julie Brahe, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Madhumitha Elangovan, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Madeline Lilly-Howe, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Hamish McNeice, Section 68(1), 6 February 2023

Health Professional Level 1/2 \$66,285 - \$97,028

Allira Munday, Section 68(1), 6 February 2023

Administrative Services Officer Class 5 \$84,749 - \$89,705

Kiara Nickols, Section 68(1), 6 February 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Rory O'Sullivan, Section 68(1), 8 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Shohei Taniguchi, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Sih Tosam, Section 68(1), 6 February 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Damien Tuang, Section 68(1), 6 February 2023

Director of Public Prosecutions**Prosecutor Grade 1 - 2 \$82,812 - \$129,452**

Tahni Whybrow, Section 68(1), 6 February 2023

Education**Classroom Teacher \$76,575 - \$114,624**

Finnely Matthews: 87894130, Section 68(1), 1 February 2023

Classroom Teacher \$76,575 - \$114,624

Angela Lawlor: 87895256, Section 68(1), 30 January 2023

Classroom Teacher \$76,575 - \$114,624

Lucy Buckmaster: 87895654, Section 68(1), 1 February 2023

Classroom Teacher \$76,575 - \$114,624

Ravineel Nath: 85814969, Section 68(1), 1 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Izabela Barakovska, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Carl Bauer, Section 68(1), 6 February 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Michelle Colebourne, Section 68(1), 2 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Patrick Do, Section 68(1), 6 February 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Lu Jiang, Section 68(1), 1 February 2023

School Assistant 2/3 \$51,548 - \$62,857

Judith Sands, Section 68(1), 6 February 2023

School Assistant 2/3 \$51,548 - \$62,857

Tevita Sione, Section 68(1), 24 January 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Chunlei Yu, Section 68(1), 6 February 2023

Environment, Planning and Sustainable Development

Graduate Administrative Assistant \$76,255 - \$78,591

Claire Avery-Jones, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Sebastian Davis, Section 68(1), 6 February 2023

Senior Officer Grade C \$114,928 - \$123,710

Patrick Foxley, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Asaduzzaman Khan, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Jadviga Kobryn-Coletti, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Trent Krew, Section 68(1), 6 February 2023

Justice and Community Safety

Administrative Services Officer Class 4 \$76,255 - \$82,566

Muna Al-Zubaidi, Section 68(1), 8 February 2023

FB1 (FF 4th Class in Training) \$79,519

Nicholas Beckman, Section 68(1), 30 January 2023

FB1 (FF 4th Class in Training) \$79,519

Joseph Crosbie, Section 68(1), 30 January 2023

FB1 (FF 4th Class in Training) \$79,519

James Ewart, Section 68(1), 30 January 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Oliver Herzog, Section 68(1), 6 February 2023

FB1 (FF 4th Class in Training) \$79,519

Kye Hogan, Section 68(1), 30 January 2023

FB1 (FF 4th Class in Training) \$79,519

Jake Hughes, Section 68(1), 30 January 2023

FB1 (FF 4th Class in Training) \$79,519

Matthew James, Section 68(1), 30 January 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Benjamin Lethborg, Section 68(1), 6 February 2023

FB1 (FF 4th Class in Training) \$79,519

Todd Lynch, Section 68(1), 30 January 2023

FB1 (FF 4th Class in Training) \$79,519

Joshua MacMahon, Section 68(1), 30 January 2023

FB1 (FF 4th Class in Training) \$79,519

Brendan Matthews, Section 68(1), 30 January 2023

FB1 (FF 4th Class in Training) \$79,519

Glenn McLellan, Section 68(1), 30 January 2023

Administrative Services Officer Class 4 \$76,255 - \$82,566

Helene Minton, Section 68(1), 6 February 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Hillary Miranda, Section 68(1), 2 March 2023

FB1 (FF 4th Class in Training) \$79,519

Brock O'Connell, Section 68(1), 30 January 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Kimberley Slapp, Section 68(1), 6 February 2023

