



ACT Government Gazette

Gazetted Notices for the week beginning 11 May 2023

VACANCIES

ACT Health

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

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

Policy, Partnerships and Programs

Data Analytics Branch

Health System and Services Data

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61554)

Gazetted: 17 May 2023

Closing Date: 31 May 2023

Details: The Data Analytics Branch (DAB) of the Policy, Partnerships and Programs Division is looking, for enthusiastic staff who can work on the national submissions. The ideal candidate will possess the ability to work collaboratively with staff and stakeholders, maintaining positive working relationships to deliver on the organisation's strategic objectives.

This is a highly technical role where the Assistant Director in the Health System and Services Data team will be responsible for leading the national submissions, engaging with stakeholders from health services to ensure that the submissions are prepared from both legacy and Digital Health Record systems and submitted as per the guidelines from Independent Health and Aged Care Pricing Authority.

The DAB within Policy, Partnerships and Programs Division is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance, and costing data. The DAB also manages the Directorate's relationships with the national data agencies.

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

Eligibility/Other Requirements:

Demonstrated experience in using SQL, SSIS or an aptitude for quickly learning new software is highly desirable. Minimum of two years' experience working in a field relevant to this role is desirable.

Health sector work experience is an advantage.

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

How to Apply: Please submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills and one being your current manager.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Prathima Karri (02) 5124 9353 Prathima.Karri@act.gov.au

Mental Health and Suicide Prevention Division

Office for Mental Health and Wellbeing (OMHW) and Mental Health Policy and Strategy (MHPS) Branch

OMHW and MHPS Branch

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61039, several)

Gazetted: 17 May 2023

Closing Date: 31 May 2023

Details: Do you have a passion for the mental health of our community and an interest in contributing to high level policy and project development across Government in the ACT? Look no further, as two exciting opportunities exist within the Mental Health and Suicide Prevention (MH and SP) Division of the ACT Health Directorate.

We are seeking to fill policy and project roles at the Assistant Director (SOGC) level. Successful applicants for these exciting positions will support delivery of unique projects such as those funded through the Bilateral Agreement on Mental Health and Suicide Prevention, as well as contribute to the high-level policy responsibilities of the Division. The MH and SP Division manages two business units which are responsible for whole of government strategic mental health policy and program development, coordination, liaison, research, reporting and provision of advice on mental health and suicide prevention and related issues as well as management of unique projects.

The two units are:

Office for Mental Health and Wellbeing (OMHW), which includes a Suicide Prevention Team.

Mental Health Policy and Strategy (MHP and S).

We are seeking enthusiastic and dedicated team members with suitable backgrounds in health or community service delivery, program development, implementation and evaluation, and/or project management. These positions will have responsibility for supporting the delivery, planning and evaluation of mental health and suicide prevention activities within the Division. As such, tertiary qualifications in a health or related field, clinical and service delivery experience and/or relevant policy and planning experience in the areas of suicide prevention and mental health would be highly desirable. However, other relevant experience that can support achievement of the desired outcomes will also be considered.

Successful applicants will play an important role in engaging and collaborating with internal and external stakeholders and may also be required to prepare and coordinate strategic and policy advice, Cabinet Submissions, Ministerial briefings, Directorate correspondence and coordination, and other related requests as required. The MH and SP Division highly values a supportive team culture, and successful applicants must be able to demonstrate their ability to contribute positively to the team environment.

The ACT Health Directorate takes a values-based approach to its role as the steward of the ACT Health system and the MH and SP Division offers a dynamic strategy, policy and planning environment working collaboratively across health and human service sectors.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, people with a lived experience of mental ill-health and/or a lived experience of suicide*, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**A lived experience of suicide is having experienced suicidal thoughts, survived a suicide attempt, supported a loved one through suicidal crisis, or been bereaved by suicide – as defined by Roses in the Ocean, the International Association for Suicide Prevention and World Health Organisation.*

Eligibility/Other Requirements: Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.

Note: There are two positions available immediately.

The position of Assistant Director, Suicide Prevention is a permanent position. This role will support the delivery, planning and evaluation of suicide prevention activities and policy within the Division.

There is also a temporary Assistant Director role for a project exploring perinatal mental health including improved screening and improving pathways through implementation of the Mental Health actions in Maternity in Focus – The Public Maternity System Plan for 2022-2032. The temporary position is available immediately for a period of up to 12 months with possibility of permanency.

Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process which may be used to fill similar vacancies over the next 12 months. The positions will be in an activity-based working (ABW) workplace. Under ABW arrangements, officers will not have a designated workstation/desk. Officers must have the ability to work from home or remotely.

How to Apply: Please provide a written response of no more than two pages addressing how your skills and experience align with the "What you will do" section of the Position Description, along with a copy of your curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gabrielle Mulcahy (02) 512 44642 Gabrielle.Mulcahy@act.gov.au

**Infrastructure, Communication and Engagement
Communication and Engagement Branch**

Strategic Communication

Communication and Engagement Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 34455)

Gazetted: 16 May 2023

Closing Date: 2 June 2023

Details: The ACT Health Directorate (ACTHD) is responsible for the strategic direction of the ACT Health system. The ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

We are looking for a new enthusiastic team member to backfill a position in our team for six months, so we can continue to provide the great strategic communication expertise that we need to across our busy business.

The role provides strategic communications advice for both internal and external projects and will have a keen interest in getting into the detail of each job. We have so many great projects that we're currently working on so you will never be bored! Having experience in SharePoint will be a great advantage of this role.

This is a great opportunity for an experienced communication professional to join an enthusiastic and committed team and lead high profile and important communication initiatives. If you think you can bring an audience first lens to your work which is informed by research, insights and evaluation; that you love to work with a variety of stakeholders with a strong client service ethic and enjoy being busy – then this could be the job for you.

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

Eligibility/Other Requirements:

Tertiary qualifications in a communications profession such as public relations, marketing, journalism or similar; or equivalent professional experience is highly desirable.

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

Note: This is a temporary position available immediately until 15 November 2023 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.

How to Apply: Please submit a two page written application clearly addressing the Selection Criteria; which is made up from the Professional and Technical Skills and Knowledge and the 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: Sam McDonald (02) 6207 2724 Sam.McDonald@act.gov.au

Office of the Deputy Director General

Office of Professional Leadership and Education

Office of the Chief Allied Health Officer

Assistant Director - Primary care pilot

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61370)

Gazetted: 11 May 2023

Closing Date: 25 May 2023

Details: ACT Health Directorate is seeking an experienced project officer to manage and administer the ACT primary care pilot.

The primary care pilot aims to reduce pressure on ACT Emergency Departments and hospitals through innovative care pathways in primary care. The pilot is planned to commence in 2023 subject to Commonwealth funding.

The position will initially provide support to the Office of the Director General to facilitate pilot design with key stakeholders and negotiate terms of the funding agreement with the Commonwealth Department of Health and Aged Care.

The position will then act as a central point of monitoring and co-ordination for the pilot, including data reporting, issues management, stakeholder liaison and management of the pilot evaluation.

The position will report to the Chief Allied Health Officer. This position will also work closely with the Office of the Deputy Director General, Policy, Partnerships and Programs Division, Academic Unit of General Practice, Canberra Health Services, Capital Health Network and other key internal and external stakeholders as the project progresses.

Note: This is a temporary position for 12 months with the possibility of extension. Selection may be based on application and referee reports only.

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

How to apply: Please submit a one to two page personal pitch providing examples from your past experience demonstrating your suitability against the Professional/ Technical Skills and Knowledge and Behavioural Capabilities requirements for this role. Accompanying your pitch please provide your curriculum vitae including two referees.

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

Contact Officer: Vivien Bevan (02) 5124 9260 Vivien.Bevan@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

Clinical Services

Cancer and Ambulatory Support

Medical Physics and Radiation Engineering

Administration Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 13551 - 02AI4)

Gazetted: 12 May 2023

Closing Date: 19 May 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

Radiation Oncology, Medical Imaging, Nuclear Medicine, BreastScreen, Oral Health Services, Pathology and Cardiac Cath Lab. The role of Office Manager is to support the Medical Physics and Radiation Engineering team.

Canberra Health Services are a part of the ACT Government. CHS provide health care services to patients in the public health system. MPRE provides clinical and scientific support services to both diagnostic imaging and cancer therapy teams throughout CHS to ensure safety and quality in the use of radiation.

ABOUT YOU

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

Behavioural Capabilities

Good interpersonal skills to facilitate working together in a team environment with minimal supervision.

Finding the best way to do the job, documenting the processes and sharing with the team as required.

Value each team member's role in the contribution to clinical services at CHS.

Position Requirements / Qualifications

- Relevant knowledge and experience in a public health system.
- Ability to learn radiation registration requirements.
- Good working knowledge of accounts payable and receivable.
- Ability to work in a team environment in a supporting role for all.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health

Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

Contact Officer: Ben Cooper 0409 244 982 Ben.cooper@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

ACMHS Senior Manager

Registered Nurse Level 4.3 \$149,388, Canberra (PN: 45807 - 02ANK)

Gazetted: 11 May 2023

Closing Date: 25 May 2023

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POSITION OVERVIEW

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

www.canberrahealthservices.act.gov.au

The Senior Manager role will oversee and support the day-to-day operations and provide input into the strategic development and planning for the ACMHS program area. The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides health care and support for people aged from 18 years old. ACMHS provides evidenced based and personalised care planning for recovering people while also collaborating with carers, Nominated Persons, supports and other key stakeholders.

ACMHS teams operate across the Australian Capital Territory, adhering to both the Adult Community Mental Health Model of Care and also the Older Persons Community Model of Care. ACMHS program area services the community's mental health needs in the areas of intake, recovery, supported and therapeutic accommodation, therapy, older persons, neuropsychology, assertive community outreach, homeless outreach and intensive home treatment.

The role on offer is for a permanent position and the successful applicant will be expected to work a full-time roster. Applicants may apply using the CHS online employment website and must attach two recent referee reports, a current resume and no more than a two-page written response that demonstrates your experience against the selection criteria. Depending on the response received applicants may be appointed on merit.

ABOUT YOU

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Behavioural Capabilities

Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service

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

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

Position Requirements/Qualifications:

Mandatory

Extensive experience managing teams in the mental health services community or inpatient sector.

Tertiary qualifications in nursing.

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

Demonstrated experience working at a senior level with the Digital Health Record implementation, including the proven ability to provide the leadership, planning and actions necessary to support a successful change management process.

Current driver's license.

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

Desirable

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Russell Robson 0251241723 Russell.Robson@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Service

Alcohol and Drug Services

ADS Nurse Manager

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 60244 - 02AMF 60244 - 02AMF)

Gazetted: 12 May 2023

Closing Date: 26 May 2023

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POSITION OVERVIEW

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

website: www.canberrahealthservices.act.gov.au

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

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:

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

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug

Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

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

Under supervision of the Assistant Director of Nursing, the Registered Nurse role at this level is responsible for the provision to provide sound clinical services and interventions to clients of Alcohol and Drug Services.

This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies. The Registered Nurse position is supported by a cohesive and multi-disciplinary team.

This position may be required to participate in overtime, and/or rotation roster.

ABOUT YOU

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Behavioural Capabilities

1. Strong leadership skills, including capacity to build cohesive high performing teams.
2. Strong organisational skills, including the capacity to simultaneously manage and prioritise multiple issues, demonstrating a high degree of drive.
3. An ability to work respectfully in partnership with a range of stakeholders including consumers.
4. Resilience and adaptability in a dynamic health environment.

Position Requirements/Qualifications:

- Post Graduate qualifications in Alcohol and Drug Nursing or Post Graduate qualifications in Management and/or Leadership.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates, and contingencies.
- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

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: Sally Billington 0251247966 sally.billington@act.gov.au

Division of Medicine

Gastroenterology and Hepatology

Specialist/Senior Specialist - Interventional Gastroenterologist

Specialist/Senior Specialist - Interventional Gastroenterologist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 21449 - 02AQH)

Gazetted: 12 May 2023

Closing Date: 4 June 2023

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

POSITION OVERVIEW

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

The Gastroenterology and Hepatology Unit (GEHU) is well established with 14 consultant medical staff and Advanced Trainees.

Canberra Hospital provides secondary and tertiary referral services for gastroenterology and liver disease, and is the hub for continuing medical education, quality assurance, teaching and research in these specialities within the ACT and southern NSW regions.

Canberra Hospital is the major teaching hospital of the ANU Medical School and has well-developed postgraduate teaching programs and a state-of-the-art medical library. There are excellent opportunities for collaborative research.

The Interventional Endoscopy Service

The interventional endoscopy and pancreato-biliary service currently has 2 dedicated interventional endoscopists that service the entire ACT and surrounding region. They are supported by an Advanced Endoscopy Fellow. They perform more than 300 diagnostic and therapeutic EUS procedures and more than 500 ERCP procedures annually. In addition to this they perform luminal stenting, cholangioscopy, and endoscopic mucosal resection (EMR) of large colonic polyps and other GI lesions.

They work closely with upper GI surgeons, oncologists and radiation oncologists in a multidisciplinary team approach.

There is now an excellent opportunity for a gastroenterologist with experience in interventional endoscopy to advance the current service and introduce novel advanced therapeutic endoscopic procedures to the region.

There are multiple opportunities to participate in ongoing clinical research projects and prospective trials.

In addition to pancreato-biliary and advanced endoscopy service, the GEHU at Canberra hospital offers a broad range of services including IBD and hepatology services.

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

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

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

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

DUTIES

Under limited direction of the Unit Director, you will perform inpatient management and provide a clinical consultative service. You will:

Manage the diagnosis, treatment and discharge plan for inpatients in GEHU.

Conduct GEHU outpatient clinics including general, pancreatobiliary and advanced endoscopy in keeping with the GEHU requirements set by the Director of GEHU to maintain a robust clinical service to the territory and surrounding regions.

Perform regular endoscopy lists for both outpatients and inpatients within the unit and for high-risk patients within the operation theatre environment.

Contribute to the on call/after hours and weekend roster, in conjunction with other specialists, at a frequency required to cover the roster throughout the year set by the Director of GEHU. Perform after hours ERCP procedures.

Contribute to the clinical governance of the Unit by undertaking clinical audit, morbidity and mortality review and practising evidence-based medicine.

Participate and actively contribute in all departmental educational meetings and training and contribute to the education and training of the clinical team (in particular, actively participate in the supervision and training of junior medical staff including interns, resident medical officers and registrars).

Contribute to the teaching program of the ANU Medical School under the broad direction of the Dean or delegate, and undertake research in areas relevant to the science and/or clinical practice of the specialty.

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

ABOUT YOU

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

Behavioural Capabilities

Demonstrate a continuing commitment to providing quality health care in clinical medicine and upholding customer service principles in keeping with organisational values. Be familiar with and demonstrate commitment to all relevant ACT Health policies and guidelines.

Strong organisational skills with a high degree of drive.

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

Professional with excellent communication, organisational and time management skills; while adhering to ACT Health confidentiality policies and procedures;

Ability to liaise effectively with staff at all levels.

Position Requirements/Qualifications:

For employment at either the Specialist 1-5 or Senior Specialist

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

Hold a Fellowship of the Royal Australasian College of Physicians (FRACP) in Gastroenterology/Hepatology.

Conjoint Committee for the Recognition in Training of GI endoscopy (CCRTGE) certification in upper and lower GI endoscopy, EUS and ERCP.

Experience in the field of Advanced endoscopy and competence in Gastrointestinal Endoscopy including therapeutic upper and lower gastrointestinal endoscopy, ERCP and EUS.

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

6. You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

Desirable

A dedicated Interventional Endoscopy fellowship

Experience in other advanced endoscopic procedures such as ESD, POEM, and other minimally invasive endoscopic procedures

A proven track record in clinical or lab-based research and publications

Experience as a gastroenterologist and Interventional endoscopist at a teaching hospital.

For Senior Specialist we will also expect that you:

Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

Be able to demonstrate that they are performing at a level consistent with this competency framework.

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

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment Police check.

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

Contact Officer: Eliza Beck 0401782201 Eliza.Beck@act.gov.au

Division of Medicine

Gastroenterology and Hepatology

Specialist/Senior Specialist - Hepatologist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 21786 - 02AQJ)

Gazetted: 12 May 2023

Closing Date: 4 June 2023

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POSITION OVERVIEW

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The Gastroenterology and Hepatology Unit (GEHU) is well established with 14 consultant medical staff and Advanced Trainees.

Canberra Hospital provides secondary and tertiary referral services for gastroenterology and liver disease, and is the hub for continuing medical education, quality assurance, teaching and research in these specialities within the ACT and southern NSW regions.

Canberra Hospital is the major teaching hospital of the ANU Medical School and has well-developed postgraduate teaching programs and a state-of-the-art medical library. There are excellent opportunities for collaborative research.

The Hepatology Service

The hepatology service is very well established with 4 consultants and 2 full-time equivalent registered nurses who manage both inpatients and outpatients. The outpatient clinics are being expanded into a multidisciplinary service with access to dietetic and other allied health. There are several clinical and lab-based research opportunities available, particularly in the field of viral hepatitis, autoimmune hepatitis and NAFLD/NASH. There is regular multidisciplinary team-based liver tumour board meeting.

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

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

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

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

DUTIES

Under limited direction of the Unit Director, you will perform inpatient management and provide a clinical consultative service. You will:

Take on a proactive role in assisting with running of the day-to-day hepatology service, and manage the diagnosis, treatment and discharge plan for inpatients in gastroenterology and hepatology.

Conduct GEHU outpatient clinics including general gastroenterology and hepatology in keeping with the GEHU requirements set by the Director of GEHU to maintain a robust clinical service to the territory and surrounding regions.

Perform regular endoscopy lists for both outpatients and inpatients within the unit and for high risk patients within the operation theatre environment.

Contribute to the on call/after hours and weekend roster, in conjunction with other specialists, at a frequency required to cover the roster throughout the year set by the Director of GEHU.

Contribute to the clinical governance of the Unit by undertaking clinical audit, morbidity and mortality review and practising evidence-based medicine.

Participate and actively contribute in all departmental educational meetings and training, and contribute to the education and training of the clinical team (in particular, actively participate in the supervision and training of junior medical staff including interns, resident medical officers and registrars).

Contribute to the teaching program of the ANU Medical School under the broad direction of the Dean or delegate, and undertake research in areas relevant to the science and/or clinical practice of the specialty.

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

ABOUT YOU

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

Behavioural Capabilities

Demonstrate a continuing commitment to providing quality health care in clinical medicine and upholding customer service principles in keeping with organisational values. Be familiar with and demonstrate commitment to all relevant CHS policies and guidelines.

Strong organisational skills with a high degree of drive.

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

Professional with excellent communication, organisational and time management skills; while adhering to ACT Health confidentiality policies and procedures.

Ability to liaise effectively with staff at all levels.

Position Requirements/Qualifications:

For employment at either the Specialist 1-5 or Senior Specialist

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

Hold a Fellowship of the Royal Australasian College of Physicians (FRACP) in Gastroenterology/Hepatology.

Gastrointestinal endoscopy certification in upper and lower GI endoscopy.

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

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

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

Desirable

A PhD or equivalent higher degree.

A dedicated hepatology fellowship

A proven track record in clinical or lab-based research and publications

Experience as a hepatologist at a teaching hospital.

For Senior Specialist we will also expect that you:

Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

Be able to demonstrate that they are performing at a level consistent with this competency framework.

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

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment Police check.

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

Contact Officer: Eliza Beck 0401782201 Eliza.Beck@act.gov.au

People and Culture

Workforce Capability

Administrative Officer Grade 3 - Workforce Capability

Administrative Services Officer Class 3 \$68,685 - \$73,920, Canberra (PN: 21484 - 02AP7)

Gazetted: 12 May 2023

Closing Date: 26 May 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 (PandC) Division is responsible for providing strategic leadership, advice and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services (CHS).

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

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

ABOUT YOU

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

Behavioural Capabilities

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

Effective communication and customer service skills;

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

Strong familiarisation with and/or the ability to quickly learn new ICT software applications and demonstrate technical skills related to education and training.

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

Position Requirements/Qualifications:

Mandatory

A sound understanding of Microsoft Suite in particular, Outlook, Excel and Word, including classroom audio visual equipment.

A sound understanding around the administration of a staff Learning Management System.

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

Desirable

Commitment and accountability to own learning, development, and practice

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

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

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: Deborah Moore 5124 7057 deborah.moore@act.gov.au

Specialist / Senior Specialist - Medical Oncologist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 21443 - 02ARP)

Gazetted: 15 May 2023

Closing Date: 1 June 2023

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

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

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

POSITION OVERVIEW

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

A 0.2 FTE temporary part-time position as Staff Specialist in Medical Oncology is available at The Canberra Hospital. It is expected that the applicant will have general experience and expertise in Medical Oncology. Responsibilities will include outpatient care, supervision of trainees/junior medical staff/medical students, attendance at multidisciplinary meetings and participation in research activities of the unit.

The appointee will join the Department of Medical Oncology of the Canberra Region Cancer Centre. The Unit is located within The Canberra Hospital and provides a medical oncology service to the Australian Capital Territories and South-Eastern NSW.

Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of over half a million. It is a modern 600-bed hospital providing most trauma services, most medical and surgical sub-specialty services and is the principal teaching hospital for the Australian National University Medical School (ANU).

The unit supports an active clinical trials research program and has developed translational research links to the John Curtin School of Medical Research at the ANU as well as the Queensland Institute of Medical Research. These collaborations include biomarker development (cancer stem cells and gene panels), compound screening, novel cancer targeting methods (epigenetic and ribosomal biogenesis) and immunotherapeutic. Phase I clinical trial capability is also being developed and the appointee would be expected to contribute to this as well as translational projects being conducted. Skills to be able to integrate clinical service and research are desirable

<http://www.health.act.gov.au/our-services/cancer-services/health-professionals/medical-oncology>

Canberra offers excellent living conditions, with a relaxed country lifestyle with city amenities. There are excellent primary, secondary and tertiary educational opportunities. Canberra is only two hours from the ski fields and the coast, and three hours from Sydney.

The ACT Public Service is an equal opportunity employer. Legislation prohibits unlawful discrimination and promotes equality of access to employment

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

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

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

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

DUTIES

Under limited direction of the **Director of Medical Oncology** you will perform:

Manage the diagnosis and treatment of outpatients referred for cancer treatment and conduct outpatient clinics. Work collaboratively with all members of the clinical team to maximise patient care and treatment outcomes. Contribute to the education and training of the clinical team and in particular actively participate in the supervision and training of junior medical staff including interns, resident medical officers and registrars.

Be familiar with and observe all relevant ACT Health Care policies and guidelines.

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

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

ABOUT YOU

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

Position Requirements/Qualifications:

For employment at either the Specialist 1-5 or Senior Specialist

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Fellowship of the Medical Specialist qualification (FRACP) in Medical Oncology and eligibility for membership of the RACP and Medical Oncology Group of Australia or equivalent specialist qualifications.

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

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

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

8. For Senior Specialist we will also expect that you:

9. Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

10. Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

11. Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

12. Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

13. Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

14. Be able to demonstrate that they are performing at a level consistent with this competency framework.

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

Undergo a pre-employment National Police Check.

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.

Note: This is a temporary part-time position available at 8 hours per week for a period of two months with the possibility of extension. The full-time salary noted above will be paid pro-rata.

