



ACT Government Gazette

Gazetted Notices for the week beginning 26 October 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>

Office of the Director-General

Office of the Director-General

Ministerial and Government Services

Coordination Officer

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 42851)

Gazetted: 31 October 2023

Closing Date: 7 November 2023

Details: ACT Health Ministerial and Government Services is seeking a motivated and highly organised Coordination Officer to join the Government Business Team.

As the Coordination Officer, you will need to be efficient, highly motivated, well organised and possess strong communication skills to work within this dynamic and fast paced environment with competing demands. Under the guidance of the Director, Government Business and Cabinet Liaison Officer, the Coordination Officer will: Undertake a range of administrative and organisational tasks associated with the coordinating, tracking and monitoring of ministerial and government business requests to and from the Minister's Offices.

Provide administrative support to the Office of the Director-General and Office of the Deputy Director-General.

Manage central inboxes, allocate tasks and ensure appropriate action is taken on all incoming correspondence.

Critically examine documents to ensure correctness of format, style, grammar, presentation and quality.

Communicate effectively with Directorate staff and other stakeholders as required.

Assist with research and liaison, exert good common sense and use initiatives to ensure timely responses to requests for information.

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

This position is under a hybrid working arrangement with two days a week (generally Tuesday and Thursday) based at Bowes Street, Phillip. This arrangement may change in future to additional office-based days.

Eligibility/Other requirements: Knowledge and/or experience in a Government Business Unit in the management and coordination of ministerial processes would be desirable. Experience in the use of, or the ability to quickly learn, computer applications including the Microsoft Suite, database applications, and records management and correspondence tracking systems.

Notes: This is a temporary position available from late November for a period of three months with the possibility of extension up to less than six months and/or permanency.

How to Apply: Interested applicants should submit a 1-page pitch considering the Position Description and outlining the relevant skills and experience that you would bring to the position, as well as a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kylie Gstrein (02) 6207 1695 kylie.gstrein@act.gov.au

Office of the Director General

Ministerial and Government Services

Government Business

Director, Government Business

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 45489)

Gazetted: 31 October 2023

Closing Date: 14 November 2023

Details: An exciting opportunity exists in the Ministerial and Government Business Team within the ACT Health Directorate for a hardworking individual with high-level experience in Government Business processes, including Cabinet and Assembly matters.

In a fast paced and dynamic environment, this role leads a small team responsible for ensuring business progresses in a timely way and in accordance with appropriate government processes and legislated requirements. The successful officer will have an ability to prioritise and monitor the workloads of their team to ensure support is provided to junior team members when required and tight timeframes are met.

As a subject matter expert, the successful officer will also be responsible for providing clear guidance to officers and executives throughout the directorate on complex matters, and noting the material being handled it is expected this person will maintain a high degree of sensitivity and confidentiality at all times.

As a crucial role in the Ministerial and Government Services Team interested persons are encouraged to speak with the contact officer further about the position.

Eligibility/ Other requirements:

Understanding and knowledge of ACT Government Business Processes would be well regarded.

Knowledge and experience, or the ability to gain this quickly, in the use of HPE Content Manager (TRIM) and Objective ECM would be well regarded.

Knowledge of, or the ability to gain this quickly, the ACT Health Directorate would be well regarded.

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: Please submit a current Curriculum Vitae along with a two-page pitch responding to the professional skills and knowledge and the behavioural capabilities outline in the attached position description.

Applications should be submitted via the Apply Now button.

Contact Officer: Catherine Ellis (04) 6692 2505 Catherine.Ellis@act.gov.au

ACT Health

Governance and Compliance

Governance Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322 (PN: 44204)

Gazetted: 27 October 2023

Closing Date: 10 November 2023

Details: ACT Health Directorate is looking for a motivated individual with a commitment to continuous improvement and effective governance. The successful applicant will apply critical thinking and conduct research and analysis in providing advice on strategy, governance and compliance management matters. They will create quality reports, briefs and papers for governance committees and executive as well as support the development and management of compliance and governance systems for the Directorate. The role will require building and maintaining positive professional relationships across the Directorate, enabling business area participation in relevant programs, maintaining Intranet sites and associated key support resources. Tertiary qualifications are desirable. There may also be opportunities to contribute to the broader governance responsibilities of the Branch. 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 immediately until 22 December 2023 with the possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Applicants are asked to provide a current Curriculum Vitae and a two-page written response addressing each of the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description having regard to the role duties. Applicants are also asked to provide the names and contact details of two referees. Referees will not be contacted without your prior approval.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jessica Buik (02) 5124 9935 Jessica.Buik@act.gov.au

Digital Solutions Division

Future Capability and Governance

Testing Hub

Test Manager

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 36916)

Gazetted: 26 October 2023

Closing Date: 9 November 2023

Details: The Digital Health Record Program has an opening for an experienced Test leader. The Director, Test Management is to be responsible for the development and implementation of a contemporary testing strategy for the Digital Health Record. This role will be critical to the success of the maintenance and support of the new Digital Health Record.

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.

Note: This is a temporary position available immediately until October 2024 with the possibility of an extension and/ or permanency. It is important that you can commit to this full period.

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

How to apply: Please submit a written application of no more than two pages responding to the selection criteria outlined in the Position Description. Please also submit a curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

If shortlisted, note that an aptitude test will be utilised as part of the selection process.

Applications should be submitted via the apply now button.

Contact Officer: Justine Spina (02) 5124 9040 Justine.Spina@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

CHS Clinical Services

Rehabilitation, Aged and Community Services

Oral Health Services

Oral Health Therapist New Graduate

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 13462 - 02EFH)

Gazetted: 26 October 2023

Closing Date: 15 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: Our Oral Health Therapist New Graduate Program is specially designed to get your career off to a flying start — giving you individual support while optimising your career opportunities. Launch your health career in a supportive and dynamic environment with an organisation that is committed to investing in its people.

Additional benefits of the Oral Health Therapist graduate program include:

- Rotational positions to ensure a broad range of clinical experiences
- Exposure to management of complex clinical cases strong clinical supervision, support, and mentoring
- Participation in new graduate allied health education program
- Working in great, discipline specific and multi-disciplinary teams

For more information regarding the position duties click here for the [Position Description](#).

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

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

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

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

Contact Officer: Trish Mason 040 992 3122 trish.mason@act.gov.au

CHS Clinical Services

Cancer and Ambulatory Services

Cancer Services

Research Assistant - Clinical Immunology Unit

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 52386 - 02EE0)

Gazetted: 27 October 2023

Closing Date: 9 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Hospital:

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

For more information regarding the position duties click here for the [Position Description](#).

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

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

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

Undergo a pre-employment Police check.

Note: This is a temporary position available for 11 months. This position is part-time at 19 hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Katrina Randal 02 5124 8502 katrina.randall@act.gov.au

Canberra Health Services

CHS Clinical Services

Rehabilitation, Aged and Community Services Allied Health

Social Work Manager - Rehabilitation, Aged and Community Services (RACS)

Health Professional Level 4 \$114,928 - \$123,710 (PN: 28647 - 02EJ7)

Gazetted: 27 October 2023

Closing Date: 13 November 2023

What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Hospital: C Opportunity exists for an experienced Social Worker with passion and experience in rehabilitation, aged and/or community care, to lead the RACS Social Work Team. The successful candidate will require experience in providing leadership and guidance in coordinating Social Work Services. We are seeking to appoint a manager with a passion to support and enhance Social Work services delivered within RACS across the care continuum, that are both effective and client focused.

The RACS Social Work Manager position provides leadership and operational management of the RACS Social Work Services across UCH Rehabilitation Wards, Canberra Hospital (CH) Acute Care of the Elderly Wards and geriatric outreach services, and Community Care Program (CCP) Social Work Services based at Community Health Centres on the north and southside of Canberra. The successful candidate will work directly with the RACS Social Work leadership team which incorporates a Social Work Clinical Lead and NDIS Inpatient Lead. They will also work in collaboration with their Allied Health, Nursing and Medical management colleagues across the care continuum from community to inpatient settings. The role has direct reporting lines in the community to the CCP Allied Health Manager, as well as the RACS Director of Allied Health for the inpatient setting, and for coordination of services more broadly.

For more information regarding the position duties click here for the [Position Description](#).

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.

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

Contact Officer: Barbara Bolton 02 5124 0017 barb.bolton@act.gov.au

CHS Clinical Services

Rehabilitation, Aged and Community Services

Client Support Services

NDIS Support Unit Lead - Client Support Services

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 29701 - 02EGS)

Gazetted: 27 October 2023

Closing Date: 2 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Hospital:

An opportunity exists for an experienced Allied Health professional with extensive knowledge and experience of health service provision and strategically addressing service provision consideration for clients with disabilities, specifically in relation to National Disability Insurance Scheme (NDIS) funding. The CHS NDIS Support Unit Lead position is available from November 2023 for a period of 6 months with the possibility of extension or permanency. The CHS National Disability Insurance Scheme (NDIS) Support Unit Lead is based predominantly at Village Creek Centre Kambah with requirement to coordinate with services teams across CHS community and inpatient sites. The position provides strategic advice and coordination for Canberra Health Services in relation to NDIS / health interface issues across divisions. The successful applicant will provide advice to the RACS Executive Director and be required to represent CHS in a range of forums including to other ACT and Federal Government departments, the National Disability and Insurance Agency (NDIA), Non-Government Organisations, and Ministers as required. The position is responsible for the direction and management of the CHS NDIS Support Unit which incorporates NDIS / health interface project officers and the administrative support for RACS NDIS Fee for Service areas.

Under limited direction of the Executive Director of RACS and Director of Client Support Services you will lead the NDIS Support Unit with a focus of improved coordination of care for clients who are NDIS participants, or potentially eligible for NDIS funding.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

Comply with Allied Health credentialing.

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

Note: This is a temporary position available for six months with the possibility of extension and/or permanency.
For more information on this position and how to apply "click here"
Contact Officer: Barbara Bolton 02 5124 0017 Barb.Bolton@act.gov.au

Ambulatory Care Support Services – Central Health Intake

Central Health Intake - Registered Nurse

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 44429 - 02EDY)

Gazetted: 31 October 2023

Closing Date: 22 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Are you looking for an exciting and rewarding opportunity to begin your career with Team CHS?

Come work in a growing tertiary hospital that cares for patients with a wide variety of health needs.

CHS Central Health Intake (CHI) is responsible for the intake, assessment and referral of consumers wishing to access CHS provided community-based services and specialist outpatient services at Canberra Hospital. Central Health Intake Nursing team incorporates both Community Health Intake, and the Central Outpatient's Intake. The two services are co-located under a single management structure of Central Health Intake, and provide a streamlined approach to referral management, which enables safe navigation through the health journey for all health care consumers.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

Note: This is a temporary available for 12 - 60 Months with possibility of extension and/or permanency.

Contact Officer: Leesa Scott 02 51246999 leesa.scott@act.gov.au

Neonatal Intensive Care Unit

Neonatal Intensive Care Unit - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 12446 - 02EHB)

Gazetted: 31 October 2023

Closing Date: 17 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Discounted gym memberships

Scholarships for education support

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

About the Role:

Are you looking for an exciting and rewarding opportunity to begin your career with Team CHS? The Department of Neonatology is looking for a Registered Nurse to join the team.

The Department of Neonatology is the only tertiary level 6 neonatal unit in the ACT and surrounding NSW. It includes Neonatal Intensive Care Unit (NICU), Special Care Nursery (SCN), NETS ACT retrieval service, Newborn and

Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 30 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Laura Briguglio 02 5124 7333 laura.briguglio@act.gov.au

Nursing and Midwifery Resource Office

Registered Nurse - Novice Nurse Consolidation Program

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 25691, Several - 02EGH)

Gazetted: 27 October 2023

Closing Date: 16 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Are you looking for an exciting and rewarding opportunity to begin your career with Team CHS? We are now seeking applications for the Novice Nurse Consolidation Program for our February 2024 intake.

Come work in a growing tertiary hospital that cares for patients with a wide variety of health needs. The Novice Nurse Consolidation Program will assist you in the consolidation of knowledge, skills and competencies to transition from a novice nurse to practising as a safe, confident and accountable health care professional.

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 the community within Canberra and surrounding regions.

The Novice Nurse Consolidation Program (NNCP) is a formalised six-month workplace-based program.

The NNCP aims to:

Provide two 3-month clinical rotations in a variety of medical, surgical and specialty areas across CHS.

Provide a structured framework to support you in transitioning to acute care settings.

Provide you with diverse learning opportunities within CHS.

Create a learning environment where you and your colleagues value the opportunity to develop your clinical skills through a supportive and structured program.

Create an environment for you to reflect on nursing practices and apply lifelong learning strategies, thus promoting ongoing personal and professional development of yourself and other.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Tracy Morton Contact Officer Number 02 5124 0991 tracy.morton@act.gov.au

Medicine Operational

Executive Officer - Medicine Operational

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 45316 - 02E8X)

Gazetted: 27 October 2023

Closing Date: 7 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

The position provides executive support and advice to the Executive Director and senior leadership team within the Division of Medicine, Canberra Health Services. The main duties of the role is coordination and preparation of government business including briefings and correspondence, consumer complaints, cabinet submissions and assembly material, divisional business and projects. The Executive Officer also works closely with the Executive Director to support the priorities of the Division.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

Contact Officer: Kristi Vaughan (02) 5124-9898 Kristi-Lee.Vaughan@act.gov.au

Perioperative Suite

Anaesthetic Nurse - Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 600352, several - 02DVE)

Gazetted: 27 October 2023

Closing Date: 10 November 2023

What can we offer you:

- City living without the traffic – click her to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the role:

The Division of Surgery is responsible for delivering inpatient and outpatient surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-

Anaesthetic Care Unit, Day Surgery Unit, Admissions, Day Procedure Unit, Endoscopy, and specialist surgical ward areas.

The Peri-Operative Department at North Canberra Hospital consists of a Day Surgery Unit, Surgical Admission Lounge (SAL), a Post Anaesthetic Care Unit (PACU), 7 Operating Theatres, and a procedure room, covering a wide range of surgical specialties.

Anaesthetic nursing is a diverse and challenging specialty within the Perioperative Unit. Our specialties include Orthopaedics, Obstetrics, Gynaecological, Ear Nose and Throat (ENT), Head and Neck, Plastics, Minor Vascular, General Surgery, Urology, Ophthalmic and Maxillofacial Surgery. The North Canberra Hospital, Operating Suite services surgical procedures within the local area, in addition to accepting referrals from surrounding regions.

Our Anaesthetic Nurses are dynamic skilled professionals who are responsible for the provision of patient centred evidence-based nursing care for every patient. Our nursing team works within an interdisciplinary healthcare team supported by Perioperative Education Team, and the Clinical Nurse Consultant.

For Registered Nurses starting out in the anaesthetic role, the environment and workflows may represent a very different way of Nursing. We have foundational education program designed to provide consistent approach in the support of new anaesthetic nurses as you develop nursing new knowledge and skills.

The role of the Anaesthetic Nurse is critical to positive patient outcomes, working closely with the Anaesthetists and all members of the interdisciplinary team. We advocate for the patient to always ensure their safety and are responsible for the handover to PACU staff.

Under limited direction of the Clinical Nurse Consultant and Clinical Development Nurses, Anaesthetic Nurses will undertake the following duties and responsibilities:

- Be responsible for the provision of comprehensive, high-quality care to patients utilising the principles of fair access and equity, patient participation, health promotion and prevention.
- Demonstrate competence to perform the role of anaesthetic nurse as per ACORN standards and organisational policy and guidelines.
- Complete all mandatory training requirements and prescribed training requirements determined by hospital policy or the education team for the anaesthetic nurse role.
- Communicate effectively with patients and colleagues utilising well developed verbal, written and technological skills.
- Maintain and promote safe clinical practice and adhere to aseptic technique, infection control principles and practices.
- Facilitate necessary pre-operative checks and ensure all issues and concerns are raised and addressed with the anaesthetic and surgical team prior to the commencement of anaesthesia.
- Advocate for patient safety and comfort during all stages of the surgical process
- Collaborate with the anaesthetic and surgical team to ensure that all required equipment, and supplies are checked for availability, functionality, and cleanliness/sterility and are suitable for use for prescribed anaesthetic procedures.
- Assist anaesthetists in administering various types of anaesthesia, including general, regional, and local anaesthesia.
- Recognise intraoperative complications or changes in patient's condition and responding appropriately.

About you:

Requirements/Qualifications:

Mandatory

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

Desirable

- Have an understanding of how the National 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.
- Previous clinical Anaesthetic experience.
- A proactive and enthusiastic willingness to learn

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

- Prior to commencing this role, a current registration issued under the [Working with Vulnerable People \(Background Checking\) Act 2011](#) is required.
 - Undergo a pre-employment National Police Check.
 - Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.
- Contact Officer: Julie Lee 02 6201 6984 Julie.Lee@calvary-act.com.au

CHS Chief Executive Officer

CHS Nursing and Midwifery and Patient Support Services

Nursing Casual and Relief Pool

Enrolled Nurse - Novice Nurse Consolidation Program

Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: 58575, several - 02EGG)

Gazetted: 27 October 2023

Closing Date: 16 November 2023

What can we offer you:

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Scholarships for education support

About the Role:

Are you looking for an exciting and rewarding opportunity to begin your career with Team CHS? We are now seeking applications for the Novice Nurse Consolidation Program for our February 2024 intake.

Come work in a growing tertiary hospital that cares for patients with a wide variety of health needs. The Novice Nurse Consolidation Program will assist you in the consolidation of knowledge, skills and competencies to transition from a novice nurse to practising as a safe, confident and accountable health care professional.

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 the community within Canberra and surrounding regions.

The Novice Nurse Consolidation Program (NNCP) is a formalised six-month workplace-based program.

The NNCP aims to:

Provide two 3-month clinical rotations in a variety of medical, surgical and specialty areas across CHS.

Provide a structured framework to support you in transitioning to acute care settings.

Provide you with diverse learning opportunities within CHS.

Create a learning environment where you and your colleagues value the opportunity to develop your clinical skills through a supportive and structured program.

Create an environment for you to reflect on nursing practices and apply lifelong learning strategies, thus promoting ongoing personal and professional development of yourself and other.

For more information regarding the position duties [click here](#) for the *Position Description*.

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

Undergo a pre-employment National Police Check.

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

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

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

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

Contact Officer: Tracy Morton (02) 5124 0991 tracy.morton@act.gov.au

CHS Clinical Services

Women, Youth and Children's Health

Women, Youth and Children Community Health Programs

Physiotherapist, Early Family Support Counselling and Physiotherapy Team

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 27512 - 02EFY)

Gazetted: 26 October 2023

Closing Date: 8 November 2023

What can we offer you:

City living without the traffic – [click here to see why you should live in Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: Women, Youth and Children Community Health Programs delivers a range of health care community-based services to women, children, young people, and families. These services include support, education, and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs.

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

Physiotherapists in the Early Family Support Service to provide services for women three to twelve months postnatal, as well as to infants under twelve months of age for a range of concerns including torticollis, neck issues and positional talipes. Services provided are evidence based, collaborative, and holistic, with acknowledgment of the importance of sensitive, trauma informed care.

This is a rewarding and exciting position within a vibrant service that is suitable for a dynamic, flexible, and skilled physiotherapist with a solid background in musculoskeletal physiotherapy, women's health, and with paediatric experience particularly in the assessment and treatment of musculoskeletal and developmental issues for babies, who is committed to working in a multidisciplinary team to deliver care to women and infants.

For more information regarding the position duties [click here for the *Position Description*](#).

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

Undergo a pre-employment National Police Check.

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

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

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

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

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

Contact Officer: Vanessa Bakker 0432851559 vanessa.baker@act.gov.au

Adult Mental Health Services

Nurse Level 2 - Registered (MHJHADS)

Administrative Services Officer Class 2/3 \$62,994 - \$76,427, Canberra (PN: 25917 - 02D9Y)

Gazetted: 26 October 2023

Closing Date: 17 September 2023

What can we offer you:

City living without the traffic – [click here to see why you should live in Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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. ACMHS is a part of the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) division.