Senior Officer Grade C \$114,928 - \$123,710

Helena Squires, Section 68(1), 2 March 2023

FB1 (FF 4th Class in Training) \$79,519

Luke Starkey, Section 68(1), 30 January 2023

FB1 (FF 4th Class in Training) \$79,519

Lukas Symonds, Section 68(1), 30 January 2023

FB1 (FF 4th Class in Training) \$79,519

Ryley Thomas, Section 68(1), 30 January 2023

FB1 (FF 4th Class in Training) \$79,519

Erin Thorne, Section 68(1), 30 January 2023

FB1 (FF 4th Class in Training) \$79,519

Peter Whatman, Section 68(1), 30 January 2023

FB1 (FF 4th Class in Training) \$79,519

Imogen Willson, Section 68(1), 30 January 2023

FB1 (FF 4th Class in Training) \$79,519

Paul Zucchetto, Section 68(1), 30 January 2023

Major Projects Canberra

Infrastructure Manager/Specialist 3 \$200,140

Stephanie Donnelly, Section 68(1), 13 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Ben English, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Yingying Guo, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Chen Han, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Marley Jackson, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Michael Loo, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Jack Mckay, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Andong Ren, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Elissa Rice, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Nikolas Stefek, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Alexander Young, Section 68(1), 6 February 2023

Transport Canberra and City Services**Bus Operator - Training \$74,582**

Bradley Carratt, Section 68(1), 4 February 2023

Bus Operator - Training \$74,582

Eric Dangerfield, Section 68(1), 4 February 2023

Senior Officer Grade C \$114,928 - \$123,710

Amanda Evans, Section 68(1), 7 February 2023

Bus Operator - Training \$74,582

Jacqueline Floro, Section 68(1), 4 February 2023

Senior Officer Grade B \$135,355 - \$152,377

Melissa Holcroft, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Shawna James, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Shunzi Liwu, Section 68(1), 6 February 2023

Bus Operator - Training \$74,582

Mark Lorkovic, Section 68(1), 4 February 2023

Bus Operator - Training \$74,582

Anoop Mnase, Section 68(1), 4 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Nuwan Piyadigama, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Jessica Thurtell, Section 68(1), 6 February 2023

Graduate Administrative Assistant \$76,255 - \$78,591

Wanqi Yao, Section 68(1), 6 February 2023

TRANSFERS**Canberra Health Services****Grace Campbell**

From: Registered Nurse Level 1 \$72,698

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 24533) (Gazetted 6 October 2022)

Hannah Clifton

From: Registered Nurse Level 2 107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 56764) (Gazetted 1 November 2022)

Taylah Haynes

From: Registered Nurse Level 1 \$75,522

Canberra Health Services

To: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services, Canberra (PN. 40502) (Gazetted 6 October 2022)

Julie O'Rourke

From: Registered Nurse Level 2 \$107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 12612) (Gazetted 30 November 2022)

Dieirdre Schaeffer

From: Child and Youth Protection Professional Level 3 \$107,887 - \$118,728

Community Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 48094) (2 November 2022 Gazetted)

Tammy Smolenaars

From: Registered Nurse Level 2 107,000

Canberra Health Services

To: Registered Nurse Level 2 \$100,957 - \$107,000

Canberra Health Services, Canberra (PN. 56768) (Gazetted 1 November 2022)

Justice and Community Safety**Jillian Blomeley**

From: Intensive Care Paramedic 2 \$109,929 - \$121,855 plus penalties

Justice and Community Safety

To: Intensive Care Paramedic 2 \$109,929 - \$121,855 plus penalties

Justice and Community Safety, Canberra (PN. 21473) (Gazetted 3 November 2022)

Transport Canberra and City Services**Arun Yadav**

From: Infrastructure Officer 2 \$91,428

Transport Canberra and City Services

To: Infrastructure Officer 2 \$91,428 - \$105,186

Transport Canberra and City Services, Canberra (PN. 45725) (Gazetted 17 October 2022)

Chief Minister, Treasury and Economic Development

Dilini Rodrigo

From: Administrative Services Officer Class 6 \$91,315

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 58970) (Gazetted 14 October 2022)

PROMOTIONS

(† identifies outcomes which are not subject to appeal under section 83 of the Public Sector Management Act 1994)

ACT Health**Health Systems, Policy and Research****Office of Professional Leadership and Education****Health Workforce Planning****Rebecca Cesnik**

From: Senior Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 58141) (Gazetted 14 December 2022)

Digital Solutions Division**Technology Operations****Critical Systems and Infrastructure Hub****Surya SURESH**