Contact Officer: Yu Jo Chua (02) 51248502 yujo.chua@act.gov.au

Division of Medicine

Gastroenterology and Hepatology

Specialist/Senior Specialist - Inflammatory Bowel Diseases Specialist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 48183 - 02AQI)

Gazetted: 12 May 2023

Closing Date: 4 June 2023

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

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

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

POSITION OVERVIEW

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

The Gastroenterology and Hepatology Unit (GEHU) is well established with 14 consultant medical staff and Advanced Trainees.

Canberra Hospital provides secondary and tertiary referral services for gastroenterology and liver disease, and is the hub for continuing medical education, quality assurance, teaching and research in these specialities within the ACT and southern NSW regions.

Canberra Hospital is the major teaching hospital of the ANU Medical School and has well-developed postgraduate teaching programs and a state-of-the-art medical library. There are excellent opportunities for collaborative research.

The Inflammatory Bowel Disease (IBD) Service

The IBD Service is one of the largest in Australia with three IBD consultants and 2.3 full-time equivalent registered nurses who manage over 450 patients on biological agents and an additional 1500 on standard therapies. The outpatient clinics are being expanded into a multidisciplinary IBD service at which patients will have access to colorectal surgical, dietetic, and psychological advice when necessary. There are several clinical trials of new therapeutic agents accessible to patients. The IBD Service also participates in various national research consortia. This is an excellent opportunity for a gastroenterologist with IBD experience. The successful candidate will be well supported in the IBD clinic by two other IBD consultants, an advanced trainee, and two IBD clinical nurse specialists. In addition, there is funding available for an IBD fellow. The IBD service encompasses a weekly IBD meeting, a monthly surgical multi-disciplinary meeting and running IBD clinical trials and research.

In addition to IBD, the GEHU at Canberra hospital offers a broad range of services including advanced endoscopic, pancreato-biliary and hepatology services.

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

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

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

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

DUTIES

Under limited direction of the Unit Director, you will perform inpatient management and provide a clinical consultative service. You will:

Manage the diagnosis, treatment and discharge plan for inpatients in GEHU.

Conduct GEHU outpatient clinics including general and inflammatory bowel diseases in keeping with the GEHU requirements set by the Director of GEHU to maintain a robust clinical service to the territory and surrounding regions.

Perform regular endoscopy lists for both outpatients and inpatients within the unit and for high-risk patients within the operation theatre environment.

Contribute to the on call/after hours and weekend roster, in conjunction with other specialists, at a frequency required to cover the roster throughout the year set by the Director of GEHU.

Contribute to the clinical governance of the Unit by undertaking clinical audit, morbidity and mortality review and practising evidence-based medicine.

Participate and actively contribute in all departmental educational meetings and training and contribute to the education and training of the clinical team (in particular, actively participate in the supervision and training of junior medical staff including interns, resident medical officers and registrars).

Contribute to the teaching program of the ANU Medical School under the broad direction of the Dean or delegate, and undertake research in areas relevant to the science and/or clinical practice of the specialty.

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

ABOUT YOU

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

Behavioural Capabilities

Demonstrate a continuing commitment to providing quality health care in clinical medicine and upholding customer service principles in keeping with organisational values. Be familiar with and demonstrate commitment to all relevant ACT Health policies and guidelines.

Strong organisational skills with a high degree of drive.

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

Professional with excellent communication, organisational and time management skills; while adhering to ACT Health confidentiality policies and procedures;

Ability to liaise effectively with staff at all levels.

Position Requirements/Qualifications:

For employment at either the Specialist 1-5 or Senior Specialist

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

Hold a Fellowship of the Royal Australasian College of Physicians (FRACP) in Gastroenterology/Hepatology.

Gastrointestinal endoscopy certification in upper and lower GI endoscopy.

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

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

You will need to fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and other related frameworks.

Desirable

A PhD or equivalent higher degree.

A dedicated IBD fellowship

A proven track record in clinical or lab-based research and publications

Experience as an IBD consultant at a teaching hospital.

For Senior Specialist we will also expect that you:

Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

Be able to demonstrate that they are performing at a level consistent with this competency framework.

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

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment Police check.

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

Contact Officer: Eliza Beck 0401782201 Eliza.Beck@act.gov.au

Visiting Medical Officer – Consultant Urologist

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: VMO - 02AU8)

Gazetted: 15 May 2023

Closing Date: 24 May 2023

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

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

Visiting Medical Officers (VMO) with Canberra Health Services are covered by generous contract provisions. The standard VMO contract is available online: <https://www.legislation.act.gov.au/ni/2020-579/>

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Peri-operative Services, Day Surgery Unit and Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Pain Management Unit and the Trauma and Orthopaedic Research Unit.

These services are supported by administration support officers who engage in a range of duties including reception responsibilities in patient service areas, and general business support and personal assistant activities in the business offices of the division's clinical units. The clinical units within the Division of Surgery include:

Anaesthesia and Pain Medicine

ACT Trauma Service

Acute Surgical Unit

Cardiothoracic Surgery

General Surgery

Intensive Care

Neurosurgery

Oral Maxillofacial Surgery

Paediatric Surgery

Plastic Surgery

Retrieval Services

Urology

Vascular Surgery

Ophthalmology

Orthopaedic Surgery

Otolaryngology Head and Neck Surgery

The Urology Unit at CHS provides tertiary level surgical care to the ACT and surrounding region. The successful applicant is required to demonstrate training, experience, and competence working in a Urology Service.

Visiting Medical Officers are engaged as independent contractors. Contracts will be for a three year term.

DUTIES

The successful applicant will be expected to participate in the mandatory administrative, governance and training requirements of the Division. Emphasis on recovery focus and person-centred care are essential. As the successful applicant -

Under limited direction of the Unit Director of Urology and Clinical Director of Surgery you will:

Provide specialist urology services to inpatients and outpatients working collaboratively with all members of the multidisciplinary team to provide high quality and safe person-centred care.

Coordinate and contribute to the daytime and on call/after-hours consultant urology roster, in conjunction with other specialists, at a frequency required to cover the roster throughout the year.

Coordinate and contribute to multidisciplinary education and training and actively participate in the training of junior medical staff including interns, resident medical officers, and registrars within the Division.

Actively engage in clinical governance to ensure services are high quality and safe, adhere to the National Safety and Quality Health Service Standards and participate in relevant committees and meetings including regular audit meetings.

Develop, implement, review, and update new best practice service models to support the delivery of timely, high quality and sustainable services.

Strive for continuous professional development and undertake research relevant to the science and/or clinical practice of the specialty.

Utilise digital health and health information systems to enable the provision of safe and timely access to services.

Undertake other duties as set out in your contract

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

An ability to work as a constructive and positive team member.

Position Requirements/Qualifications:

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

Hold a Fellowship of the Royal Australasian College of Surgeons or equivalent specialist qualifications.

Hold a current driver's license.

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

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.

Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA

Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

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

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

Undergo a pre-employment National Police Check.

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

[Agree to a VMO contract setting out specific work obligations in accordance with Part 7 of the Health ACT 1993.](#)

Note: Visiting Medical Officers are engaged as independent contractors. Contracts will be for a three year term.

Rehabilitation, Aged and Community Services (RACS)

Oral Health Services (OHS)

Operational Manager, Oral Health Services Laboratory

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 28863 - 02AN3)

Gazetted: 12 May 2023

Closing Date: 26 May 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

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

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card. Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients.

These services are delivered in the community to:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinics

Overview of the work area and position:

The Oral Health Service provides Laboratory services from the Phillip Health Centre. We provide Denture and removable orthodontic appliances to eligible adults, children and youths.

The position reports to the Oral Health Services Director, Rehabilitation, Aged and Community Services.

ABOUT YOU

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

Behavioural Capabilities

High quality customer service skills

Highly developed people management skills

Be a proactive, enthusiastic and strong communicator

Strong organisational skills

Position Requirements/Qualifications:

Previous experience with human resources management and change management

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Kireet Taneja 0251241732 Kireet.taneja@act.gov.au

Clinical Services

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

Justice Health Services

Administrative Service Officer – Team Leader

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 36763 - 02APY)

Gazetted: 11 May 2023

Closing Date: 25 May 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

Justice Health Services (JHS) is part of the Division of Mental Health, Justice Health and Alcohol and Drug Services. JHS provides high quality primary and forensic mental health care, and people can access these services through the City Health Centre, Alexander Maconochie Centre (AMC), and Bimberi Youth Justice Centre (BYJC).

As an Administration Support Officer, you will report to the JHS Administration Manager and be expected to provide high level administrative support to the Justice Health Services teams with a focus on effective administrative support to ensure effective clinical service delivery and providing high-quality customer service to JHS clients and external stakeholders. his position is primarily based at the AMC; however, you may be required to work across multiple sites providing administrative support to Justice Health Services teams at AMC, BYJC, and 1 Moore Street. The working hours for this position are 8.00am – 4.21pm. This position is not required to wear a uniform. This position is subject to the ACT Public Service Administrative and Related Classifications Enterprise Agreement 2018-2021.

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Behavioural Capabilities

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

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

Sensitivity and understanding with a non-judgemental attitude

Ability to manage confidential and sensitive information

Position Requirements/Qualifications

- 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.

DESIRABLE

- Knowledge of Canberra Health Service internal software packages
- Current driver's licence is preferred but not mandatory

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Leticia Campbell (02) 5124 2585 Leticia.Campbell@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services (ACMHS)

ACMHS Senior Manager

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 40755 - 02ANN)

Gazetted: 11 May 2023

Closing Date: 30 May 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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website: www.canberrahealthservices.act.gov.au

The Senior Manager role will oversee and support the day-to-day operations and provide input into the strategic development and planning for the ACMHS program area. The position is situated within Adult Community Mental Health Services (ACMHS), which is a specialist mental health service that provides health care and support for people aged from 18 years old. ACMHS provides evidenced based and personalised care planning for recovering people while also collaborating with carers, Nominated Persons, supports and other key stakeholders.

ACMHS teams operate across the Australian Capital Territory, adhering to both the Adult Community Mental Health Model of Care and the Older Persons Community Model of Care. ACMHS program area services the community's mental health needs in the areas of intake, recovery, supported and therapeutic accommodation, therapy, older persons, neuropsychology, assertive community outreach, homeless outreach and intensive home treatment.

The role on offer is for a permanent position and the successful applicant will be expected to work a full-time roster. Applicants may apply using the CHS online employment website and must attach two recent referee reports, a current resume and no more than a two-page written response that demonstrates your experience against the selection criteria. Depending on the response received applicants may be appointed on merit.

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Behavioural Capabilities

Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service.

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

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

Position Requirements / Qualifications

MANDATORY

- Extensive experience managing teams in the mental health services community or inpatient sector.
- Tertiary qualifications in Occupational Therapy, Psychology or Social Work.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or Australian Association for Social Workers (AASW).
- Demonstrated experience working at a senior level with the Digital Health Record implementation, including the proven ability to provide the leadership, planning and actions necessary to support a successful change management process.
- Current driver's license.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you

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

DESIRABLE

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Russell Robson (02) 5124 1723 Russell.Robson@act.gov.au

Clinical Services

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

Justice Health

Alcohol and Other Drug Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 21573 - 029YX)

Gazetted: 11 May 2023

Closing Date: 25 May 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

Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre.

The service aims to provide collaborative, equitable and comprehensive health care to Clients and other key stakeholders. The Drug and Alcohol team provides assessment, support and referral for clients who have been incarcerated at both AMC and BYJC who have an alcohol and/or drug issue.

This position(s) may require you to participate in overtime, and/or rotation roster.

ABOUT YOU

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Behavioural Capabilities

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

Ability to synthesise and analyse information and make decisions.

Effective communication skills and the ability to develop procedures as required. Ability to manage confidential and sensitive information.

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

Position Requirements / Qualifications

MANDATORY

- Relevant qualifications and a minimum of 3 years' post graduate experience working professionally in Custodial health / Primary health, AOD experience would be an advantage
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

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

DESIRABLE

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

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
 - Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
 - Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)
- Contact Officer: Amanda Chase (02) 5124 2523 Amanda.Chase@act.gov.au

Chief Executive Officer

Acute Allied Health Services

Aboriginal and Torres Strait Islander Service

Aboriginal and Torres Strait Islander Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 61095 - 02AM6)

Gazetted: 11 May 2023

Closing Date: 30 May 2023

Our Vision: Creating exceptional health care together.

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POSITION OVERVIEW

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

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

The Aboriginal and Torres Strait Islander Liaison Service (ALO Service) provides the cultural emotional and wellbeing support to patients and their family. The successful candidate will provide liaison and advocacy between patients, their families, staff and external organisations as appropriate. The ALO Service works within Women's and Children's, Emergency Department, Cancer, and Surgical inpatient areas. The ALO Service also provides support to patients attending outpatient's appointments. The successful candidate will work within a small team environment as well as participate in multidisciplinary teams.

This position will also participate in quality initiatives that enhance service delivery for Aboriginal and Torres Strait Islander communities both locally and southern NSW.

This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

ABOUT YOU

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Behavioural Capabilities

Strong work ethic and ability to adapt to a constantly changing environment.

Commitment to achieving positive results for the department.
Ability to apply judgement, critical thinking and common sense.
Ability to manage confidential and sensitive information.

Position Requirements / Qualifications

MANDATORY

This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

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

DESIRABLE

- Relevant qualifications and a minimum of 12 months experience working professionally in a health and/or Aboriginal and Torres Strait Islander setting
- Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

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: Patrice Higgins (02) 5124 2316 Patrice.Higgins@act.gov.au

Women Youth and Children

Women Youth and Children

Maternal and Child Health Registered Nurse and /or Registered Midwife

Registered Nurse Level 2/Registered Midwife Level 2 \$100,957 - \$107,000, Canberra (PN: 45729, several-02AIC)

Gazetted: 11 May 2023

Closing Date: 25 May 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

Women, Youth and Children Community Health Programs deliver a range of primary 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 multidisciplinary context if not by a multi-disciplinary team

Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns; and information and support for parenting. This is the only child and family health service across the ACT

Maternal and Child Health nurses/midwives are supported by the National Framework for Universal Child and Family Health services. MACH Nurses/midwives are guided by the seven standards outlined in the National Standards of Practice for Maternal Child and Family Health nurses in Australia (2017).

Maternal and Child Health (MACH) nurses/midwives support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context.

All MACH nurses/midwives deliver services across the ACT from health centre locations to outreach clinic sites. Supporting families, parents, and carers to build skills and confidence in their parenting role is a core element of the ACT Children and Young People Plan 2015-2025. The WYCCHP seeks to contribute to this objective by providing MACH support for families with a primary health care approach, recognising the importance of optimal health and physical and mental wellbeing of parents and other primary carers. Universal child and family health services also contribute to the health of the general population through health promotion and preventive health initiatives such as breastfeeding promotion immunisation programs, child safety and parenting support.

An exciting opportunity has become available for experienced Registered Nurses and /or Midwives, level 2, with a certificate/diploma in Child and Family health qualifications, to join our Maternal, Child and Family team and become a part of our family-friendly and supportive culture. As a registered nurse and /or midwife with Child and Family Health, you will have the chance to work with a dedicated team providing a range of services, including universal home visits, breastfeeding support, parenting and emotional wellbeing, and early childhood development support and information. Joining our team means being a part of an organization that values your skills and expertise, and supports your personal and professional growth. You'll have access to ongoing training and development opportunities, as well as the chance to work with professionals who are committed to providing the highest quality of care to mothers, babies and their family. If you're an experienced registered nurse and/or midwife, with a certificate/diploma in Child and Family Health qualifications, who is passionate about providing high-quality care and looking for an exciting opportunity to develop your career further, we encourage you to apply to join our team at Maternal and Child Health in the ACT.

ABOUT YOU

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Behavioural Capabilities

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

Position Requirements/Qualifications:

Mandatory

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

Desirable

- Hold a current driver's licence.
- Relevant further tertiary qualifications are highly desirable, including midwifery, paediatrics and education.
- Family Partnership Model Training (or commitment to complete training, Circle of Security Training, International Board-Certified Lactation Consultant
- 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.
- Provide the names of two referees, including a current manager.

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

Contact Officer: Sally Haseler (02) 51241701 Sally.Haseler@act.gov.au

Rehabilitation, Aged Care and Community Services

Oral Health Services

Dentist Officer

Dentist Level 1-2 \$83,751 - \$101,699 (up to \$152,377 dependent on qualifications), Canberra (PN: 25515, Several - 02AJD)

Gazetted: 12 May 2023

Closing Date: 19 June 2023

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

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

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

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

POSITION OVERVIEW

The Dental Health Program is in the division of Surgery, Oral Health and Imaging and offers a range of dental services to the community, these include:

Child and Youth dental services to all children under the age of 14 years who live in the ACT or attend an ACT school.

Dental services for young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

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

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

Dental services for targeted access groups that include the homeless and vulnerable.

Oral Health Services (OHS) within the Division of Rehabilitation, Aged and Community Services (RACS) provides adult, child and youth general dental, restorative, special needs, General Anaesthetic (GA), Relative Analgesia (RA), and specialist Surgical and Orthodontic services to the eligible members of the ACT community. The service currently operates from five Community Health Centres and three hospitals across the ACT region, as well as operating within ACT corrective services and from mobile dental clinics as below:

Gungahlin Community Health Centre – Six dental chairs

Belconnen Community Health Centre – Eleven dental chairs

City Community Health Centre - Ten dental chairs

Phillip Community Health Centre - Ten dental chairs; and

Tuggeranong Community Health Centre - Five chairs.

Alexander Maconochie Centre (AMC)

The Canberra Hospital

Calvary Public Hospital

Calvary John James Hospital

Mobile Dental Clinics -

Nursing home mobile dental clinic

School mobile dental clinic

Targeted Access Program mobile dental clinic

OHS is a multidisciplinary program and consists of dentists, visiting oral surgeons, oral health therapists, dental therapists, prosthetists, orthodontists, dental assistants, laboratory technicians and administrative staff. OHS offers a range of dental services to the eligible members of the community for adult and child and youth dental services, this includes denture services and emergency dental.

DUTIES

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

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

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

Participate in continuing professional development, performance appraisal and development.

Provide clinical supervision to trainee Dental Assistants and Dental Students.

Provide preventive care, oral health education and instruction.

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

Compassion

High level of customer service

Be proactive, enthusiastic and a strong communicator

Reliability

Position Requirements/Qualifications:

Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.

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

Ability to hold a radiation license within 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.

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

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

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

Undergo a pre-employment National Police Check.

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

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

Note: The services are available Monday to Friday, from 8:30am to 5:00pm at the above listed facilities and Community Health Centres. This is a temporary position available for six months with possibility of extension or permanency.

Contact Officer: Suruchi Khanna (02) 5124 6789 suruchi.khanna@act.gov.au

Chief Financial Officer

Procurement and Supply, Supply Operation

Supply Operations Officer

Health Service Officer Level 4/5 \$57,149 - \$63,169, Canberra (PN: 25221 - 02AQ9)

Gazetted: 16 May 2023

Closing Date: 30 May 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 Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The six sub-units within the FBI branch include the Financial Operations and Support Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence, Health Information Unit and Procurement and Supply.

The position reports to the Senior Store Supervisor of Canberra Health Supply Services.

This position is rotated between the Supply Services Warehouse, Mitchell, and the Canberra Hospital.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Understanding of supply chain processes within a warehouse environment.

Adaptability and flexibility to accommodate change and provide responsive services.

Position Requirements/Qualifications:

Mandatory

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

Desirable

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

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Rob Swain (02) 5124 3100 Rob.Swain@act.gov.au

Medical Services

Medical Imaging

Deputy Chief Radiographer

Medical Imaging Level 5 \$142,141 - \$159,994, Canberra (PN: 61408 - 02AUJ)

Gazetted: 17 May 2023

Closing Date: 5 June 2023

Details: Canberra Health Services (CHS) is tertiary care facility focussed on the delivery of high quality, effective, person-centred care providing acute, sub-acute, primary and community-based health services to the Australian Capital Territory's 420,000 residents and surrounding Southern New South Wales regions.

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

Our Values: Reliable, Progressive, Respectful and Kind

It is an exciting time to join Canberra Health Services as we are going through time of change and expansion which includes a new purpose-built critical service building which is specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. New additions in this building will include-

A brand-new purpose-built emergency department with 129 treatment spaces,
Expansion of current medical imaging department's capacity with addition of 2 MRI units, 3 CT scanners, 2 Angio labs, General Radiography and Ultrasound rooms dedicated to critical care facility.
Addition of operating theatre complex with 22 theatres, including hybrid theatres and interventional radiology suites,

Acute coronary care unit with interventional cardiac laboratories.

60 bed Intensive Care Unit with four dedicated paediatric beds.

Four new inpatient units with 128 beds.

POSITION OVERVIEW

Medical Imaging department at the CHS provides 24/7 coverage for diagnostic, interventional Radiology and nuclear medicine services for patients in Canberra and the Southeast Region of NSW. Medical Imaging department at the CHS boasts of state-of-the-art equipment in all modalities and is committed to providing our patients with contemporary Diagnostic and Interventional Radiology and Molecular Imaging services with a strong commitment to research and training.

The Deputy Chief Radiographer position is a clinical role with significant managerial responsibilities; and is responsible for professional leadership and accountability for all Radiographers and provision of general radiography services.

Daily operations include the management of staffing, patient scheduling, activity management and access, and employee relations and clinical contact. along with the management and operation of General Radiography.

The deputy chief radiographer position is required to support the Director of Allied Health Medical Imaging in provision of a 24/7 service and help provide expert strategic leadership, direction and advocacy in the management of the Medical Imaging service within the Canberra Hospital and across multiple facilities within Canberra Health Service.

ABOUT YOU

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

Behavioural Capabilities

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

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

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

Position Requirements / Qualifications

Mandatory

- Tertiary qualifications in Medical Radiation Science (Radiography, MRI, Nuclear Medicine) or equivalent, and/or a related medical imaging modality (such as Sonography).
- Be registered or be eligible for registration as a Medical Radiation Practitioner in the division of Radiography with the Australian Health Practitioner Regulation Agency (AHPRA)
- Where required, hold or be eligible for an ACT Radiation 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

- Experience in a trauma and teaching hospital
- 7 years post-graduate experience.
- Have an understanding of how the National Safety and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Michael Samuel 51242111 Michael.samuel@act.gov.au

Rehabilitation Aged and Community Services

Community Care Program (CCP)

Registered Nurse Level 2 - Community Care Program (CCP)

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 60954 - 02ASV)

Gazetted: 17 May 2023

Closing Date: 2 June 2023

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

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

Our staff are committed to the delivery of health services that reflect CHS values: reliable progressive, respectful, and kind.

The Community Care Program (CCP) Community Nursing Service is a nurse-led service that provides community-based nursing care to residents of the ACT in a clinic or home setting. The Community Care Program emphasizes person-centered care that is integrated into the patients' life. Services provided include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care.

RACS services work collaboratively with the individual, carers and other services within and external to CHS. CHS is a values-led Directorate.

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:

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

Organisational ability and time management skills

Self-motivated with the ability to work autonomously which includes a commitment to a consultative, collaborative team approach

Position Requirements/Qualifications:

Mandatory

Minimum 5 years full time equivalent post graduate experience including recent relevant experience within the specialty area (this will be assessed by hours worked)

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

Tertiary qualifications in Bachelor of Applied Science in Nursing

Must hold a current driver's licence

Tertiary or post graduate qualifications in a wide range of clinical hospital and /or community health applicable to the position (Desirable)

Minimum 5 years full time equivalent post graduate experience including recent relevant experience within community nursing (this will be assessed by hours worked which must be 8550 hours at a minimum). International experience may be considered in line with the Australian Qualifications Framework

Participated in quality improvement initiatives or other similar activity, such as auditing, standard champion

The successful applicant will need to be available for occasional weekend shifts and to work across multiple sites

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

Desirable

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

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

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.