ACMHS teams operate across the Australian Capital Territory, adhering to either the Adult Community Mental Health Model of Care or the Older Persons Community Mental Health Model of Care depending on area of practice. 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.

This is a permanent position within the Home Assessment and Acute Response Team (HAART), and other positions may also be available. This recruitment may be appointed using the written application alone.

Duties:

As a member of a multidisciplinary team, provide assessment and consultation liaison services for consumers by providing support with accommodation, social support, income, post suicide attempt community follow up and recovery partnership programs.

Exercise independent judgement on routine matters and perform critical tasks as directed.

As part of a multidisciplinary team, work collaboratively in the formulation, implementation, and monitoring of consumers to promote positive mental health outcomes.

Provide support, consultation, liaison and education to consumers, families, direct care and non-direct care workers and agencies concerning the special needs of individuals who experience mental illness / mental disorder. Develop and maintain collaborative cross-agency relationships.

Active contribution in the implementation of clinical governance activities, quality improvement projects, divisional safety and quality initiatives, research programs, and health promotion.

Complete clinical and administrative data collection and evaluation and undertake other administrative tasks upon request.

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

About you:

Mandatory Requirements/Qualifications:

Relevant Tertiary qualifications and a minimum of 3 years' experience working professionally in 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:

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.

Understanding of adult community mental health services with minimum of 1 year post qualification experience.

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

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: Amanda Chase 5124 7830 Amanda.Chase@act.gov.au

CHS People & Culture

Clinical Development Nurse - Transition to Practice Program

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 10062 - 02EFM)

Gazetted: 26 October 2023

Closing Date: 6 November 2023

What can we offer you:

City living without the traffic – [click here to see why you should live in Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: An exciting opportunity exists for a dynamic registered nurse with demonstrated expert knowledge and skills, and highly developed interpersonal skills, to undertake the role of teaching and supporting graduate nurses in the workplace. This role requires excellent communication skills and a passion for education.

This position will provide leadership and support to graduate nurses, the Transition to Practice Program (TPPP) Team, the Graduate Nurse Coordinator/Educator and Workforce Capability Unit (WC).

The CHS Transition to Practice Program (TPPP) for Enrolled and Registered Nurses is a 12-month structured program designed to provide a smooth transition from student to registered practitioner via orientation workshops, clinical and professional support, feedback and guidance during the first year of clinical practice in the workforce. This program is facilitated by Workforce Capability (WC).

The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

Applicants will be required to demonstrate experience in clinical teaching and a sound knowledge of adult learning principles to support ongoing clinical education. Recent experience in a CDN role is preferred. The successful applicant will be required to work a rotating roster (morning, evening, and weekend shifts).

For more information regarding the position duties click here for the [Position Description](#).

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

- Undergo a pre-employment National Police Check.
- Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary part-time position at 32 hours per week for 6-12 with possibility of extension and/or permanency. The full-time salary noted above will be pro-rata.

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

Contact Officer: Helen Cutler 5124 2437 helen.cutler@act.gov.au

CHS Infrastructure Management and Maintenance

Infrastructure and Health Support Services Recurrent

CSB Operating Commissioning

Systems Integration Manager - Campus Modernisation

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 57218 - 02EC8)

Gazetted: 27 October 2023

Closing Date: 8 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Hospital:

The Canberra Hospital Expansion Critical Services Building (CSB) is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. The CSB (also known as Building 5) is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS).

Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public throughfare, patient transportation and back-of-house logistics distribution.

The service profile of Building 5 includes:

new reception and retail outlets.

new emergency department with 129 treatment spaces.

medical imaging department dedicated to emergency and inpatients.

operating theatre complex with 22 theatres, including hybrid theatres and interventional radiology theatres.

acute coronary care unit with interventional cardiac laboratories.

60 bed Intensive Care Unit with four dedicated paediatric beds

four inpatient units with 128 beds.

new sterilising services department that will replace the existing service at Mitchell ACT.
helipad with future provisioning for a second landing site,
ambulance bays.

logistics dock with an underground tunnel connection to the main campus loading dock.

significant landscape works to create a new north and south pedestrian link to the new reception and internal upgrades to ground floor of Building 2.

Building 5 is designed to provide state-of-the-art facilities for medical practice and will incorporate the latest advances in technology and contemporary hospital design – enabling a patient-centred model of care that will maximise safety, health outcomes, operational efficiency, engineering services.

CHS is responsible for the planning and implementation of the program of Operational Commissioning activities associated with this major infrastructure project. The Operational Commissioning Program is managed by the Campus Modernisation team.

The building 5 Systems Integration Manager will be integral to the process of CHS representation in the building commissioning process, facility, and staff simulation exercises to test the readiness of staff in emergency response scenarios and preparation of a Building User Guide.

The role will report to the Executive Group Manager (EGM) Campus Modernisation and work closely with the Campus Modernisation and CHS stakeholders.

For more information regarding the position click here for the [*Position Description*](#).

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

Undergo a pre-employment National Police Check.

Undergo a pre-employment medical examination.

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

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

Contact Officer: Vanessa Brady (02) 5124 4109 vanessa.brady@act.gov.au

Clinical Psychologist, Nurse Care Coordinator and Social Worker

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 62978, several - 02DZF)

Gazetted: 26 October 2023

Closing Date: 15 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: Canberra Health Services (CHS) is offering job opportunities within two newly created service areas: The CHS Gender Service (GS), and the Variation on Sex Characteristics (VSC) PsychoSocial Unit.

The services will work with both paediatric and adult clients, their families and a large scope of health professionals both internal and external to CHS.

CHS is looking to recruit the following clinicians: Clinical Psychologists, Social Workers and Nurses.

VSC PsychoSocial Unit

In June this year the ACT Government passed the Variation in Sex Characteristics (Restricted Medical Treatment)

Act 2023, see [here](#). This legislation recognises that people with variations in sex characteristics should not be subject to harm through inappropriate medical interventions. As well, this Act will aim to protect the human rights of intersex people in medical settings and for irreversible and non-urgent procedures, until the person is old enough to make decisions involving what is done to their bodies. The ACT is the first jurisdiction in Australia, and one of the first in the world, to enact this type of legislation. It is an exciting opportunity to be part of a significant improvement in the care of Intersex people.

The VSC PsychoSocial Unit has been created to:

- Improve support to intersex people and their families.
- Provide expert guidance for any decisions required in the context of medical treatment.
- Ensure a focus on the delivery of trauma-informed care to provide information, understand decisions made by the assessment board and assist with treatment decisions.

CHS Gender Service

The CHS Gender Service has been established to provide support to people with gender concerns or gender dysphoria in the ACT and surrounding regions. The service will be divided into two arms: the Paediatric Gender Service (PGS) and the Adult Gender Service (AGS). The CHS Gender Service will provide interdisciplinary support with the aim of improving physical and mental health, resulting in improved quality of life outcomes for Trans and Gender Diverse (TGD) people. Both the PGS and AGS will provide care where individuals and their families feel safe, supported and listened to throughout their gender identity experience.

The CHS Gender Service will:

- Provide access to timely, trauma-informed, gender-focused biopsychosocial care, including medical, nursing and allied health supports.
- Provide mental health assessments and support to make decisions related to social and medical transition.
- Provide training and education to staff across CHS to further improve access for TGD people to access healthcare with the ACT.
- Collaborate with external stakeholders who provide gender care, to ensure a skilled health workforce across the Territory.

Come and join our team

CHS are looking for highly trained health workers to deliver these services using a trauma-informed, strengths-based approach that recognises the importance of protective factors, such as family and peer support, to reduce stigma and discrimination and optimise mental health outcomes.

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 encouraged to apply. We encourage those clinicians with lived experience to apply.

For more information regarding the position duties, click below for the relevant position description:

Clinical Psychologist/Allied Health Lead (Health Professional Level 4) ([Full time, permanent position](#))

Nurse Care Coordinator, Paediatric Gender Service (Registered Nurse Level 3, Grade 1) ([Full time, permanent position](#))

Social Worker, Paediatric Gender Service (Health Professional Level 3) ([Full time, permanent position](#))

Allied Health Care Coordinator, Adult Gender Service (Health Professional Level 4) ([Part time, temporary, 0.5 FTE for twelve months with possibility of increased hours, extension and permanency](#))

Psychologist, VSC Psychological Support Unit (Health Professional Level 3) ([Part time, permanent position 0.6 FTE](#))

Social Worker, VSC Psychological Support Unit (Health Professional Level 3) ([Part time, permanent position 0.4 FTE](#))

Please note while we would like to fill our fulltime positions, we will consider applicants who are only interested in part time hours.

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

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

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

Note: There are both temporary and permanent positions at full time and part time hours

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

Contact Officer: Elissa Jacobs (02) 5124 4236 elissa.jacobs@act.gov.au

Allied Health

Allied Health Strategic and Operational Support Officer

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 62966 - 02EFX)

Gazetted: 26 October 2023

Closing Date: 8 November 2023

Details: A fantastic opportunity has become available to work alongside the Executive Director and Senior Director of Allied Health implementing a range of operational and strategic tasks to support progression of the allied health workforce at CHS.

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Office of the Executive Director Allied Health (EDAH), CHS provides professional and strategic leadership, for Allied Health professions within CHS and for collaborating, providing advice and advocacy to the ACT Government regarding Allied Health related matters. The EDAH Office is responsible for assisting in the delivery of workforce reforms, and for strengthening and developing CHS wide Allied Health services through innovative models of care and service delivery and representing the territory on relevant national forums.

Under direction of the Senior Director of Allied Health, you will implement a range of operational and strategic tasks to support progression of key projects and initiatives led by the Office of the Executive Director of Allied Health (OEDAH).

For more information regarding the position duties click here for the Position Description.

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.

For further information and how to apply please "click here"

Social Work

Social Worker - Acute Allied Health Services

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: C11656, several - 02E9B)

Gazetted: 26 October 2023

Closing Date: 15 November 2023

Details: What can we offer you:

- City living without the traffic – click here to see why you should live in [Canberra](#).
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

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

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

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

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote

improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

The successful applicants will be highly skilled and be able to work across the Canberra Hospital inpatient areas providing an after-hours social work service. The after-hours social work team provide a crisis social work service to patients and families experiencing distressing health event such as unexpected or near death, family violence, child safety concerns or pregnancy loss.

The successful applicants will be provided orientation during business hours and after hours, and will need to be available for weekend and after-hours work. Shifts are typically:

- 4.30pm-9.30pm Mon-Friday
- 8.30am-4.30pm Sat, Sun and public holidays
- 4pm – 9.30pm Sat, Sun and public holidays
- Some business hours work may also be available

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check

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

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

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

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

Contact Officer: Patrice Higgins 02 5124 2316 patrice.higgins@act.gov.au

CHS Chief Executive Officer

CHS Nursing & Midwifery and Patient Support Services

Nursing Clinical Support

E-Rostering Support Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 04309 - 02EF5)

Gazetted: 26 October 2023

Closing Date: 14 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: The Division of Nursing & Midwifery and Patient Support Services plays a key role in developing a collaborative and strategic approach to nursing & midwifery and patient support services for CHS.

The Division includes Nursing Support Services (including the E-Rostering Unit, the Nursing and Midwifery Resource Office, Tissue Viability Unit, Infection Prevention and Control Unit); and Patient Support Services (including Ward's persons, Hospital Assistants, Ward Clerks, the Central Equipment and Courier Service). In addition, the Division provides high quality strategic leadership and direction to the nursing & midwifery and patient support services workforce.

Canberra Health Services is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location.

Canberra Health Services is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location.

The E-Rostering System Administration Management Support Unit has responsibility for the centralisation of rostering support services across Canberra Health Services and within the Division of Nursing & Midwifery and Patient Support Services. The team provides system administration technical and rostering management related support and training services to over 5,500 Canberra Health Services staff currently managed by the Unit. The Unit

also works closely with Shared Services ICT and the vendor to manage system upgrades and break/fix solutions as well as conducting system testing and training and help desk support.

For more information regarding the position click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Lina Guo (02) 5124 3845 lina.guo@act.gov.au

CHS Clinical Services

Cancer and Ambulatory Services

Cancer Services

Senior Social Worker - Cancer Supportive Care

Health Professional Level 3 \$99,819 - \$105,180 (up to \$110,398 on achieving a personal upgrade), Canberra (PN: 246461 - 02ECZ)

Gazetted: 26 October 2023

Closing Date: 6 November 2023

Details:

What can we offer you:

- City living without the traffic – click here to see why you should live in Canberra.
- Competitive pay rates and excellent working conditions within a tertiary hospital.
- Salary Packaging with many options that provide full fringe benefits tax concessions.
- Flexible working conditions.
- 11.5% Superannuation.
- VISA/Sponsorship for eligible candidates.
- Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role: The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient, and community settings. The Division is also responsible for Walk in Centres, Central Outpatients and Central Health Intake.

The Cancer Psychosocial Service aims to improve outcomes for people with cancer and their families, by providing a comprehensive psychosocial service within the inpatient, outpatients and community settings. The Cancer Psychosocial Service is located at the Canberra Region Cancer Centre.

The Senior Social Worker will have an understanding of issues relating to oncology and the impact of cancer on a person and their family / carer, including adjustment 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.

For more information regarding the position duties click here for the [Position Description](#).

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

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

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

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

Contact Officer: Cheryl Rowsell 046 632 2676 Cheryl.Rowsell@act.gov.au

Health Information Services

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 61191 - 02EDI)

Gazetted: 26 October 2023

Closing Date: 6 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

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

About the Role:

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient, and community settings. The Division is also responsible for Walk in Centres, Central Outpatients and Central Health Intake.

The Cancer Psychosocial Service aims to improve outcomes for people with cancer and their families, by providing a comprehensive psychosocial service within the inpatient, outpatients and community settings. The Cancer Psychosocial Service is located at the Canberra Region Cancer Centre.

The Senior Social Worker will have an understanding of issues relating to oncology and the impact of cancer on a person and their family / carer, including adjustment 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.

For more information regarding the position duties click here for the *Position Description*.

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

Undergo a pre-employment National Police Check.

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

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

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

Contact Officer: Robyn Lunt on robyn.lunt@act.gov.au or (02) 5124 3331

North Canberra Hospital

Medical & Mental Health

North Canberra Hospital- Staff Specialist / Senior Specialist in Neurology and Stroke

Specialist Band 1 - 5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: LP6792 - 02EGJ)

Gazetted: 27 October 2023

Closing Date: 17 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS) This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW. North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services. Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the role:

Department of Neurology and Stroke is looking for an enthusiastic, hardworking and professional neurologist to expand the neurology services at North Canberra Hospital (NCH).

The Staff specialist provides expertise in the management of neurological conditions at NCH in ACT. Specifically, this position provides general neurology and acute stroke services.

Participate in the operations of general neurology and acute stroke service based at NCH and care for clinically appropriate referrals from ACT and the surrounding region. Provide evidence-based management of all neurological conditions.

Neurology consultation to inpatients including service on the neurology on-call rosters. This includes participation in the 24/7 acute stroke service to deliver thrombolysis for acute ischaemic stroke patients and assess patient for clot retrieval. Provision of outpatient care in neurology and establish specialise outpatient clinics.

Contribute to the clinical governance of the service by undertaking clinical audit, morbidity and mortality review, participation in hospital committees and practicing evidence-based medicine.

Adhere to department and hospital's policy and best practice in ensuring efficiency of the admission to discharge process to achieve the shortest length of stay possible for each patient. Provide supervision and advice to the general medical teams to achieve accurate Estimated Date of Discharge (EDD) and timely actual discharge.

DUTIES

Undertake to provide a comprehensive Neurology and Stroke inpatient and outpatient service delivery, and provide an on call and consultative service as required

Undertake to fulfil and maintain annual RACP and Continuing Professional Development activities; meet and maintain the necessary standards of ongoing and safe professional clinical practice, AHPRA regulatory standards and complete performance appraisal requirements with unit director of Neurology and Stroke as required.

Actively contribute to clinical governance and quality assurance activities in the Neurology and Stroke unit; and undertake clinical audits, support morbidity and mortality reviews, clinical pathway development and other quality assurance activities with a commitment to best clinical practice as maybe required by the unit and director.

Contribute to unit lead education, research and teaching activities and commit to teaching, supervising, mentoring and training of Neurology trainees, Junior Medical Officers, other relevant hospital clinical staff and community based health practitioners as required by unit director; And as part of these responsibilities attend and contribute to hospital and unit handover and other relevant meetings as required.

NCH has the expectation of a 0.4 FTE staff specialist to meet the following minimal clinical requirements;

Non Admitted Patients clinic requirements – minimum 1 clinic per week

Ward Rounds – during the on call week on a regular basis and reviewing new admissions. Attending ward consultations when requested by other specialities.

On call component will be a full week of on call based on 1:5 or 1:6 consultant ratio.

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

About you:

Requirements/Qualifications:

Mandatory

Registered or eligible for unconditional registration as a medical practitioner with the Australian Health Practitioner Regulation Agency.

Training and experience in Adult Neurology to a standard accredited by the RACP STC in Adult Neurology.

Demonstrate subspecialty experience by completion of fellowship, accredited by the RACP STC in Adult Neurology.

Demonstrates experience and participate in neurology on call roster including acute stroke management.

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](#).

Preferable be in final training year of FRACP Advanced Training in Acute and General Medicine or have received their Fellowship.

Desirable

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

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

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

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 \(act.gov.au\)](#)

Undergo a pre-employment National Police Check.

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

Note: This position is part-time at 16 hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Kim McNeilly 02 6201 6436 Kim.McNeilly@calvary-act.com.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Nursing

Registered Nurse Level 2 - Secure Mental Health Service

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 41007, several - 02E0R)

Gazetted: 27 October 2023

Closing Date: 10 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

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

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

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

Adult Inpatient Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services

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

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

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

DMHU offers 10 acute care beds and 15 rehabilitation beds and GMHU has 10 beds for community transition. At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills, and care to achieve sound outcomes for people with mental illness. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Assistant Director of Nursing, Clinical Nurse Consultants and Nurse Unit Manager. In this role you will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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

For more information regarding the position duties click here for the [*Position Description*](#).

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.

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

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

Contact Officer: Peta Kleinig (02) 5124 1863 Peta.Kleinig@act.gov.au

CHS Clinical Services

Cancer and Ambulatory Services

Cancer Services

Staff Specialist / Senior Specialist in Palliative Care

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 63120 - 02EGA)

Gazetted: 27 October 2023

Closing Date: 9 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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](#)

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at [ENTERPRISE AGREEMENTS](#)

A 0.4 FTE permanent part-time position as Staff Specialist in Palliative Care is available at The Canberra Hospital. It is expected that the applicant will have general experience and expertise in Palliative Care. Responsibilities will include consult care, inpatient care, 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 Palliative Care of the Canberra Region Cancer Centre. The Unit is located within The Canberra Hospital and provides a palliative care service to the Canberra Hospital as part of the palliative care services provided by Canberra Health Services to the Australian Capital Territories and South-Eastern NSW.

The palliative care team at Canberra Hospital practices holistic care utilising a multi-disciplinary model including the support of expert nurses, nurse-practitioners, psychosocial care providers, doctors and volunteers.

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). Planning for an Acute Palliative Care ward at Canberra Hospital is underway with this service expansion being anticipated in the next few years.

The palliative care unit supports an active clinical trials research program in collaboration with the Clare Holland House research service and has developed research links with PaCCSC, CST, ANU and the University of Canberra. Skills to be able to integrate clinical service and research are desirable.

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.

The ACT Public Service strongly supports, recognises and values the diversity of cultures within the Australian community. Indigenous Australians, people from diverse cultural and linguistic backgrounds and people with a disability are encouraged to apply.