From: Senior Information Technology Officer Grade C \$114,928 - \$123,710

ACT Health

To: †Senior Information Technology Officer Grade B \$135,355 - \$152,377

ACT Health, Canberra (PN. 60170) (Gazetted 20 December 2022)

Canberra Health Services**CHS Chief Executive Officer****CHS Medical Services****Pharmacy****Sophie Anderson**

From: Pharmacist Level 1 \$75,227 - \$86,842 (pending on qualifications)

Canberra Health Services

To: Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade)

Canberra Health Services, Canberra (PN. 31394) (Gazetted 12 December 2022)

Karma Choden

From: Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Canberra Health Services

To: Health Service Officer Level 5 \$60,182 - \$63,169

Canberra Health Services, Canberra (PN. 30497) (Gazetted)

Clinical Services**Cancer and Ambulatory Services****SantoChan Joseph**

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 4.2 \$140,121

Canberra Health Services, Canberra (PN. 43214) (Gazetted 16 February 2022)

Client Services**Cancer & Ambulatory Services****Jesni Paul**

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: †Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services, Canberra (PN. 43212) (Gazetted 6 September 2022)

Shift Co-ordinators

Leeba Samuel

From: Registered Midwife Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 4.1 \$130,846

Canberra Health Services, Canberra (PN. 46523) (Gazetted 10 November 2022)

CHS Chief Operating Officer Clinical Services**Leeba Samuel**

From: Registered Midwife Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 4.1 \$130,846

Canberra Health Services, Canberra (PN. 46523) (Gazetted 10 November 2022)

Maternity**Birth, Postnatal, Antenatal, Maternity Assessment Unit****Sarah Singh**

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. 22477) (Gazetted 10 November 2022)

Clinical Services**Cancer and Ambulatory Services****Saumya Thomas**

From: Registered Nurse Level 3.1 \$115,743 - \$120,506

Canberra Health Services

To: †Registered Nurse Level 4.2 \$140,121

Canberra Health Services, Canberra (PN. 33354) (Gazetted 16 February 2022)

Olivia Tzavalas

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services, Canberra (PN. 58484) (Gazetted 11 November 2022)

CHS Nursing & Midwifery and Patient Support Services**Nursing & Midwifery Office****Beth Vo**

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. 56903) (Gazetted)

Chief Minister, Treasury and Economic Development**Treasury****ACT Property Group****Finance and Systems****Xinchen Wu**

From: Senior Auditor \$92,220 - \$112,306

ACT Audit Office

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 41073) (Gazetted 24 August 2022)

Shared Services**Commercial Services****Digital Records Support****Carlos Diaz Abadia**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 57138) (Gazetted 21 March 2022)

Communications and Engagement**Strategy and Creative****Campaigns and Creative Services****Hano Erasmus**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 38851) (Gazetted 21 November 2022)

Strategic Finance**Xi Huang**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 31776) (Gazetted 7 December 2022)

Finance and Budget Group**Various****Arif Hussain Hazara**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development, Canberra (PN. 34656) (Gazetted 8 August 2022)

Property and Shared Services**Payroll & HR Systems****HR Systems****Pieta Maguire**

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. 59206) (Gazetted 20 October 2022)

Treasury**ACT Property Group****Finance and Systems****Thu Phuong Nguyen**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development, Canberra (PN. 17571) (Gazetted 24 August 2022)

Economic Development Directorate**Venues Canberra****Jeremy Thomson**

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 46871) (Gazetted 23 June 2022)

Treasury

Budget, Procurement, Infrastructure and Finance

Procurement ACT

Fiona Vink

From: Senior Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$157,201

Chief Minister, Treasury and Economic Development, Canberra (PN. 18888) (Gazetted 31 October 2022)

Treasury

ACT Property Group

Finance and Systems

Yina Zhao

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development, Canberra (PN. 59641) (Gazetted 14 September 2022)

Education

School Performance and Improvement

Belconnen Network

Miles Franklin Primary School

Eliza Aston

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 08962) (Gazetted 29 March 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Performance and Improvement

Tuggeranong Network

Richardson Primary School

Stephanie Bermingham

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 53552) (Gazetted 1 December 2023)

School Performance and Improvement

North and Gungahlin

Dickson College

Grant Davoren

From: \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 02697) (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.