Contact Officer: Wendy Woodman 02 5124 1298 wendy.woodman@act.gov.au

Medicine

AMU

AMU Clinical Care Coordinator

Registered Nurse Level 3.1 \$115,743 - \$120,506, Canberra (PN: 54489 - 02ARF)

Gazetted: 17 May 2023

Closing Date: 5 June 2023

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POSITION OVERVIEW

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

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

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

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

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Behavioural Capabilities

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

Proven advanced clinical experience in a leadership role

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

Position Requirements/Qualifications:

Relevant tertiary management or nursing qualifications and a minimum of 3 years' experience working professionally in Medical Wards is preferred.

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum 3 years postgraduate nursing experience.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide Digital Health Record. Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable

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

Prior to commencement successful candidates will be required to:

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

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

This position fulltime working Monday to Friday including morning and evening shifts.

Contact Officer: Jo Lewis 0410659998 Jo.Lewis@act.gov.au

Cancer and Ambulatory Support

Ambulatory Care Support Services – Central Health Intake

Administration Officer

Administrative Services Officer Class 2/3 \$60,620 - \$73,920, Canberra (PN: 59297, several - 02ASG)

Gazetted: 17 May 2023

Closing Date: 31 May 2023

Details:

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

Have you ever wanted to be a part of a dynamic and fast paced team and have great customer service skills and excellent attention to detail?

Central Health Intake are seeking a motivated and enthusiastic person to join our team.

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

The Central Health Intake team provides a call centre, referral receipt and management and outpatient bookings services. It is a busy and dynamic service supporting over 100 clinical services, handling 20,000 calls and 12,000 referrals per month. A team of nurses and administrative staff provide a two-tiered approach to the management of referrals, screening and booking.

The Administration Officer will work in ensuring the delivery of high-quality service to the public. They will ensure provide high value administrative support in the management of referrals, phone calls and other administrative duties. The administration officer works collaboratively with internal and external stakeholders for the provision of healthcare.

ABOUT YOU

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Behavioural Capabilities

Well-developed interpersonal skills and ability to maintain effective relationships with a range of internal and external stakeholders.

Sound communicator, both written and verbal, with the ability to drive collaboration in the health care environment.

Adaptability and flexibility to accommodate change and provide a responsive service.

Position Requirements/Qualifications:

High level of attention to detail.

Commitment to the provision of high-quality customer service.

The successful applicant may be required to work at different Community Health Centres or Canberra Hospital as operational needs dictate.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Bernadette Armati (02) 6205 2339 bernadette.armati@act.gov.au

Cancer and Ambulatory Services

Cancer Services

Cancer counsellor

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 28331 - 02AU0)

Gazetted: 17 May 2023

Closing Date: 2 June 2023

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The Division of Cancer and Ambulatory Support (CAS) provides comprehensive cancer screening, diagnostic, assessment and treatment services in inpatient, outpatient and non-admitted treatment settings. The division is also responsible for immunology, specialist palliative care, medical physics and radiation safety, walk in centres and organisational outpatient support through Central Intake, transcription, policy support and the Central Outpatients Department

The Canberra Health Services Cancer Supportive Care Team (CSCT) sits within the Division of Cancer and Ambulatory Support (CAS). The service aims to provide cancer patients, carers and their support network with timely treatment, information and support services.

The Cancer Counselling Service aims to improve outcomes for people with Cancer and their families by providing comprehensive psychological services in the community. The Cancer Counselling Service is located at the Belconnen community Health Centre and Phillip Health Centre.

The Social Worker/ Psychologist will understand issues relating to oncology and the impact of cancer on a person and their family/carers, including adjustments to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling. They will demonstrate a commitment to working within an Interprofessional environment. The overall function of the position is to promote positive client outcomes through the provision of high-quality counselling, assessment, and care planning interventions as part of a multidisciplinary team.

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

Behavioural Capabilities

Good 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

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

Ability to provide consultation, supervision, and training of other staff, as directed.

Position Requirements/Qualifications:

Social Work

Mandatory

Relevant Tertiary qualifications and a minimum of 3 years' experience working professionally in social work.

Current membership of the Australian Association of Social Workers

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Desirable

Hold or is working towards postgraduate qualifications

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

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

Psychology

Mandatory

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

A minimum of 3 years post graduate experience working in psychology.

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

Area of Practice Endorsement e.g. Clinical Psychology, Health Psychology or Counselling Psychology

Board approved supervisor for Higher Degree programs and Registrar programs

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Cheryl Rowsell 0466322676 Cheryl.Rowsell@act.gov.au

Clinical Services

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

Office of the Director of Allied Health

Allied Health Manager - Adult Mental Health Day Service and Adult Mental Health Rehabilitation Unit

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 17603 - 02AMU)

Gazetted: 12 May 2023

Closing Date: 31 May 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

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

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

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

The Adult Mental Health Rehabilitation Unit (AMHRU), located at the University of Canberra Hospital, is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psycho-social rehabilitation in all aspects of daily living for graduated community re-integration. The Adult Mental Health Day Service (AMHDS) is located adjacent to AMHRU and focuses on the delivery of recovery-focused interventions with people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are experiencing moderate to severe mental health conditions. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

The Allied Health Manager is responsible for oversight, evaluation and quality improvement of Allied Health services provided within the AMHRU and AMHDS. The role also provides clinical leadership, supervision, and mentoring of Allied Health Staff at AMHDS and AMHRU. The Allied Health Manager is an integral part of the senior management team for UCH Mental Health Rehabilitation Services working collaboratively with the Assistant Director of Nursing, Clinical Nurse Consultant, and consultant psychiatrists. This full-time leadership role is a great opportunity for an experienced senior clinician to stretch themselves and explore their passion for health service management. The successful applicant will require considerable expertise and applied knowledge in mental health settings. This position oversees a friendly and motivated team who are committed to high quality, evidence-based, multidisciplinary mental health rehabilitation.

ABOUT YOU

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Behavioural Capabilities

Ability to manage confidential and sensitive information.

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

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

Position Requirements / Qualifications

MANDATORY

For Occupational Therapy:

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

For Social Work:

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

For Psychology:

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

- Applicants must have a minimum of five years post-qualification experience.

For ALL

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

DESIRABLE

- Be approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students
- Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Prior to commencement successful candidates will be required to:

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

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

Contact Officer: Rosy Winter (02) 5124 1768 Rosy.Winter@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Client Support Services

Senior Store Supervisor

Senior Stores Supervisor Level 1 \$68,685 - \$70,402, Canberra (PN: 14981 - 02AUH)

Gazetted: 16 May 2023

Closing Date: 2 June 2023

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POSITION OVERVIEW

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website: www.canberrahealthservices.act.gov.au

The ACT Equipment Loan Service provides a short-term loan service covering a diverse range of rehabilitation equipment to facilitate the safe discharge of people from hospital and/or to support clients living in the community.

ELS require an enthusiastic Team Leader to organise and assist a small HSO team to meet the needs of the service with direction from the Coordinator of the Oxygen and Equipment Service.

The Team Leader will be responsible for organising and assisting with the delivery/collection of equipment to client's homes across the ACT community, the cleaning and maintenance of returned equipment, store related duties and other duties as required.

The successful applicant must be able to physically manage manual handling tasks related to storage, transit, assembly, and installation of a wide range of equipment. The equipment includes items such as hospital beds, recline/lift powered chairs, hoists, and specialised mattress replacement systems.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change.

Provide responsive services to meet clients' needs.

Position Requirements/Qualifications:

- Hold a current ACT drivers' licence.
- 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/registration)

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

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

Prior to commencement successful candidates will be required to:

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

Contact Officer: Carmen Connellan (02) 5124 1065 Carmen.Connellan@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Health Professional

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 45312 - 02ART)

Gazetted: 17 May 2023

Closing Date: 2 June 2023

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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 and Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

CAMHS provides assessment and treatment for children and young people up to the age of 18 years who are experiencing moderate to severe mental health issues and mental health care for young people aged 14-25 experiencing first onset psychosis. CAMHS also provides lifespan services, including Perinatal and Infant Mental Health Services, the Eating Disorder Program and Mental Health Service for People with Intellectual Disability (MHS-ID). The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

Mental Health Service for People with Intellectual Disability (MHS-ID) is a specialist team within MHJHADS that provides comprehensive assessment and psychiatric services to consumers with an intellectual disability and a mental illness. The team provides collaborative care involving the person, their families/carers and community support services. Under the direction of the Team Manager, the HPO2 will provide expertise in consultation, liaison, support, education and training to agencies, carers and families. The role will also require the team

member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Psychologists employed by MHJHADS may be eligible for the Mental Health Psychologist allowance under the provisions of the ACT Public Sector Health Professional Enterprise Agreement 2018-2021.

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 people with intellectual disability, their families and/or carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- Be flexible, adaptable, and comfortable with a changing working environment.

Position Requirements/Qualifications:

Mandatory:

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have at least one year of 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 at least one year of 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 at least one year of 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 people with intellectual disability.
- 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 Police check.

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

Contact Officer: Brianan Jones 5124 1144 Brianan.Jones@act.gov.au

Clinical Services

Medicine

Emergency

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$130,846, Canberra (PN: 61019 - 02ARN)

Gazetted: 16 May 2023

Closing Date: 30 May 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

An opportunity is available for suitably qualified Registered Nurse to apply for a temporary position. The Clinical Nurse Consultant reports to the Assistant Director of Nursing. This position will work in a team of two Clinical Nurse Consultants to provide high level of support in coordinating and managing the clinical nursing staff in the Emergency Department. Applications should be self-motivated and be able to work under minimal direct supervision. There is an expectation that the successful applicant will maintain accountability for their own practice standards, education, and work collaboratively with the Emergency Department leadership team to support the professional development of the Emergency Department nursing workforce.

Successful applicants will fill a temporary vacant position.

ABOUT YOU

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

Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team.

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

High level patient assessment skills

High level communication skills and the ability to critically think.

Position Requirements / Qualifications

- Holds or working towards relevant Post Graduate qualifications and a minimum of five years' experience working professionally in an Emergency Department.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Registered under the Working with Vulnerable People Act 2011.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the [National Standards and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

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

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

Note: This is a temporary position available immediately for six months with possibility of extension up to 12 months and/or permanency.

Contact Officer: Nicole Slater (02) 5124 5815 Nicole.slater@act.gov.au

Clinical Services

Mental Health, Justice health, and Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 21788 - 02AQF)

Gazetted: 16 May 2023

Closing Date: 2 June 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

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

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

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

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

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

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

The position reports to a Team Leader who is based on site in the relevant community health centre. This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

ABOUT YOU

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

Behavioural Capabilities

- Ability to manage confidential and sensitive information whilst working towards achieving positive outcomes for people who access the service.

- Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner while also maintaining high work standards and accuracy.
- Ability to work within a multi-disciplinary team and adapt quickly to a changing environment.

Position Requirements/Qualifications:

MANDATORY

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia.
- HP3: Minimum of three years (ideal five years) post qualification.

Highly Desirable:

- HP3: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia.
- Eligibility for professional membership of Occupational Therapy Australia.
- Minimum of three years (ideal five years) post qualification.

For Social Work:

- Degree in Social Work.
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW).
- Registration under the ACT Working with Vulnerable People Act 2011.
- Minimum of three years (ideal five years) post qualification.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- 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:

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

Contact Officer: Erica Campbell (02) 5124 4294 Erica.Campbell@act.gov.au

Staff Specialist - Ophthalmology

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 55198 - 02AXD)

Gazetted: 16 May 2023

Closing Date: 28 May 2023

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

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

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

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

POSITION OVERVIEW

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

A staff specialist ophthalmologist position is available at Canberra Hospital and Health Services. The position would be suitable for a Canberra based ophthalmologist with postgraduate vitreoretinal surgery training (at least

12 months surgical retina fellowship), and involves providing regular outpatient services, elective and urgent surgery, and contributing to the on-call roster. The department of ophthalmology provides tertiary level surgical care to the ACT and region, and the successful applicant is required to demonstrate training, experience and competence in the management of complex vitreoretinal pathology including trauma, advanced diabetic eye disease and lens surgery requiring a vitreoretinal approach.

The Ophthalmology Department provides tertiary level surgical care to the ACT and region, and the successful applicant is required to demonstrate training, experience, and competence in the management of complex vitreoretinal pathology including trauma, advanced diabetic eye disease and lens surgery requiring a vitreoretinal approach.

The Ophthalmology Department is based at the Canberra Hospital. The Department is staffed by five Staff Specialists and five VMOs who support vitreo-retinal, medical retinal, corneal, glaucoma, neuro-ophthalmic, and emergency ophthalmic services at Canberra hospital, plus general ophthalmology, and cataract surgery at Calvary Hospital and the VMO's rooms. Other medical staff within the Department include two RANZCO-accredited Registrars, two unaccredited Registrar, and a resident (PGY2).

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

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

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

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

DUTIES

Under limited direction you will:

Provide expertise and high-quality Ophthalmic clinical services to in-patients and out-patients and contribute to the on-call requirements of the service.

Actively engage in clinical governance to ensure services are high quality, evidence based, safe and adhere to the National Safety and Quality Health Service Standards. This includes but is not limited to participating in relevant committees and meetings including regular audit meetings, morbidity and mortality meetings.

Take leadership in developing systems and processes necessary for the provision of sub-specialty practice within the hospital, including procurement of required equipment and facilities, and recruitment and training of support staff.

Coordinate and contribute to multidisciplinary education and training, and actively participate in the training and supervision of medical students and medical staff (including interns, resident medical officers and registrars and fellows) within the Department and Division.

Promote and practice research in Ophthalmology and support a research program, either clinical or laboratory based.

Work in a multidisciplinary team to promote a high-quality safe consumer-focused service.

Utilise digital health and health information systems to enable the provision of safe and timely access to services.

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

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

An ability to work as a constructive and positive team member.

Position Requirements / Qualifications

Mandatory

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australian New Zealand College of Ophthalmology Postgraduate vitreoretinal surgery training (at least 12 months surgical retina fellowship), with evidence of high-level clinical performance.

The successful applicant will need to have experience in using digital and information technology systems.

The successful applicant will need to be available for occasional weekend and after-hours work on a rostered basis as per the Head of the department (or delegate)

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.

For Senior Specialist we will also expect that you:

Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

Be able to demonstrate that they are performing at a level consistent with this competency framework.

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

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment Police check.

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

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

Contact Officer: Melissa Warylo 51240931 Melissa.Warylo@act.gov.au

Otolaryngology Head and Neck Surgeon

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 61193 - 02AU6)

Gazetted: 15 May 2023

Closing Date: 9 June 2023

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

Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services to the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Peri-operative Services, Day Surgery Unit and Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Region Retrieval Service, Pain Management Unit and the Trauma and Orthopaedic Research Unit.

These services are supported by administration support officers who engage in a range of duties including reception responsibilities in patient service areas, and general business support and personal assistant activities in the business offices of the division's clinical units.

The Otolaryngology, Head and Neck Surgery (OHNS) Unit at Canberra Hospital is a busy service that cares for people of all ages who have been referred by their GP or specialist, the CHS ED or a CHS ward after admission. Surgeons working in the service are supported by two accredited registrars and one unaccredited registrar.

The preferred applicant will be able to provide the current comprehensive range of emergency surgery and elective surgery with a special interest in Head and Neck surgery or paediatric otolaryngology surgery.

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

Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University.

All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

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

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

Visiting Medical Officers (VMO) with Canberra Health Services are covered by generous contract provisions. The standard VMO contract is available online: <https://www.legislation.act.gov.au/ni/2020-579/>

Visiting Medical Officers are engaged as independent contractors. Contracts will be for a three year term.

DUTIES

Under limited direction of the Unit Director of OHNS and Clinical Director of Surgery you will:

Provide specialist OHNS services to inpatients and outpatients working collaboratively with all members of the multidisciplinary team to provide high quality and safe person-centred care.

Coordinate and contribute to the daytime and on call/after-hours consultant OHNS roster, in conjunction with other specialists, at a frequency required to cover the roster throughout the year.

Coordinate and contribute to multidisciplinary education and training and actively participate in the training of junior medical staff including interns, resident medical officers, and registrars within the Division.

Actively engage in clinical governance to ensure services are high quality and safe, adhere to the National Safety and Quality Health Service Standards and participate in relevant committees and meetings including regular audit meetings.

Develop, implement, review, and update new best practice service models to support the delivery of timely, high quality and sustainable services.

Strive for continuous professional development and undertake research relevant to the science and/or clinical practice of the specialty.

Utilise digital health and health information systems to enable the provision of safe and timely access to services.

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

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

An ability to work as a constructive and positive team member.

Position Requirements / Qualifications

Mandatory

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

Hold a Fellowship of the Royal Australasian College of Surgeons or equivalent specialist qualifications.

Hold a current driver's license.

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

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.

For Senior Specialist we will also expect that you:

Have demonstrated advanced clinical experience outlined in a CV that clearly and comprehensively outlines the applicant's professional history.

Have been employed at the equivalent of a Specialist Band 5 for a period of at least three years.

Have demonstrated their advanced ability to provide leadership to their colleagues through either clinical or administrative means.

Have gained demonstrable advanced experience and attained such ability in the relevant speciality that is acceptable to CHS, to justify a recommendation for advancement to Senior Specialist by the Review Panel.

Be able to demonstrate their ability to undertake duties and responsibilities deemed by CHS as those expected of a Senior Specialist.

Be able to demonstrate that they are performing at a level consistent with this competency framework.

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

Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).

Undergo a pre-employment Police check.

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

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

Note: Visiting Medical Officers are engaged as independent contractors. Contracts will be for a three year term.

Contact Officer: Shannon Dougan 5124 6998 shannon.dougan@act.gov.au

Women, Youth and Children

Maternity

Project Officer

Senior Officer Grade C \$114,928 - \$123,710 (PN: 57571 - 02AUM)

Gazette date: 16 May 2023

Closing Date: 23 May 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 focused 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 preterm birth prevention initiative was implemented in 2019 with the aim to safely lower the rate of preterm births across the territory and surrounding areas in southern NSW. The initiative included the new preterm birth prevention clinic, new clinical guidelines, and an outreach education program. The ACT initiative is influenced by the Preterm Birth Prevention Alliance objectives and includes a multidisciplinary team of Obstetricians, sonographers and a midwife. The preterm birth prevention clinic sits within the Fetal Medicine Unit in the Maternity and Gynecology Outpatients department, Centenary Hospital for Women and Children.

The Project Officer will coordinate the development, implementation and evaluation of programs, health promotion activities and quality improvement projects relating to preterm birth prevention. Working in partnership with the multidisciplinary team, under direction from the Clinical Director, the project officer will play a key role in ensuring key objectives are delivered in consultation with all relevant stakeholders.

The project officer is a full-time position (part-time will be considered). Hours of work are Monday to Friday, not including public holidays. The position operates within the Fetal Medicine Unit at the Centenary Hospital for Women and Children.

DUTIES

Under broad direction of the Clinical Director, the main duties are as below:

1. Coordinate the development and implementation of projects and health promotion activities relating to preterm birth prevention including managing project budgets, timeframes, and evaluating project outcomes.
2. Design and undertake research and quality improvement projects using appropriate scientific methods that influence and inform the Preterm Birth Prevention Alliance strategic objectives.
3. Work collaboratively with the multidisciplinary team, supporting clinical staff to understand and acquire skills in quantitative research, data analysis and program evaluation.
4. Prepare correspondence and reports for stakeholders and maintain stakeholder relationships through effective communication, negotiation and issues management.
5. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

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

Behavioural Capabilities

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

- Think strategically
- Leadership, negotiation, and motivation.
- Work across boundaries with flexibility to changing demands and priorities
- Pragmatic and practical, hands-on approach to achieving project timelines

Position Requirements/Qualifications:

Mandatory:

- Expertise and experience in the development, implementation and evaluations of programs and quality improvement projects.
- 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:

- Background in midwifery, medical or other health discipline.
- High level quantitative research and data analysis skills.

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

- Undergo a pre-employment Police check.

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

Contact Officer: Boon Lim 02 5124 7583 boon.lim@act.gov.au

Women, Youth and Children

Paediatrics

Registered Nurse Level 1 - Paediatrics

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 54609, several - 02AQM)

Gazetted: 15 May 2023

Closing Date: 8 June 2023

Details:

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

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

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

Your experience, knowledge and drive to provide child and family centred care in the largest hospital in the Canberra region is what we need!!!

Come work in a growing tertiary hospital that cares for children with acute and chronic health needs. Successful candidates are provided ongoing education and training opportunities. You will be part of a supportive multi-disciplinary team that will work with you to expand and develop your clinical skills to care for Paediatric patients.

What can we offer you:

Competitive pay rates

Excellent working conditions within a tertiary teaching hospital

Salary Packaging with many options that provide full fringe benefits tax concessions

We will work with you to support optimal work life balance

11.5% Superannuation

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates subject to the hiring managers approval

Discounted gym memberships

Scholarships for education support

POSITION OVERVIEW

The Paediatric Service at the Centenary Hospital for Women, Youth 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. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics.

Position Requirements / Qualifications

Registered Nurse with a minimum of one years' experience working professionally in Paediatrics is preferred.

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

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

Have an understanding of how the National 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.

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

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

Paediatrics, Division of Women, Youth and Children

Paediatric Endocrinology and Diabetes Service

Paediatric Diabetes Social Worker

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 48608 - 02AKY)

Gazetted: 15 May 2023

Closing Date: 8 June 2023

Details: Our Vision: creating exceptional health care together

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

Our Values: Reliable, Progressive, Respectful and Kind

The Paediatric Endocrinology and Diabetes Service is looking for a hard working, enthusiastic and skilled social worker to help us support children and young people and their families living with diabetes. This is a part-time (0.5 FTE) permanent role at HPO2 level.

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

The Social Work service provides individual interventions for children and young people with diabetes and their families and carers. As a social worker you will provide clinical assessment, management, and evaluation of social work care to patients in tertiary and ambulatory care settings, with diabetes and other chronic conditions. The Social Worker will understand issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. You will be an integral part of the Paediatric Endocrinology and Diabetes Service, collaborating with Endocrinologists, Diabetes Nurse Educators, and Diabetes Dietitians to provide interdisciplinary care for people with complex diabetes.

This permanent part-time HPO2 Diabetes Social Worker position is 0.5 FTE (18.38 hours per week) and will be supervised and supported by the HPO3 Social worker. They will be operationally responsible to the PEDS Service Coordinator and report professionally to the Director of Allied Health in the Division of Women, Youth and Children.

ABOUT YOU

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

Behavioural Capabilities

Ability to work within an interdisciplinary team environment

Effective communication and interpersonal skills

Willingness to critically reflect on and develop your practice skills and framework

Position Requirements/Qualifications:

Mandatory

- Bachelor of Social Work qualification and a minimum of one year experience working professionally in social work.
- The successful applicant will need to be available for occasional 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.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening, and vaccination processes against specified infectious diseases.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

- Provide evidence of a Degree in Social Work and professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)

Note: This is a permanent part-time position at (0.5 FTE). The above full-time salary will be pro-rata.