Duties:

Manage the assessment and management of outpatients referred for palliative care support as inpatients and within outpatient clinics. Support for patients of a variety of ages including children on infrequent occasions. Support the development of an inpatient model of acute palliative care including through provision of direct patient care once the model is enacted.

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 Canberra Health Services policies and guidelines.

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.

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

Note: This position is part-time at (16:00) hours per week and the full-time salary noted above will be pro-rata.

For more information on this position and how to apply [Position Description](#)

Contact Officer: Dr Michael Chapman (02) 5124 8444 michael.chapman@act.gov.au

Clinical Services

Women, Youth and Children's Health

Director of Nursing and Midwifery

Paediatrics - Registered Nurse Level 2

Registered Nurse Level 2 \$100,957 - \$107,000, Canberra (PN: 22306, several - 02EF9)

Gazetted: 26 October 2023

Closing Date: 9 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Paediatrics at the Centenary Hospital for Women and Children provides holistic, evidence-based quality health care and advocacy for all children and adolescents up to their 16th birthday from the ACT and surrounding areas. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

The environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional, and comfortable, with a bed for a parent to sleep in each room.

For more information regarding the position duties click here for the *Position Description*.

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

Undergo a pre-employment National Police Check.

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

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

Note: Part time hours will be considered.

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

Enhanced Child Health Services

Health Professional - Enhanced Child Health Services

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 29755, several - 02EHH)

Gazetted: 01 November 2023

Closing Date: 27 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Join a close-knit, highly skilled team that is passionate about making a valuable difference in the lives of children.

The Enhanced Child Health Service team delivers high quality, trauma-informed, holistic support and intervention with children and families who are at risk of poor health and development outcomes due to an intersection of complex health and psychosocial needs.

We acknowledge and truly value our staff for the work that they do and for this reason, we have developed a strong support network for our clinicians. As part of this, you will be supported by both management and the wider multidisciplinary team. In addition, we also provide professional development opportunities and clinical supervision to all our Allied Health Clinicians.

We have flexibility to offer positions based on individual need. We will work with successful applicants to ensure suitable hours for both the clinician and the service. Our service can offer temporary or permanent positions and both full time and part time.

We invite suitably qualified Social Workers and Clinical Psychologists to apply.

For more information regarding the position duties, please click on the appropriate Position Description below:

Health Professional Level 2- [Position Description](#).

Health Professional Level 3 - [Position Description](#).

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.

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](#).

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

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.

Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution.

North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities. Contact Officer: Renata Kiss (02) 5124 2712 renata.kiss@act.gov.au

Director of Nursing

Enrolled Nurse - Mental Health, Justice Health and Alcohol & Drug Safety

Enrolled Nurse Level 1 \$65,934 - \$70,443, Canberra (PN: 37307 - 02E11)

Gazetted: 01 November 2023

Closing Date: 14 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Discounted gym memberships

Scholarships for education support

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

About the Role:

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

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

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

Adult Inpatient Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services

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

For more information regarding the position duties click here for the [Position Description](#).

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.

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](#).

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

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Canberra Hospital Expansion Project – CHS is constructing a new critical services building called 'Building 5' which is a 44,000sqm nine storey building specifically designed to deliver state-of-the-art acute clinical services at the Canberra Hospital. Building 5 is the largest healthcare infrastructure project undertaken in the Territory's history

and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services. Building 5 integrates with a number of existing buildings at the Campus including Building 1 and Building 2, to facilitate a seamless public thoroughfare, patient transportation and back-of-house logistics distribution. North Canberra Hospital - As of 3 July 2023 Calvary Public Hospital Bruce transitioned to CHS and became North Canberra Hospital. The transition will deliver a health system networked under one provider and will provide increased workforce opportunities for staff at both CHS sites. The ACT Government will be building a new northside hospital on the existing hospital campus in Bruce to meet the growing health care needs of our community, with construction to commence mid-decade providing more beds, increased services, and increased career opportunities. Contact Officer: Peta Kleinig 0428 393 961 peta.kleinig@act.gov.au

CHS Clinical Services

Women, Youth and Children's Health

Operations Manager

Administration Officer -Team Leader - Women, Youth & Children - Outpatient Services

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 48681, several - 02EJC)

Gazetted: 01 November 2023

Closing Date: 3 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Canberra Health Service Division of Women Youth & Children provides a broad range of primary, secondary, and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We provide family centred, interdisciplinary services at Canberra Health Services, Community Health Centres, client homes, schools and Child and Family centres.

The position provides administrative and general office support to the Women Youth and Children Department. Duties include booking appointments, referral management, screening telephone calls, organisational and time management skills, ability to liaise effectively with staff at all levels as well as the ability to lead a small team, monitor workflows and direct staff. A high level of knowledge and demonstrated ability in the use of health-based IT systems including ACTPAS and Clinical Portal and the ability to report on this data is desirable. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women Youth and Children Management team as necessary.

For more information regarding the position click here for the [Position Description](#).

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.

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: Temporary 6 to 12 months contract with possibility of permanency.

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

Contact Officer: Danielle Treloggen (02) 5124 7591 Danielle.Treloggen@act.gov.au

Clinical Forensic Medical Service

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 62868 - 02DRP)

Gazetted: 01 November 2023

Closing Date: 12 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
VISA/Sponsorship for eligible candidates.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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](#)
Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at [ENTERPRISE AGREEMENTS](#)

Clinical Forensic Medical Services (CFMS) is a locally based well established clinical service that provides forensic medical care to patients from the ACT and surrounding areas. CFMS comprises of Clinical Forensics ACT (CFACT), contracted medical services to the AFP, Forensic and Medical Sexual Assault Care (FAMSAC), the ACT Health based sexual assault service, and 'Fitness To Drive Medical Clinic' (FTDMC). CFMS is a medical unit within Canberra Hospital and Health Services, with requirements and support for ongoing professional development of all staff.

Duties:

Under limited direction of the Medical Director you will perform and be responsible for the provision of clinical forensic medical services. This position will also have a supervisory capacity for junior medical staff and backfill the Medical Director's position for leave. Assists in the strategic and operational processes required within CFMS. The successful applicants will be required to work as part of a multidisciplinary team.

To work in conjunction with the CFMS Medical Director to manage the Clinical Forensic Medical Services on a day to day basis. Backfill and be accountable for all service provisions for the medical director's position for leave.

Willingness and ability to participate in both FAMSAC and CFACT after-hours on call rosters as first on call and as a second on call senior supervisor.

Provision of confidential forensic medical services under the CFACT service agreement to the Australian Federal Police including supervision of medical and nursing staff.

Provision of assessment and expert opinion in routine and complex fitness to drive medical cases.

Demonstrated ability to provide a comprehensive range of confidential medical and forensic care to women and men who have experienced a recent sexual, family and general assault, persons in custody and police officers, this includes supervision of medical and nursing staff for routine and complex cases.

Provision of expert medico-legal reports for FAMSAC, CFACT, fitness to drive and coronial cases, including expert evidence and opinions for the purposes of the legal process.

Involvement in delivery and participation of ongoing education in clinical forensic medicine and related medical practice with the provision of specialised education and training programs and active participation for the Australian Federal Police, ANU medical students, medical officers, nursing staff and community groups in the areas of clinical forensic medicine at the direction of the medical director.

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

For more information, please click here to see the [Position Description](#)

Contact Officer: Dr Jane Van Diemen 5124 2185 Jane.VanDiemen@act.gov.au

Pathology Collection Services

Phlebotomist - Technical Officer Level 1 - Pathology

Technical Officer Level 1 \$62,599 - \$65,631, Canberra (PN: 30581, several - 02ECU)

Gazetted: 01 November 2023

Closing Date: 14 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.
Salary Packaging with many options that provide full fringe benefits tax concessions.
Flexible working conditions.
11.5% Superannuation.
Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. As part of Canberra Health Services staff are able to access salary Packaging with many options that provide full fringe benefits tax concessions.

Pre-Analytics, ACT Pathology is primarily the liaison between patient, clinician, and laboratory. Customer Services is responsible for the collection of pathology samples from patients within the Canberra, North Canberra, University of Canberra, and National Capital Private Hospitals. Customer Services operates eight outpatient collection centres within hospitals and the community as well as a home collection service for those that are too frail to attend an outpatient room.

Under direction of the Customer Services Manager and the Senior Supervisor Pathology Collections you will be required to perform collection procedures working across all sites, perform reception duties, data entry, stock maintenance and a liaison role with patients and clinicians.

Customer Services operates Monday to Sunday between the hours of 6:30am to 5:30pm. However, there may occasionally be a requirement to work outside these routine days due to public holidays and operational requirements.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

Note: This position is part-time at (25) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Louise Hyndes (02) 5124 2932 louise.hyndes@act.gov.au

CHS Infrastructure Management and Maintenance

Infrastructure and Health Support Services Recurrent

Contract Management

Director Commercial Contract Management - Environmental Services

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 59269 - 02EMT)

Gazetted: 01 November 2023

Closing Date: 3 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

Campus Modernisation Program.

Capital project delivery.

Facilities Management.

Flexible working conditions.

Operational Support Services including Security, Parking, Volunteer Management, Residential Accommodation, Fleet Management.

Business operations including Food and Sterilising Services, commercial contract management and compliance.

Key commercial contracts managed within the Business Operations Division include the University of Canberra Hospital Facilities Management Contract and the Domestic and Environmental Services contract.

University of Canberra Hospital Facilities Maintenance (UCH FM) is a section which manages both outsourced and in-house facilities management and maintenance services to UCH. Ten distinct service lines are provided by head contractor BGIS under the UCH FM Contract, delivering a people-centred physical environment and support services that promote patient recovery and the wellbeing of all facility stakeholders.

Domestic and Environmental Services (DES) manages the contracts providing cleaning, clinical waste streams and linen services to Canberra Hospital and extended CHS sites, and the ACT Health Directorate.

The Director, Commercial Contract Management will be responsible for renewing and establishing contracts, licence agreements and service level agreements. The Director will oversee the development and management of statement of requirements for tendering purposes and managing new and existing maintenance contracts. This position also provides an internal consultancy role and is responsible for providing advice and guidance to the organisation and executive on outsourced contract matters.

For more information regarding the position click here for the *Position Description*.

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

- Undergo a pre-employment National Police Check.

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

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

Contact Officer: Ken Barnett (02) 5124 5325 Ken.Barnett@act.gov.au

CHS Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Allied Health

Psychologist - Adult Mental Health Unit

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 41241 - 02EIK)

Gazetted: 31 October 2023

Closing Date: 13 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

The AMHU is a 40-bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation. 12B is 10-bedroom low dependency inpatient unit for patients with a lower risk of behavioural disturbance or vulnerability.

The successful applicant of the HP2 Psychologist position is responsible for conducting skilled clinical assessment and delivering individual and group based psychological interventions to people.

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

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

The AH team is made up of diverse group of allied health professions that work together to support the recovery goals of consumers admitted to any of the AH Adult Mental Health Inpatient facilities.

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

For more information regarding the position duties click here for the [Position Description](#).

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.

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

Contact Officer: David Warren (02) 5124 5401 David.Warren@act.gov.au

CHS People & Culture

Talent Acquisition Officer - Nursing Stream

Talent Acquisition Officer - Nursing Stream

Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 63488 - 02EKB)

Gazetted: 31 October 2023

Closing Date: 14 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Talent Acquisition Function sits within the People and Culture (P&C) Division.

P&C is responsible for providing strategic leadership across talent management and workforce planning, talent acquisition, compensation, conditions and employee benefits, training and development, workplace safety and wellness, reward and recognition, people data and analytics. P&C works closely with all CHS Divisions to deliver workforce solutions to meet business strategy and operational objectives.

The Talent Acquisition function is responsible for identifying, attracting, assessing, hiring, and onboarding candidates to fill open positions across CHS as well as manage talent pools for future workforce needs. It includes developing, implementing, and evaluating programs for sourcing, recruiting, hiring, and orientating talent.

The Talent Acquisition Officer will be responsible for providing administrative support to assist in meeting workforce needs through the delivery of customer focused recruitment, selection, and onboarding activities.

For more information regarding the position click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Alana Matthews (02) 5124 0838 Alana.Matthews@act.gov.au

Rehabilitation Aged and Community Services (RACS), Brindabella Rehabilitation Service

Brindabella Rehabilitation Services Manager

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 23235 - 02EGK)

Gazetted: 31 October 2023

Closing Date: 2 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

An opportunity exists for an Allied Health professional with extensive experience in the leadership and management of allied health sub-acute rehabilitation, aged care and/or community services to fill the position of Brindabella Day and Ambulatory Rehabilitation Services (BDARS) Manager. The position is available from November for a period of 6 months with the possibility of extension or permanency.

The primary responsibility of this position is to promote positive client outcomes through the leadership and governance of the interprofessional teams and services that comprise BDARS (Day and Rehabilitation Services, Rehabilitation at Home, Vestibular Rehabilitation, Falls and Falls injury Prevention Service, Post COVID recovery Clinic, Motor Neurone Disease clinic and SPICE Dementia Intervention research program).

Under the limited supervision of the Director of Allied Health, the BDARS Manager is responsible for the strategic direction, planning, leadership and clinical operation and service delivery within these services in line with CHS frameworks and plans, and the National Safety and Quality Health Services standards. The position incorporates clinical and professional Allied Health services leadership, management of human and financial resources, service development and evaluation, and change management. There are also two clinical research projects currently being undertaken in BDARS.

For more information regarding the position duties click here for the [Position Description](#).

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

Undergo a pre-employment National Police Check.

Comply with Allied Health credentialing.

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

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

Contact Officer: Barbara Bolton 025124 0017 Barb.Bolton@act.gov.au

Integrated Care Program

General Practitioner - Primary Care Pilot

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 63112 - 02ECA)

Gazetted: 31 October 2023

Closing Date: 12 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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](#)

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at [ENTERPRISE AGREEMENTS](#)

Under a Commonwealth initiative to reduce pressure on ACT Emergency Departments (EDs) and public hospitals, an innovative model is being trialled. The Primary Care Pilot is aimed at strengthening partnerships between primary care, community-based care and the public health system to support access and care for patients who frequently attend the ED or are at risk of presentation to the ED or admission to hospital.

The pilot is a collaboration between the ACT Health Directorate, Capital Health Network, General Practitioners (GPs) and Canberra Health Services (CHS). The CHS Primary Care Pilot, Liaison and Navigation Team will operationally report to the Integrated Care Program under the Office of the Chief Operating Officer. The General Practitioner – Primary Care Pilot will have a matrix model of governance operationally reporting to the Program Director of Integrated Care and professionally reporting to the Director of General Practitioner Liaison Unit.

As the General Practitioner – Primary Care Pilot, you will provide leadership in Specialist General Practice person-centred care and work collaboratively with Pilot partners. You will assist CHS to maintain strong relationships with participating General Practices with the aim of providing holistic, patient-centred, and integrated care. You will advise and assist the CHS Liaison and Navigation Service (LaNS) and participating practices about how they can best support patients with complex needs keep well in the community, and work with them to achieve the best outcomes for pilot patients. You will work with the multidisciplinary LaNS team to problem-solve and implement

innovative solutions for patients with complex needs, including liaising with CHS Non-GP medical specialities. You will identify and implement processes that optimise communication and care coordination between service providers and work to achieve other care integration improvements. In addition, you will work to achieve the aims of the pilot, contribute to pilot progress reviews, make suggestions, implement adaptations, and participate in evaluation activities.

As a member of the Pilot team, you will remain committed to, and focused on:

Placing people with complex health needs, and their families, at the centre of their own care

Involving the person and their supports in care planning

Anticipating and removing barriers to care

Assisting consumers and their supports to make durable connections to the services and supports they need

Helping to solve problems, coordinate clinical care, and improve the flow of information between the care team and the consumer and their supports

Listening to consumers and their supports and acknowledging that they are experts in their own health

Duties:

Under limited direction of the Integrated Care Program Director and GP Liaison Unit Director you will:

Provide leadership in Specialist General Practice person centred care, including helping the Primary Care Pilot team navigate complex clinical and stakeholder situations as they arise for pilot patients.

Work with Capital Health Network to support participating General Practices in the establishment of processes to undertake Pilot activities, facilitate change management, and establish and lead a community of practice-style forum

Liaise and collaborate with participating General Practices and other primary care stakeholders to coordinate care, develop and implement pathways for patients enrolled in the Primary Care Pilot and facilitate connections and relationships between the CHS Liaison and Navigation Service (LaNS) and GPs.

Using high-level communication skills and an understanding of the social determinants of health, work with the Primary Care Pilot members, individual consumers and their supports to identify and engage appropriate internal and external services to provide effective ongoing integrated care.

Work with General Practice, Non- GP medical specialists, outpatient departments and external services to build on and lead the formalisation of the coordination and sharing of clinical information to improve and ensure continuity of care and flow across hospital, health and supporting services.

Co-ordinate and facilitate quality improvement and research activities in relation to the continuity and coordination of shared care for consumers, including contribution to the progression of the Primary Care Pilot project, achievement of pilot aims, and pilot evaluation.

Comply with the policies and requirements of the Australian Health Practitioner Regulation Agency (AHPRA) and the policies

Undertake 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

For more information, please click here to see the [Position Description](#).

Note: This is a temporary part-time position available for 12-18 months at 8 hours per week. The full-time salary noted above will be paid pro rata.

Contact Officer: Kirsty Cumminn (02) 512 40403 kirsty.cumminn@act.gov.au

Clinical Services

Surgery

Surgical Services

Office Manager - Division of Surgery

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 25066 - 02EMB)

Gazetted: 27 October 2023

Closing Date: 10 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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 Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, ACT Trauma Service, Intensive Care Unit, Capital Retrieval Service and the Trauma and Orthopaedic Research Unit. These Units are supported by administration support officers.

Office Manager positions sit within the Division's specialised Units. These positions are an integral part of a multidisciplinary team responsible for coordinating and facilitating the care of major trauma and surgical patients. The Office Managers work flexibly and collaboratively across our services to provide leadership and high-level administrative support to enable the efficient management of the administration functions. The Office Manager positions support the Unit Directors in achieving strategic and operational objectives.

The Office Manager positions will be primarily allocated to support one of the areas below, noting these positions may also be required to provide support across the Division of Surgery as needed:

ACT Trauma Service - CHS is formally recognised as a Major Trauma Service within the NSW/ACT trauma networks providing a tertiary trauma referral service to the ACT, Southern NSW Local Health District, and parts of Murrumbidgee Local Health District. The ACT Trauma Service at CHS aims to provide best practice care for trauma patients. The multidisciplinary trauma team includes medical, nursing, allied health and support staff who are committed to providing exceptional health care to trauma patients. The Office Manager will provide administration support to the Unit Director of the ACT Trauma Service, staff working within the ACT Trauma Service and to the Prevent Alcohol and Risk-related Trauma in Youth (PARTY) program.

Acute Surgical Unit and General Surgery – ASU and General Surgery team provide care primarily to abdominal surgical patients from assessment in the Emergency Department, admission to hospital through to discharge, and ongoing care as an outpatient. The Office Manager provides administration support to clinicians, the units inpatient and outpatient services and to the Unit Directors.

Capital Regional Retrieval Service - The CRRS provides the flight doctors for the SouthCare Helicopter. This is a rotatory service and forms part of the Southern NSW Ambulance Helicopter network. SouthCare covers a large geographical area to the southern areas of the state of NSW extending from Goulburn to Hay in the west, south to the Victorian border / northeast Victoria and the east coast from Nowra to Mallacoota. The CRRS also provides clinical governance, medical education and training in Retrieval Medicine, telemedicine and co-ordinates retrieval and transfers of patients. The medical staff that work as part of the CRRS are highly skilled Emergency Medicine, Intensive Care or Anaesthetic specialists and senior registrars. The Office Manager provides administrative and data support to the CRRS. This position may also provide data support to other services if required.