Environment, Planning and Sustainable Development

Statutory Planning**Joshua Dobing**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 03098) (Gazetted 23 August 2022)

Environment, Heritage and Water**Office of Water****Lindsey File**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

ACT Health

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 11876) (Gazetted 4 November 2022)

Corporate Services and Operations**People and Capability****Workplace Relations, Safety and Wellbeing****Adam Flett**

From: Senior Officer Grade C \$114,928 - \$123,710

Community Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development, Canberra (PN. 38505) (Gazetted 22 December 2022)

Environment Heritage and Water**Conservation Planning and Policy****George Prince**

From: Senior Professional Officer Grade C \$114,928 - \$123,710

Environment, Planning and Sustainable Development

To: †Senior Professional Officer Grade B \$135,355 - \$152,377

Environment, Planning and Sustainable Development, Canberra (PN. 14989) (Gazetted)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Justice and Community Safety**Emergency Services Agency****ACT Ambulance Service****Ambulance Operations****James Arneman**

From: Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties

Justice and Community Safety

To: †Intensive Care Paramedic 2 \$109,929 - \$121,855 plus penalties

Justice and Community Safety, Canberra (PN. 45358) (Gazetted 3 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.

Legislation, Policy and Programs**Criminal Law Group****Criminal Law Group****Gianina Coburn**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety, Canberra (PN. 39864) (Gazetted 10 June 2022)

ACT Corrective Services

Corporate Services**Finance and Business Services****Malage Dharmaratne**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety

To: †Senior Officer Grade C \$114,928 - \$123,710

Justice and Community Safety, Canberra (PN. 59739) (Gazetted 5 December 2022)

Emergency Services Agency**ACT Ambulance Service****Ambulance Operations****Serena Sayed**

From: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety

To: †Ambulance Paramedic 2 \$96,807 - \$108,731 plus penalties

Justice and Community Safety, Canberra (PN. 50801) (Gazetted 3 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.

ACT Corrective Services**Office of the Commissioner****Office of the Commissioner****Lucy Summers**

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Justice and Community Safety

To: †Legal Officer Grade 1 /Senior Officer Grade C \$70,680 - \$142,352

Justice and Community Safety, Canberra (PN. 12628) (Gazetted 11 November 2022)

Emergency Services Agency**ACT Ambulance Service****Ambulance Operations****Christoffel Wiid**

From: Intensive Care Paramedic 1 \$93,876 - \$104,018 plus penalties

Justice and Community Safety

To: †Intensive Care Paramedic 2 \$109,929 - \$121,855 plus penalties

Justice and Community Safety, Canberra (PN. 21471) (Gazetted 3 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.

Transport Canberra and City Services**City Services****Roads ACT****Works****Shane Cox**

From: General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services

To: †General Service Officer Level 7 \$67,760 - \$71,554

Transport Canberra and City Services, Canberra (PN. 26317) (Gazetted 14 October 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Transport Canberra and Business**Strategic Policy and Programs****Transport Policy and Regulation****Bianca De Silva**

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 44999) (Gazetted 17 November 2022)

Transport Canberra and Business

Strategic Policy and Programs

Transport Policy and Regulation

Marlin Hanna

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 09578) (Gazetted 17 November 2022)

Territory and Business Services

Libraries ACT

Service Delivery

Janejira Hanson

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services, Canberra (PN. 11848) (Gazetted 3 November 2022)

Chief Operating Officer

Governance and Ministerial

Sustainability, Facilities and Fleet

Ben Johnston

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Transport Canberra and City Services, Canberra (PN. 57614) (Gazetted 1 December 2022)

Territory and Business Services

Libraries ACT

Service Delivery

Marija Mitreva

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Transport Canberra and City Services, Canberra (PN. 22012) (Gazetted 3 November 2022)

Worksafe ACT

WorkSafe ACT

WorkSafe ACT

Specialist Operations, Capability and Communications

Jessica Abel

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Worksafe ACT, Canberra (PN. 58029) (Gazetted 30 November 2022)

WorkSafe ACT

WorkSafe ACT

Finance

Midori Kobayashi

From: Senior Officer Grade B \$135,355 - \$152,377

Worksafe ACT

To: †Senior Officer Grade A \$157,201
Worksafe ACT, Canberra (PN. 57981) (Gazetted 19 December 2022)