Contact Officer: Simone Collins (02) 5124 7390 Simone.Y.Collins@act.gov.au

Clinical Services

Medicine

Executive Assistant

Executive Assistant

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 57655, several - 02AT3)

Gazetted: 17 May 2023

Closing Date: 7 June 2023

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

website: www.canberrahealthservices.act.gov.au

Are you good at organising people and a busy office or team? Canberra Health Services (CHS) is looking to fill multiple Executive Assistant positions establish a merit pool for future vacancies.

Current vacancies are in:

The Divisions of Rehabilitation, Aged and Community Services and Allied Health (permanent vacancy)

The Division of Medicine (permanent vacancy)

The Division of Mental Health, Justice Health, Alcohol and Drug Services (temporary vacancy)

CHS is focussed on the delivery of high quality, effective, person-centred care. We provide acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding regions. CHS employees enjoy competitive remuneration, including salary packaging options only available to health and hospital workers, and the ability to contribute to the health and welfare of the community around us. More information about the benefits of working at CHS is available on our [website](http://www.canberrahealthservices.act.gov.au).

We are looking for people with experience in providing support to senior staff or with skills that are transferrable to an Executive Assistant position. If you've worked in administration, customer service or client engagement, hospitality management, or have public sector experience and are looking for a change, this could be the opportunity for you. Being an Executive Assistant at CHS requires exceptional organisational and time management skills, the ability to build and foster relationships, manage sensitive information, and work in a fast-paced environment.

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

Eligibility/Other Requirements: Computer literacy skills and a willingness to learn new systems are a must.

Executive Assistants play a key role in supporting the operations of the office of an Executive Director at CHS. High performing Executive Assistants provide day to day support to senior staff, including managing their diaries, ensuring they are in the right place in the right time, and have the information they need to perform their role. More information about the duties of an Executive Assistant at CHS are detailed in the section below.

Successful candidates will be placed in a merit pool to fill current and future vacancies.

The successful candidates may be expected to work at various CHS sites including Canberra Hospital in Garran and the University of Canberra Hospital in Bruce. Flexible working arrangements can be negotiated for successful candidates and are dependent on the needs of your Executive Director, however your role as an Executive Assistant working to an Executive Director requires presence primarily in the office environment.

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.

We are looking for people with experience in providing support to senior staff or with skills that could be transferred to the role. If you've worked in administration, customer service or client engagement, hospitality management, or have public sector experience and are looking for a change this could be the opportunity for you.

Behavioural Capabilities

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

Ability to build rapport with people and maintain positive and productive working relationships.

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

Strong attention to detail with a high level of accuracy.

Position Requirements/Qualifications:

Mandatory

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

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.

Notes: The successful candidates may be expected to work at various CHS sites including Canberra Hospital in Garran and the University of Canberra Hospital in Bruce. Flexible working arrangements can be negotiated for successful candidates and are dependent on the needs of your Executive Director, however your role as an Executive Assistant working to an Executive Director requires presence primarily in the office environment. Contact Officer: Emily De Alvia (02) 5124 0223 Emily.dealvia@act.gov.au

Canberra Institute of Technology

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

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

Education and Training Services

CIT Trade Skills

CIT Automotive, Metals and Logistics

Automotive Trades Technical Officer

Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 54657)

Gazetted: 17 May 2023

Closing Date: 5 June 2023

Details: CIT is seeking a full-time Technical Officer Level 2 to perform educational support, administrative and purchasing duties within the Automotive Mechanical Trades based at CIT Fyshwick. As a member of the Automotive and Metal Fabrication team within the Trade Skills College, this role primary responsibility is to ensure the workshops and associated tools/materials are ready for the students to commence learning. The Automotive Technical Officer is responsible for the preventative maintenance, calibration and preparation of a variety of equipment used within Automotive and Metal Trades.

WHAT WILL YOU DO?

Reporting to the Head of Department Automotive and Metal Fabrication, the Automotive Technical Officer responsibilities will include:

Ensuring the workshops and associated tools/materials are ready for the students to commence learning.

Preventative maintenance, calibration, and preparation of a variety of equipment used within the Automotive Mechanical Trades.

Strong focus on maintaining a safe working environment for the students.

Use of common computer programs to maintain records, stock management and purchasing requirements.

Purchasing of consumables, material and equipment whilst undertaking stock control and arranging delivery of goods.

If you are ready to reap the benefits of working under the benefits of working within the public sector (such as higher than average superannuation, paid shut down over Christmas, flex time to name a few) then please apply now!

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

WHAT DO I NEED?

QUALIFICATIONS AND EXPERIENCE

Completion of an appropriate Diploma/Associate Diploma and/or relevant experience, training or accreditation appropriate to the duties of the position. This could include a relevant trade qualification (as listed below) combined with industry experience.

Relevant Trade Qualifications including but not limited to:

Certificate III in Automotive Light or Heavy Vehicle Technology

Certificate III in Automotive Body Repair or Refinishing Technology

Certificate III in Engineering – Fabrication Trade (Light or Heavy Fabrication)

Certificate III in Engineering – Mechanical Trade (Fitting and Machining)

Current Forklift Licence

Current Drivers Licence

If you have a relevant Trade qualification combined with industry experience – we want to hear from you!

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

How to Apply: To apply please provide no more than a one page pitch encompassing the professional/technical skills and knowledge and professional personal characteristics along with the names of 2 referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dave Keeley (02) 6207 7732 Dave.Keeley@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.

Education and Training Services

CIT Trade Skills

Automotive, Metals and Logistics

Head Of Department

Manager Education Level 1 \$133,267, Canberra (PN: 51893)

Gazetted: 17 May 2023

Closing Date: 5 June 2023

Details: Are you an experienced Vocational Education and Training (VET) Practitioner looking to run your own department?

Do you strive for educational excellence, understand how to grow a business and know how to shape a team? CIT would love to hear from you!

The CIT Trades Skills College is seeking an experienced VET Practitioner to join their Leadership team in the position of Head of Department, Automotive and Metals.

WHAT DO WE WANT?

CIT is seeking a strategic, business minded VET leader to fill the position of Head of Department, Automotive and Metals. Reports to the Director, Trade Skills College this position plays a key and active part of the leadership team, working to ensure educational excellence, student and stakeholder satisfaction, creating business growth and building and maintaining a motivated, effective, respectful team and working environment.

WHAT WILL YOU DO?

Through quality leadership and management, you will contribute to the achievement of departmental goals and deliver education and related activities in alignment with the strategic objectives of the Trades Skills College and CIT's Strategic Compass. You will oversee the management and guidance of departmental staff, including teachers, administrative staff and technical officers, in achieving a financially sustainable and student-centric learning experience in line with the objectives within the Strategic Compass 2025.

By working collaboratively, this position will lead the delivery of highly innovative, contemporary training for students and other industry stakeholders. With a focus on providing leadership in the development of exceptional educational programs this position will assist the Director, Trade Skills College to develop, review and evaluate the departments offerings to meet industry needs.

Accountable for the human resources, financial and budgetary responsibilities and relevant procurement processes this role is responsible for ensuring the Automotive department is meeting the requirements of the Canberra Institute of Technology, ASQA and the ACT Education and Training Directorate (ETD). You will play a vital role in identifying and leading opportunities to enhance the student experience and implementing continuous improvement strategies. Your knowledge of the industry and ability to provide strategic and educational advice on program delivery will be essential to achieve CIT's objectives and continued excellence in education and training.

What do I need?

The successful applicant will have demonstrated experience in establishing and maintaining a highly motivated results-orientated team and an understanding of how to lead through change. Comprehensive and critical knowledge of current practices in the vocational education and training sector at a strategic level is a must, as is the ability to maintain strong relationships and a connection to industry. Your sound understanding of strategic business planning along with your solutions focused attitude will be demonstrated in your ability to thrive in an evolving business environment.

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 disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

QUALIFICATIONS AND EXPERIENCE:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

All managers at Manager Education – Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent), and a Diploma Vocational Education and Learning with a Diploma of Management highly desirable.

INDUSTRY EXPERIENCE AND KNOWLEDGE

Industry experience in a related field is highly desirable, with the ability to maintain currency with industry and employment trends in a rapidly changing environment.

DESIRABLE

Bachelor of Education, Management or relevant higher level qualification.

Certificate III or above in a trade qualification.

How to Apply: Please provide a two page pitch, outlining your suitability for role and claims against the Selection Criteria found in the Position Description, along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shaun Haidon (02) 6207 9930 Shaun.Haidon@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.

Education and Training Services

Health, Community and Science College

CIT Science

Animal Care Attendant

General Service Officer Level 3 \$53,867 - \$55,873, Canberra (PN: 40067)

Gazetted: 16 May 2023

Closing Date: 30 May 2023

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

CIT's Science department at Bruce Campus offers a Dog Day Care program as part of the teaching area in animal studies and we are looking for an experienced Animal care attendant to work in a part-time capacity.

CIT Dog Day Care is currently open 4 days per week over the year, and offers work experience to current students.

Animal care attendants will be required to:

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

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

Maintain cleanliness and housekeeping of the Dog Day Care yard and Dog house.

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

Work outdoors in all kinds of weather.

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

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

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

Notes: This is a temporary position available from July until 1 March 2024.

This position is part-time at (22:00) hours per week and the full-time salary noted above will be pro-rata.

Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

Selection may be based on application and referee reports only.

How to apply: Please provide a response to the requirements of the position of no more than two pages, explaining why you are the best candidate for this position.

Applications should be submitted via the Apply Now button below.

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

Strategic Finance and Transformation

Strategic Finance

Facilities Department

Facilities Coordinator

General Service Officer Level 8 \$73,429 - \$77,593, Canberra (PN: 61574)

Gazetted: 15 May 2023

Closing Date: 29 May 2023

Details: Canberra Institute of Technology (CIT) is seeking applications for the position of Facilities Coordinator to support the Campus Manager deliver campus specific facilities management responsibilities with the Facilities Team. This is an exciting opportunity to join the Facilities Team as we embark on campus renewal and modernisation projects, including a state-of-the-art new Woden campus.

We are looking for a confident, self-motivated, and highly experienced facilities specialist to work within the Facilities Team. This team is responsible for the day-to-day operations of a specific campus between the hours of 7:00am and 10:30pm each weekday and Saturdays between 8:00am and 5:00pm. The Facilities Team is responsible for opening and closing all campus buildings and grounds which includes disarming and setting alarms and ensuring buildings are secured at the end of the day. This team coordinates a range of repairs and maintenance works, including preventative maintenance and inducts and allocates work requests to the various contractors. In addition to outsourcing a range of contracted works, this team is responsible for implementing a range of work requests internally within the team. Each Campus is also supported by a Security Guard who has responsibility for securing the campus each weeknight and works between 6:30pm and 10:30pm.

The successful candidate will demonstrate extensive experience in facility management, specifically supporting the facilities management of multiple buildings located across several hectares. Your passion for customer centric practices will be second to none and contributing to continuous improvement that facilitates high quality customer services will be imperative. Your interpersonal skills, ability to influence suitable outcomes, set clear expectations and communicate with clarity and authority will see you succeed in this position. Your success in this position will be highly dependent on your agility and adaptability to change, as well as building rapport and professional relationships with staff and contractors. This position will also contribute to responsibilities such as fire warden, building team capability in emergency management practices and participating in emergency management exercises.

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

Eligibility/Other Requirements:

ESSENTIAL

Hold a current drivers' licence.

HIGHLY DESIRABLE

Current experience in facilities management.

Qualifications and/or skills/experience in a trade or construction environment as well as qualifications and/or skills/experience in project management.

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

How to Apply: Applicants are to submit a response of no more than two-pages, demonstrating skills, knowledge and experience as listed in the Selection Criteria, along with a current curriculum vitae including the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Colson (02) 6207 4747 sean.colson@cit.edu.au

Education and Training Services

Technology and Design

Creative and Design Industries

Senior Teacher for Creative and Design Industries

Teacher Level 2 \$114,979, Canberra (PN: 39096)

Gazetted: 15 May 2023

Closing Date: 29 May 2023

Details: Teacher Level 2 for Creative and Design Industries. Want to work with a dynamic and great team?

The Creative and Design Industries department is seeking a highly motivated and professional individual to support the teaching staff and HOD in providing the best outcomes for our students.

The successful applicant will be responsible for supporting teachers with providing quality student experience and learning. Assist with the training and mentoring of teachers including developing skills on different learning and teaching deliveries. Other administrative support including PRI, Validation, Moderation and supporting HOD with industries connections and opportunities.

You will have experience with using a variety of CIT systems including Banner, CRM, Argos, eLearn, TRIM and other generic office and communications tools.

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

Eligibility/Other Requirements:

MANDATORY

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). Minimum of 5 years VET experience.

INDUSTRY EXPERIENCE

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.

How to Apply: Provide a written response (maximum of four pages) to the Selection Criteria outlined in the attached Position Description, include a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Julianne Abbot (02) 6207 3717 Julianne.Abbot@cit.edu.au

Industry Engagement and Strategic Relations

Industry Engagement Unit

Business and Industry Engagement Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 20604, several)

Gazetted: 15 May 2023

Closing Date: 29 May 2023

Details: The CIT Industry Engagement Unit has an exciting opportunity for two ASO6s to join the team as Business and Industry Engagement Officers. The role involves working as part of a small team and engaging with a range of CIT areas to create and coordinate vocational education and training programs and activities for clients.

If you enjoy engaging with industry stakeholders and leading education and training projects that contribute to workforce development and growth of the Canberra economy, then this position is just for you.

The ability to build productive relationships with internal and external stakeholders, negotiate and problem solve complex situations are all key to success in this role. The role requires suitable candidates to be flexible, able to activate business activity, demonstrate sound judgement and juggle many priorities while working closely with CIT training areas.

Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best people possible at all levels. Part of a friendly and inclusive team with a great work-life balance, the role will see you leading projects throughout the institute, engaging with a variety of stakeholders and bringing new ideas to life. No two days are the same and you will work on a range of projects to test and grow your skills. The team also enjoys the benefits and flexibility of working across multiple campuses and/or from home/remotely.

Potential applicants are encouraged to contact the contact officer to discuss the role and ask any questions.

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

Eligibility/Other Requirements:

Experience working in Government, or a tertiary qualification in Business or Project Management is desirable.

Experience in, or strong links to industry engagement (or related) is desirable but not mandatory.

Note: Two positions will be filled through this recruitment process. This will include a permanent position and a temporary position for a period of three months, with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants must provide the following -

A current curriculum vitae, including the name and contact details of two referees.

A two-page pitch addressing what skills and experience you would bring to the role, including examples of roles or projects on which you have worked.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kris McCreath (02) 6207 6241 kris.mccreath@cit.edu.au

Education and Training Services

Health, Community and Science

CIT Science

Animal Care Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51259)

Gazetted: 15 May 2023

Closing Date: 8 June 2023

Details: Are you ready to take the next step in your animal career?

Would you like to be a part of teaching the next generation of Animal care staff?

Do you have strong industry experience in the animal industry?

CIT is looking for teaching staff in Veterinary nursing and Animal Care, both part time and casual. Join the animal care team and work in our leading animal care environments including CIT Veterinary clinic, CIT Dog Day Care and CIT Animal house.

We can support you to obtain the qualifications needed to teach in Vocational education and training (VET).

There are many fantastic benefits to working at CIT such as:

working with professional and passionate educators, trainers and assessors who are focused on quality outcomes for their students

a commitment to professional development both within CIT and ACT Government, and through internal and external providers

wellbeing initiatives such as a Wellness Hub, discounted gym memberships with the CIT Fit and Well facilities and other providers across Canberra, Employee Assistance Programs and special offers within our massage, health, and beauty clinics

flexibility over school holidays

free parking at Bruce campus where the Animal facilities are

salary sacrificing, up to 13.5% superannuation, paid parental leave and Christmas shut down (for more information, please read the relevant Enterprise Agreement <https://cit.edu.au/about/employment>)

workforce diversity and 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

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

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.

Notes: This is a temporary part-time position available at (29:24) hours per week for nine months. The above full-time salary will be pro-rata. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements

How to Apply: Please provide a maximum of two pages addressing the selection criteria in the position description attached outlining your skills and experience.

For casual teacher positions apply to the CIT Casual teacher register [CIT Online Application](#).

Applications should be submitted via the Apply Now button below.

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

Education and Training Services

Health, Community and Science

Community Work

Senior Educator

Teacher Level 2 \$114,979, Canberra (PN: 35019)

Gazetted: 12 May 2023

Closing Date: 19 May 2023

Details: With an impressive 80-year history, Canberra Institute of Technology (CIT) is an exciting place to work. As the largest VET provider in Canberra, we are committed to recruiting, developing and retaining the best possible people at all levels.

The benefits of working at CIT include:

Access to facilities to support your health and wellbeing, including CIT Fit and Well Fitness Centre at Bruce campus, as well as a strong Employee Assistance Program.

Flexible work options.

Free parking.

Extended holidays.

The CIT Community Work is seeking one exceptional individual to fill the position of Senior Teacher (Teacher Level 2). The individual will have extensive experience and knowledge of contemporary VET and assessment strategies, digital literacy, and compliance requirements. An in-depth knowledge of the community sector is desirable for this position. The successful applicant will have the ability to provide leadership and guidance to support teachers and the department in relation to teaching and learning practices including placement for students. An ability to work collaboratively to engage with employers and students as part of ensuring a quality learning experience, as well as a thorough knowledge of the national trends and "best practice" developments in the VET sector are required.

This position may include a teaching load across the programs delivered in the department. This position will be offered as a temporary vacancy of two years with possibility of an extension and/or permanency.

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

Eligibility/Other Requirements:

MANDATORY

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2021 – 22 sub-Clause 40.

All employees at Teacher Level 2 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).

Hold a current and valid Working with Vulnerable People's card.

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 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.

DESIRABLE

Diploma or Degree in Community or Health related field.

Leadership experience preferred.

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

CIT Streamlined position: Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

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

How to Apply: Applicants are asked to submit a written application of no more than three (3) pages addressing the Selection Criteria, as well as a current curriculum vitae and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Mackenzie Clare (02) 6207 4922 Mackenzie.Clare@cit.edu.au

CIT Industry Engagement and Strategic Relations Division

Industry Engagement

Training Initiatives Unit

Training Initiatives Administrator

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 61414, several)

Gazetted: 11 May 2023

Closing Date: 25 May 2023

Details: CIT Training Initiatives within CIT's Industry Engagement and Strategic Relations Division is looking for strong communicators with excellent organisational and administrative skills to fill several ASO4 roles to support the administration of ACT and NSW Australian Apprenticeships at CIT. These positions are available for immediate filling for 12 months with the possibility of extension and/or permanency.

Who we are looking for

To be competitive for this role you will need to be organised with strong communication skills and the ability to build positive working relationships with various internal and external stakeholders, such as engaging with Australian Apprentices and their employers to support their training journey by providing information and advice relating to how Australian Apprenticeships work at CIT. You will enjoy working as part of a team, both within the unit and more broadly across the institute, using your initiative and following business process to resolve issues in accordance with relevant government compliance standards. We are looking for someone who is outgoing, customer focussed, enjoys talking to people and helping them understand how processes work. You will need to understand the ACT and NSW requirements for Australian Apprenticeships and CIT's internal policies and procedures. You will apply that knowledge to everything you do, identifying and working with your team to raise any anomalies in the system. You will also have good administrative and ICT skills with a keen eye for detail with the ability to use databases to process and report on student information. Sounds interesting? Great, we'd love to hear from you.

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

Eligibility/ Other Requirements

A current Driver's Licence.

Familiarity with Australian Apprenticeship systems and compliance requirements for the ACT would be advantageous.

Notes: There are several temporary positions available until 31 December 2023.

An order of merit will be established from this Selection Process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee only.

How to apply: Applications must include a current curriculum vitae and a written response (a pitch) of no more than two A4 pages which outlines why you would like to work in this role and demonstrates how your skills, knowledge and experience is suitable for this position as outlined in the Position Description.

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

Contact Officer: Jacqueline MCGAVIN (02) 6207 3620 Jacqueline.MCGAVIN@cit.edu.au

CIT Industry Engagement and Strategic Relations

CIT Industry Engagement and Strategic Relations

CIT Training Initiatives

Manager, Training Initiatives

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 40725)

Gazetted: 11 May 2023

Closing Date: 18 May 2023

Details: We are looking for an energetic and passionate communicator who will work collaboratively with teaching departments to deliver quality outcomes for CIT Australian Apprentices and their employers. CIT's Training Initiatives Unit (TIU) is a centralised support team dedicated to the administrative arrangements for ACT Government training initiatives with a focus on Australian Apprenticeships. This support extends to CIT teaching departments, apprentices, trainees, employers, schools and Skills Canberra from initial uptake of an Australian Apprenticeship at CIT through to completion.

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

Eligibility/other requirements:

Experience in the vocational education and training (VET) sector or related training initiatives is desirable but not mandatory.

Note: This is a temporary position available immediately until 11 April 2024 with the possibility of extension.

Selection may be based on application and referee reports only.

Current and former ADF members are encouraged to apply.

How to apply: Applications must include a current curriculum vitae and a written response (a pitch) of no more than two pages which outlines why you would like to work in this role and demonstrates how your Skills, Knowledge and Experience is suitable for this position as outlined in the Position Description.

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

Contact Officer: Alex Paterson (02) 6207 3105 Alex.Paterson@cit.edu.au

Education and Training Services

Library and Learning Services

Liaison Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 60886)

Gazetted: 12 May 2023

Closing Date: 20 April 2023

Details: The Canberra Institute of Technology (CIT) is looking for a Liaison Officer to support our Liaison Librarians in delivering dynamic and innovative information services including online reference and specialist research. The successful candidate will be involved in supporting planning and delivering digital and information literacy sessions in consultation with the liaison librarians, teaching staff, identifying, and assessing learning resources, and undertaking copyright compliance moderation duties.

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 diploma in Library and Information Services recognised by the Australian Library and Information Association or relevant Library and Information Services industry experience is desirable.

An ability to work one shift per week.

Notes: This is a temporary position available immediately until 30 June with the possibility of extension up to 12 months.

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

Selection will be based on application and interview.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Stalker-Booth (02) 6207 3375 Claire.Stalker-Booth@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

Policy and Cabinet

Wellbeing Project Team

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 44436)

Gazetted: 17 May 2023

Closing Date: 31 May 2023

Details: The Wellbeing Project Team in Policy and Cabinet Division, CMTEDD, is seeking a permanent Senior Director to continue shaping the implementation and further development of the ACT Wellbeing Framework. The Wellbeing Team is responsible for leading development of the ACT Wellbeing Framework, guiding its implementation across the ACT Public Service, and engaging the community and other stakeholders in its rollout. This role is a key leadership position within the team and division, involving a high degree of outreach with colleagues across the Service, and engagement with other jurisdictions, institutions and the community. You will work closely with the Executive Branch Manager and co-Senior Director to progress implementation of the Framework, including leading and managing elements of the work program and members of the team, and determining priorities and direction for the project going forward.

Current priorities include:

building a solid wellbeing focus in ACT Budget, Cabinet and planning/reporting processes;

re-establishing community engagement in the project following the COVID disruption;

building and supporting a wellbeing focus within the activities of agencies across the Service;

engaging with other jurisdictions and organisations on issues of mutual interest in building our wellbeing approach; and

developing new policy, systems and evidence (data and narrative insights and determinants of outcomes) to support the operation of the Wellbeing Framework – including through building an evaluation culture.