Education and Training – The Surgical Training Centre (STC) works to develop and deliver training programs as prescribed by the Royal Australasian College of Surgeons (RACS). The Office Manager will be required to administer the STC as well as act as the Medical Education Support Officer. It is expected that the role will assist in projects that arise, provide office manager support to outpatient services as required, maintain databases and other general administrative duties to assist with the day-to-day operations of the Division of Surgery. On an ad hoc basis the Office Manager for the STC may be required to work after hours or on a weekend to provide support to conferences and meetings that are booked into the STC.

Surgical Subspecialty Units

The Division of Surgery has several surgical subspecialty units that provide specialised tertiary level inpatient and outpatient surgical care to the ACT and surrounding region.

Surgical subspecialties within the Division include:

Ophthalmology

Vascular surgery

Urology

Otolaryngology, Head and Neck Surgery

Neurosurgery

Plastic and Reconstructive Surgery

For more information regarding the position click here for the *Position Description*.

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Melissa Warylo (02) 5124 0931 Melissa.Warylo@act.gov.au

Exercise Physiologist - Child and Adolescent Mental Health Services

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 61642 - 02EIH)

Gazetted: 30 October 2023

Closing Date: 10 November 2023

What can we offer you:

City living without the traffic – [click here to see why you should live in Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

The Division of Mental Health, Justice Health and Alcohol and Drug Services provides treatment and support to children, youth and adults through 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 Division delivers services at several locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes.

These services include:

Adult Community & Older Persons Mental Health Services

Adult Inpatient Mental Health Services

Alcohol & Drug Services (ADS)

Child & Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

Child and Adolescent Mental Health Services (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. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing first onset psychosis and some services across the lifespan.

The CAMHS Adolescent Unit (CAU)

(CAU) is a 6-bed inpatient unit for adolescents aged 12 years and up to their 18th birthday who are experiencing moderate to severe mental illness. The unit is designed to meet the physical development and psychological needs of adolescents. CAU is a contemporary evidence-based service that is guided by the principles of recovery and is trauma informed. The service aims to provide collaborative care involving the young person, their parent, their carers/guardians and other key services.

To support the psychosocial and functional wellbeing of adolescents, the CAU delivers an intensive therapy program.

CAU operates the Safewards model of evidence-based nursing interventions, which strengthens existing principles of good nursing practice. The Safewards model encourages staff and adolescents (including parents, carers, family, and support people) to work together to make the ward safer for everyone.

CAMHS is seeking a permanent part time, 0.4 FTE, HP2 Exercise Physiologist to provide discipline specific expertise to the CAU, including facilitating group interventions, individual interventions, and relevant assessments and referrals. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to multidisciplinary team processes.

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

For more information regarding the position duties [click here for the *Position Description*](#).

Please note 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 & vaccination processes against specified infectious disease.

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

Note: This position is permanent part-time at (14:42) hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Katherine Staniewski (02) 5124 7978 katherine.staniewski@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Allied Health

Social Worker - Adult Inpatient Mental Health Service

Health Professional Level 2 \$70,679 - \$97,028, Canberra (PN: 45532 - 02EGB)

Gazetted: 30 October 2023

Closing Date: 9 November 2023

What can we offer you:

City living without the traffic – [click here](#) to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol & Drug Services

Justice Health Services

Child & Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

The Adult Acute Mental Health Services (AAMHS) covers the Adult Mental Health Unit (AMHU) which is an acute 40 bed inpatient unit for people experiencing moderate to severe mental illness, ward 12 B, a 10 bed low dependency unit for people suffering moderate mental illness, and Mental Health Short Stay Unit (MHSSU) which is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

AAMHS is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key community services.

At this level it is expected that you will provide high quality interventions and achieve sound outcomes for people under routine supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at level HP1, Allied Health Assistants and students and support the Allied Health Manager in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

The position will report operationally to the Allied Health Manager of AAMHS. Professional governance of this position will come from the Discipline Principal Social work (MHJHADS)

This is a fulltime position within Adult Mental Health Unit working Monday to Friday

For more information regarding the position duties [click here](#) for the *Position Description*.

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

Obtain a compliance certificate from OMU (occupational medicine unit) relating to assessment, screening & vaccination processes against specific infectious diseases.

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for the Allied Health professional.

Undergo a pre-employment National Police Check.

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

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

Contact Officer: David Warren (02) 5124 5401 David.Warren@act.gov.au

Acute Medical Unit and General Medicine

Staff Specialist / Senior Specialist in AMU/General Medicine

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 58276 - 02EEM)

Gazetted: 30 October 2023

Closing Date: 22 November 2023

What can we offer you:

City living without the traffic – [click here](#) to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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](#)

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at ENTERPRISE AGREEMENTS

POSITION OVERVIEW

We are a diverse speciality with the flexibility to work across complementary areas within the Division including General Medicine and the Acute Medical Unit (AMU).

The Department of General Medicine manages patients with a diverse range of multiple active co-morbidities or undifferentiated illnesses under the age of 80 years that require ongoing inpatient, ward-based hospital care. We are a busy inpatient service with consultation and outpatient clinic responsibilities.

The AMU is a short-stay ward and unit for adults, designed to deliver timely, evidenced-based and holistic care during the admission phase of medical inpatient care. The AMU provides early senior medical and multidisciplinary input for patients that require admission under internal medicine units. It also allows further work up of patients with acute undifferentiated medical conditions in a non-Emergency Department (ED) clinical space. The AMU is physician-led and has dedicated medical, nursing, allied health and support staff to ensure patients begin their hospital journey with a comprehensive management plan.

Applicants should have had training and experience in Acute and General Medicine or relevant medical sub-specialty. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing, allied health and medical staff, including Advanced and Basic Physician Trainees.

Benefits:

Up to \$55,000 in reimbursement of relocation expenses for permanent and long-term appointments

Medical Education Expenses allowance reimbursement up to \$19,782 per annum

Generous leave provisions, including up to 4 weeks training/education leave and up to 5 weeks annual leave per annum

Duties:

Provide competent and efficient clinical management of general medical inpatients relevant to the specific area of employment

Contribute to general medicine outpatient clinics relevant to the specific area of employment

Attend and contribute to medical and multidisciplinary handover sessions, clinical and business meetings

Contribute to the clinical governance of the relevant unit by undertaking clinical audit activities, clinical pathway development and demonstrate an active commitment to best clinical practice

Contribute to quality assurance, research and postgraduate teaching activities as required

Actively engage in quality and safety activities and model of care development for the Department and the Division

Contribute to the on-call and after-hours roster

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

For more information, please click here to see the Position Description

Contact Officer: Dr Anna Nakauyaca 5124 2817 Contact Officer Number 5124 2817 Anna.Nakauyaca@act.gov.au

North Canberra Hospital

Allied Health and Palliative Care

Advance Practice Physiotherapist – Musculoskeletal Clinical Lead

Health Professional Level 5 \$135,355 - \$152,377, Canberra (PN: 602506 - 02EGM)

Gazetted: 30 October 2023

Closing Date: 17 November 2023

What can we offer you:

City living without the traffic – click her to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions.

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

Flexible working conditions.

11.5% Superannuation.

About the Hospital:

North Canberra Hospital (formerly Calvary Public Hospital Bruce) and Clare Holland House are now run and operated by Canberra Health Services (CHS)

This is a significant milestone as the ACT Government moves towards delivering a new billion-dollar hospital on Canberra's Northside.

The current North Canberra Hospital is a level 4 hospital that provides a range of acute and sub-acute services including community based care to the residents of the northside of Canberra and Southern NSW.

North Canberra Hospital (NCH) is a 270 public hospital located in Canberra's expanding northside. North Canberra Hospital operates a 24 hour Emergency Department. Inpatient services include general medicine, surgery, maternity, mental health and critical care.

Other service modalities include day surgery, specialist outpatient clinics, Hospital in the Home and the Geriatric Rapid Acute Care Evaluation service that reaches into aged care facilities across the ACT.

The new Northside Hospital will be built on the existing Calvary Hospital campus in Bruce. It will be a modern, state-of-the-art hospital for patients, visitors and its workforce and will provide more beds and increased services.

Until then, it's business as usual at the NCH, and we'll keep providing high-quality care to our patients and community.

About the role:

Physiotherapy within Allied Health, North Canberra Hospital, provides services to a range of clients in the Emergency Department, acute inpatient and specialised outpatient settings. Our physiotherapists work closely with patients, carers, referrers, other health professionals and multidisciplinary teams to achieve safe, high quality patient care.

Physiotherapists play a key role in the multidisciplinary management of patients across the care continuum. This position works in collaboration with the physiotherapy and multidisciplinary team to deliver services, supporting patient flow and maximising patient outcomes.

Advance Practice Physiotherapy positions will support the delivery of extended hours of service provision and expertise in the Emergency Department. This HP5 position is new, and provides an excellent opportunity to lead advance practice physiotherapy service development within the Emergency Department setting.

This role will provide musculoskeletal clinical expertise and support the orientation, education, and assessment of competency for advance practice physiotherapy staff, and support education /professional growth of physiotherapy and emergency department staff.

You will play a key role in delivering high quality patient centred care and associated functions to progress advance practice physiotherapy service delivery and development.

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

You will be required to participate in shift, overtime, and/or restricted on-call rosters. Part time hours will be considered. A merit pool will be developed from this round and may be used to fill vacancies which occur over the next 12 months.

Under limited direction of the Director of Physiotherapy you will perform the following duties as the Advance Practice Physiotherapist. You will:

Provide advanced high level advanced clinical expertise and practice across a range of clinical areas, but not limited to, the Emergency Department and Orthopaedic Outpatients.

Demonstrate highly effective communication with patients and carers, the treating team and internal and external stakeholders.

Demonstrate responsibility for providing high level professional leadership to internal and external stakeholders within their specific area of expertise.

Lead change through service-wide research, quality assurance, workforce development, service improvement activities and implement evidence based practice to meet organisational priorities and requirements.

Lead, coordinate and evaluate professional development education and supervision activities that facilitate learning and development for inter-professional staff and students.

Contribute to planning, development and allocation of resources to support service delivery aligned with organisational priorities.

Participate in supervision, credentialing, continuing professional development and performance management.

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

About you:

Requirements/Qualifications:

Mandatory

Tertiary qualifications (or equivalent) in Physiotherapy.

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

Post-Graduate Master's Level qualification in relevant clinical field.

Completion of an Advanced Practice Musculoskeletal physiotherapy training pathway (a substantive advanced training pathway should include, but not be limited to radiology, advanced clinical practice, leadership, research methods and evidence based practice, pharmacology) or recognised postgraduate qualification (e.g. graduate diploma extended scope physiotherapy).

Minimum of 5 years clinical experience post entry level qualifications and minimum of 3 years' experience in relevant specialist area.

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

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:

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Jeanie Weber (02) 6201 6194 Jeanie.Weber@calvary-act.com.au

Neurology

Staff Specialist / Senior Specialist - Neurology

Specialist Band 1-5/Senior Specialist \$188,151 - \$254,198, Canberra (PN: 63440 - 02EFQ)

Gazetted: 30 October 2023

Closing Date: 2 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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](#)

Medical Staff in the Canberra Health Services enjoy excellent conditions, and our Enterprise Agreement is available at [ENTERPRISE AGREEMENTS](#)

An exciting opportunity exists for suitably qualified neurologist(s) to join the Neurology Department at the Canberra Hospital. The Department of Neurology at Canberra Hospital is a well-established service with consultant medical staff positions supported by two accredited Neurology Advanced Trainees and two unaccredited Neurology Fellows, in addition to Basic Physician Trainees, Junior Medical Officers, specialist nurses, and neurophysiology scientists.

The neurology department provides inpatient and outpatient services to the ACT and surrounding region. It is level 6 acute stroke centre providing 24/7 endovascular clot retrieval (ECR) service to the region. The department manages approximately 2,300 in-patient admissions annually, with a dedicated ward, and an acute stroke unit. The neurology outpatient service provides up to 3,800 episodes of care annually in general neurology and sub-speciality areas of neuroimmunology and Multiple Sclerosis, Movement Disorders, Botulinum Toxin, and clinical neurophysiology. There is a close working relationship with Neurosurgery, Radiology, General Medicine, Cardiology, the Acute Medical Unit, and public partners Calvary Bruce.

The current focus of the department is to grow the neurology sub-speciality services to meet the needs of our community and augment models of care across the region. The positions are most suited for candidates with sub-speciality interest in one or more areas of neurology, passion for high quality care and proven commitment to teaching and/or research. Sub-speciality interest and fellowship training in one or more areas of neurology (epilepsy, headache medicine, cognitive and behavioural neurology, clinical neurophysiology, neuromuscular disorders, movement disorders, stroke and neuroimmunology) would be highly desirable. Preference will be given to the sub-speciality areas that align most with the operational requirements of the neurology department.

It is expected that approximately 80% of the staff specialist's time will be allocated to their substantive clinical service delivery role, and approximately 20% to non-clinical duties with some teaching, research and administrative responsibilities.

Duties:

1. Provide clinical services to clients and participate in the clinics and on-call rosters for the Neurology service. This includes:

- a. Management of patients referred to the neurology outpatient clinics, including timely triaging, consultation, diagnosis, reporting of diagnostic tests.
- b. Participation in on-call rosters.
- c. Contributing to direct neurology inpatient care, patient consultation requests from other units and timely ward rounds to ensure patient management is safe, optimal and expedited.

2. Contributing to the planning, development, and provision of the relevant neurology sub-speciality service(s) at CHS.

3. Assist the Neurology Unit Director to ensure appropriate clinical governance mechanisms are in place for the Department.

4. Actively engage in quality and safety activities, service redesign, and model of care development for the Department and the Division of Medicine.

5. Contribute to regular teaching and training of Neurology Advanced Trainees, Fellows, Junior Medical Officers, Specialist Nurses, and Allied Health Staff.

6. 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

For more information, please click here to see the [Position Description](#)

Contact Officer: Dr Rajat Lahoria 02 5124 7090 Rajat.lahoria@act.gov.au

Clinical Services

Women, Youth and Children's Health

Director of Nursing and Midwifery

Neonatology Registered Nurse Level 1

Registered Nurse Level 1 \$72,698 - \$97,112, Canberra (PN: 25537, Several - 02EC2)

Gazetted: 30 October 2023

Closing Date: 30 October 2024

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

Are you looking for a new challenge? Then this is the role for you, Canberra Hospital is the largest tertiary teaching hospital in the region providing trauma, medical and surgical services. You will work in a growing health care service that includes a new Critical Services Building that will provide state of the art services to Canberra and the surrounding regions.

We are looking for Registered Nurses in the Special Care Nursery and Neonatal Intensive Care Unit.

NICU and SCN are family integrated and developmentally care focused units with staff who work closely to achieve excellent outcomes for the neonates and families in our care. You will be well supported by our Clinical Support Nurse and Clinical Development Nurses.

Successful candidates will have a minimum of 1 years' experience working in an acute care facility. Candidates will be supported and provided ongoing training opportunities facilitated through Workforce Capability and Clinical Development Nurses.

For more information regarding the position duties click here for the *Position Description*.

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

Undergo a pre-employment National Police Check.

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

Note: There are several Full Time Permanent, Temporary, and casual positions available.

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

Contact Officer: Laura Briguglio (02) 5124 0991 laura.briguglio@act.gov.au

Clinical Services

Medicine

Emergency

Administration Team Leader - Emergency Department

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 53406 - 02EGL)

Gazetted: 27 October 2023

Closing Date: 9 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

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

The Team Leader is responsible for the day-to-day supervision of the administration team and administrative tasks within the Emergency Department, in particular database management and validation, managing rosters and staffing shortfalls, conduct staff training and patient registration, patient admission processes and the coordination of medical records whilst providing high quality customer service 24 hours a day, 7 days a week.

For more information regarding the position click here for the *Position Description*.

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.

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

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

CHS Chief Executive Officer

CHS Medical Services

Pathology

Specimen Reception Supervisor (HP3/TO4) - Pathology

Health Professional Level 3/Health Professional Level 4 \$99,819 - \$123,710, Canberra (PN: 62947 - 02EJJ)

Gazetted: 01 November 2023

Closing Date: 14 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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](#).

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

Specimen Reception (SR) is a 24/7 service and is part of Pre-analytical Services which also includes customer service and phlebotomy collections. Specimen reception incorporates specimen receipt, data entry, triaging and distribution of all specimens received into pathology, management of referral samples and coordination of clinical trials.

For more information regarding the position duties, please click on the appropriate Position Description below:

Technical Officer Level 4 - [Position Description](#)

Health Professional Level 3 - [Position Description](#)

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.

Please note that there are two classifications being considered to fill this vacancy. Please ensure that you apply for the appropriate classification to meet your qualifications and experience.

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

Contact Officer: Fiona Webb (02) 5124 6959 fiona.webb@act.gov.au

CHS Chief Executive Officer

CHS Allied Health

Acute Allied Health Services

Allied Health Assistant 2 - Physiotherapy

Allied Health Assistant 2 (Qualified) \$57,245 - \$63,734 (up to \$65,631 depending on qualification level), Canberra (PN: 14771, several - 02EGY)

Gazetted: 27 October 2023

Closing Date: 10 November 2023

What can we offer you:

City living without the traffic – [click here](#) to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

Acute Allied Health Services (AAHS) Physiotherapy provides services to a range of clients in acute inpatient wards and specialised outpatient settings including Fracture Clinic, Paediatric Physiotherapy and Pulmonary Rehabilitation. Our Allied Health Assistants work under a supervision and delegation framework. They work closely with physiotherapists, patients, carers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care. Acute inpatient care is delivered across 7 days and involves allied health assistants. Allied Health Assistants can work in various inpatient and outpatient areas depending on operational service needs and development requirements.

For more information regarding the position duties [click here](#) for the *Position Description*.

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

Undergo a pre-employment National Police Check.

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

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

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

Note: There are several positions available at full time, part time, temporary and permanent.

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

Contact Officer: Kerry Boyd (02) 5124 2670 kerry.boyd@act.gov.au

CHS Chief Executive Officer

CHS Medical Services

Pharmacy

Clinical Pharmacist - Rotational - Canberra Health Services

Pharmacist Level 2/3 \$83,837 - \$115,073 (up to \$118,081 on achieving personal upgrade), Canberra (PN: 10952, several - 02EGN)

Gazetted: 27 October 2023

Closing Date: 8 November 2023

Details: What can we offer you:

City living without the traffic – [click here](#) to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Hospital: Canberra Health Services (CHS) is looking for highly motivated and dynamic pharmacists to deliver exceptional clinical pharmacy services to patients under the care of CHS. The ACT Government is expanding the Canberra Hospital to deliver more emergency, surgical and critical care capacity for the ACT and surrounding region. The centrepiece of this project will be the 43,000sqm Critical Services Building (CSB) that will transform the Canberra Hospital campus to meet expanding health needs of the population.

The department runs a successful SHPA accredited residency program, an excellent intern training program and is accredited for Advanced Training Residency Programs. We are a progressive, forward-thinking department, having introduced credentialed accuracy checking technician roles and progressing plans to implement Partnered Pharmacist Medication Charting on the main Canberra Hospital site in Garran.

Permanent full-time positions are available and temporary positions will be considered for those eligible for work visas. Applications from part time workers are also welcome (please state any specific requirements for part time work in your application). Flexible working arrangements for working remotely from home will be considered so pharmacists looking to work from home, wherever that may be, are also encouraged to apply (Applicants must state this in their application if they are looking for a remote working opportunity).

Health Professionals employed at CHS enjoy excellent conditions. Our Enterprise Agreement is available at <https://www.health.act.gov.au/careers/come-and-work-us/enterprise-agreements>.

For more information regarding the position duties click here for the [*Position Description*](#).