Eligibility/Other requirements: Demonstrated policy, management and leadership experience/abilities within government. Written and oral communication skills of a high order. A collaborative approach to policy and program development. Comfortable working with data and data analysis to build an evidentiary basis for wellbeing outcomes and policy design. Policy-related tertiary qualifications (e.g. Arts, Law, Economics, Communications) or equivalent highly desirable.

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

The Policy and Cabinet Division values people who bring their lived experience to help us achieve more informed business outcomes. We encourage people from all backgrounds to apply for this role.

Our attractive remuneration package is competitive, we also offer excellent employment conditions and benefits set out in our Enterprise Agreement, including:

Salary Packaging

Annual Leave Loading

Generous Superannuation

Access to professional development programs

Flexible work arrangements

A merit pool will be established from this selection process and may be used to fill future vacancies at level within Policy and Cabinet Division over the next 12 months.

This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk. Under current settings, most staff are working from a blend of office and home settings. Please discuss any concerns you may have with the Contact Officer. Additionally, the ACT Public Service is committed to providing flexible and part time work options and to encouraging remote/balanced working where desirable and appropriate.

How to Apply: Please provide a pitch of no more than two pages outlining why you should be a Senior Director in the Wellbeing Team. The pitch should:

draw on examples from your work, as well as the way you work;

explain why you would be the best person to join our team; and

relate to the selection criteria in the position description.

We are looking for a story about you and what you will bring to this role.

Please provide a curriculum vitae that details your relevant skills, work experiences (roles, timing, responsibilities and achievements), qualifications - as well as contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Gotts (02) 6207 6197 Robert.Gotts@act.gov.au

Corporate

People and Capability

Learning and Development

Assistant Director, Learning and Development

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

Gazetted: 16 May 2023

Closing Date: 23 May 2023

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

You must be committed to building organisational capability, working with stakeholders in an agile and innovative way, to implement and maintain a variety of Learning and Development strategies, policies, initiatives, and programs. These include a Required Learning Framework, a Cultural Learning Strategy, Studies Assistance, and organising the associated training calendar of opportunities in conjunction with training providers and facilitators. Please see the Position Description for further details.

If you like to work collaboratively, achieving outcomes which make a difference, we would like to hear from you!

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

Notes: This is a temporary position for up to six months.

How to apply: Please submit a one-page pitch demonstrating your suitability for the position, along with your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

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

Office of Industrial Relations and Workforce Strategy

Whole of Government Industrial Relations and Public Sector Employment

Public Sector Employment

Delegations Policy Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 16423)

Gazetted: 16 May 2023

Closing Date: 30 May 2023

Details: Do you want to be a part of a friendly, inclusive, dedicated, and dynamic team?

We are the Public Sector Employment Team and we're seeking a Delegations Policy Officer, who will assist in building an established i-Delegate system to deliver a single source of truth for delegations across the ACTPS.

To be successful in this role, you will need to exercise a considerable degree of independence, engage in continual problem solving, and consistently exercise sound judgment.

If you work with us, you will have access to flexible work arrangements including ongoing utilisation of hybrid working – a combination of working from home, our snazzy Canberra City Office Block at 220 London Circuit, and our soon to open ACTPS Innovation Centre.

You will also have access to a range of professional development opportunities – which can be online, peer-based, on the job, or formal learning.

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

How to Apply: Please submit a two-page pitch which tells us how you demonstrate the Professional Capabilities listed in the Position Description, along with your current curriculum vitae. Referee details do not need to be included but may be sought at a later stage in the selection process.

Applications should be submitted via the Apply Now button below

Contact Officer: Jessica Ruediger (02) 6207 6807 Jessica.Ruediger@act.gov.au

Digital, Data and Technology Solution (DDTS)

ACT Digital

Assistant Director, Governance, Analysis and Administrative Support

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 44514)

Gazetted: 15 May 2023

Closing Date: 29 May 2023

Details: Under the 'CBR Switched On Program' the Chief Minister has set the challenge to ensure Canberra becomes "a city that gives you back time - a city of wellbeing and liveability". Playing its role, the ACT Digital program is charged with making it easier for every citizen and business to transact with government. Through outcomes delivered by the ACT Digital Program, online interactions with government will be seamless and secure for all citizens and businesses.

ACT Digital operates at the forefront of the digital transformation agenda within the ACT Government, creating a range of community co-designed services which take us closer to a vision for the future in which ACT Government digital services are so easy to access they just happen, often without you needing to do anything to initiate the interaction. In breaking new (digital) ground, we are also challenging the status quo, proposing, and establishing new policies and practices to ensure services are appropriately designed and fit for purpose- all of which demands the effectiveness of our activities needs to be measured, analysed and tracked. For these reasons we are looking for an energetic and passionate someone who understands the role governance, analysis and effective administration play in successful program delivery.

If you have:

Experience in finance, accounting, procurement and contract management.

An analytical mind and the ability to draw insights from transactional data and performance metrics to create data dashboards and reports.

The ability to develop new and apply or evolve existing governance frameworks to meet organisational demands.

Then this may be just the role you've been looking for!

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

Eligibility/Other Requirements:

The following qualifications, experience or capabilities are considered highly desirable:

Tertiary Accounting qualifications, membership or progression towards Certified Practising Accountant or Chartered Accountant status.

Experience with application of Oracle Financials or similar accounting systems.

Experience in the application of data management and reporting systems such as PowerBI to create and maintain business intelligence dashboards.

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

How to Apply: Tell us all about yourself and why you would be the perfect candidate to join our team by submitting a statement of no more than two pages addressing the Selection Criteria set out in the attached Position Description, a current curriculum vitae and contact details for at least two referees prior to the advertised closing date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jerome Freestone (02) 6205 9802 Jerome.Freestone@act.gov.au

Corporate Support and Capability

Projects and ICT

Strategic ICT

Tester

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 43764)

Gazetted: 15 May 2023

Closing Date: 29 May 2023

Details: If you like to make a difference for our community and are looking for a career in testing within a dynamic team, then this job is for you!

Strategic ICT delivers a variety of projects that improve our customer and staff experience in Access Canberra. An essential part of that process is the work undertaken by the Testing Team, responsible for testing system changes to provide quality assurance prior to system release.

Strategic ICT is seeking an enthusiastic self-starter to undertake testing in a fast-changing environment. This is an opportunity for you to commence a testing career in a dynamic and supportive team. While a knowledge of our rego.act system and previous testing experience would be of benefit it is not essential – we will provide training. We are looking for someone who has strong problem-solving skills and attention to detail. You will be a self-starter with good communication skills, both oral and written. You will also be a good team player who works well with others, and proactively share your knowledge and skills. Flexibility is essential in this role, as is the ability to prioritise work and achieve tight deadlines.

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

Eligibility/Other Requirements:

An understanding of testing processes.

Previous software testing experience desirable but not essential.

A knowledge of the rego.act system and related business rules is desirable but not essential.

Notes: This is a temporary position available immediately for a period up to 24 November 2023 with the possibility of extension up to 12 months 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. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

We offer flexibility working arrangements with a combination of working in our office at Woden and working from home. The successful candidate will be provided information on how to work from home safely and effectively.

How to Apply: Please respond to this Expression of Interest (EOI) by providing a written response in the form of no more than a two-page pitch. Please include in your response a description of how your skills, knowledge, behavioural capabilities and experience relate to the duties of the position. You should include reasons why a testing position is of interest to you.

To apply please submit two-page pitch addressing the Selection Criteria outlined in the Position Description, a copy of your current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sue Galinec (02) 6207 7601 Sue.Galinec@act.gov.au

Corporate

People and Capability

Safety and Wellbeing

**Director, Safety and Wellbeing (WHS Technical Advisor and Capability Development)
Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 51551)**

Gazetted: 15 May 2023

Closing Date: 29 May 2023

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) People and Capability Branch is seeking a highly motivated and experienced WHS Practitioner to fill the role of Director, Safety and Wellbeing.

The Director Safety and Wellbeing, acts as a WHS Technical Advisor and drives Safety and Wellbeing Capability Development across the Directorate. In this role, you will work as a part of the CMTEDD Safety and Wellbeing team to:

Provide technical and expert guidance on the implementation of various WHS Systems, policies, and projects across the Directorate.

Manage, implement, and continuously review the Directorate's safety management system and WHS policies to ensure compliance with regulations, standards and best practice.

Provide advice on Work Health and Safety across the Directorate, including conducting risk assessments and investigations and supporting business units to perform these functions.

Work with Business Units to support the CMTEDD WHS Annual Assurance Program.

Identify and implement WHS education programs across the Directorate.

Research and identify tools, training, and resources to manage complex WHS risks across CMTEDD.

Drive, consult on, and deliver the CMTEDD Psychosocial risk assessment project.

Support CMTEDD Leaders and Executives in meeting due diligence requirements, and

Provide WHS support and advice during emergencies.

The Director, Safety and Wellbeing (WHS Technical Advisor and Capability Development) works closely with Directorate executives, managers, WHS co-ordinators, Health and Safety representatives and other stakeholders.

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

Eligibility/other Requirements:

Tertiary qualifications and technical expertise in safety/occupational health and safety or related discipline, or equivalent experience highly desirable.

Certificate IV in Training and Assessment is highly desirable.

Lead auditor WHS Management Systems Qualification is desirable.

Background / Security clearance checks will be conducted.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

Note: This is a temporary vacancy for six weeks, with the possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. The position also works in a flexible hybrid environment where workers can work both from home and the office.

How to Apply: 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 the 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, experience, and qualifications make you the best person for this role.

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

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Steven Wright (02) 6207 1356 steven.wright@act.gov.au

Office of International Engagement

Office Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 37566)

Gazetted: 15 May 2023

Closing Date: 29 May 2023

Details: Office of International Engagement, led by the Commissioner for International Engagement, is responsible for coordinating and integrating the ACT's various international engagement activities. Working across Government – particularly Economic Development – and in close collaboration with industry and research institutions, the Office develops programs and strategies in line with the CBR brand to grow Canberra's international reputation.

Building our international profile and promoting Canberra as a place to invest, do business, visit and study is a crucial part of cementing our position as a city of global significance. The ACT Government, through the Office of International Engagement, has developed Canberra's International Engagement Strategy in order to focus Government efforts in markets that strongly align with the ACT's designated Key Capability Areas and provide opportunities to grow the ACT economy.

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

This position will contribute to collaboratively developing and implementing high quality, evidence-based programs to deliver on the ACT Government's objective of promoting Canberra as a place to invest, do business, visit and study.

You will:

Foremost, use contemporary electronic office and management systems to deliver ministerial and other correspondence; diary co-ordination; policy- and engagement-related research; high quality executive-administration services; and policy, accounting and financial reporting.

Employ productive working relationships to achieve individual, team and organisational objectives. This includes working collaboratively with Government and external stakeholders.

Contribute to delivering business results with a very high degree of accuracy and integrity, related to: governance, monitoring and evaluation.

Further assist the business area through improved ways of thinking, engagement and delivery.

Be trusted internally and externally and contribute to a workplace culture where people are encouraged to continuously improve business results and enhance organisational culture. This includes better ways to develop and deliver robust programs for the ACT Government and its citizens.

Undertake stakeholder- and client-facing activities; scheduling, budgeting, and execution of other executive officer-related 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 position available from 19 June 2023 until 1 March 2024. Selection may be based on application only.

How to Apply: Please submit your curriculum vitae and a pitch of no more than two pages that addresses your suitability for the role as outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

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

Access Canberra

Licensing and Registration

Transport Licensing

Director - Licensing and Registration

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 60649)

Gazetted: 15 May 2023

Closing Date: 22 May 2023

Details: We work in a highly responsive environment where your priorities will change several times throughout any given day. We have diverse Government stakeholders and a broad range of clients whose licensing and

registration needs are sometimes complex in nature. You will contribute to the delivery of significant new government initiatives impacting driver licences and vehicle registration in the ACT.

In this role you will need to:

- Provide leadership and sound judgement in the delivery of new initiatives.
- Ensure good governance for risk and evidence-based decision making within limited timeframes.
- Lead a work culture where work achievements are recognised and celebrated.
- Build and maintain high quality collaborative and constructive relationships across ACT Government and with relevant external entities, to drive positive outcomes.

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. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are welcoming of your application.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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 a period of up to 12 months.

How to apply: Please submit the following:

- A two-page pitch detailing why you are the best person for the role, addressing the selection criteria in the attached position description.
- A current curriculum vitae which includes details of your work history, qualifications and contact details for two referees.

Selection may be based on application alone.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Wilson (02) 6207 7155 Rebecca.Wilson@act.gov.au

Property and Shared Services

ACT Property Group

Integrated Facilities Management - Property Upgrades

Senior Property Upgrades Officer

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 46711)

Gazetted: 11 May 2023

Closing Date: 29 May 2023

Details: 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.

This position manages an allocated set of property upgrade projects on ACT Government properties. Using technical skill and experience in maintenance and upgrade of properties the person in this role delivers projects from inception to the completion of the defects period, assisting clients to ensure the ACT Government receives high quality, technically proficient services in a timely manner. People in these roles will generally have a building trade or building management background and are able to provide technical advice when required.

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

Eligibility/Other requirements:

Hold a relevant professional qualification in Engineering, Architecture or Project Management, or accreditation with a professional body recognised within Australia, or

Hold a relevant building degree, or

Have significant building or Infrastructure knowledge and/or project management experience.

In addition, applicants must:

Hold or have the capacity to obtain White Card and Asbestos Awareness;

Hold or have the capacity to obtain Work Health and Safety qualifications (Certificate IV);

Hold a current driver's licence (car).

Membership of a relevant professional association and qualification/s in Procurement, Contract Management or Work Health and Safety are highly desirable.

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

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: Evan Byrne (02) 6205 3991 actpgcorporate@act.gov.au

Economic and Financial Group

Economic and Financial Analysis

Revenue and Concessions Policy

Senior Director

Senior Officer Grade A \$157,201, Canberra (PN: 33965)

Gazetted: 11 May 2023

Closing Date: 18 May 2023

Details: Do you enjoy a challenge and want to lead a high performing team that tackles complex social and economic policy issues head on? We are looking for a motivated person with strong economic analysis and communication skills to manage a small team operating in a dynamic environment. This is a fantastic opportunity for you to contribute to achieving great outcomes for the ACT community.

As Senior Director of the Revenue and Concessions Policy unit, you will lead and oversee policy advice and development on complex revenue and concession policy issues, including the ACT Government's flagship tax reform program, and build and maintain strong and productive working relationships.

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

Eligibility/Other Requirements: Qualifications – Economics or similar is highly desirable.

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

How to Apply: Applicants are required to submit two items:

- 1) A two-page written response addressing the Selection Criteria; and
- 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

Applications should be submitted via the Apply Now button below.

Access Canberra

Service Delivery and Engagement

Service Centres

Concierge

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 55686, several)

Gazetted: 11 May 2023

Closing Date: 18 May 2023

Details: Are you looking for an opportunity to begin your leadership journey in a large customer facing team? Do you love leading the delivery of excellent customer service and setting a positive tone for customer interactions? If this sounds like you then we want to hear from you.

In this role you will have the opportunity to work collaboratively as part of the Service Centre teams to look after the triaging of customers as the first point of contact. You will support the Manager and Assistant manager in managing customer queues and assisting with customer enquiries, including performing transactions on counter as required. You balance this while remaining focused on educating customers on other options for service delivery. In Customer Coordination our goal is to provide an excellent customer experience while balancing regulatory requirements to make it as easy to engage with Access Canberra as possible. We're continuously searching for ways to improve the experience for both our customers and employees, encouraging self-service and reducing touchpoints and data entry through various technologies, including digitisation. We are the entry point for ACT Citizens to engage and transact with the ACT Government.

Who are you?

You are a natural people person with a flair for providing an excellent customer experience. Operationally, you understand what is required to assist in running a busy public-facing centre and your enthusiasm for customer education sees you confidently assist customers in accessing and utilising other service delivery channels. Your organisational skills and ability to balance multiple tasks combined with an ability to remain calm under pressure see you successfully tackle the fast pace of Service Centres. A keen eye for detail paired with an exceptional work ethic allows you to achieve results. Ultimately, you are customer focussed with a knack for working with your team to develop and deliver great customer experiences and creating a positive and safe working environment. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/Other Requirements: Successful applicants must be prepared to -

Wear a uniform if supplied.

Work at any Service Centre as required.

Note: These are temporary positions available immediately for up to 12 months with 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 send your curriculum vitae, listing two referees including your current supervisor with a maximum two-page pitch outlining why your skills, knowledge and behaviour make you the best person for this role. The duties and responsibilities for the role are outlined in the attached Position Description.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Michael McMahon (02) 6207 3766 Michael.McMahon@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

Corporate Governance

Corporate Strategy

Assistant Director Strategic Projects

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 32530)

Gazetted: 17 May 2023

Closing Date: 31 May 2023

Details: Community Services is seeking an experienced, ideas-filled and motivated professional to fill the position of Assistant Director Strategic Projects in the Corporate Strategy team.

The Corporate Strategy team sits within the Community Services Corporate Division and looks after the directorate's strategic portfolio, supporting a diverse range of projects across internal and whole-of-government initiatives, such as introducing wellbeing objectives in our strategic reporting.

Part of a friendly and inclusive team, this position will see you providing high level ideas, creative thinking, and input into the team's strategic plans and activities. We want to see new ideas, fresh approaches, and enthusiasm to get things done.

You will be a pro-active, on the front-foot project manager with excellent interpersonal, organisational, communication skills and experience necessary to support a diverse range of clients and stakeholders across our current and future projects.

No two days are the same. You will work on a range of projects. Many as lead officer and will have opportunities to shine and bring your talents, creativity, and expertise to the role.

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

How to Apply: Applicants must provide the following -

A current curriculum vitae, including the name and contact details of two referees.

A two-page pitch addressing what skills and experience you would bring to the role, and some examples of projects on which you have worked.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katrina Martin (02) 6207 5779 Katrina.Martin@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

CYPS Family Violence Officer/Clinician

Health Professional Level 4/Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 03881)

Gazetted: 16 May 2023

Closing Date: 2 June 2023

Details: The Child and Youth Protection Services (CYPS) Family Violence Officer/Clinician will be required to work closely with CYPS operations and relevant community/justice agencies to improve collaboration and sharing of information in relation to children and young people at risk or experiencing family violence. The role will also be responsible for undertaking relevant family violence risk assessments to inform appropriate coordination between CYPS operations and community/justice agencies.

The functions of CYPS Family Violence Officer/Clinician include:

Providing specialist family violence input/support to CYPS Operations.

Working across operations to ensure best practices in service provision to children and young people experiencing family violence.

Proactively coordinate, record, and share information between operations and key stakeholders in relation to child and young people experiencing family violence.

Representing CYPS operations in multi-agency family violence forums.

Provide specialist advice/knowledge to internal and external providers in relation to children and young people experiencing family violence.

Collates and enters information into CYPS case management system to support clear and concise case coordination tracking.

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)
A demonstrated understanding of the impact on children and young people experiencing family violence, including associated risks, and interventions.

Relevant qualifications e.g., in Social Work, Psychology, Social Welfare, Social Science or related disciplines. (Essential qualifications for HP4 CYPS Family Violence Clinician).

At least five years practical experience working within the family violence sector.

Current Driver's Licence.

Position will be filled at either HP4 if successful applicant has experience and relevant qualification or SOGC if applicants has experience but no relevant qualification.

Note: This is a temporary position available immediately for 12 months with the possibility of permanency. A merit pool will be established from this selection process and may 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 written response to the Selection Criteria located in the Position Description along with a curriculum vitae and details of two referees. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Lucero (02) 6205 2073 Robert.Lucero@act.gov.au

Corporate

Governance

Freedom of Information and Legal Coordination

Freedom of Information Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 40933, several)

Gazetted: 12 May 2023

Closing Date: 30 May 2023

Details: Freedom of Information (FOI) Officers are at the forefront of helping the community and enabling government transparency. If you are someone who enjoys working on a team, wants a job that offers a steady pace with variety of content, and like helping people, then an FOI Officer at the Community Services Directorate may be an ideal position for you. FOI Officers assess incoming applications, interface with clients, and then process the applications in accordance with relevant legislation to the FOI requests. This is a great opportunity to develop a specialised skill, work in a congenial work environment and join a great team.

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

Notes: This is a temporary expected vacancy for up to 12 months with the possibility of permanency.

Selection may be based on application and referee reports only.

A merit pool will be established from this 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 one-to-two-page written response to support your application. Please ensure your response provides evidence of your suitability for the role, including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

You will be asked to attach a current Curriculum Vitae and provide details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brent Novak (02) 6205 0469 Brent.Novak@act.gov.au

Cultural Facilities Corporation

Program Director, Facility Operations and Capital Works

Program Director, Facility Operations and Capital Works

Senior Officer Grade A \$157,201, Canberra (PN: 1121)

Gazetted: 15 May 2023

Closing Date: 29 May 2023

Details: The Cultural Facilities Corporation (CFC) is Canberra's largest cultural organisation and we are seeking an experienced procurement manager for the position of Director, Facility Operations and Capital Works.

The position is part of the CFC's Senior Leadership team and provides dedicated senior oversight of contract management, procurement, project management, asset management, and reporting for urgent capital works across the CFC which includes highly complex and heritage building. As the Director, you will lead end-to-end procurement activities for minor and major works, develop and implement the capital works program, and coordinate works including overseeing contractors.

You will also improve the CFC's built asset management and maintenance program, establish a fresh, modern approach to facilities management, and build a motivated, resilient facilities management team.

You will have a proven track record in good project governance and on-time, on-budget delivery of a range of capital works in a public sector context. Experience working in ACT Government is welcome but not essential. As part of the CFC, you will work collaboratively across the whole organisation, and contribute to the expansion of CMAG into new gallery spaces, significant investment in Lanyon Homestead, and planning for the redevelopment of Canberra Theatre Centre.

If you are a strong team player with a solid delivery track record, strong communication and interpersonal skills, and the ability to manage multiple projects and work effectively with competing priorities, we want you! Tertiary qualifications in a relevant discipline or extensive industry experience are also required.

How to Apply: Provide a two-page pitch telling us what you would bring to our team addressing the Position Description, a copy of your current curriculum vitae, and the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gordon Ramsay 6207 3976 6207 3976 gordon.ramsay@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

Service Design and Delivery

Student Engagement

Inclusive Education

Senior Director - Inclusive Education

Senior Officer Grade A \$157,201, Canberra (PN: 48133)

Gazetted: 17 May 2023

Closing Date: 24 May 2023

Details: Expressions of interest are being sought to fill the position of Senior Director - Inclusive Education.

The Senior Director will provide high quality operational leadership around supporting students with disability across ACT public schools. This role is responsible for the management of policy implementation and projects and the provision of advice to senior executive in the area of Disability Education as well as oversight of the operational components of inclusive education processes. This work takes a student focused and evidence-based approach to support inclusive education and student engagement in all ACT government schools.

The successful applicant will contribute to the design and delivery of significant school and system improvement initiatives aligned with the directions and priorities of the Directorate's Strategic Plan and the Future of Education Strategy as well as monitor emerging policy and political trends to identify opportunities for the roll out of initiatives in schools that help enhance student engagement with their learning.

The role provides high level strategic advice to the Director-General related to the functional areas of accountability for the position. They also advise senior management of issues and/or risks to stakeholder relationships as soon as they arise so risks can be managed effectively and champion to drive change in a challenging, complex, and dynamic environment.

Our ideal candidate will have experience working in Education and around supports for students with disability and diverse learning needs.

Note: This is a temporary position available from 30 May 2023 until 14 July 2023. This position is available to ACT Government officers and employees only.

How to Apply: Interested applicants should provide an updated curriculum vitae and a one page supporting statement highlighting the relevant skills and experience you bring to the role, along with contact details for two referees.

Applications should be sent to SDDRecruitment@act.gov.au

Contact Officer: Sam Seton Please email all enquiries Sam.Seton@act.gov.au

School Improvement

North and Gungahlin

Ainslie School

Deputy Principal

School Leader B \$154,033, Canberra (PN: 04000)

Gazetted: 17 May 2023

Closing Date: 31 May 2023

Details: Ainslie School provides education services for students from Preschool - Year 6 across three sites - the Primary campus in Braddon, Baker Gardens Preschool in Ainslie and Reid Preschool.

Ainslie School holds heritage significance and its curriculum reflects the community's enduring aspiration for a progressive, student centred experience. Cultural integrity, human dignity and environmental sustainability are driving concepts in programs and practices across the school.

We are seeking a Deputy Principal with experience working in a P – Year 6 environment. As a member of the Executive Team, the successful applicant will lead the design and delivery of education services and deputise for the Principal.

Job Description:

Members of the Ainslie School Executive Team:

Design, deliver and monitor education services with a focus on inclusion, inquiry, personalised practice, authentic contexts and student agency.

Identify and support the development needs of staff to promote diversity and collective efficacy.

Support staff engagement with families, professional networks and community collaborators to maximise student growth. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace.

As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/other requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Mandatory:

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued through Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

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: Applicants need to submit their application via this link including:

Supporting statement addressing the capabilities listed below and be written with a focus on the job description specified for the position;

Current curriculum vitae; and

Name and contact details for two referees.

School Leader Capabilities:

Leading teaching and learning.

Developing self and others.

Leading improvement, innovation, and change.

Leading the management of the school.

Engaging and working with the community.

Applications should be submitted via the Apply Now button below.

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: Wendy Cave (02) 6142 3060 Wendy.Cave@ed.act.edu.au

Tuggeranong Network

Bonython Primary School

Business Manager

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61464)

Gazetted: 15 May 2023

Closing Date: 5 June 2023

Details: This position is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Applicants will demonstrate an ability to engage in complex problem solving to meet the needs of the Bonython community.

Bonython Primary are looking to recruit a confident and competent communicator and collaborator with a demonstrated capacity to lead the administration team. The successful applicant will be able to demonstrate both strategic and operational skills that support the school's strategic plan. The Business Manager will model a commitment to ongoing learning and development through modelling a commitment to professional learning and growth which forms a key part of the staff culture.

The Business Manager will be an active member of the community and proactive in engaging stakeholders that support both school infrastructure and student learning programs.

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

Eligibility/Other Requirements:

MANDATORY

This position requires a Working with Vulnerable People (WWVP) registration.

Asbestos Awareness Training is a mandatory requirement of this role and must be completed prior to or on commencement of this role.

DESIRABLE

Business qualifications or experience in a business-related role.

Financial qualifications or relevant experience.

Note: This is a temporary position available from 26 June 2023 for 12 months with the possibility of permanency. Selection will be based on application, referees and interview.

How to Apply: Applicants should address the capabilities in the Position Description. Please ensure you project into the position using the Business Manager responsibilities and the position overview.

Applicants are encouraged to make contact with the contact officer prior to applying for the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Greg Terrell (02) 6142 0640 Greg.Terrell@ed.act.edu.au

Business Services

People and Performance

Office of the Executive Branch Manager

Executive Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 52405)

Gazetted: 15 May 2023

Closing Date: 29 May 2023

Details: The Education Directorate is a leading learning organisation where people know they matter, delivering high quality early childhood education and public school education in an accessible and inclusive environment. The People and Performance Branch supports the Directorate through the provision of a broad range of strategic and operational human resource management functions including employee and industrial relations, recruitment and retention, learning and development, rewards and recognition, workplace culture and HR policy, organisational design, and workforce planning. The Executive Officer (EO) is responsible for providing high-level executive support to the Executive Branch Manager (EBM), People and Performance. This position manages and coordinates ministerial and government business functions for the People and Performance Branch and provides strategic

support and advice to the senior leadership team and sections in the Branch. This position will involve using your knowledge and skills to provide executive support in a high-pressure working environment. Under broad direction, the EO will play a key role in supporting the EBM and operations of the EBM Office. The role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve deadlines in an environment of competing priorities. Notes: Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please provide a maximum two-page pitch outlining your skills, experience and suitability based on the requirements of the role as set out in the Position Description and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniel Ackland (02) 6205 1820 Daniel.Ackland@act.gov.au

Service Design and Delivery

Learning Wellbeing Policy and Design

Wellbeing and Inclusion

Director, Inclusive Education Policy

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 44212)

Gazetted: 15 May 2023

Closing Date: 22 May 2023

Details: THE DIRECTORATE

The Education Directorate is a leading learning organisation where people know they matter, delivering high quality early childhood education and public-school education in an accessible and inclusive environment.

THE BRANCH

The Learning and Wellbeing Policy and Design Branch leads the innovative service design function for the Group, developing contemporary policy and programs across the different stages of schooling, using evidence-based practice to inform the universal, selected and targeted service offerings. They have a strong focus on quality assurance and evaluation of the programs and services in support of government and key stakeholders, ensuring the service meets the needs of students, families, schools and the wider community.

THE POSITION

This role is an exciting opportunity to lead a team responsible for the detailed development and implementation of the ACT Education Directorate's approach to gender equality and inclusion in ACT public schools. The successful candidate will develop the policy setting that fosters gender equality and inclusion in ACT public schools, along with professional learning, strategies, programs, and other supports that will increase the gender equality and inclusion capability of school-based staff.

The successful candidate will lead a team of coaches who will support schools to deliver contemporary gender and inclusion practice and develop teacher capability to ensure students have the skills, knowledge, and attitudes to engage in respectful relationships and to reject attitudes and/or behaviours that lead to gender-based violence in our community. They will work closely with schools to ensure that respectful relationships, sexuality and consent education meets student needs.

The successful candidate will also work closely with community-based organisations and experts who provide support on contemporary issues of gender equality and inclusion. The team will host events and gather student voice to ensure that the approach to gender equality reflects student needs.

KEY RESPONSIBILITIES:

Lead a team to support ACT public schools to better understand primary prevention, gender equality and understanding of respectful relationships

Engage in research to inform the development of evidence based contemporary policy and supports for schools.

Prepare strategic and complex submissions, briefs and correspondence in relation to a diverse range of matters relating to gender equality, diversity and inclusion.

Manage relationships with key stakeholders including community-based partners.

Work responsively to changing priorities in a dynamic policy and program setting.

Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety System.

SELECTION CRITERIA:

Demonstrated ability to lead a team in designing and delivering education, strategies and programs, preferably in the area of gender diversity and equality.

Highly developed analytical, conceptual and research skills, with the demonstrated ability to produce quality submissions, briefs and policy advice on complex issues.

Demonstrated understanding of the business of government, including COAG and intergovernmental processes.

Highly developed organisational skills and demonstrated ability to manage competing priorities and deliver complex projects within tight timeframes in a dynamic working environment.

Demonstrated ability to develop and maintain strong and effective working relationships through highly developed interpersonal skills, including written and oral communication.

Demonstrated ability to consistently display commitment to, compliance with, and leadership in the ACT Public Service Code of Conduct, including demonstrated self-awareness, professionalism and a proven commitment to the implementation of the principles of workplace diversity, participative work practices and workplace health and safety.

Note: This is a temporary position available from June 2023 for six months, with the possibility of extension of up to 12 months. A merit list will be established from this selection process and may be used to fill similar vacancies over the next 12 months. Applicants may be selected on application and referee reports only.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, staff members working directly with schools must provide evidence of their vaccination status.

Applicants for this position will be required to provide their vaccination status as follows:

first dose of a registered COVID-19 vaccine by no later than 1 November 2021, and

second dose of a registered COVID-19 vaccine by no later than 29 November 2021.

How to Apply: INTERESTED IN APPLYING?

If you're interested in this position, we encourage you to submit an application. To enable us to assess your merit, your application should include your:

Current curriculum vitae

Individual response to the selection criteria

Two Referees

Proof of COVID-19 vaccination status

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Dance (02) 6205 9680 alex.dance@act.gov.au

South Weston

Alfred Deakin High School

SLC Student Wellbeing

School Leader C \$132,293, Canberra (PN: 52731)

Gazetted: 15 May 2023

Closing Date: 29 May 2023

Details: Alfred Deakin High School is looking for an innovative, caring and strategic School Leader C to join our Executive team.

The successful applicant will take carriage of the day to day management and leadership of our Student Wellbeing team and work to set the direction of the school in line with our Annual Action Plan. The successful SLC candidate will oversee and drive student wellbeing and pastoral care across the school. They will promote belonging and connectedness for all students and contribute to Deakin's inclusive culture. They will lead case management of tier two and three students and will liaise closely with staff, parents and external agencies in the management and support of these students.

Working as a key member of this high performing team, the successful applicant should have proven experience in building capacity within teams and across the wider school community. This team member will also facilitate professional learning communities and lead school improvement in line with our School Improvement Plan.

The successful applicant will support student social and emotional learning within a Restorative Practices framework and a PBL approach. They will undertake an appropriate teaching load and other duties as determined by the principal.

Eligibility/Other Requirements:

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

A current registration issued through Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

How to Apply: The following should be included in your application -

Supporting statement addressing the five capabilities listed below and be written with a focus on the job description specified for the position.

Current curriculum vitae.

Name and contact details for two referees.

SCHOOL LEADER CAPABILITIES

- Leading teaching and learning.
- Developing self and others.
- Leading improvement, innovation, and change.
- Leading the management of the school.
- Engaging and working with the community.

Applications should be submitted via the Apply Now button below.

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: Kate Bolton (02) 6142 3888 Kate.Bolton@ed.act.edu.au

System Policy and Reform

Strategic Policy

Royal Commission Response Team

Child Safety Engagement Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61497)

Gazetted: 12 May 2023

Closing Date: 2 June 2023

Details: The Education Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life.

The Royal Commission Response Team within Strategic Policy is responsible for implementing the recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse and responding to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability. A major focus of the team in 2023 is promoting guidance for schools on the National Principles for Child Safe Organisations, Responding to Students with Harmful Sexual Behaviours and working with schools to improve child safety and wellbeing.

We are looking for someone to join us!

The Child Safety Engagement Officer will be responsible for overseeing, coordinating and promoting child safety and the National Principles in all ACT public schools.

The position will work closely with teams within the Directorate that regularly attend schools to build awareness of child safety, trauma informed practice and improvements to child safety. This role will be focussed on education and capacity building within schools to increase the profile of the National Principles for Child Safe Organisations and lessons from the Royal Commissions.

This is a role where you will apply your interpersonal, liaison and engagement skills, and work closely with schools to provide advice and help to support them implement the National Principles for Child Safe Organisations and improve practice in child safety and responding to harmful sexual behaviour.

You will have the ability, to sensitively discuss with school staff, abuse, sexual behaviours, safety concerns and advocate for children's safety in decision making within schools. This role would suit someone with a high level of integrity and experience working in schools, student wellbeing or human services.

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 LGBTQIA+ are encouraged to apply.

Eligibility/Other Requirements:

Required

A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

Desirable

Understanding of the ACT Education Directorate policies and procedures regarding child safety.

Note: This is a part-time position at 29:24 hours per week (0.8FTE) available immediately but may have the opportunity to be converted to a full-time position (1.0FTE) subject to requirements. The above full-time salary will be pro-rata.

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. Officers in the Strategic Policy branch have a great deal of flexibility to employ home-based work (HBW) at their discretion. The successful applicant will be fully supported to establish a home-office if they choose to.

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: Chris Jones (02) 6207 0333 ChrisD.Jones@act.gov.au

School Performance and Improvement

North and Gungahlin Network

East Gungahlin High School

Business Manager

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61492)

Gazetted: 11 May 2023

Closing Date: 1 June 2023

Details: ACT Public Schools deliver quality education to shape every child's future and lay the foundation for lifelong development and learning.

East Gungahlin High School is located in the Gungahlin district of Canberra and will open in 2024. The school will cater for up to 800 students from years 7 to 10 and up to 90 teaching and ancillary staff. The new school will provide high quality contemporary indoor and outdoor learning environments. These inclusive facilities will support students with a diverse range of learning and social needs. East Gungahlin High School will offer a modern, dynamic learning and teaching environment. The school will implement the Australian Curriculum and the specialist programs to be offered will be determined as part of the planning and induction process.

This position is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe and positive environment where students love to learn. The role provides support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes.

Eligibility/Other Requirements:

MANDATORY

This position requires a Working with Vulnerable People (WWVP) registration.

Asbestos Awareness Training is a mandatory requirement of this role and must be completed prior to or on commencement of this role.

DESIRABLE

Business qualifications or experience in a business-related role.

Financial qualifications or relevant experience

How to Apply: Please provide a Statement of Claims using the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description (maximum six pages). A current curriculum vitae (two pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Rebecca Pearce (02) 6205 7374 Rebecca.Pearce@ed.act.edu.au

School Performance and Improvement

Tuggeranong

Caroline Chisholm School

Administration Officer

School Assistant 3 \$58,404 - \$62,857, Canberra (PN: 44978)

Gazetted: 11 May 2023

Closing Date: 21 May 2023

Details: Caroline Chisholm School is seeking a highly motivated, self-managing individual for the position of Administrative Officer for our P-10 dual campus school. Our ideal candidate has previous experience working within a school front office and is expected to be able to follow process, be proactive, exercise judgement and initiative and work with limited supervision and liaise closely with the Principal, Deputy Principal and Business Manager. They require excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. This position involves close daily contact with students, staff, parents and the school community. You will have strong organisation skills and ability to independently prioritise your time, with an ability to liaise with families providing guidance and accurate information. A proven ability to collaborate productively with internal teams, as well as develop and maintain professional relationships across the sector is important. 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)

Desirable:

Having prior experience working in a front office setting within a school environment and possessing knowledge of systems such as SAS and Xero would be considered advantageous.

Notes: This is a temporary position available to 30 November 2023 with the possibility of permanency. This position is part-time at (31:25) hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

How to apply: Applicants are to address the Selection Criteria located in the Position Description (maximum of 3 pages) and provide a current curriculum vitae and the names and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sonia Jamieson (02) 6142 3529 Sonia.Jamieson@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Office of the Deputy Director-General, Environment, Water and Emissions Reduction

Executive Support Officer

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 31195)

Gazetted: 16 May 2023

Closing Date: 30 May 2023

Details: re you after interesting and diverse work in a unique government environment where you can see the impact you have on the Canberra community? Are you looking for the opportunity to work with a passionate, innovative, and experienced team who encourage and support you to develop your skills and expertise? The Deputy Director-General, Environment, Water and Emissions Reduction within EPSDD is looking for short-term executive support. If you've got experience supporting an executive in the ACT Government and are looking to broaden those skills, come and join our team, gain some new skills and top up your cup of knowledge in the world of environment, water and emissions reduction.

Notes: this is a temporary position available from 21 June 2023 until 2 August 2023. Selection may be based on written and referee reports only. This position is only open to current ACTPS employees and officers.

How to Apply: Interested candidates should submit a one page pitch and your curriculum vitae to the Contact Officer.

Applications should be sent to the Contact Officer.

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

Environment

ACT Parks and Conservation Service

Tidbinbilla Nature Reserve

Threatened Species Officer

Technical Officer Level 2 \$67,760 - \$77,593, Canberra (PN: 40973)

Gazetted: 15 May 2023

Closing Date: 29 May 2023

Details: The ACT Parks and Conservation Service (PCS) is seeking a dynamic and experienced team player to contribute to wildlife conservation initiatives at Tidbinbilla Nature Reserve (TNR).

TNR's Threatened Species Program focuses on the recovery of threatened species through breeding programs, conservation research, and education. Managed by a team of skilled and experienced staff the program works collaboratively with a broad range of stakeholders, research institutions and organisations to manage various innovative conservation projects including recovery programs for the Southern Brush-tailed Rock-wallaby, Northern Corroboree Frog and Grassland Earless Dragon and the development of a 120Ha safe-haven for critically endangered wildlife – one of the ACT governments flagship projects.

The successful candidate will manage the continued establishment of the Tidbinbilla Safe-Haven as well as other projects associated with the Threatened Species Program. The position is outcome focused with an emphasis on teamwork and flexibility.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in the field of environmental management, wildlife biology or ecology is required.

Current driver's licence and ability or willingness to learn how to drive manual vehicles.

Preparedness to wear a uniform.

Preparedness to work a shift roster which includes weekends and public holidays

Ability and willingness to undertake after hours and incident management duties, including after-hour reserve lock up functions, participation in fire standby roster and search and rescue operations.

Working with Vulnerable People Registration (WWVP)

Notes: This is a temporary position available from 3 July 2023 until 29 February 2024. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, addressing the selection criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicole Hill (02) 6207 3695 Nicole.Hill@act.gov.au

Environment

ACT Parks and Conservation Service

Volunteer and Visitor Experience

Senior Visitor Services Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 44315)

Gazetted: 11 May 2023

Closing Date: 30 May 2023

Details: The ACT Parks and Conservation Service is seeking a Senior Visitor Services Officer to provide customer service and business support functions, primarily at the Tidbinbilla Visitor Centre, potentially also at Namadgi Visitor Centre.

The role is a part of the Volunteer and Visitor Experience team within the Parks and Partnerships section of the ACT Parks and Conservation Service.

The position is responsible for the daily operation of the Visitor Information Centre during the week, rostered weekends and public holidays and is required to liaise with staff, volunteers and management to ensure the smooth provision of visitor services during those times. The role supervises a small team of part-time and casual Visitor Services Officers and reports to the Manager of Tidbinbilla Visitor Centre

Eligibility/Other Requirements:

Current ACT manual driver's licence.

Preparedness to wear a uniform.

Preparedness to work a shift roster including weekends and public holidays (penalty rates apply).

Preparedness to work at any Parks and Conservation Service location as directed.

The position requires a Working with Vulnerable People Registration.

DESIRABLE

Proven hospitality skills in a fast-paced environment well regarded.

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

How to Apply: Please submit a written application addressing the Selection Criteria, limiting responses to 350 word per criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Barton (02) 6207 9445 Melissa.Barton@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Operational Support

Assistant Director, Program Design and Development

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 46750)

Gazetted: 17 May 2023

Closing Date: 5 June 2023

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Assistant Director, Program Design and Development (SOGC) within the Organisational Capability Unit.

The successful applicant will be responsible for developing and managing content for training programs for both correctional and non-correctional topics/programs. You will also contribute to and respond to training needs analyses and produce program materials in a variety of formats, including face to face group learning, e-learning and self-directed learning.

In addition, you will prioritise the development of intensive leadership and management programs, the creation of e-learning materials and the updating of accredited training programs.

Further to this, you will establish and maintain effective working relationships with both internal and external stakeholders, including interstate jurisdictions, organisations and community groups, to support training activity across ACTCS.

To be successful, you will demonstrate effective governance and accountability in training activities, supporting transparency of compliance with related policy, legislation and national standards.

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 Certificate IV in Training and Assessment and/or the Diploma in Training Design and Development would be advantageous.

Experience working in the Justice, Emergency Services, Law Enforcement or similar industry would be advantageous.

The successful candidate will be required to undergo a criminal record check.

This position requires a pre-employment medical.

This position requires a Working with Vulnerable People Check.

Driver's license Class C is essential.

How to Apply: To apply, applicants are required to submit three items -

A one to three page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

A copy of your current driver's licence.

Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Wilson (02) 6142 3580 Katherine.Wilson@ed.act.edu.au

Emergency Services Agency

Commissioner's Office

Public Information and Engagement

Assistant Director, Public Information

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 10714)

Gazetted: 17 May 2023

Closing Date: 24 May 2023

Details: The ACT Emergency Services Agency (ESA) is seeking an experienced communications professional with a passion for delivering meaningful, high-quality communications to support community safety. As a member of the Commissioner's Office, you will develop campaigns, manage media events, and lead on public information in line with Directorate and whole of government policies and expectations. You will lead a small and effective team to oversee communications plans, reactive media, media strategies and stakeholder engagement.

You will need to quickly build and maintain relationships with frontline emergency staff, ESA executives, volunteers and team members to assist with the delivery of emergency information and education to the community.

Please note: This is a front-line role and may require you to act promptly and constructively during a Territory Emergency Incident. This may include work outside of normal hours or on weekends which will be remunerated in accordance with the relevant 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.

Eligibility/Other Requirements:

Tertiary qualifications in the field of communications and/or a related discipline area is highly desirable.

Experience working in a high pressure, fast-paced environment such as emergency services is highly desirable.

An understanding of and experience in direct media liaison, preferably with the ACT media is highly desirable.

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

This position requires current Working with Vulnerable People registration.

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: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than one (1) page addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description. Applicants should also attach a current 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

ACT State Emergency Services Agency

ACT Emergency Services Agency (ESA)

Learning and Development Co-ordinator

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 07764)

Gazetted: 16 May 2023

Closing Date: 2 June 2023

Details: Would you like an opportunity to contribute to keeping our ACT community safe?

Are you a self-motivated, enthusiastic, and dedicated? An opportunity exists in the ACT State Emergency Service (ACTSES) to be part of community-based service, in protecting people, property and environment from bushfire.

The Learning and Development Co-ordinator, supports the Assistant Director, Education and Development, in the delivery of the ACTSES functions as outlined in the ACT Emergencies Act (2004), through education and skills development of all the members of the ACTSES.

The Learning and Development Co-ordinator will need to have experience in design and delivery of adult education and a deep understanding of the Vocational Education and Training (VET) sector. You will be a highly

organised self-starter who is able to anticipate and respond efficiently to business needs, adhere to tight timeframes, demonstrate initiative, and sound judgement, and display integrity and professionalism at all times. In return, you will be provided with a supportive team environment, an excellent opportunity to broaden your skills and capabilities, and insight into how the ACTSES and broader ACT Emergency Services Agency provides a collaborative service to protect the ACT community.

Eligibility/Other requirements

Certificate IV or qualifications in Training and Assessment or demonstrated equivalent experience is **highly desirable**.

An understanding of Emergency Management, with particular regard to the operations of State Emergency Services is **highly desirable**.

Qualifications in a field related to Storm or Flood is **highly desirable**.

An understanding of a volunteer workforce is **desirable**.

This position requires an ACT Working with Vulnerable People registration.

Background and Security clearance checks will be conducted including National Police Records Check.

A minimum of a C class drivers' licence.

NOTE: The Learning and Development Co-ordinator will be required to work outside of normal business hours and weekends, including attending meetings, Unit visits and through periods of operational response. Participation in the After-Hours Duty Officer roster for the Service may also be required. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to apply

Applicants are required to submit a response of no more than two pages addressing the position capabilities under "What you require", together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Proof of driving licence and Working with Vulnerable People Registration will also be required prior to commencement in the role.

It is recommended that you make contact with the Contact Officer to discuss the role and its responsibilities prior to submitting your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stephen Huntley (02) 6207 1881 Stephen.Huntley@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.

Emergency Services Agency

Commissioners Office

Public Information and Engagement

Senior Director, Public Information and Engagement

Senior Officer Grade A \$157,201, Canberra (PN: 07284)

Gazetted: 16 May 2023

Closing Date: 30 May 2023

Details: The ACT Emergency Services Agency (ESA) is seeking applications from an experienced team leader and a specialist in strategic communications with a passion for delivering meaningful, high-quality and accurate communications to support a critical community safety role as the Senior Director, Public Information and Engagement.