Living and working in Canberra

Ranked as the world's most liveable city, Canberra offers the ultimate work/life balance with access to world-class facilities, stunning natural surrounds, and great career opportunities. Canberra is the capital city of Australia and is situated inland between the cities of Sydney and Melbourne. It is a picturesque city, conveniently nestled alongside Australia's highest alpine mountains and the South Eastern coastal region of New South Wales. This means that is the perfect city to base yourself so that you may be skiing some of the best alps in Australia within 2 hours or enjoying the pristine beaches of the South Coast within 90 minutes.

For those who are considering a move to Canberra, it means you have more time to do things you and your family enjoy. To find out more about living in our wonderful city please visit <https://canberra.com.au/live/>

The ultimate work-life balance

For those that are looking for opportunities to work remotely, flexible work hours are also considered. Pharmacists working from home are embedded within the clinical team to provide remote pharmacy services for inpatients and outpatients.

To work remotely, applicants must have reliable access to internet service and will need to comply with the [ACT Government home-based work factsheet](#).

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

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

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

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

Contact Officer: Hamed Lane 02 5124 2203 hamed.lane@act.gov.au

CHS Clinical Services

Women, Youth and Children's Health

Operations Manager

Administration Manager - Women, Youth and Children - Booking and Scheduling

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 42838 - 02E8J)

Gazetted: 27 October 2023

Closing Date: 8 November 2023

Details: What can we offer you:

City living without the traffic – click here to see why you should live in [Canberra](#).

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Hospital: The Division of Women, Youth and Children provides a broad range of primary, secondary, and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred,

multidisciplinary team that delivers care in CHS, Community Health Centres, client's homes, schools and Child and Family centres.

The position provides management and leadership to Women Youth and Children Administration staff located at Centenary Hospital for Women and Children, as well as WY&C community Based services. The role involves managing staff who are performing front line services duties including booking appointments, referral management, screening telephone calls, and clinic support. The role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health-based IT systems. Demonstrated ability in problem solving as well as small involvement in project management and quality and improvement is highly desirable. This role ensures high quality customer service standards are maintained and provides support and assistance to the Women, Youth and Children's Management team as necessary.

For more information regarding the position click here for the [*Position Description*](#).

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

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

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

Contact Officer: Danielle Treloggen (02) 5124 7591 Danielle.Treloggen@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Allied Health

Project Coordinator - Disaster Recovery Mental Health and Wellbeing Resilience Preparedness

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 63146 - 02EAF)

Gazetted: 01 November 2023

Closing Date: 14 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

The Office of the Director of Allied Health provides strategic leadership and governance in the development of professional practice of allied health staff in MHJHADS. The Office is also responsible for coordinating the ACT wide Disaster Recovery Mental Health and Wellbeing Preparedness, to bring together staff from across Canberra Health Services and non-government partner agencies, to provide short term mental health first aid to members of the ACT community, in the event of a large-scale emergency or disaster.

The Disaster Recovery Mental Health and Wellbeing Resilience Preparedness, Project Coordinator role is a new position funded in partnership by the National Emergency Management Agency (NEMA) Disaster Ready Fund.

The Disaster Ready Fund objectives are to:

Increase the understanding of natural hazard disaster impacts, as a first step towards reducing disaster impacts in the future.

Increase the resilience, adaptive capacity and/or preparedness of governments, community service organisations and affected communities to minimise the potential impact of natural hazards and avert disasters; and

Reduce the exposure to risk, harm and/or severity of a natural hazard's impacts, including reducing the recovery burden for governments and vulnerable and/or affected communities.

The position has been created to build on past disaster preparedness plans, to enhance the disaster recovery mental health and wellbeing resilience and preparedness in the ACT and region.

The project period is for 3 years, with the aim of ensuring that mental health disaster recovery activities are coordinated, collaborative, build on and connect with the existing mental health system.

The Project Coordinator will build a longer-term approach to localised planning and delivery of mental health services before, during, and after an emergency or a disaster. This longer term, sustainable model will bring together government and the community agencies and strengthen the responses to the ACT community.

For more information regarding the position click here for the *Position Description*.

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

Note: This is a temporary part time position available for a period of three years. This position is part-time at (22:05) hours per week and the full-time salary noted above will be pro-rata.

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

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

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community mental Health Services

Psychologist, Social Worker or Occupational Therapist - Mental Health Clinician - Adult Community Mental Health Services

Health Professional Level 1 \$66,285 - \$86,842, Canberra (PN: 19283 - 02EGV)

Gazetted: 31 October 2023

Closing Date: 10 November 2023

What can we offer you:

City living without the traffic – click here to see why you should live in Canberra.

Competitive pay rates and excellent working conditions within a tertiary hospital.

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

Flexible working conditions.

11.5% Superannuation.

VISA/Sponsorship for eligible candidates.

Reimbursement of relocation expenses for interstate candidates (subject to review and approval).

About the Role:

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

This 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 ACMHS has community recovery services operating from Gungahlin, City, Tuggeranong, Phillip and Belconnen Community Health Centres. Additionally, ACMHS has an Assertive Community Outreach Service based at Belconnen, an Older Persons Mental Health Community Team based at the University of Canberra Hospital, a Mental Health Services Intellectual Disability Team based at Gungahlin, and a Mental Health Link Team based at the City.

Within the ACMHS 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.

As a Health Professional Level 1- Social Worker New Graduate working on the Mental Health Link Team, you will be responsible for providing consultation liaison services to support consumers to live and function within their community and to identified Partnership Community Organisations.

Your duties will include providing allied health care to consumers who require supported accommodation, residential housing, justice community housing, clinical sub-acute housing as well as temporary and short-term accommodation options. This HP1 role will be tasked in supporting the homeless outreach services team (HOT). Additionally, you will provide support to the division in the areas of post suicide attempt follow up, NDIS planning and discharge consultation liaison.

You will enjoy working as a member of the multidisciplinary team and 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.

The position is based at the City Community Health Centre and reports to the Mental Health Link Team Leader. This is an exciting opportunity for someone who may be interested in working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

For more information regarding the position duties click here for the *Position Description*.

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

Hold a current driver's licence.

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

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

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

Contact Officer: Chloe Looker (02) 5124 1947 Chloe.Looker@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

TECD - Technology and Design

HBT - Hair and Beauty Therapy

Senior Educator

Teacher Level 2 \$114,979, Canberra (PN: 61158)

Gazetted: 01 November 2023

Closing Date: 15 November 2023

Details: The Hair and Beauty Therapy department is seeking an experienced Vocational Education and Training Practitioner to join their team as a Senior Educator for commencement in January 2024.

WHAT DO WE WANT?

We are seeking an experienced VET teacher with a strong understanding of quality assessment, learning resource development and learning management systems (i.e., E-Learn).

WHAT WILL YOU DO?

The Senior Teacher will coordinate a range of collaborative activities in curriculum development, ensuring a student-centered approach. Liaising and building strong relationships with Industry is key to the performance of this position as is the ability to conceptualize current trends into the developed curriculum. You will be responsible for implementing innovative teaching and assessment practices, and you will be passionate about building capability within the team through coaching and you will model a commitment to continual learning.

WHAT DO I NEED?

To be successful in this position you will be able to inspire, energize, and positively influence team and individual outcomes. You will be an experienced VET practitioner with a passion for passing on your knowledge and experience. Putting the student's journey at the centre of your work will be able to easily navigate compliance requirements, relationships with industry and best practice learning and development.

Please

note: all Teacher Level 2's must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent), and a Diploma Vocational Education 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 LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 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).

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

Qualifications in Hairdressing, Barbering and/or Beauty Therapy training packages

Industry experience within the Hairdressing, Barbering and/or Beauty Therapy industries

Experience in quality assurance within vocational education and training

Experience in coaching and mentoring

How to Apply: If you would like to apply, please click on the 'apply now' button and submit a two-page application in response to the Selection Criteria along with your current curriculum vitae 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: Teresa LoPilato (02) 6205 3005 Teresa.LoPilato@cit.edu.au

Education Futures and Students

Technology and Design

ICT

Senior ICT Teacher

Teacher Level 2 \$114,979, Canberra (PN: 35047)

Gazetted: 01 November 2023

Closing Date: 15 November 2023

Details: The ICT department is seeking an experienced Vocational Education and Training Practitioner to join their team as a Senior Teacher for commencement in January 2024.

WHAT DO WE WANT?

We are seeking an experienced VET teacher with a strong understanding of quality assessment, learning resource development and learning management systems (i.e., E-Learn).

WHAT WILL YOU DO?

The Senior Teacher will coordinate a range of collaborative activities in curriculum development, ensuring a student-centered approach. Liaising and building strong relationships with Industry is key to the performance of this position as is the ability to conceptualize current trends into the developed curriculum. You will be responsible for implementing innovative teaching and assessment practices, and you will be passionate about building capability within the team through coaching and you will model a commitment to continual learning.

WHAT DO I NEED?

To be successful in this position you will be able to inspire, energize, and positively influence team and individual outcomes. You will be an experienced VET practitioner with a passion for passing on your knowledge and experience. Putting the student's journey at the centre of your work will be able to easily navigate compliance requirements, relationships with industry and best practice learning and development.

Please

note: all Teacher Level 2's must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent), and a Diploma Vocational Education and Learning.

Eligibility/Other Requirements:

Qualifications requirements: Must hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

How to Apply: If you would like to apply, please click on the 'apply now' button and submit a two-page application in response to the Selection Criteria along with your current curriculum vitae 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: Shaun Haidon (02) 6207 9930 Shaun.Haidon@cit.edu.au

**Health Community and Science
Children's Education and Care
Administrative Officer**

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 38116)

Gazetted: 31 October 2023

Closing Date: 7 November 2023

Details: Do you currently work within the Early Childhood sector and are seeking a change of pace? Are you currently working as an Administrator?

Are you looking to transition into the public service?

CIT is seeking an experienced Office Administrator to join the CIT Children's Education & Care Department and assist in managing the administrative functions of the team.

WHAT DO WE WANT?

CIT is seeking a collaborative, customer-centric administration professional to fill the position of Administrative Officer in the CIT Children's Education & Care Department. The key responsibility of this key focus is providing high level administrative support to the Head of Department and Teaching staff.

WHAT IS THE POSITION?

As a member of CIT Children's Education & Care team, this position is responsible for providing exceptional customer service, coordinating and assisting in enrolments and associated administrative functions particularly in the area of User Choice traineeships and other customised training.

Reporting to the Head of Department, Children's Education & Care, the Office Administrator will be able to work collaboratively with various teams across CIT Health, Community & Science college, the institute and industry to support the work area achieve their business outcomes.

WHAT DO I NEED?

To be successful in this position, the successful applicant will display high levels of communication, and will be able to easily navigate various administration tasks to support the team to achieve operational requirements.

You will be a highly experienced administrator who thrives on learning new information, systems and tools and is easily able to transfer your knowledge to your day-to-day work. You will be able to assist students and teachers with their enquiries. You will enjoy taking ownership of your role and will be able to work independently. High level administration and time management skills are essential in this role.

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.

Note: This is a temporary position available from 20 November 2023 until 10 September 2025. 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.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Grieves (02) 6207 3345 Sarah.Grieves@cit.edu.au

Strategic Finance and Business Transformation

Facilities Management

Project Coordinator

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 53451)

Gazetted: 31 October 2023

Closing Date: 14 November 2023

Details: Canberra Institute of Technology (CIT) is seeking applications for the position of Project Coordinator to support the Project Manager coordinate a range of procurement activities along with multiple concurrently delivered building, grounds and plant equipment upgrades and projects. This is an exciting opportunity to join the Facilities Team as we embark on campus renewal and modernisation projects, including the construction of a state-of-the-art new Woden campus. In addition to your day-to-day project management responsibilities, your contribution to future planning on modernisation projects and preventative maintenance works as well as the effective utilisation of CIT campuses and program delivery will be highly valued.

We are looking for a confident, self-motivated and highly experienced Project Coordinator to support the Project Manager and Campus Managers in coordinating a range of building, grounds and plant equipment upgrade and projects. This position will also prepare a range of reports and briefs as well as contribute to the preparation of procurement documentation.

The successful candidate will demonstrate experience in procurement and project management with high-level communication and negotiation capability. Your experience in preparing a range of procurement documents along with drafting business cases will be highly valued in supporting the Project Manager deliver on a range of activities. Your passion for customer centric practices will be second to none and building capability within your team and the broader Facilities Team to deliver a range of projects 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.

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:

Highly Desirable: Hold a current drivers' licence.

Highly Desirable: Qualifications in Procurement and Contract Management or extensive experience.

Highly Desirable: Qualification in or extensive experience in Project Management.

Desirable: Qualifications and/or skills/experience in a trade or construction environment.

Desirable: Skills and experience in facilities management.

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

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

Applications should be submitted via the Apply Now button.

JustinJ Thompson on JustinJ.Thompson@cit.edu.au or 0429788744

Strategic Finance and Business Transformation

Facilities Management

Operations Manager

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 54042)

Gazetted: 30 October 2023

Closing Date: 13 November 2023

Details: The Canberra Institute of Technology (CIT) is seeking applications for the position of Operations Manager, within the Facilities team. The Operations Manager is a critical position responsible for the day-to-day operation of each campus. This position manages three Estate Teams consisting of 3 x GSO10 direct reports and 6 indirect reports, ranging from GSO3 to GSO9.

We are looking for a confident, self-motivated and highly experienced Operations Manager to coordinate and lead the Facilities Estate Teams and all associated operational works. This position will also work closely with the Project Manager to support a range of building, grounds and plant equipment upgrades which are coordinated at the local level on each campus.

The successful candidate will demonstrate extensive experience in operational functions, specifically in the context of managing facilities and building maintenance works. You will require extensive experience and capability in people management and coordinating a range of contractor works.

As a leader within the Facilities Department, you will contribute to capability development across the team and lead by example with regards to flexible work arrangements between campuses. Although your primary location is likely to be CIT Reid, you will be expected to work flexibly from Bruce and Fyshwick to keep well informed of the daily challenges and opportunities at each campus.

Your passion for customer centric practices will be second to none and building capability within your team to deliver high quality customer services will be imperative. Your interpersonal skills, ability to influence suitable

outcomes, set clear expectations and communicate with clarity and authority will see you succeed in this position. Your success will be highly dependent on your agility and adaptability to change, as well as building rapport and professional relationships with staff and contractors.

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:

Highly Desirable:

Hold a current drivers' licence.

Current experience in facilities management.

Qualifications and/or significant skills/experience in Facilities Management.

Qualifications and/or skills/experience in a relevant trade such as building & construction, mechanical systems or building design as well as qualifications and/or skills/experience in project management.

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

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 to fill any similar or permanent identical vacancies over the next 12 months.

How to Apply: Applicants are to submit a response of no more than a two-page pitch demonstrating skills, knowledge and experience as outlined above and 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.

JustinJ Thompson on justinj.thompson@cit.edu.au or [0429788744](tel:0429788744)

Strategic Finance and Business Transformation

Facilities Management

Project Manager

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 58637)

Gazetted: 30 October 2023

Closing Date: 13 November 2023

Details: The Canberra Institute of Technology (CIT) is seeking applications for a Project Manager, within the Facilities team. This position within the Facilities team will take on the responsibility for developing and coordinating a range of projects. This includes but is not limited to; strategic asset maintenance programming, coordinating a range of concurrently delivered building renewal and capital works projects, and coordinating the procurement activity for all repairs and maintenance contracts, as well as contract management responsibilities in collaboration with the Operations Manager.

This is an exciting opportunity to join the Facilities team as CIT embarks on campus renewal and modernisation projects, including preparing for the opening of the new state-of-the-art Woden campus. In addition to the more strategic focused planning and implementation of facilities maintenance programming, your contribution to the operational delivery of facilities management will be highly valued.

We are looking for a confident, self-motivated and highly experienced Project Manager to coordinate and lead a range of facilities related projects. This position will also lead a small team of four staff to help in the development and implementation of strategic asset maintenance plans, procurement activity and project management of a range of building improvement projects.

The successful candidate will demonstrate extensive experience in project management, specifically managing facilities or building and construction related projects. This position will also hold extensive experience in the procurement of goods and services, ideally within the ACT Government or a Commonwealth Department. Strategic asset maintenance planning and implementation of building improvements and plant equipment upgrades will play a key function of this position. Your extensive experience in procuring goods and services will ensure transparent and compliant procurement practices are applied to all aspects of the position.

As a leader within the Facilities Department, you will contribute to capability development across the team and lead by example with regards to flexible work arrangements. Although your primary location is likely to be CIT Bruce, you will be expected to work flexibly from Reid and Fyshwick and eventually Woden as the work requires. Your passion for customer centric practices will be second to none and building capability within your team to deliver high quality customer services will be imperative. Your interpersonal skills, ability to influence suitable

outcomes, set clear expectations and communicate with clarity and authority will see you succeed in this position. Your success will be highly dependent on your agility and adaptability to change, as well as building rapport and professional relationships with staff and contractors.

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:

Preferred: Hold a current drivers' licence.

Highly Desirable: Current experience in facilities management. Qualifications and/or skills/experience in a trade, building & construction or building design environment as well as qualifications and/or skills/experience in project management and the procurement of repairs and maintenance services.

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

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 to fill any similar or permanent identical vacancies over the next 12 months.

How to Apply: Applicants are to submit a response of no more than a two-page pitch demonstrating skills, knowledge and experience as outlined 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.

Contact Officer: JustinJ Thompson 0429788744 JustinJ.Thompson@cit.edu.au

Education and Training Services

CIT Trade Skills

Construction

Department Support Office

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 63251)

Gazetted: 27 October 2023

Closing Date: 10 November 2023

Details: CIT is seeking a self-motivated and highly experienced individual to support student progress within the Construction department.

This position will also prepare a range of reports as well as contribute to the preparation of departmental compliance documentation.

The successful candidate will demonstrate excellent communication skills and high quality customer service and undertake complex administrative tasks to support student progress.

Note: 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.

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

How to apply: Please submit a written response addressing the selection criteria. Your suitability will be assessed based on your skills and knowledge in relation to the selection criteria outlined in the position description. Please provide two referee reports along with a current curriculum vitae.

Applications should be submitted via the apply button below.

Contact Officer: Patricia Collins (02) 6205 5491 Patricia.Collins@cit.edu.au

Education and Training Services

Technology and Design

Creative and Design Industries

Interior Design Teacher

Teacher Level 1 \$80,673 - \$107,642, Canberra (PN: 51110)

Gazetted: 26 October 2023

Closing Date: 23 November 2023

Details: Teacher Level 1 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 teach Interior Design students from Certificate IV to Advance Diploma.

The successful applicant will be responsible for supporting students with providing quality student experience and learning. Assist with the training and mentoring of students including developing skills on different learning and teaching deliveries. We are seeking someone who is a strong, confident communicator with excellent technical skills.

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

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

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

- hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent);
- where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (*Enterprise Trainer – Presenting Skill Set and/or Enterprise Trainer – Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set*); and
- complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person.

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

Industry Experience

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

- All employees at Teacher Level 1 are required to have relevant industry experience (minimum of 5 years) and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

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

How to Apply: Please provide a 2 page pitch addressing the selection criteria along with your current CV and contact details of two referees.

Applications should be submitted via the Apply Now button below.

How to Apply: For further information, please visit www.jobs.act.gov.au

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

CIT Education Futures and Students Division

CIT Training Initiatives

Team Leader, Liaison Team

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 55191)

Gazetted: 26 October 2023

Closing Date: 2 November 2023

Details: The Canberra Institute of Technology (CIT) is looking for a strong communicator with excellent organisational and administrative skills to work within its Training Initiatives Unit (TIU) supporting the administrative arrangements for ACT Government Training Initiatives such as Australian Apprenticeships and JobTrainer. As the Team Leader - Liaison Team, you will lead your team as you engage with Australian Apprentices and their employers to support their training journey by providing information and advice relating to how Australian Apprenticeships work at CIT. 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 requirements for Australian Apprenticeships and CIT's policy 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. You will work closely with TIU Management and the teaching departments to coordinate the administration of CIT's training programs in line with relevant state and federal Government requirements. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other requirements: Experience in the vocational education and training (VET) sector or related training initiatives and a Drivers Licence is desirable.