This role is pivotal in developing and shaping both internal and organisation-wide external communications strategies, ensuring the balance of proactive positive media for exhibition publicity, issues management and hands-on reactive crisis management.

As a senior member of the Commissioner's Office, you will have relevant senior strategic communications and public relations experience. You will be skilled in providing strategic communications advice, problem solving and issues management relating to internal and external communications. You will have the ability to anticipate and establish priorities, identify and evaluate risk, monitor progress and ensure the successful delivery of communication outcomes in a high-paced leadership role.

Our ideal candidate has high level communication skills, both verbal and written, and excellent interpersonal skills including the ability to develop and manage key stakeholder relationships and to communicate the vision and strategic direction of ESA.

You will bring strong leadership skills and experience including the ability to provide strategic direction for your team, develop agency plans, set priorities, monitor workflow and performance.

Our ideal candidate is resilient operating in a dynamic and fast-paced work environment. This includes the ability deliver under pressure, manage competing priorities and respond quickly and flexibly to change. You will exemplify the ESA's values and engender a culture of achievement, collaboration and agility. You are self-aware, encouraging and respectful of the diversity of ideas and perspectives that defines the ESA workforce.

Please note: This is a front-line role and may require you to act promptly and constructively during a Territory Emergency Incident. This may include work outside of normal hours or on weekends which will be remunerated in accordance with the relevant 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.

Eligibility/ Other Requirements

Relevant tertiary qualifications in the field of communications and/or a related discipline area is highly desirable. Extensive experience working in a high pressure, fast-paced environment such as emergency services is desirable. Driver's licence 'Class C' is essential.

This position *does not* require a pre-employment medical.

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

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: Applicants should submit a response of no more than two-pages addressing the Position Capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Georgeina Whelan (02) 6207 8409 Georgeina.Whelehan@act.gov.au

Registrar's Office (S.C)

ACT Courts and Tribunal

Executive Director, Courts Programs

ACT Courts and Tribunal Legal 3 \$172,620 - \$180,081, Canberra (PN: 61555)

Gazetted: 16 May 2023

Closing Date: 23 May 2023

Details: The position is responsible for supporting the work of the Registrars of the ACT Supreme and Magistrates Courts and broader Court operations. This includes representing the Registrars at meetings and supporting the consideration and implementation of amendments to policies and procedures.

WHAT YOU WILL DO

Provide legal advice and support to the Chief Justice, Chief Magistrate, Registrars and Senior Executive of ACTCT on the implications of new policy proposals and options for implementation on complex or significant legislative amendments;

Drive development and implementation of programs, practice and procedure to support innovative and efficient operations of the ACT Supreme Court, ACT Magistrates Court and the ACTCT;

Represent the ACT Supreme Court, ACT Magistrates Court and the ACTCT at sensitive and /or strategic external meetings including but not limited to court user groups, professional bodies and the Directorate or Whole-of-Government working groups;

Proactively progress strategic projects of extensive breadth, complexity or significance, and as appropriate, direct other staff on practice and procedures in the Courts.

WHAT YOU REQUIRE

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

Professional / Technical Skills and Knowledge

Demonstrated experience in implementing communication strategies and tactics across digital and traditional mediums.

Have a highly developed understanding of case management to support innovation and development of digital case management across the Courts jurisdictions.

Utilise a high degree of legal, analytical and conceptual skills to examine, scrutinise and evaluate information, data and documents to provide advice on court practice and procedure.

Behavioural Capabilities

Exercise an extensive degree of independence to analyse highly complex legal, policy and legislative proposals and to provide high level strategic, resourcing, procedural and advice to the Registrar, Senior Executive of ACTCT and third party stakeholders;

Proactively identify within the Courts or Tribunal opportunities for increased efficiency and provide advice for improvements to the Registrars and Senior Executive, implement and lead agreed change programmes;

Develop and manage relationships with internal and external stakeholders, engage and collaborate to achieve outcomes and facilitate cooperation;

Presenting and advocating for the ACTCT's position in the context of very complex to key stakeholders within and outside the ACTCT;

Providing a direct customer or client service and support on complex matters and handling customer complaints and problems.

Eligibility/Other Requirements:

This position requires a degree in laws of an Australian tertiary institution, or a comparable overseas qualification.

This position requires admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

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

How to Apply: Please submit an Expression of Interest limited to no more than two pages outlining your skills and experience relevant to the Professional/Technical skills and Knowledge and Behavioural Capabilities required for the position.

Applications should be sent to the Contact Officer.

Contact Officer: Jayne Reece (02) 6207 1203 Jayne.Reece@courts.act.gov.au

Emergency Services Agency

Commissioner's Office

Public Information and Engagement

Director, Public Information and Engagement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 07397)

Gazetted: 16 May 2023

Closing Date: 23 May 2023

Details: The ACT Emergency Services Agency (ESA) is seeking an experienced leader with a passion for delivering meaningful, high-quality communications to support community safety. As a senior member of the Commissioner's Office, you will provide strategic advice about ESA communications, media, events and stakeholder engagement in line with Directorate and whole of government policies and expectations. You will lead a small and effective team for five to oversee communications and engagement strategies, project management and event delivery.

You will need to quickly build and maintain relationships with frontline emergency staff, ESA executives, volunteers and team members to assist with the delivery of emergency information and education to the community. This is a front-line role and may require you to act promptly and constructively during a Territory Emergency Incident. This may include work outside of normal hours or on weekends which will be remunerated in accordance with the relevant 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.

Eligibility/Other Requirements:

Relevant tertiary qualifications in the field of communications and/or a related discipline area is highly desirable.

Extensive experience working in a high pressure, fast-paced environment such as emergency services is desirable.

Driver's licence Class C is essential.

This position does not require a pre-employment medical.

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

Note: This is a temporary position available immediately for a period of six months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than one (1) page addressing the Professional/Technical Skills and Knowledge and the

Behavioural Capabilities which can be found in the Position Description. Applicants should also attach a current curriculum vitae including the details of two referees.

Applications should be sent to the Contact Officer.

Contact Officer: Georgeina Whelan (02) 6205 6536 Georgeina.Whelehan@act.gov.au

Public Trustee and Guardian

Governance and Corporate Unit

HR and Administration Officer

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 43920)

Gazetted: 15 May 2023

Closing Date: 29 May 2023

Details: Are you interested in protection of Human Rights? At the Public Trustee and Guardian (PTG) we proudly support and protect people in our community at some of the most difficult times in their lives. We do this by providing financial services, by acting as a Guardian, as a Trustee and by making Wills and administering deceased estates. We are a happy and diverse staff of 70 people, and we are seeking applications from passionate individuals who possess emotional maturity, resilience, and a kind disposition to champion all members of ACT community. A career at PTG provides you with an opportunity to make a positive difference in someone's life. The Governance and Corporate Unit (GCU) is one of five business units at PTG. GCU is a supportive, close-knit team which provides a full suite of business and administrative services to PTG including the co-ordination of recruitment and human resource processes, accommodation, vehicles, records management, travel arrangements, and reception.

GCU is on the lookout for an enthusiastic and motivated HR and Administration Officer to join the team. This is a temporary vacancy for six months, with possibility of extension and/or permanency. Working closely with the Assistant Director GCU, the HR and Personnel Administration Officer will assist to support and coordinate PTG's overall administrative operations including recruitment, human resources, personnel and staff movements, workplace relations and resource management. Additionally, the successful applicant will oversee the day-to-day activities of our busy reception area. Assisting the team by responding to queries over the phone and in person from both PTG clients and members of the ACT Community.

If you are interested in gaining operational HR experience while working in a multifaceted environment, we look forward to hearing from you.

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

Eligibility/Other Requirements:

This position requires applicants satisfy ACTPS pre-employment checks.

Driver's licence Class C is preferred.

This position does not require a pre-employment medical.

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 from June 2023 for six months with 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.

How to Apply: Applicants should submit a statement of no more than two pages, demonstrating how their experience and skills will enable them to undertake the role as outlined in the Position Overview sections of the Position Description. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sunita Sharma (02) 6207 9800 Sunita.Sharma@act.gov.au

ACT Human Rights Commission

Discrimination, Health Services, Disability and Community Services Commissioner

Senior Investigator and Conciliator

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 51453)

Gazetted: 12 May 2023

Closing Date: 31 May 2023

Details: The Discrimination, Health Services and Disability and Community Services Commissioner is seeking experienced, highly motivated people to join the complaints team in the role of Senior Investigator and Conciliator.

The complaints team form part of the ACT Human Rights Commission – we are an independent agency established by the *Human Rights Commission Act 2005*. The role of the ACT Human Rights Commission is to:

Handle complaints in relation to health, disability and community services, abuse of vulnerable people and complaints under discrimination law.

Increase awareness of the rights and responsibilities of service users and service providers and encourage service improvement.

Provide advice to government and others regarding their human rights obligations.

Advocate for children, young people and adults experiencing vulnerability.

Advocate for and support victims of crime.

The Senior Investigator and Conciliator will manage a caseload of complex complaints across multiple jurisdictions including, discrimination, health services, services for older people, services for children and young people, disability services, retirement villages, elder abuse, abuse, neglect or exploitation of a person with a disability and older people, services for victims of crime, occupancy disputes and sexuality and gender identity conversion practices.

In addition to the investigation and conciliation (alternative dispute resolution) of complaints the role also includes undertaking legal research, policy and project work and community education.

The successful applicant will have a good knowledge, or capacity to quickly gain a good knowledge, of the functions of the ACT Human Rights Commission and a strong understanding of a statutory complaint handling function. The applicant should have highly developed communication skills and a demonstrated ability to be proactive, flexible and to manage competing priorities and to manage complaints within tight timelines. The position requires the ability to use sound judgment, problem-solve and to work directly with the ACT community members.

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/wwvp)

Relevant tertiary qualifications in law or health are highly desirable.

Qualifications and experience in statutory investigation are desirable.

Qualifications and experience in conciliation/alternative dispute resolution are desirable.

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

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

How to Apply: Create a maximum two-page pitch that tells the selection panel about your ability to perform the duties (knowledge, experience, skills, behaviour) and why you are the best person for this role.

The pitch should demonstrate your capacity to perform the duties and responsibilities detailed in “What You Require” section of the Position Description and include examples of how you have done this in the past.

Please also submit a copy of your curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Murley (02) 6205 4102 Alison.Murley@act.gov.au

Legislation, Policy and Programs

Criminal Law Branch

Senior Policy Officer

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61452, several)

Gazetted: 12 May 2023

Closing Date: 26 May 2023

Details: The Criminal Law Branch is seeking applications for up to two permanent Senior Policy Officers at Senior Officer Grade C (SOG-C) level.

The Criminal Law Branch develops and implements policy, law reform, legislation and programs relating to the criminal justice system. This includes a number of areas of criminal justice including family violence, sexual assault, bail, evidence, sentencing, corrections, policing, firearms regulation, unexplained wealth, principles of criminal responsibility, the construction and framing of offences in ACT legislation and counter-terrorism. The work is fast-paced and varied, with a collegiate team that is supportive of flexible working arrangements.

The Senior Policy Officer in this role will work across a number of the areas of work undertaken by the Criminal Law Branch, with any specific areas of interest or expertise accommodated, wherever possible. Key projects currently underway include work relating to the age of criminal responsibility, introduction of a new right to appeal, and legal policy work to support the ongoing implementation of the Drug and Alcohol Sentencing List. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements

Relevant tertiary qualifications in law, economics or a related field or significant study towards gaining qualifications would be highly desirable.

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

How to apply: Interested applicants should submit a supporting statement (no more than two to three pages) that outlines their practical experience and includes examples of their experience. The examples should explain to the panel how your previous experience would allow you to undertake the work of the Criminal Law Team (with reference to the professional and behavioural capabilities listed in the position description). Applicants should also provide a current resume and the name and contact details of two referees, including a recent supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Angela Lauman (02) 6207 7364 Angela.Lauman@act.gov.au

Major Projects Canberra

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

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

Executive Group Manager, Infrastructure Delivery Partners

Temporary Vacancy (Immediately until 14 July 2023)

Major Projects Canberra

Infrastructure Delivery Partners

Position: E743

(Remuneration equivalent to Executive Level 2.2)

Circulated: 15 May 2023

Circulated to: All Executives

Major Projects Canberra is seeking an experienced and successful leader who can deliver major projects and provide strategic advice on infrastructure and investment.

The Executive Group Manager, Infrastructure Delivery Partners (IDP) reports directly to the Chief Projects Officer within MPC and leads the Infrastructure Delivery Partners Group, comprised of the Civil, Commercial and Social Branches.

The nature of the role requires significant collaboration across the Service and has responsibility for the provision of the Territories' largest capital works projects and is responsible for providing valuable strategic advice to deliver the Government's Infrastructure Plan.

Job Specific Capabilities

- Demonstrated ability in delivering major capital works and/or infrastructure projects on time and budget.

Qualifications and Requirements

- Relevant tertiary qualifications in relevant area(s) of engineering, architecture or building and construction are mandatory.
- Over ten years previous executive level experience working in project delivery across the public and private sectors would be highly regarded.

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

Contract: The successful applicant will be placed on a short-term contract immediately until 14 July 2023.

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

How to apply: If you are interested in this exciting opportunity, please provide no more than one page addressing the selection criteria and job specific criteria, current curriculum vitae, two referees and mandatory qualifications.

Applications should be submitted on the job website at the following link <https://www.jobs.act.gov.au/jobs/major-projects-canberra/temporary/e743> by **COB Monday 22 May 2023**.

Canberra Hospital Expansion Project

Deputy Project Director

Executive Level 2.1 \$282,849 - \$294,163 depending on current superannuation arrangements, Canberra (PN: E837)

Gazetted: 17 May 2023

Closing Date: 31 May 2023

Details: We have an exciting opportunity for a highly experienced and motivated individual to join our team. Within Major Projects Canberra (MPC), The Canberra Hospital Expansion (CHE) Project team is responsible for the planning and delivery of a new Critical Services Building (CSB) on the existing Canberra Hospital campus in Woden, ACT.

The project will deliver the Canberra region with a state-of-the-art CSB including the following key facilities: emergency department; intensive care unit; surgical theatres (including hybrid theatres and interventional radiology suites); coronary care unit; cardiac catheterisation and electrophysiology laboratories; and inpatient unit.

The Deputy Project Director is one of the key roles within the CHE Project team responsible for directly supporting the Project Director to oversee the effective project management and construction delivery of the Project.

The role requires building strategic relations, working collaboratively with, and supporting the Chief Projects Officer, Deputy Chief Projects Officer and the Project Director in advising the highest levels of ACT industry and government, including ACT Cabinet, individual Ministers, Directors-General, the CHE Project Board, peak industry bodies, leading ACT businesses and organisations, Commonwealth representatives, senior ACTPS executives, advisors and others.

Qualifications / Requirements

Mandatory:

- A degree or diploma in a relevant field of Engineering, Architecture, Project Management, Construction Management, Commerce, Law or other relevant field.
- Demonstrated relevant experience of managing significant infrastructure projects.

Desirable:

- Experience in the delivery of major health infrastructure projects.

Remuneration: The position attracts a remuneration package ranging from **\$282,849 to \$294,163** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$251,434**.

Contract: The successful applicant will be engaged under a performance-based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Interested candidates are requested to submit no more than four pages outlining relevant skills and experience against the executive capabilities and job specific criteria as well as a current curriculum vitae and the name and contact details of two referees.

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

Contact Officer: Adrian Piani 6207 8944 Adrian.Piani@act.gov.au

Infrastructure Delivery Partners

Executive Group Manager

Executive Level 2.2 \$304,403 - \$316,587 depending on current superannuation arrangements, Canberra (PN: E743)

Gazetted: 15 May 2023

Closing Date: 22 May 2023

Details: Major Projects Canberra is seeking an experienced and successful leader who can deliver major projects and provide strategic advice on infrastructure and investment.

The Executive Group Manager, Infrastructure Delivery Partners (IDP) reports directly to the Chief Projects Officer within MPC and leads the Infrastructure Delivery Partners Group, comprised of the Civil, Commercial and Social Branches.

The nature of the role requires significant collaboration across the Service and has responsibility for the provision of the Territories' largest capital works projects and is responsible for providing valuable strategic advice to deliver the Government's Infrastructure Plan.

Job Specific Capabilities

Demonstrated ability in delivering major capital works and/or infrastructure projects on time and budget.

Qualifications and Requirements

Relevant tertiary qualifications in relevant area(s) of engineering, architecture or building and construction are mandatory.

Over 10 years previous executive level experience working in project delivery across the public and private sectors would be highly regarded.

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

Contract: The successful applicant will be placed on a short-term contract immediately until 14 July 2023.

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

How to apply: If you are interested in this exciting opportunity, please provide no more than one page addressing the selection criteria and job specific criteria, current curriculum vitae, two referees and mandatory qualifications.

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

Contact Officer: Adrian Piani 6207 8944 Adrian.Piani@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

Coordinator-General, Climate Action

Temporary Vacancy (26 June 2023 to 11 August 2023)

Chief Minister, Treasury and Economic Development Directorate

Policy and Cabinet

Position: E1171

(Remuneration equivalent to Executive Level 3.2)

Circulated to: ACTPS Band 2 Executive List

Date circulated: 18 May 2023

The Chief Minister, Treasury and Economic Development Directorate are seeking applications for the short-term filling Coordinator-General Climate Action, Policy and Cabinet Division.

In line with our objective of encouraging mobility across the ACTPS, I am seeking Expressions of Interest from interested Executives who may wish to take an opportunity to backfill the role of Coordinator-General Climate Action from 26 June 2023 until 11 August 2023.

Note: This opportunity is only open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$383,071 - \$398,430 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$341,319.

To apply: Please provide a curriculum vitae, contact details for two referees, and a pitch of no more than half a page to Sam Engele via email, sam.engele@act.gov.au by COB Thursday 25 May 2023.

Contact Officer: Sam Engele (02) 6205 0230 sam.engele@act.gov.au

Chief Operating Officer Group

People and Capability

Internal Communications and Engagement

Senior Communications Officer - Diversity and Inclusion

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 27229)

Gazetted: 17 May 2023

Closing Date: 31 May 2023

Details: Do you enjoy being creative and want the opportunity to develop a suite of internal communication and engagement activities including events?

The Internal Communications and Engagement team is looking for a new dedicated team member to play an integral role in delivering key initiatives that support a diverse workforce.

With your innovative thinking and your ability to work on multiple projects with competing deadlines, you will deliver a suite of initiatives with a focus on building a culture of diversity and inclusion.

You will get to engage and consult with multiple areas of the directorate as well as external stakeholders.

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

Eligibility/Other Requirements: Demonstrated relevant experience.

Note: This is a temporary position available immediately for three months with the possibility of extension up to six months. Selection may be based on application and referee reports only. This position is available to ACT Government officers and employees only.

How to Apply: Provide a maximum two-page pitch on why you have the required skills and experience to successfully fill this role. Please also attach your curriculum vitae and the contact details of two current referees. See the attached Position Description for further information about the role.

Applications should be sent to the Contact Officer.

Contact Officer: MelissaJ Holcroft (02) 6205 3622 MelissaJ.Holcroft@act.gov.au

Transport Canberra and Business Services

Territory and Business Services

Cemeteries

Customer Service Officer

Administrative Services Officer Class 4 \$76,255 - \$82,566, Canberra (PN: 61571)

Gazetted: 17 May 2023

Closing Date: 31 May 2023

Details: Customer Service Officers are the first point of contact for customers and visitors accessing Canberra Memorial Park (CMP) services. They deliver high-level customer service, regularly interacting with members of the community, often on some of their most challenging days.

This position plays a key role in coordinating sales processes and promoting the services CMP has available.

Working closely with their fellow Customer Service Officers, they also actively participate in and contribute to conversations around service delivery, policies, and procedures.

The ideal candidate will display resilience and treat our customers with a heightened level of empathy and respect.

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

Eligibility/Other Requirements:

Experience working in a cemetery or similar environment is highly desirable.

Customer Service, sales, or administration experience will be well regarded.

Class C (ACT) driver's license minimum or equivalent is highly desirable.

Notes: Selection will be based on application and interview, and may include a site tour and a customer interaction simulation activity. 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 current curriculum vitae detailing relevant skills and experience, and a response to the Selection Criteria no greater than two pages.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Gregory (02) 6207 0029 Adam.Gregory@act.gov.au

Office of the Director - General

Communications and Engagement

Director, Communications and Engagement

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 57376)

Gazetted: 17 May 2023

Closing Date: 24 May 2023

Details: Are you passionate about letting the community know about services and projects which impact them every day?

We're looking for an enthusiastic person who can handle a wide range of communication tasks ranging from running advertising campaigns to coordinating community engagement projects to organising media launches. We want a senior leader who can enthusiastically lead a small team to achieve big results.

The person we're searching for has excellent people skills, a calm demeanour and is an expert in providing communication products in an engaging way to a multitude of audiences.

Transport Canberra and City Services is a value-based organisation where all employees are expected to embody the core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours.

Join our team of close to 2,000 employees already at work in one of our 50+ locations across Canberra and help us shape our city for tomorrow.

Eligibility/Other Requirements:

Relevant tertiary qualifications and experience in the transport sector will be highly desirable.

Ability to work flexibly as well as some out of hours work.

Note: This is a temporary vacancy available from 17 July 2023 to 12 July 2024 with possibility of extension up to 12 months and/or permanency). A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a two page written pitch, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erin Slinger (02) 6207 4725 Erin.Slinger@act.gov.au

City Services

City Presentation

Work Health Safety and Wellbeing Advisor

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 61444)

Gazetted: 16 May 2023

Closing Date: 30 May 2023

Details: Are you passionate about helping others and creating safe workplaces? Do you want to work for an organisation that makes Canberra attractive, safe and easy to move around.

Come join the City Presentation Branch within Transport Canberra and City Services as a Work Health Safety and Wellbeing Advisor to support teams who are responsible for the planning and management of parks, open spaces and the public domain, including, lakes, street and parkland trees, public open space, sports grounds, and city places. It also protects the natural resources and amenity of the ACT and maintains the look of the city through its responsibility of public land regulation and the protection of trees on public and private land.

The ideal candidate will support and collaborate with a diverse group of people and have exposure to different types of work including horticulture, arboriculture, land use compliance, volunteers, sports ground maintenance, urban open space management and so much more.

A key focus of the role will be to develop and implement wellbeing initiatives in collaboration with managers, staff and worker representatives across 15 work locations and provide administrative support to report on and improve safety and wellbeing performance across the Branch.

We are looking for a skilled WHS practitioner or someone who is looking to develop or enhance their skillset who has experience in human resources, project management or quality management.

Interested parties are encouraged to reach out to the contact officer to discuss the role further.

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

Eligibility/Other Requirements:

Hold or willing to obtain a Certificate IV in Workplace Health and Safety

Drivers Licence (C-class) is mandatory.

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: Applicants are required to submit a TWO-page pitch addressing selection criteria 1-7 considering the technical and behavioural requirements of the role and where possible, focusing on the *highly desirable* criteria. Applicants are also required to submit a current CV/resume.

Please provide the contact details of two (2) referees with one being from a current supervisor/manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chelsea Moore (02) 6207 9843 Chelsea.Moore@act.gov.au

City Services

Roads ACT

Environment and Utilities

Dam Safety Officer

Infrastructure Officer 2 \$91,428 - \$105,186, Canberra (PN: 45725)

Gazetted: 12 May 2023

Closing Date: 14 June 2023

Details: This position will coordinate the planning and delivery of a range of infrastructure maintenance programs and projects. This position will have responsibility for administration, productivity and efficiency, quality standards, Work Health Safety and environmental requirements for the assigned maintenance projects.

The position will undertake detailed technical inspections of TCCS dams under the guidance of surveillance procedures, ANCOLD guidelines, and the Assistant Director, Dams and Hydrology to minimise the risks to dam safety and provide detailed technical reports. Note that this may include undertaking inspections in confined spaces (e.g., shafts and tunnels).

The role will assist the Assistant Director, Dams and Hydrology to deliver the surveillance program, the operations and maintenance program, and the rectification and improvement program for dams by contributing to contract management, planning and actions both in the field and in the office.

The successful candidate will utilise and build an understanding of TCCS dams and the best practices in dam operation, maintenance, design, and safety in the ACT and more broadly around Australia. As a leader within TCCS, this role requires a person who can inspire, energise, and positively influence team and individual outcomes. The role is responsible for supervising, managing, and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a value-based leadership style. This position requires a leader with a strong, considered, and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual improvement and encouraging ongoing development and learning.

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.

Eligibility/Other Requirements:

Hold a relevant professional qualification or accreditation with a professional body recognised within Australia, or

Hold a relevant building degree; or

Have significant building or infrastructure knowledge and/or project management experience.

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 will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit -

A supporting statement of no more than three pages outlining experience and/or ability and addressing the requirements of "What you Require" section of the attached Position Description.

A current curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

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: David Hua (02) 6207 0122 David.Hua@act.gov.au

Territory Business Services

Libraries ACT

Home Library and Delivery Service Coordinator

Administrative Services Officer Class 5 \$84,749 - \$89,705, Canberra (PN: 34404)

Gazetted: 11 May 2023

Closing Date: 29 May 2023

Details: Are you a dynamic and organised professional with a passion for delivering services in creative and innovative ways?

Do you value diversity and actively strive to provide inclusive services to your community?

Are you a thoughtful listener and imaginative solution finder?

Do you devour stories, delight in meeting people, and dream of overseeing a community focused delivery service?

Libraries ACT needs YOU!

Eligibility/Other requirements: Driver's licence Class C is essential.

This position requires a Working with Vulnerable People Check.

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

How to Apply: To apply, tell us your customer service story.

In no more than 750 words, we want to hear how you have successfully coordinated and supported the delivery of an exceptional customer service.

Please submit the above pitch as well as your up-to-date curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lela Hopkins (02) 6207 6607 Lela.Hopkins@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.

Director-General's Office

Executive Officer

Senior Officer Grade A \$157,201, Canberra (PN: 11888)

Gazetted: 11 May 2023

Closing Date: 25 May 2023

Details: Are you looking for an interesting, challenging and rewarding role. Then this opportunity is for you!

As the Executive Officer to the Director-General Transport Canberra and City Services you will be responsible for providing strategic and procedural advice on directorate and government issues, including Cabinet and Assembly processes, proactive identification of upcoming issues requiring the DG's attention, supporting the DG with addressing priorities and preparation of complex correspondence and briefing material.

The role works closely with the DG's Executive Assistant to facilitate the management of the DG's responsibilities and also works collaboratively with the Executive Leadership Team, staff from TCCS and across Government and key stakeholders.

The Executive Officer's varied and complex work program is directed by the key strategic and operational priorities and imperatives of the DG.

Flexible work arrangements are available within TCCS.

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

Note: This is a temporary position available for up to 12 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: Please provide a current curriculum vitae including two referees and written response to the Selection Criteria

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

Contact Officer: Helen Willson (02) 6207 6254 Helen.Willson@act.gov.au

Worksafe ACT

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

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

WorkSafe ACT

Occupational Hygiene and Civil Construction

Assistant Director

Senior Officer Grade C \$114,928 - \$123,710, Canberra (PN: 61575)

Gazetted: 17 May 2023

Closing Date: 31 May 2023

Details: WorkSafe ACT is a fully independent office headed by the Work Health and Safety Commissioner.

WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation.

WorkSafe ACT has an exciting permanent vacancy for a motivated and highly organised professional to fill the role of Assistant Director and Senior Inspector in the Occupational Hygiene and Civil Construction team.

You will lead a diverse team of inspectors and support staff responsible for conducting inspections and workplace visits, issuing permits and licences and providing advice about occupational hygiene, dangerous goods and civil construction matters.

The Assistant Director will:

Manage the day-to-day functions of a team of inspectors and support staff to complete compliance and enforcement activities including as part of an on-call roster.

Collaborate across the inspectorate to deliver on strategic projects.

Support the senior director and director and the rest of the senior leadership team.

Develop evidence-based regulatory policy to inform WorkSafe ACT's strategic priorities.

The successful candidate will demonstrate excellent communication skills and highly developed leadership abilities. If this sounds like you, we encourage you to apply.

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

Eligibility/Other Requirements:

ESSENTIAL

Ability to perform the functions of an authorised Inspector in accordance with relevant legislation, including completion of required mandatory training for Workers' Compensation legislation as a delegated/appointed person/Authorised officer by the WHS Commissioner.

Current unrestricted driver's licence.

Willingness to participate in an afterhours on-call and telephone roster when required.

Willingness to participate in programmed after hours compliance activities when required.

Willingness to wear a uniform.

DESIRABLE

At least diploma level qualifications in work health and safety or occupational hygiene or other relevant qualifications are highly desirable.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on referee reports and written application only. This position will be in a 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 a supporting written pitch of no more than two (2) pages demonstrating your skills and experience relevant to the Selection Criteria listed under 'Ideal Candidate' in the Position Description. Please address all the points under 'Ideal Candidate' and provide examples. Please ensure you meet the 'Essential Requirements' of the role as detailed in the Position Description. Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jackii Shepherd (02) 6205 4654 Jackii.Shepherd@worksafe.act.gov.au

WorkSafe ACT

Construction and General Compliance and Enforcement

Director, General and Construction Operations

Senior Officer Grade B \$135,355 - \$152,377, Canberra (PN: 61577)

Gazetted: 16 May 2023

Closing Date: 2 June 2023

Details: WorkSafe ACT is a fully independent office headed by the Work Health and Safety Commissioner.

WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation.

WorkSafe ACT has an exciting permanent vacancy for a motivated and highly organised professional to fill the role of Director, General and Construction Operations.

You will provide strategic oversight of a high functioning team of inspectors responsible for conducting inspections and workplace visits. The Director, who is part of WorkSafe ACT's broader senior leadership group, will manage the day-to-day operations of large parts of the Inspectorate.

Duties include, but are not limited to:

Leading, managing, and monitoring the performance of Senior Inspectors (SOGCS).

Implementing plans and strategies for the monitoring of individual performance and development and setting work priorities in line with corporate objectives.

Preparing complex written material, including operational planning, policies, and procedures.

Establishing and maintaining effective working relationships and influencing opinion with stakeholders.

Providing guidance and advice to Senior Inspectors regarding complex WHS matters.

Engaging with stakeholders as required.

The successful candidate will need to demonstrate excellent communication skills and highly developed leadership abilities. You will be a passionate leader who embraces change and strives for continuous improvement. If this sounds like you, we encourage you to apply.

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

Eligibility/Other Requirements:

Relevant qualifications are highly desirable. Significant experience in fields such as health and safety, law enforcement, audit, government inspections or law.

Ability to perform the functions of an authorised Inspector in accordance with relevant legislation.

Current unrestricted drivers' licence.

Willingness to:

wear a uniform, and

participate in an after-hours on-call manager's roster.

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 referee reports and written application only. This position will be in a 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 a supporting written pitch of no more than two (2) pages, demonstrating your skills and experience relevant to the Selection Criteria listed under 'Ideal Candidate' in the Position Description. Please address all the points under 'Ideal Candidate' and provide examples. Please ensure you meet the 'Essential Requirements' of the role as detailed in the Position Description. Applicants should also provide a current curriculum vitae and contact details of at least two referees. Referee reports may be sought at a later stage.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brooke Grey (02) 6207 0056 Brooke.Grey@worksafe.act.gov.au

WorkSafe ACT

WorkSafe ACT

HR and Corporate

Senior HR Advisor

Administrative Services Officer Class 6 \$91,315 - \$104,509, Canberra (PN: 48954)

Gazetted: 16 May 2023

Closing Date: 23 May 2023

Details: WorkSafe ACT is a diverse and high performing Agency with a strong presence across the ACT community. We have an exciting opportunity for a suitably skilled, motivated and creative professional to join our growing HR and Corporate team as a Senior HR Advisor.

Working independently, the Senior HR Advisor provides high level advice across all aspects of HR including performance management, learning and development, recruitment, work health and safety and workforce planning.

The ideal candidate will have strong communication and influencing skills, the ability to read and interpret employment legislation and policies, experience working in a similar HR role, and demonstrated ability to seek out innovative solutions to solve contemporary people management challenges.

In this role you will manage competing priorities and be agile and adaptive to the changing environment by supporting the broader team and mentoring junior members to ensure key priorities are met.

Notes: Selection may be based on referee reports and written application only. A Merit Pool may be established from this selection process and may be used to fill vacancies over the next 12 months. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should include a supporting written pitch of no more than two (2) pages addressing the selection criteria under the 'Ideal Candidate' section of the position description. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Penelope Parker (02) 6207 9819 Penelope.Parker@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Health Professional Level 1 \$66,285 - \$86,842

Danuta Kosnik, Section 68(1), 17 May 2023

Canberra Health Services

Registered Nurse Level 1 \$72,698 - \$97,112

Deepa Adhikari, Section 68(1), 11 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Manju Bagale, Section 68(1), 5 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Pratima Bhatta, Section 68(1), 10 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sharmila Dahal, Section 68(1), 5 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

YANGCHEN DOLKAR, Section 68(1), 11 May 2023

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level)

Joel Foyster, Section 68(1), 15 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Preeti Gurung, Section 68(1), 16 May 2023

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

Hannah Hobson, Section 68(1), 15 May 2023

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

Riyu Kurian Abraham, Section 68(1), 15 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Romana Peckham, Section 68(1), 11 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Danielle Sales, Section 68(1), 10 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sushmita Saru Magar, Section 68(1), 18 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sabina Subedi, Section 68(1), 16 May 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Heidi Young, Section 68(1), 9 May 2023

Canberra Institute of Technology

Teacher Level 1 \$80,673 - \$107,642

Tony Crncevic, Section 68(1), 15 May 2023

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$68,685 - \$73,920

Man Choi Chow, Section 68(1), 16 May 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Hollie Curtis, Section 68(1), 16 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Ngoc Dinh, Section 68(1), 16 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Debbie-Mae Hrynko, Section 68(1), 16 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Hui Hua, Section 68(1), 16 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Jamyang Jamyang, Section 68(1), 16 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Kamaldeep Kaur, Section 68(1), 16 May 2023

Administrative Services Officer Class 6 \$91,315 - \$104,509

Kang Liu, Section 68(1), 11 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Kristine Lyons, Section 68(1), 16 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Akshay Narang, Section 68(1), 16 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Joseph Penders, Section 68(1), 16 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Prabesh Poudel, Section 68(1), 16 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Priyanka Prasad, Section 68(1), 16 May 2023

Senior Officer Grade C \$114,928 - \$123,710

Martijn Van der Valk, Section 68(1), 8 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Caitlyn Witte, Section 68(1), 16 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Na Xue, Section 68(1), 16 May 2023

Administrative Services Officer Class 3 \$68,685 - \$73,920

Irum Zahoor, Section 68(1), 16 May 2023

City Renewal Authority

Administrative Services Officer Class 6 \$91,315 - \$104,509

Sarah Campese, Section 68(1), 4 May 2023

Community Services

Administrative Services Officer Class 6 \$91,315 - \$104,509

Matthew Ford, Section 68(1), 17 May 2023

Cultural Facilities Corporation

Administration Service Officer Class 3, \$68,685 - \$73,920

Mark Salvestro: 86918065 – Section 68(1), 5 April 2023

Education

School Assistant 2/3 \$51,548 - \$62,857

Andrea Beard, Section 68(1), 17 May 2023

School Assistant 4 \$70,028 - \$75,827

Nicole Croker, Section 68(1), 17 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Gavin Downing, Section 68(1), 17 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Imani Fransiskuge, Section 68(1), 17 May 2023

School Assistant 2/3 \$51,548 - \$62,857

Debbie Goodwin, Section 68(1), 17 May 2023

School Assistant 3 \$58,404 - \$62,857

Tracey Hatchman, Section 68(1), 17 May 2023

School Assistant 2 \$51,548 - \$56,919

Genevieve Hunt, Section 68(1), 17 May 2023

School Assistant 4 \$70,028 - \$75,827

Mia Jones, Section 68(1), 17 May 2023

Building Service Officer 2 \$62,860 - \$65,718

Kerrie Prutti, Section 68(1), 17 May 2023

School Assistant 3 \$58,404 - \$62,857

Shannon Waters, Section 68(1), 17 May 2023

Senior Officer Grade C \$114,928 - \$123,710

Adrienne White, Section 68(1), 15 May 2023

Classroom Teacher \$76,575 - \$114,624

Jack Gibson: 87894210, Section 68(1), 3 May 2023

Classroom Teacher \$76,575 - \$114,624

Daniel Gatwood: 87268332, Section 68(1), 25 May 2023

Classroom Teacher \$76,575 - \$114,624

Mathew Phyland: 87646209, Section 68(1), 25 May 2023

Suburban Land Agency

Infrastructure Manager/Specialist 1 \$175,124

Peter Lewis, Section 68(1), 15 May 2023

Transport Canberra and City Services

Bus Operator - Training \$74,582

Zihao An, Section 68(1), 13 May 2023

Bus Operator - Training \$74,582

Martin Kent, Section 68(1), 13 May 2023

Bus Operator - Training \$74,582

Terrence Stinson, Section 68(1), 13 May 2023

Bus Operator - Training \$74,582

Brett Walker, Section 68(1), 13 May 2023

Worksafe ACT

Administrative Services Officer Class 6 \$91,315 - \$104,509

Georgia Cooper, Section 68(1), 18 May 2023

TRANSFERS

Canberra Health Services

Kristine Ilagan

From: Registered Nurse Level 1 \$72,698
Canberra Health Services
To: Registered Nurse Level 1 \$72,698 - \$97,112
Canberra Health Services, Canberra (PN. 37781) (Gazetted)

Angie Mosely

From: School Psychologist \$87,447 - \$125,498
Education
To: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 45175) (Gazetted 15 February 2023).

Sarah Stevens

From: Health Professional Level 2 \$70,679 - \$97,028
Canberra Health Services
To: Health Professional Level 2 \$70,679 - \$97,028
Canberra Health Services, Canberra (PN. 41044) (Gazetted 7 February 2023)

Chief Minister, Treasury and Economic Development

Joshua Rae

From: Administrative Services Officer Class 6 \$100,714
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$91,315 - \$104,509
Chief Minister, Treasury and Economic Development, Canberra (PN. 59353) (Gazetted 2 March 2023)

Education

Dominic McFarlane

From: School Assistant 4 \$70,028
Education
To: School Assistant 4 \$70,028 - \$75,827
Education, Canberra (PN. 60752) (Gazetted 30 March 2023)

PROMOTIONS

Canberra Health Services

Rehabilitation, Aged and Community Services

Allied Health

Emilie Clarke

From: Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade)
Canberra Health Services
To: †Health Professional Level 4 \$114,928 - \$123,710
Canberra Health Services, Canberra (PN. 20272) (Gazetted 28 February 2023)

Medical Services Group

Bradley Davidson

From: Medical Imaging Level 2 \$70,679 - \$97,028

Canberra Health Services

To: Medical Imaging Level 3 \$109,803 - \$115,698 (up to \$121,436 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 27732) (Gazetted 28 February 2023)

Grace Johnson

From: Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Canberra Health Services, Canberra (PN. 60729) (Gazetted 28 March 2023)

CHS Medical Services

Pathology

Suzanna Lueck

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Canberra Health Services

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Canberra Health Services, Canberra (PN. 26500) (Gazetted 23 February 2023)

CHS Clinical Services

Women, Youth and Children's Health

Director of Nursing and Midwifery

Chloe Meres

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. 56764) (Gazetted 24 October 2022)

Shantelle Tibben

From: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 30481) (Gazetted 23 February 2023)

Ellie Toole

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Canberra Health Services

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Canberra Health Services, Canberra (PN. 17240) (Gazetted 29 March 2023)

Canberra Institute of Technology

Education and Training Services

Education Services

Education Quality

Anita Jorritsma

From: Teacher Level 1 \$80,673 - \$107,642

Canberra Institute of Technology

To: †Teacher Level 2 (EDS CIT) \$114,979 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement)

Canberra Institute of Technology, Canberra (PN. 52355) (Gazetted 29 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Jade Pumphrey

From: Registered Nurse Level 1 \$72,698 - \$97,112

Canberra Health Services

To: Teacher Level 1 (EDS CIT) \$80,673 - \$107,642 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement)

Canberra Institute of Technology, Canberra (PN. 39260) (Gazetted 14 December 2020)

This is a non-advertised vacancy and is made in accordance with Clause 41.3 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff)

Enterprise Agreement which provides an avenue for the promotion of staff after long term acting.

Education and Training Services

Education Services

Education Quality

Kathy Vlahos

From: Teacher Level 1 \$80,673 - \$107,642

Canberra Institute of Technology

To: †Teacher Level 2 (EDS CIT) \$114,979 (conditions outlined in the Canberra Institute of Technology (Teaching Staff) Enterprise Agreement)

Canberra Institute of Technology, Canberra (PN. 34774) (Gazetted 29 November 2022)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Chief Minister, Treasury and Economic Development

Office of Industrial Relations and Workforce Strategy

Finance Services

Reporting

Sherehan Ablahd

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. 07356) (Gazetted 27 March 2023)

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.

Economic Development

artsACT

Arts Infrastructure and Public Art

Antoinette Bailey

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. 57738) (Gazetted 10 March 2023)

Corporate

Concierge and Building Services

Shane Butterworth

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Chief Minister, Treasury and Economic Development, Canberra (PN. 61025) (Gazetted 11 April 2023)

CMTEDD Communications and Engagement

Lynette De Klerk

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. 18964) (Gazetted 17 April 2023)

Office of Industrial Relations and Workforce Strategy

Finance Services

Reporting

Nilusha De Silva

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. 07355) (Gazetted 27 March 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Access Canberra

Construction Utilities and Environment Protection

Utilities Technical Regulation

Vijender Kumar

From: Senior Professional Officer Grade B \$135,355 - \$152,377

Chief Minister, Treasury and Economic Development

To: †Infrastructure Manager/Specialist 1 \$175,124

Chief Minister, Treasury and Economic Development, Canberra (PN. 61010) (Gazetted 7 April 2023)

Community Services

Office of the Director General

DDG and Executive Support

OBOW Implementation Team

Daniel Duncan

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Community Services, Canberra (PN. 60432) (Gazetted 14 February 2023)

Education

Business Services

People and Performance

People and Conduct

Justine Fisher

From: Senior Officer Grade B \$135,355 - \$152,377

Education

To: †Senior Officer Grade A \$157,201

Education, Canberra (PN. 09408) (Gazetted 27 March 2023)

Office for Schools

Inner North / Gungahlin

Campbell High School

Naomi Goode

From: Classroom Teacher \$76,575 - \$114,624

Education

To: †School Leader C \$132,293

Education, Canberra (PN. 01976) (Gazetted 27 March 2023)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

Office for Schools

North/Gungahlin

Lyneham Primary School

Sara Henderson

From: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education

To: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education, Canberra (PN. 51618) (Gazetted 19 April 2023)

School Performance and Improvement

Tuggeranong

Caroline Chisholm School

Heidi McDonald

From: School Assistant 2/3 \$51,548 - \$62,857

Education

To: Administrative Services Officer Class 3 \$68,685 - \$73,920

Education, Canberra (PN. 57126) (Gazetted 24 May 2023)

School Performance and Improvement

Belconnen Network

UC SSC Lake Ginninderra

Kerrie Monck

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Education

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Education, Canberra (PN. 37407) (Gazetted 31 March 2023)

School Improvement

North Canberra Gungahlin

Gold Creek School

Melissa Schmidt

From: Administrative Services Officer Class 6 \$91,315 - \$104,509

Education

To: †Senior Officer Grade C \$114,928 - \$123,710

Education, Canberra (PN. 56752) (Gazetted 16 March 2023)

Business Services Division

Strategic Finance and Procurement

Strategic Procurement

Susanna Wicks

From: Senior Officer Grade C \$114,928 - \$123,710

Education

To: †Senior Officer Grade B \$135,355 - \$152,377

Education, Canberra (PN. 40894) (Gazetted 31 March 2023)

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation Service

Operations Coordination and Planning

Luke Halls

From: Senior Officer Grade B \$135,355 - \$152,377

Transport Canberra and City Services

To: †Senior Officer Grade A \$157,201

Environment, Planning and Sustainable Development, Canberra (PN. 60686) (Gazetted 14 March 2023)

Justice and Community Safety

ACT Courts and Tribunal

ACAT

Tahnee Bass

From: Administrative Services Officer Class 3 \$68,685 - \$73,920

Justice and Community Safety

To: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety, Canberra (PN. 34715) (Gazetted 15 September 2022)

ACT Corrective Services

Corporate Services

People and Culture

Jacquelyn Raby

From: Senior Officer Grade C \$114,928 - \$123,710

Canberra Health Services

To: †Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety, Canberra (PN. 54970) (Gazetted 22 March 2022)

ACT Human Rights Commission

Victim Support ACT

Client Services Team

Casey Ruddell

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN. 53475) (Gazetted 19 April 2023)

ACT Courts and Tribunal

ACAT

Janell Waithe-Davison

From: Administrative Services Officer Class 4 \$76,255 - \$82,566

Justice and Community Safety

To: Administrative Services Officer Class 5 \$84,749 - \$89,705

Justice and Community Safety, Canberra (PN. 42756) (Gazetted 3 October 2022)

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Kim Ward

From: Classroom Teacher \$76,575 - \$114,624

Canberra Institute of Technology

To: †Senior Officer Grade B \$135,355 - \$152,377

Justice and Community Safety, Canberra (PN. 58844) (Gazetted 28 September 2022)

Transport Canberra and City Services

Territory and Business Services

Yarralumla Nursery

Kapil Bhatt

From: General Service Officer Level 3/4 \$53,867 - \$58,825

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services, Canberra (PN. 40469) (Gazetted 23 March 2023)

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.

Territory and Business Services

Yarralumla Nursery

Claire Smith

From: General Service Officer Level 3/4 \$53,867 - \$58,825

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$59,713 - \$65,718

Transport Canberra and City Services, Canberra (PN. 17128) (Gazetted 23 March 2023)

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.

Worksafe ACT

WorkSafe ACT

Psychosocial

Thi Khanh Nguyen

From: Regulatory Inspector 5 (WorkCover Officer 5) \$84,749 - \$89,705

Worksafe ACT

To: †Regulatory Inspector 6 (WorkCover Officer 6) \$91,315 - \$104,509

Worksafe ACT, Canberra (PN. 60771) (Gazetted 21 March 2023)