Notes: This is an expected permanent vacancy. The successful applicant may initially be offered temporary employment until the position becomes nominally vacant.

Selection may be based on application and referee reports only.

How to Apply: Applicants must submit a current curriculum vitae and a written response of no more than two pages outlining their skills and experience against the selection criteria 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

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

Budget, Procurement and Finance Group

Shared Services Finance

Reporting Team

Assistant Accountant

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 07408)

Gazetted: 01 November 2023

Closing Date: 15 November 2023

Details: Applications are sought from suitably experienced and qualified people to work as Assistant Accountants with the Reporting Team in Shared Services Finance. The successful applicants will work with a team tasked with the provision of financial accounting and taxation services to ACT Government Directorates and Agencies. Duties include the coordination of payment runs, salary overrides, general ledger tasks and reconciliations, assisting with the preparation of BAS and FBT returns, and working with the team on monthly and annual financial processes. Demonstrated technical and software skills in financial accounting are essential, as is a commitment to improving financial processes. Also required are well-developed liaison, negotiation and collaboration skills. An ability to work effectively as part of a team 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 and linguistically diverse people and those who identify as LGBTIQ+ are encouraged to apply. Hear about CMTEDD from some of our staff.

Eligibility/Other Requirements: Demonstrated technical and software skills in Financial Accounting are essential, as is a commitment to improving financial processes. Also required are well-developed liaison, negotiation and representational skills. The successful applicants will report to a Senior Officer Grade C (Team Leader). A degree with a major in Accounting or equivalent is highly desirable, as is membership, or progress towards membership, of a professional Australian Accounting Body.

Note: This is a temporary position available for six months with the possibility of permanency. Temporary positions may evolve to permanent positions, depending on other staff movements. A Merit Pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Mark Lapthorne (02) 6207 0564 Mark.Lapthorne@act.gov.au

Office of Industrial Relations and Workforce Strategy

Whole of Government Public Sector Employment

Industrial Relations and Employment Conditions Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63507)

Gazetted: 01 November 2023

Closing Date: 15 November 2023

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

We have an opportunity for an Industrial Relations and Employment Conditions Officer, Public Sector Industrial Relations to join us here in the Public Sector Employment team and make meaningful change and contributions in the ACTPS employment framework.

As the Industrial Relations and Employment Conditions Officer, you can expect to be on the forefront of an exciting and challenging work program modernising a responsive and agile employment framework.

Our team is doing some leading-edge work in providing our ACTPS employees with contemporary and supportive employment entitlements; for example, we are enhancing and transforming our entitlements to flexible and hybrid work across the service, which will ensure the ACTPS is an employer of choice! We are also undertaking a review of the public sector classifications to ensure we remain on the forefront on attracting and retaining people to the Service.

If you have a strong desire to perform meaningful work and undertake critical thinking and problem solving, then this is the job for you! No, you don't have to be from the ACTPS or public sector to apply. We love new and different ways of thinking and we'll help you learn our context (and acronyms).

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

Most importantly, you will work with a team of enthusiastic professionals who come from a variety of professional backgrounds and areas of expertise so don't expect to do it alone. The Public Sector Employment team value a strong work ethic but also have a solid sense of humour. The team has a highly connected and collaborative work culture and would welcome a person who has the interpersonal qualities as well as an agile and adaptive style to match the changing workflow and priorities that come with being a small team within the CMTEDD directorate. The ACTPS 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, veterans, and those who identify as LGBTIQ+ are encouraged to apply. [Hear about CMTEDD from some of our staff.](#)

Eligibility/ Other requirements:

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

Note: This is a temporary position available from 10 November 2023 for a period of up to 18 months with a possibility of extension and/or permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and may be used to fill similar vacancies should they arise over the next 12 months.

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

How to Apply:

Please submit a two-page pitch addressing the selection criteria (found under the "What you require" section of the position description), along with your current curriculum vitae, listing two referees and their contact details. 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.

Applications should be submitted via the apply now button.

Contact Officer: Nina Taylor (02) 6205 2418 Nina.Taylor@act.gov.au

**Economic Development
Venues Canberra**

Event Operations Coordinator

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 30702)

Gazetted: 01 November 2023

Closing Date: 15 November 2023

Details: Venues Canberra manage GIO Stadium Canberra, Exhibition Park in Canberra (EPIC) and Manuka Oval. These are Canberra's leading sporting, event and function venues. Some of the Venues major clients include the Brumbies, Canberra Raiders, GWS Giants, Cricket Australia, Summernats, National Folk Festival and Handmade Markets. EPIC also manage a camping/caravan park on its site with over 200 spaces.

The Event Operations Coordinator provides event administrative and operational support and coordinates all compliance requirements for events hosted at EPIC. Excellent communication, customer service and interpersonal skills are necessary as the position works with a wide range of stakeholders to understand and deliver their event requirements. It is preferable if the successful candidate has experience in delivering large festivals and events with a capacity of 5,000 people or more. An excellent understanding of risk management and WHS practices and demonstrated experience in the promotion of a safe work environment is advantageous along with a working knowledge of event and venue management database packages.

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

Eligibility/Other requirements:

Current Australian driver's licence

Ability to perform regular after hours, public holidays and weekend work in support of booked events.

Forklift licence, white card, working at heights, asbestos awareness certificates or ability to obtain.

Notes: This is a temporary position available immediately for 12 months with a possibility of permanency and has been advertised to fill a period of leave for the nominal occupant.

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

How to apply: Interested applicants should submit a two-page pitch with your curriculum vitae and the contact details of at least two referees. The pitch should respond to the selection criteria and outline how your abilities, experience and qualifications make you the ideal candidate for the role described in the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Drake (02) 6205 0991 Alexandra.Drake@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

End User Services

Technical Team Leader

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 14462, Several)

Gazetted: 31 October 2023

Closing Date: 7 November 2023

Details: Endpoint User Services is looking for experienced technical team managers. These roles will focus on leading technical teams to facilitate project and business as usual outcomes for the Endpoint User Services section. Supporting the achievement of DDTS organisational objectives, along with upholding the delivery of quality customer services and ICT solutions. The successful applicant will have both technical knowledge across end user technologies and platforms, as well as experience and strong understanding of team dynamics including the ability to organise, plan, motivate and influence team behaviour and work performance.

The roles will report directly to the Senior Director of Endpoint User Services, providing strategic advice for both Executive and Senior management. They will work with high levels of autonomy to lead procurement and policy activities that will shape the ICT landscape of the ACT Government.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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: Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to obtain and maintain a certificate is mandatory.

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. 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 an application of up to three pages, addressing the capabilities listed under the "What You Require" section in the Position Description, while taking into account the items in the "What You Will Do" section along with a current copy of your curriculum vitae.

Applications should be submitted via the Apply Now Button below.

Dean Parrott on Dean.Parrott@act.gov.au or (02) 6205 3103

Treasury

Budget, Procurement, Investments and Finance

Procurement ACT

Assistant Director, Sourcing, Advice and Supply

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 27745)

Gazetted: 31 October 2023

Closing Date: 14 November 2023

Details: The Sourcing, Advice and Supply (SAS) team within Procurement ACT is looking for enthusiastic and capable applicant to temporarily fill an Assistant Director (SOG C) role within the team.

The Goods and Services Procurement branch offers assistance to Directorates across all procurement activities, including strategic planning and identification of sourcing strategies, undertaking needs and market analysis for whole of government arrangements, risk assessment, industry and stakeholder consultation, and procurement administration (e.g., preparation of procurement documentation such as Statement of Requirement and RFT documents, evaluation, and contract negotiation). Simple, low value procurements (under \$200,000) are Directorates' responsibility, with Procurement ACT offering policy, systems, and technical support as required. The Assistant Director (SOG C), Sourcing, Advice and Supply reports to the Senior Director, SAS A and SAS B. The Assistant Director role has responsibility for undertaking a job-list of complex procurement projects and as required, assisting in reviewing the work and coaching of junior Procurement Officers. This position is involved in the delivery of procurements for a range of ACT Government directorates and agencies including: Transport Canberra and City Services Directorate, Education, Environment Planning Sustainability and Development, Economic Directorate and CIT. Working closely with these Territory Directorates, you will be involved with facilitating a range of diverse goods and services procurements, with many directly relevant to our local Canberra community - such as events (e.g. Floriade, National Multicultural Festival, Summernats), sustainable energy initiatives, schools, ICT software / hardware for government, professional services, sporting fields and similar. The successful applicant will be self-motivated, responsive, show initiative, have sound judgement, professional resilience, and personal drive. We are looking for an individual who can think on their feet and work effectively under pressure and within time deadlines to deliver high-quality advice and outcomes that align with Territory strategic goals.

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 would be an advantage, including Certificate IV in Government (Procurement and Contracting) or an Advanced Diploma of Government (Procurement and Contracting); or the ability to obtain certification based on prior experience; or tertiary qualifications in law, commerce, business administration or the equivalent or evidence of study.

Note: This is a temporary position available immediately until 5 April 2024 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. This position is based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants are required to submit a two-page pitch addressing the Selection Criteria, a current Curriculum Vitae and details of at least two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Phil Slater (02) 6205 9084 Phil.Slater@act.gov.au

DDTS

TSB

EUS

Senior SOE Engineer and Technical Architect

Senior Information Technology Officer Grade B \$135,355 - \$152,377, Canberra (PN: 14271)

Gazetted: 31 October 2023

Closing Date: 7 November 2023

Details: Endpoint User Services is looking for an experienced senior SOE Developer and Technical Architect. This position will work within a team to deliver whole of Government solutions across multiple platforms and operating systems. The successful applicant will have specialist skills across these technologies and platforms, will be able to work with a high level of autonomy as well as in a team environment.

The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally 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: Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to obtain and maintain a certificate is mandatory.

Note: This is a temporary position available from 2 February 2024 until 2 February 2025 with the possibility of permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit an application of up to three pages, addressing the capabilities listed under the "What You Require" section in the Position Description, while taking into account the items in the "What You Will Do" section along with a current copy of your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dean Parrott (02) 6205 3103 Dean.Parrott@act.gov.au

Policy and Cabinet

Territory Records Office

Physical Records Operations

Records Project Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 48174, Several)

Gazetted: 30 October 2023

Closing Date: 6 November 2023

Details: The Territory Records Office / Physical Records Operations team has an exciting opportunity available, to undertake the role of Records Project Officer. The successful applicant will undertake a variety of records projects including data cleansing, sentencing of paper records in accordance with the Territory Records ACT and physical creation and transfer of records. The role will also assist with project reporting through data analysis, KPI tracking and quality improvement tasks. The successful applicant will have the ability to gain or already have a good understanding of the present ACT Government structure, to analyse data to accurately maintain records in accordance with Physical Records Operations processes.

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 the ability to work in a manual handling environment.

Note: This is a temporary vacancy available immediately for up to 6 months, with a possibility of extension 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.

How to Apply: If you feel that you are the perfect candidate and have the necessary skills and capabilities to fill this role, please send a personal pitch (two page maximum) in response to the Professional/Technical Skills and Knowledge and Behavioural Capabilities outlined in the Position Description, your current Curriculum Vitae and details of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Malanda EvansVaughan (02) 6207 9000 Malanda.EvansVaughan@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

DDTS Finance Partners

Director, Management Reporting

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 62862)

Gazetted: 27 October 2023

Closing Date: 10 November 2023

Details: We are seeking a high performing accounting and finance professional who is looking to take the next step in their career as the Director, Management Reporting for the Digital, Data and Technology Solutions (DDTS) Group. The successful applicant will be responsible for managing the Management Reporting team including the Finance Business Partners responsible for individual business areas within DDTS. The Management Reporting team provides strategic financial advice and leadership across DDTS, partnering with business areas to standardise and improve financial practices, and help drive the business forward.

The successful applicant will be an instrumental member of the Finance Partners' leadership team and will also have the opportunity to experience a team culture which values a positive work-life balance without compromising on delivery. This role will suit someone who enjoys a high level of variety or who has a natural affinity with IT, with the role focussed on supporting the ACT Government's complex and constantly evolving IT environment. The successful applicant will assist with driving improved financial literacy through the delivery of coaching to staff, and training on financial principles more broadly across DDTS.

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

Eligibility/Other requirements:

Tertiary qualification in an accounting/finance discipline and a minimum of 4 years relevant experience in financial and/ or management reporting, budgeting, costings, or audit will be highly advantageous.

CAANZ or CPA Australia membership or substantial completion of required coursework is highly desirable.

A current ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline clearance equivalent) is required for this position, or the ability to obtain and maintain one.

Notes: This is a temporary position available until 31 March 2024 with the possibility of extension up to less than 12 months and/or permanency. The ACT Government is a leader in the adoption of flexible work with several options available to staff including flexible working hours and work from home arrangements.

How to Apply: To apply for this position please provide a short pitch of no more than 2 pages outlining why you are interested in this role, what you offer the agency, your skill set, relevant career history, achievements, and leadership attributes. You should consider the *Professional / Technical Skills and Knowledge* and *Behavioural Capabilities* listed in the position description when completing your pitch.

You will also be required to provide a copy of your curriculum vitae, any qualifications and contact details of two referees when completing your application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lalanka Amarasiri (02) 6207 9175 Lalanka.Amarasiri@act.gov.au

Economic Development

Communications and Engagement

Brand Canberra

Director, Brand Canberra

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 41128)

Gazetted: 27 October 2023

Closing Date: 3 November 2023

Details: Are you passionate about Canberra and Canberrans? The Director, Brand Canberra is the custodian of Canberra's place-brand and supports our community, businesses and government to use the Brand effectively to build pride in our community and to promote Canberra nationally and internationally and help our city stand out in a crowded and competitive market.

This position brings together the data and evidence to inform the Brand, develops tools and resources to support our delivery partners and builds relationships with partners and sections of the community who can bring the Brand to life.

The successful applicant works as part of a small, centralised communications team and connects with a variety of stakeholders inside and outside of government.

Eligibility/ Other Requirements: A strong understanding of the place-branding and tourism industry is desirable. A relevant tertiary education qualification in marketing, communications or business is desirable.

Note: This is a temporary position available from the 1 January 2024 up until 30 June 2024 with the possibility of permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to apply: Please send a pitch of no more than two pages about why you are the best person to drive the strategic direction of Brand Canberra.

Applications should be submitted via the apply button below.

Contact Officer: Karen Stewart-Moore (02) 6205 2855 Karen.Stewart-Moore@act.gov.au

Economic Development

Business and Innovation

Innovation, Investment and Tertiary Education

Director, Investment Attraction and Facilitation

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 38177)

Gazetted: 27 October 2023

Closing Date: 10 November 2023

Details: The Business and Innovation Branch in Economic Development is looking for a high performing leader to manage the design and delivery of a range of policies and programs aimed at the growth of Canberra's tertiary education and knowledge sectors, investment attraction and retention activities.

The position will work closely with a broad mix of local, national and international stakeholders across the tertiary education, investment attraction and facilitation portfolio to deliver initiatives to support and grow the contribution of this sector in line with the ACT Government's economic development policy including CBR Switched On. As a Director, you will need to have outstanding leadership, interpersonal and project management skills; commitment to developing and maintaining excellent working relationships with people across different organisations, both internal and external to Government; a demonstrated ability to manage competing priorities, an eye for detail and contributing to a workplace culture that strives for the delivery of high-quality outcomes. The successful candidate will have demonstrated experience in program and/or policy design, delivery and evaluation, as well as the proven ability to manage risk. A high level understanding of the ACT and region economy, economic development policy and business development dynamics at both the local and national levels will also be vital. Excellent stakeholder engagement skills and the ability to work with influence across a range of issues with senior leaders are key capabilities in this position. The role also includes representing Government's interests at relevant local and national policy groups and supporting the ACT Government's international trade and study missions. This role requires excellent oral and written communication skills, the ability to manage competing priorities with limited supervision, a demonstrated strong work ethic, and the willingness to exercise initiative in a complex and dynamic work 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.

If this sounds like you, we would love to hear from you.

Eligibility/ Other Requirements: Tertiary qualifications in Economics, Commerce or other relevant field is highly desirable with demonstrated experience in contributing to economic development program design and policy development in a challenging environment.

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

How to apply: Please submit a two page pitch addressing the Selection Criteria, Professional/Technical Skills and the Behavioural Capabilities and outlining your skills and experience relevant to the role; a curriculum vitae and details of referees.

Applications should be submitted via the apply button below.

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

DDTS

ACT Cyber Security Centre

Cyber Security Operations

Cyber Security Engineer

Senior Information Technology Officer Grade C \$114,928 - \$123,710, Canberra (PN: 33021)

Gazetted: 26 October 2023

Closing Date: 9 November 2023

Details: The ACT Cyber Security Centre is recruiting for an Assistant Director (SITOC), Incident Response. The Cyber Security Engineer role is to lead security operations and project work to align with ACT Government's digital strategy prioritising cloud platform adoption. This work will include ICT security specialisation in Software as a Service systems like Office 365, and the Infrastructure as a Service systems Microsoft Azure. The Cyber security engineer will work with a diverse range of on-premise and cloud platforms and technologies to support secure operations of ICT, audit and compliance programmes. The role must engage and influence a wide variety of customers and other stakeholders internally and promote positive security outcomes. The role will require someone who is able to work autonomously and be able to represent the Security team in workgroups, meetings and committees.

Who are we looking for?

To be successful you would be someone who can:

Research, design, implement and administer appropriate security controls and cloud platform technologies to meet required compliance for the control of risk for ACT Government infrastructure and business systems hosted on-premise and in internally managed cloud environments, with a focus on continuous improvement.

Perform the role of project lead and represent ICT Security in internal and external projects, providing specialist security advice and leadership aligned with policy and ICT Security strategic direction. Effectively liaise and collaborate with a variety of stakeholders, including DDTS, Shared Services, Directorate staff and external vendors. Perform the duties of senior security analyst, including administration of ICT Security systems, conducting audits, vulnerability assessment, security incident response and contributing to development of policies, processes and security awareness training.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

This position may involve direct supervision of staff.

Eligibility/Other requirements: You are required to gain and maintain a Negative Vetting Level 1 (NV1) National Security Clearance. All applicants must be fluent in English.

Note: This is a temporary position available immediately until 30 June 2024 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. 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. Current and former ADF members are encouraged to apply.

How to apply: Please submit your curriculum vitae (including the contact details for two referees) and a two-page pitch, outlining why you're the best person for the job.

Applications should be submitted via the apply button.

Contact Officer: Ryan Daniel (02) 6207 5792 Ryan.Daniel@act.gov.au

DIGITAL, DATA AND TECHNOLOGY SOLUTIONS

TECHNOLOGY SERVICES BRANCH

END USER SERVICES

Citrix Engineer

Information Technology Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 20426)

Gazetted: 26 October 2023

Closing Date: 16 November 2023

Details: End User Services (EUS) is seeking a motivated person to take on the role of a Citrix Engineer. The role will focus on developing and supporting the ACT Government Citrix platform. Supporting the achievement of DDTS organisational objectives, along with upholding the delivery of quality customer services and ICT solutions.

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.

Eligibility/Other requirements: The successful applicant will need to hold or be able to rapidly obtain an ACT Government CMTEDD issued Personnel Vetting Program certificate (Baseline security clearance equivalent).

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. This position may be transitioning to activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk.

How to apply: After reviewing the Position Description, please provide a written response to each of the individual five capabilities listed in the "What You Require" based on the 'What You Will Do' section. Describing experience, examples, and claims of suitability for each capability separately. Applications should be limited to cover sheets, applicant's curriculum vitae, and no more than two pages of response that addresses the required capabilities.

Applications should be submitted via the apply button.

Contact Officer: Adrian Waugh (02) 6205 4503 Adrian.Waugh@act.gov.au

Budget, Procurement and Finance Group

Shared Services Finance - Finance Operations

Accounts Payable

Senior Finance Officer

Administrative Services Officer Class 4 \$78,785 - \$85,159, Canberra (PN: 30514, several)

Gazetted: 26 October 2023

Closing Date: 14 November 2023

Details: Shared Services Finance Operations has several vacancies for a Senior Finance Officer at the Administrative Services Officer Class 4 level. Successful candidates in this recruitment may be placed within either Accounts Payable, Banking or Accounts Receivable teams, depending on their experience and skillset.

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

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

this may include, raising and issuing invoices/credit notes, receipting, undertaking bank account reconciliations, credit card acquittals, preparation of journals, processing supplier invoices for payment and resolving routine client enquiries in a timely manner.

You must be able to work cooperatively within a team environment and be a strong and clear communicator with supervisory experience.

To be successful in this role, you must also possess well-developed problem solving and analytical skills and be able to effectively prioritise workloads in order to meet tight deadlines in a fast-paced operational environment. You should have a strong understanding of the work practices and procedures that underpin a successful finance operations or similar environment.

Previous experience in a finance operations or processing environment would be highly regarded.

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

How to Apply: Candidates are requested to review the key accountabilities and duties outlined in the Position Description under the "What you will do" and "What you require" sections and submit a personal pitch of two pages.

Your personal pitch should include information that provides evidence of your capabilities against the professional and technical skills and the behavioural capabilities and importantly highlights your skills and experience in a finance operations or similar environment. A current curriculum vitae must be provided.

Applications should be submitted to via the Apply Now button.

Contact Officer: Sharon Miller (02) 6205 0748 Sharon.Miller@act.gov.au

Economic Development

Events ACT

Senior Commercial Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 52116)

Gazetted: 26 October 2023

Closing Date: 9 November 2023

Details: Do you love the buzz of events? Do you want to join a dynamic team of commercial and partnership management specialists who play a vital role in the success of Canberra's events? As a Senior Commercial Officer, you will play a leading role in optimising commercial revenue opportunities for events held by Events ACT.

You will have opportunities to put your strong negotiation skills to ensure sponsorship and commercial opportunities are maximised for the Canberra Community's benefit whilst ensuring compliant delivery of contractual obligations. Having a sound understanding of government requirements when delivering commercial arrangements will be key to the delivery of successful major and community events.

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

You will establish relationships with industry, stakeholders, and partners to develop a strong understanding of Canberra's events industry needs as well as the ability to identify and deliver new commercial opportunities. The successful candidate will be passionate about Canberra and its events offering and demonstrate a strong ability to deliver sponsorship activations and vendor opportunities within the operational environment.

You will need strong customer service skills when liaising with sponsors and partners as well as members of the public attending our events.

You will be working in a small dynamic team of enthusiastic event professionals. Events ACT recognises the fundamental role our people play in our success. While this is a fast-paced role you will be supported to thrive and grow your skills as a commercial and partnerships professional. Our ideal candidate will be enthusiastic about collaboration and feel strongly about building on the supportive high performing culture we have developed here. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide your current curriculum vitae and address the Professional/Technical Skills and Knowledge and Behavioural Capabilities as per the Position Description in no more than two pages, highlighting what makes you the best candidate for this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carly Bonny (02) 6205 2399 Carly.Bonny@act.gov.au

City Renewal Authority

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

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

Deputy Chief Executive Officer

Temporary Vacancy (ASAP to 22 December 2023 with possible extension)

City Renewal Authority (CRA)

Chief Executive Office

Position: E1082

(Remuneration equivalent to Executive Level 2.2)

Circulated to: #ACTPS Senior Executive List

Date circulated: 2 November 2023

Are you interested in transforming the City Centre Precinct and shaping the growth of the central parts of Canberra to make it a great place to live, explore and enjoy?

Essential experience at an executive level will be required for the management of the day-to-day business operations of the Authority and demonstrated sound governance, financial management, people management, collaborative partnerships, and well-planned workforce capability.

The Deputy Chief Executive Officer reports directly to the Chief Executive Officer, and works in collaboration with other Executive, Team Leaders, Board members and key stakeholders, as well as represent the Authority and the ACT Government as required.

The role requires a person that has an established strategic perspective, exceptional leadership, and complex problem-solving skills in an operationally diverse work environment.

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

Remuneration: The position attracts a remuneration package ranging between \$313,721 – \$326,282 and is dependent on the superannuation arrangements of the successful applicant. This includes a cash component of \$279,122.

To apply: Interested candidates should submit a one-page pitch that addresses the executive capabilities, a curriculum vitae and two referees contact details to Malcolm Snow via email malcolm.snow@act.gov.au by COB Thursday 9 November 2023.

Contact Officer: Malcolm Snow (02) 6205 1805 malcolm.snow@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

Finance and Budgets

Finance – Housing, Finance

Finance Officer

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 25704)

Gazetted: 01 November 2023

Closing Date: 15 November 2023

Details: Finance and Procurement Branch is looking for a motivated finance officer to perform key accounts payable functions and monthly financial reporting activities of CSD, with the division of Housing ACT.

The Branch is responsible for budgeting and financial management and goods and services procurement in CSD.

The Branch is the interface between the Directorate, ACT Treasury and ACT Procurement and also provides support to business units. Specific functions include internal and external budgeting, financial reporting, financial management, goods and services procurement and procurement reform.

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: 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 no more than two pages addressing the capabilities listed on the Position Description to perform the duties and responsibilities of the position. Please also submit a copy of your current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Berk Canturk (02) 6207 0875 Berk.Canturk@act.gov.au

Corporate

Business Transformation and Systems

Project and Change Delivery

Senior Project Officer

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 57082)

Gazetted: 01 November 2023

Closing Date: 8 November 2023

Details: Community Services Directorate (CSD) is seeking an experienced Project Manager. The role will deliver and advise on business transformation projects and contribute to raising enterprise project delivery capability to make the directorate an even better place to work, and better deliver for the ACT Government and the Canberra community.

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:

Certification in Prosci change management is highly desirable, and/or equivalent professional experience in change management or project management.

This position does not require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

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 provide a one to two page pitch outlining your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities required to perform the duties and responsibilities of the position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shantha Siva (02) 6205 4020 Shantha.Siva@act.gov.au

Communities

Executive Support Team

Executive Officer

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 36563)

Gazetted: 31 October 2023

Closing Date: 14 November 2023

Details: Communities Services Directorate (CSD) is seeking a hands-on Executive Officer to provide strategic and operational executive support to the Executive Group Manager, Communities division.

The position works closely with executives to effectively manage a busy and diverse division, in a friendly and results-driven team. You will be experienced in ACTPS business processes, reporting and governance arrangements, a strong writer, comfortable managing sensitive and emerging issues, and ready to lead a small Executive Support team.

This is a great opportunity for someone keen to progress their career by working closely with executives in a fast-paced division, across diverse ministerial portfolios.

If you've ticked all of those boxes, are a team player, responsive, and a 'people person', then we would love to hear from you.

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

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

How to Apply: Interested candidates should submit an expression of interest as a one-page pitch, demonstrating relevant skills and experience against the selection criteria.

Please include a current curriculum vitae and contact details of at least two current referees. For more information on how to apply for this role, please contact Anita Perkins via email or phone 6205 0035

Applications should be submitted via the Apply Now button below.

Contact Officer: Anita Perkins (02) 6205 0035 Anita.Perkins@act.gov.au

Housing Assistance

Infrastructure and Contracts

Infrastructure Delivery

Director, Infrastructure Delivery

Infrastructure Officer 4 \$136,524 - \$155,109, Canberra (PN: 63377)

Gazetted: 30 October 2023

Closing Date: 13 November 2023

Details: Working with Community Services Directorate (CSD) in the ACT Government provides you the opportunity to help achieve our vision of empowering people to meet their full potential and develop inclusive and strong communities.

Housing ACT is a division of CSD. It is responsible for the provision and management of public housing services and delivery and management of homelessness services in the Territory. We currently have a vacancy for Director, Infrastructure. The role supports the Senior Director to deliver design and construction projects marked for redevelopment as part of the Growing and Renewing Public Housing Program (Program) and is responsible for providing appropriate support and guidance for the delivery of the Capital Works program.

As a senior leader within Housing ACT, this role requires a person who can inspire, energise and positively influence team and individual outcomes. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style. Please see the position description for further details.

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.

Note: This is temporary position available immediately for a period of 12 months, with the possibility of extension and/or permanency. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications should be submitted as if writing to an Expression of Interest, addressing the selection criteria, no more the two x A4 pages plus Curriculum Vitae and references.

Applications should be submitted via the Apply Now button.

Contact Officer: Skye Roland (02) 6205 4511 Skye.Roland@act.gov.au

Children, Youth and Families

Child Youth and Protections Services

CYRIS

CFC/CYRIS Business Process Designer

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63446)

Gazetted: 30 October 2023

Closing Date: 13 November 2023

Details: The CFC/CYRIS Business Process Designer will lead a project, possibly with a small team of staff, to review the existing Child and Family Centres (CFC) data entry on CYRIS, develop business process maps, business rules and Standard Operating Procedures, and make recommendations on new and existing processes.

The position will report to the Senior Director, CYRIS Business Team. The position will also be required to work closely with the CYPs Suitability Assessment Team, others CYPs stakeholders and community partner organisations. The ideal candidate will have an enthusiasm for learning and willingness to take on new challenges to support the continual improvements of data quality in a fast-paced, supportive and professional team.

Child and Youth Record Information System (CYRIS)

The system and the business require ongoing CYRIS support for the most efficient and proficient use of the system. This will assist in holistic management of clients, the responsiveness to business issues with the system, and the accuracy of the recording of data for reporting purposes. The CYRIS Business Team provides support for the effective functioning of CYRIS, both from the system and business implementation perspective.

Eligibility/Other Requirements: Desirable qualifications and experience, but not essential:

An understanding and knowledge of eliciting business requirements, process mapping and the development and implementation of business rules, to achieve results on time and within budget.

An understanding and knowledge of human services portfolio issues.

Tertiary qualifications in a related discipline.

This position does require a Working with Vulnerable People Check. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available immediately for up to 12 months

A merit pool may 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 statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button.

Contact Officer: Sarah Kirk (02) 6205 4830 Sarah.Kirk@act.gov.au

Children, Youth and Families

Practice and Performance

Performance

Project Officer

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 63447)

Gazetted: 27 October 2023

Closing Date: 10 November 2023

Details: The ASO 5 Project Officer role is focussed on contributing to projects that support the operation, or continuous improvement, of CYPS. This will be done primarily through ensuring accurate records are maintained of practice guidance material for official and public purposes, including reviews, complaints, and information requests. The position will also assist with the redevelopment of the CYPS Knowledge Portal to ensure records are preserved and accessible to staff.

Manage the recording and transfer of records including policy, procedure and practice guidance to the Records Manager (TRIM) database.

Assist with the redevelopment of the CYPS information management system to satisfy organisational and user requirements, including developing record keeping strategies, review schedules, migration of content, and assisting staff to locate information.

Work as part of a small project team to support systemic improvements in line with key directorate reform priorities.

This position does not involve direct supervision of staff.

Eligibility/Other requirements: Compliance Requirements / Qualifications

Expertise in the use of records manager database (TRIM) and the Territory Records Act 2002 is essential for this role.

A sound working knowledge of Microsoft Office 365 including Word, Excel, Teams, Outlook and SharePoint is highly desirable.

Driver's license is essential.

This position does require a Working with Vulnerable People Check.

Note: This is a temporary position available immediately for a period of up to 12 months. A merit pool may 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 statement of no more than two pages demonstrating how their experience, skills and knowledge will enable them to undertake the role in relation to the What You Require capabilities listed on the Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the apply button.

Contact Officer: Tanya Saxvik (02) 6207 4567 Tanya.Saxvik@act.gov.au

Corporate

Business Transformation and Systems

Business Transformation

Information Systems Manager

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 57116)

Gazetted: 26 October 2023

Closing Date: 2 November 2023

Details: Community Services Directorate is seeking an experienced Information Systems Manager. The role will support business transformation by developing processes, providing effective governance and improving information management to make the directorate an even better place to work, and better deliver for the ACT Government and the Canberra community.

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: Proven experience in SharePoint Online or other similar collaboration platforms, site administration and website development will be highly regarded.

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. This position does not require a pre-employment medical. This position does not require a Working with Vulnerable People Check.

How to apply: Please provide a one - two page pitch outlining your experience against the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Qualifications that are required to perform the duties and responsibilities of the position.

Applications should be submitted via the apply button.

Contact Officer: Shantha Siva (02) 6205 4020 Shantha.Siva@act.gov.au

Children, Youth and Families

Youth Justice

Bimberi Residential Services

Administrative Support Officer

Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 10187)

Gazetted: 26 October 2023

Closing Date: 9 November 2023

Details: Bimberi Residential Services is seeking a highly motivated individual who demonstrates integrity, and collaboration to support the administration team to deliver a high level of customer service. The successful applicant will also have high level communication skills and the ability to be flexible and uses initiative in decision making.

The Administrative Support Officer role is responsible for providing a broad range of administrative functions for Bimberi Residential Services. As part of a small and dynamic team the Administrative Support Officer will be responsible for the delivery of accurate, timely, high quality, customer focused administrative support functions including finance, petty cash, arranging client appointments for families and professionals, coordination of staff uniforms, IT, ordering of supplies and records management.

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:

- Proficiency with Microsoft Office products and database systems.
- Possession of a current driver's licence and Senior First Aid Certificate.
- Working with Vulnerable People (Background Checking) ACT 2011 will be required

For further information on Working with Vulnerable People registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available for an initial period of three months with the possibility of extension (not exceeding 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 available to ACT Government officers and employees only.

How to apply: Your application should include an expression of interest of no more than two pages outlining your strengths against the above selection criteria, details of two referees and a current Curriculum Vitae.

Applications should be submitted to the contact officer.

Contact Officer: Kerrie Biddlecombe (02) 6207 3402 Kerrie.Biddlecombe@act.gov.au

Communities

Support Services for Children

Child Development Service

Psychologist

Health Professional Level 4 \$114,928 - \$123,710, Canberra (PN: 36164, several)

Gazetted: 26 October 2023

Closing Date: 9 November 2023

Details: The Child Development Service has a vacancy available for a HP4 Psychologist within the Autism Assessment Service. This is a permanent position. Full-time and part-time applicants will be considered. The Child Development Service focuses on identifying developmental delays for children 0-6 years and completes autism assessments to children aged up to 12 years.

This position will provide services within a community based, multidisciplinary team in the Child Development Service. The positions will provide differential assessments for children referred to the Child Development Service with concerns regarding autism spectrum disorder. This is inclusive of developmental assessments, cognitive assessments and ASD diagnostic assessments.

The HP4 role is focussed on providing strong leadership to build an integrated multidisciplinary team that supports effective service delivery. The position will provide leadership to HP3 Psychologists within the multidisciplinary team of health professionals.

You will have the opportunity to participate in the continual improvement of the Child Development Service through participation in a range of projects aimed at improving service delivery.

Individuals will ensure a child centred and family focussed approach is at centre of the work they do and will provide services that are culturally informed, safe and inclusive. They will also facilitate efficient, seamless clinical management by working closely with the multidisciplinary team within the Child Development Service and other areas within the service system.

Eligibility/Other Requirements:

Essential qualifications and experience

Psychologist who holds general registration with the Psychology Board of Australia including full registration with AHPRA and advanced training and/or experience relevant to the differential diagnosis of autism from a range of neurodevelopmental and behavioural conditions.

At least 5 years recent experience working with children and their carers or families as a registered Psychologist. Current Driver's Licence.

Highly Desirable:

Demonstrated experience in providing leadership and or the relevant skills and abilities required to supervise allied health professionals, professional officers and staff in community-based services.

Qualification and practice endorsement in clinical psychology, educational/developmental psychology or neuropsychology, including full registration with AHPRA.

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 written application and referee reports only.

How to Apply: Applicants are required to address the Professional / Technical skills/Knowledge, and Behavioural Capabilities sections of the Position Description. (maximum 400 words per criteria) and provide a current curriculum vitae along with the names of two referees. Applicants may be requested to provide Referee Reports at a later date.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Parker (02) 6205 1595 Katherine.Parker@act.gov.au

Communities

Support Services for Children

Senior Director, Service Redesign

Senior Officer Grade A \$160,541, Canberra (PN: 63385)

Gazetted: 26 October 2023

Closing Date: 9 November 2023

Details: Do you want to grow your career in an organisation that makes a meaningful contribution to people's lives? Working with Community Services Directorate (CSD) in the ACT Government provides you the opportunity to help achieve our vision of empowering people to meet their full potential and develop inclusive and strong communities.

An exciting opportunity exists for an enthusiastic person who is dedicated to contemporary service design and delivery. This position will lead critical work to redesign service delivery within Support Services for Children,

particularly the way in which services are delivered through the Child Development Service and Child and Family Centres.

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

Demonstrated experience providing strategic leadership

Demonstrated project management experience

Demonstrated understanding of front-line services

Current Australian Driver's Licence.

Please note, Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

Note: This is a new temporary position available for an initial period of two years with the possibility of permanency and is an exciting position for anyone who is passionate about change delivery and implementing a critical service redesign. 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: Interested applicants are encouraged to apply through a two-page document addressing the "what you require" criteria. Applications a current Curriculum Vitae and two referees

Applications should be submitted via the apply now button.

Corporate

People, Capability & Culture

Senior Director

Senior Officer Grade A \$160,541, Canberra (PN: 57396)

Gazetted: 26 October 2023

Closing Date: 9 November 2023

Details: Working with Community Services Directorate (CSD) in the ACT Government provides you the opportunity to help achieve our vision of empowering people to meet their full potential and develop inclusive and strong communities.

There is currently an opportunity for a Senior Director to join the People, Capability & Culture (PC&C) branch within CSD. PC&C provides strategic advice in relation to industrial matters; performance management; workplace diversity; delegations and authorisations; recruitment, including the Graduate Program; workforce planning and reporting; talent management; learning and development; the Employee Assistance Program; safety and wellbeing matters, and management of the SLA for Shared Services. It also provides advice on the relevant Enterprise Agreements, Industrial Awards and the Public Sector Management Act 1994, Standards, Guidelines and HR Policies. As the Senior Director, you will lead, manage and coach three teams which are responsible for key HR functions: the Safety & Wellbeing team; Performance and Culture team, and Employee Relations team. The position will assist with the management of strategic deliverables for the People, Capability & Culture Branch.

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

Qualifications or extensive experience in senior human resource management, particularly in employee relations and safety and wellbeing, are highly desirable.

Note: This is a temporary vacancy available until 3 April 2024 with the possibility of extension (not exceeding 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 current Curriculum Vitae and a pitch of no more than three pages addressing the capability requirements listed on the position description.

Applications should be submitted via the apply now button.

Contact Officer: Myfanwy Greenwood (02) 6205 8496 Myfanwy.Greenwood@act.gov.au

Communities

Support Services for Children

Senior Officer, Service Redesign

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 63386)

Gazetted: 26 October 2023

Closing Date: 8 November 2023

Details: Do you want to grow your career in an organisation that makes a meaningful contribution to people's lives? Working with Community Services Directorate (CSD) in the ACT Government provides you the opportunity to help achieve our vision of empowering people to meet their full potential and develop inclusive and strong communities.

An exciting opportunity exists for an enthusiastic person who is dedicated to undertaking critical redesign of service delivery. This position will support the Senior Director, Service Redesign to redesign service delivery within Support Services for Children, particularly the way in which services are delivered through the Child Development Service and Child and Family Centres.

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.

Note: this is a new temporary opportunity available for an initial period of two years with the possibility of permanency and is an exciting position for anyone who is passionate about change delivery and implementing a critical service redesign. A merit pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

Demonstrated experience providing strategic leadership

Demonstrated project management experience

Demonstrated understanding of front-line services

Current Australian Driver's Licence.

Working with Vulnerable People registration is required. For further information on Working with Vulnerable People registration refer to the Access Canberra website.

How to apply: Interested applicants are encouraged to apply through a two-page document addressing the "what you require" criteria. Applications a current Curriculum Vitae and 2 referees

Applications should be submitted via the apply now button

Contact Officer: Jessica Summerrell (02) 6207 5718 Jessica.Summerrell@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

Executive Branch Manager, Universal School Support

Temporary Vacancy (27 November 2023 to 25 January 2024)

Education Directorate

Service Design and Delivery

Position: E475

(Remuneration equivalent to Executive Level 1.4)

Circulated to: #ACTPS Senior Executive List; #ACTPS, SOGA; #MPC Infrastructure Managers

Date Circulated: 2 November 2023

The Education Directorate has a short-term opportunity from 27 November 2023 to 25 January 2024 to backfill the position of Executive Branch Manager, Universal School Support.

The Executive Branch Manager Universal School Support is a key leadership role in the Directorate and across ACT Government. The Executive Branch Manager is responsible and accountable for the development strategic planning and system leadership across a broad range of areas including:

- Careers and VET
- International Education Unit
- Instrumental Music Program

- **Programs, Services and Stakeholder Delivery**

The Executive Branch Manager reports to the Executive Group Manager Service Design and Delivery and is a member of the Groups Corporate Executive team. The position requires a person with exceptional leadership and executive management skills including expertise in policy development and advice to Government. A comprehensive understanding of governance and excellent oral and written communication skills are required, along with experience in programme development and implementation.

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

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Applications should include a maximum one-page Expression of Interest and a current curriculum vitae including the details of two referees. Applications should be emailed to Angela Spence Angela.Spence@act.gov.au by COB Thursday 16 November 2023.

Contact Officer: Angela Spence (02) 6207 7918 Angela.Spence@act.gov.au

System Policy and Reform

Enrolments and Planning

Enrolment Policy

Assistant Director, Enrolment Policy

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 40278)

Gazetted: 01 November 2023

Closing Date: 15 November 2023

Details: The Assistant Director is a key role within the Enrolment Policy team. The team is responsible for developing and delivering the program of reform for enrolment policy and practice in relation to public schools, to achieve the overarching goals of consolidating the integrity of policy and practice, ensuring its coherence to governing legislation and strategic aims of the Directorate and enhancing its contribution to managing student demand in the context of growth. Developing and delivering the reform program involves extensive collaboration with other areas of the Directorate and with school Principals and Business Managers.

The team is also responsible for delivering the Directorate's enrolment enquiry phone line, developing content for website and other public informational materials concerning enrolment policy, and for providing training and ongoing advice to school staff in regard to implementing enrolment policy and procedures.

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)

Notes: This is a temporary position available from 04 December 2023 until 03 December 2024 with the possibility of permanency.

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

How to apply: Please submit your response of no more than two pages addressing the Selection Criteria as detailed in the Position Description, together with your curriculum vitae and names of two referees before the closing date.

Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Danielle Rigter Danielle.Rigter@act.gov.au Danielle.Rigter@act.gov.au

System Policy and Reform

Education and Care, Regulation and Support (ECRS)

Children's Education and Care Assurance (CECA)

Investigations Officer

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 40481)

Gazetted: 26 October 2023

Closing Date: 9 November 2023

Details: Children's Education and Care Assurance (CECA) is seeking an experienced Investigator to join the branch's Investigations team. The Investigations team are responsible for the receipt, assessment and investigation of incidents and complaints under the Education and Care Services National Law (ACT) (National Law) and the Children's and Young People Act 2008 (CYP Act).

CECA is a unit within the ECRS branch of the Education Directorate and is staffed by professionals with experience and qualifications in children's education and care and/or government investigations.

ECRS is the ACT Regulatory Authority administering legislation regulating approved childhood education and care services, and licensed childcare services in the ACT. CECA is responsible for assessing, monitoring and enforcing compliance and quality standards under the National Law.

The successful candidate will work within a small team of professionals and undertake tasks of an Investigations Officer within a regulatory environment, inclusive of ensuring the investigation process is applied consistently through implementation and review of relevant policy and procedure.

Eligibility/Other requirements

Highly desirable - Certificate 4 or Diploma in Government Investigations, a relevant discipline or equivalent experience.

A current driver's licence.

Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable People registrations refer to www.accesscanberra.act.gov.au

Note: This is a temporary position available immediately until 30 June 2024, with possibility of extension and/or permanency. A Merit Pool will be established from this selection process and will be utilised to fill vacancies over the next 12 months.

How to apply: Applications should include:

a supporting statement of no more than two pages outlining experience, skills and/or ability relative to the Professional/Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications as outlined in the Position Description; and

A current curriculum vitae; and

Contact details of at least two referees.

Applicants are encouraged to make contact with the contact person prior to applying.

Applications should be submitted via the apply now button.

Contact Officer: Janine Fairburn (02) 6205 4390 Janine.Fairburn@act.gov.au

School Performance and Improvement

Tuggeranong Network

Erindale College

Student Services Administration Manager

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63462)

Gazetted: 31 October 2023

Closing Date: 14 November 2023

Details: Erindale College is seeking a highly motivated proactive person to undertake the position of Student Services Administration Manager who will work closely with the College Senior Executive to manage the operations and provide technical and/or professional support to the college's student services area.

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

How to Apply: Please submit your response of up to three pages addressing each of the Selection Criteria as outlined in the Position Description, together with your current curriculum vitae and the names and contacts of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Nigel Bourke (02) 6142 2977 Nigel.Bourke@ed.act.edu.au

Caroline Chisholm School

School Leader B - Wellbeing/Inclusive Education

School Leader B \$157,341, Canberra (PN: 61169)

Gazetted: 30 October 2023

Closing Date: 3 November 2023

Details: Caroline Chisholm School is seeking a deputy principal to work as an integral part of the senior executive. The team consists of four deputy principals with the roles of Teaching, Learning, Strategy and Wellbeing. The roles shift biennially, as such the successful applicant will show expertise across leadership capabilities. This position is located on the Junior Campus.

The position advertised is designed to strategically and operationally lead inclusive education services P-10 and dynamically lead wellbeing practices P-10. Leadership responsibilities include, but are not limited to:

Lead the development and achievement of whole school strategic goals including the quality improvement plan in line with the National School Improvement Tool.

Lead quality pedagogical and curriculum practices through coaching and mentoring processes with strength within inclusive education practices.

Lead multidisciplinary teams who support students displaying complex and challenging behaviours from preschool to year 10.

Lead the school inclusion processes and response to intervention protocols from preschool to year 10.

Lead literacy practices P-10 including quality differentiated teaching practices, response to intervention and EALD teaching practices.

Model, build and sustain respectful relationships with all groups in the school community.

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

Eligibility/ Other Requirements:

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

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

A current registration issued by 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: Please provide a Statement of Claims responding to all five capabilities from the School Leader Capability Framework (maximum of five pages). Please also provide a current curriculum vitae (two pages) and contact information for two referees.

Applications should be submitted via the apply button below.

Contact Officer: Shane Mitchell (02) 6142 3550 Shane.Mitchell@ed.act.edu.au

Dickson College

Deputy Principal

School Leader B \$157,341, Canberra (PN: 04134)

Gazetted: 27 October 2023

Closing Date: 3 November 2023

Details: Dickson College is seeking a highly motivated, dynamic, and innovative individual to fill the SLB position of Deputy Principal (Students). The successful applicant will be a strong instructional leader with outstanding communication skills.

Job description:

Provide significant contribution to the College's strategic direction and school improvement processes.

Lead teacher inquiry and professional learning in a differentiated model for staff

Lead the whole school portfolio of Student Engagement and wellbeing

Line manage various faculties with oversight of resourcing, finances, staffing and professional development with the areas of responsibility.

Provide strong instructional leadership and a coaching approach to ensure strong outcomes for students, especially regarding the capabilities identified in the 2020-2025 Improvement Plan.

Excellent organisational and HR management skills, including the ability to multitask, establish priorities, manage workloads, and reorganise tasks to reflect changing priorities.

Exceptional knowledge of BSSS policies and procedures and the education systems within the ACT.

Eligibility/ Other Requirements:

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Mandatory: Current teaching registration with the ACT Teacher Quality Institute.

Mandatory: Current Working with Vulnerable People registration.

How to apply: Please submit your Curriculum Vitae detailing two referees, statement of claims based on the five SLB leadership capabilities outlined in the application package (maximum five pages).

Statement of claims based on the Position Information and School Leader Capability Framework:

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

Curriculum Vitae:

Your Curriculum Vitae should be up to date and provide relevant information about your education, employment history, experience and workplace achievements. It should be formatted to make it easy to read.

Referees:

In choosing referees, consider how well they know your work and can speak about your capabilities.

Referees may be contacted at any time during the selection process. The focus may in general terms relate to the capabilities, or a specific aspect for which clarification would assist the selection panel in making their decision.

Applications should be submitted via the apply button below.

Contact Officer: Caitlin Horan (02) 6142 0140 Caitlin.Horan@ed.act.edu.au

Classroom Teacher

Classroom Teacher \$79,108 - \$117,538, Canberra (PN: CT0007)

Gazetted: 30 October 2023

Closing Date: 20 November 2023

Details: Disability and Inclusion Educators: Primary and Secondary – Teach in Canberra

Technology and Applied Studies teachers – Teach in Canberra

Classroom Teachers: Primary and Early Childhood – Teach in Canberra

Creative Arts Teachers – Teach in Canberra

Humanities Teachers – Teach in Canberra

Mathematics and Science teachers – Teach in Canberra

Physical Education, Health and Outdoor education – Teach in Canberra

Mathematics and Science teachers – Teach in Canberra

Nation leading public school pay and conditions.

Future-focussed on career growth and development.

Ongoing professional development, in-school support, and mentoring.

APPLY HERE

About us

Join a leading learning organisation where *you* matter, working with experienced and supportive school leaders. By teaching in the growing ACT public school system, you will make a real difference to the lives of the young people of Canberra. In 2024, we're opening our 91st school in a system delivering excellent, inclusive and equitable outcomes for very child and young person.

We are seeking teachers specialising in inclusion and disability education across both primary and secondary settings (preschool to year 12) to commence teaching in January 2024. You will be enthusiastic, empathetic, innovative, and willing to engage and nurture curiosity and creativity.

Our system offers nation leading pay and conditions and a better classification structure that supports school leaders, new educators and experienced teachers. We'll also help with your relocation expenses (up to \$12k).

Experienced teacher salaries for 2024 range from \$101,477 to \$119,288, while graduate teacher salaries start at \$84,978.

Benefits of working in ACT public schools:

Better workloads that prioritise developing educational leadership and innovative teaching and learning.

Reduced face-to-face teaching hours for graduate teachers.

4 staff development days a year (student free), held at the beginning of each term.

A New Educator Support Program to set new educators up for success.

The right to disconnect outside of work hours and enjoy a better work/life balance in a progressive, diverse and inclusive city.

About you

You will be a dynamic, professional, and contemporary educator who will:

Develop relationships across your professional and school community to provide the best student experience.

Demonstrate an ability to work effectively and collaboratively in a team environment with like-minded educators who have a passion for their subject and teaching specialisation.

Have strong class management skills enabling a supportive learning environment.

Have subject expertise and the ability to teach inclusively across a broad age and ability range.

Commit to collaborative professional engagement and professional learning.

Commit to safeguarding and promoting the welfare of children.

Eligibility requirements for employment

To be able to teach within the ACT public education system you must:

Hold and/or be eligible for teacher registration with the Teacher Quality Institute (TQI) prior to starting your employment.

Hold a current ACT Working with Vulnerable People (WwVP) registration.

Be an Australian citizen and/or be permanent resident and/or hold a valid working visa.

Business sponsorship is available and assessed on an individual basis. Email eduteachingincanberra@act.gov.au to find out more.

Why Canberra?

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

Teacher autonomy and flexibility in your choice of schools, without having to relocate from where you live.

Canberra is a safe, welcoming, and multicultural city with an abundance of nature reserves, parks, lakes and mountains as well as contemporary and dynamic urban spaces, including extensive foodie and shopping precincts.

Canberrans thrive in their active lifestyle; our residents have the highest participation level for organised sport in the country. Our community events are unsurpassed with regular artisanal markets and annual events including our spring festival featuring one million blooms by the lake, the renowned multicultural food festival and iconic hot air balloon festival in autumn.

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

How to apply

Apply via our job portal [HERE](#), noting you will need to attach the following documents:

A two-page statement providing practice examples of your experience aligned to the [Australian Professional Standards](#) with an emphasis your pedagogical philosophy and how you have strived to meet the diverse needs of students.

Your resume.

Contact details of two referees.

A copy of your registration from your local regulatory authority. If currently studying, evidence of enrolment in an accredited Initial Teacher Education program.

We welcome applications from teachers all year round. Please email us at eduteacherrecruitment@act.gov.au to find out about the many opportunities with [ACT public schools](#).

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

Contact Officer: Wally Arndt (02) 6207 3046 Wally.Arndt@act.gov.au

School Performance and Improvement

North and Gungahlin

Harrison School

Technology and Arts Assistant (Industrial Arts)

School Assistant 3 \$60,493 - \$64,989, Canberra (PN: 40590)

Gazetted: 30 October 2023

Closing Date: 7 November 2023

Details: Harrison School is seeking a highly motivated person to undertake the dynamic role of the Technology and Arts Assistant. The successful applicant will provide procedural and safety support to teachers regarding the implementation of educational programs. The successful applicant will take responsibility for the ordering, storage, accurate preparation and cleaning of supplies and equipment used in the arts, metal, and wood technology areas. The role is offered as full-time school assistant (conditions listed in the job description) however if the successful applicant has Testing and Tagging qualifications and wishes to add these duties to the role then ASO3 conditions can be offered.

Eligibility/ Other requirements:

Mandatory: Must have current ACT Working with Vulnerable People (WWVP) Registration

Highly Desirable: Certificate III or equivalent experience or relevant Trade qualification e.g. Automotive Mechanical Technology, Cabinet Making, Carpentry, Metal Working, Engineering, Furniture Making, Joinery.

Desirable: First Aid Certificate or a willingness to undertake appropriate training.

Note: This is a temporary position available Immediately until 9 April 2024 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. Interested applicants are encouraged to make contact with the contact office for this position to gain a further understanding of what the role entails.

How to Apply: Please submit your response of up to two pages addressing each of the Selection Criteria as outlined in the Position Description, together with your current curriculum vitae and the names and contacts of two referees.

Applications should be submitted via the Apply Now button.

Contact Officer: Grace Brassington 0261422200 Grace.Brassington@ed.act.edu.au

Service Design and Delivery

Universal School Support

Assistant Director Government Business

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 52349)

Gazetted: 26 October 2023

Closing Date: 2 November 2023

Details: The *Universal School Support* and the *Learning and Wellbeing Policy and Design* Branch are looking for a motivated and organised individual to take on this fast-paced role and lead the response to Government Business for the two branches. The position will work closely with the Executive and the senior leadership team to support workplace objectives and provide quality assurance on all Government Business items for the two branches. This includes Ministerial responses, Budget Estimates, Speeches, Cabinet Submissions, Questions on Notice, Corporate Reporting requirements and a range of other projects as required.

Notes: This is a temporary position available immediately until March 2024 with the possibility of extension up to 12 months and/or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a response to the selection criteria (max 3 pages), a current curriculum vitae/resume and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 Amie.Corrigan@act.gov.au

System Policy and Reform

Education Care Regulation and Support

Children's Education Care Assurance

Authorised Officer Audit and Risk and Quality Assurance

Professional Officer Class 2 \$91,315 - \$104,509, Canberra (PN: 40480, Several)

Gazetted: 30 October 2023

Closing Date: 13 November 2023

Details: Education and Care Regulation and Support (ECRS) branch is looking for experienced, innovative, and dedicated education and care professionals to join our growing Quality Assurance team. With the recent national and ACT focus on quality education and care and changes in the National Quality Framework, this is an exciting time to be a part of the education and care sector. As a Quality Assurance Authorised Officer you will have the opportunity to have a say in national conversations, support quality on a large scale, and broaden your own knowledge and skills with our extensive training process and access to ongoing professional learning. Through our assessment and rating function, our team advocates for children, their families and the early education and care sector. Our Authorised Officers say that they enjoy their role because they feel like they are doing something of value, contributing to something important and having a real impact on improving outcomes for children.

Children's Education and Care Assurance (CECA) is a team within the Education and Care Regulation and Support (ECRS) branch of the ACT Education Directorate which promotes quality and supports compliance under the Education and Care Services National Law (ACT) and the Children and Young People Act 2008. The Quality Assurance team sits within CECA and is made up of qualified early childhood professionals with experience across Government and non-Government education and care services. Multiple positions are available due to team

expansion. These temporary positions have the possibility of extension or permanency, and a merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Eligibility/ Other requirements:

Tertiary qualifications in early childhood education and care are required. Related qualifications may be considered.

The successful applicant will be required to undertake an Authorised Officer Training program delivered by ACECQA, have a current driver's licence, and prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to www.ors.act.gov.au.

Note: There are several temporary positions available to commence from 2024 for up to 12 months with the possibility of permanency.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability relative to the Professional / Technical Skills and Knowledge, Behavioural Capabilities and Compliance Requirements / Qualifications as outlined in the Position Description, along with what you will bring to the role.

Please provide a current curriculum vitae and contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button.

School Performance and Improvement

South and Weston Network

Lyons Early Childhood School

Executive Teacher

School Leader C \$135,383, Canberra (PN: 32216)

Gazetted: 01 November 2023

Closing Date: 22 November 2023

Details: Lyons Early Childhood School offers high quality education and care for children birth to year 2. We are looking for an enthusiastic school leader to join our collaborative team. The successful applicant will demonstrate a strong commitment to improving education and maximising student outcomes and wellbeing. They will work with all staff and families to implement professional growth and understanding of best practice in an early childhood setting. They will demonstrate a commitment to working within a small, welcoming and connected school community that focuses on improving outcomes for young children and undertake a teaching load 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 (TQI) or eligibility to obtain TQI.

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

Early childhood qualifications are highly desirable.

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

How to Apply: Submit your statement of claims based on the school leadership capability framework outlined in the application package (maximum six pages) curriculum vitae (two pages) and contact information for two referees. For more information on submitting your application please refer to [Submit-your-application](#).

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: Robyn Strangward (02) 6142 0044 Robyn.Strangward@ed.act.edu.au

School Performance & Improvement

Tuggeranong Network

Caroline Chisholm School

Principal, Caroline Chisholm School

School Leader A 3 \$206,934, Canberra (PN: 12084)

Gazetted: 01 November 2023

Closing Date: 14 November 2023

Details: Caroline Chisholm School is located in southeast Tuggeranong catering for students from Preschool to Year 10 with approximately 660 enrolments.

The school comprises of two co-located sites. The junior campus caters for preschool to year 5 students and the senior campus is designed to provide a middle school for years 6-8 and a senior school for Years 9 and 10.

We are well resourced with a hall/gym, library, canteen and playing fields for each campus. The senior campus has high quality facilities to provide VET pathways for students in hospitality, furniture, and horticulture.

The dedicated staff work together to ensure students have a strong sense of belonging to the school community and an appreciation and realisation of their capabilities and potential. High expectations are articulated through a rigorous curriculum and co-curricular program allowing students to explore and develop their strengths and talents.

Eligibility/Other requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification;

A current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI)

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

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

How to apply: Please provide a Statement of Claims based on the School Leader Leadership Capabilities outlined in the application package (maximum six pages). A current curriculum vitae (two pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sue Norton (02) 6205 8219 EDU.DSIOffice@act.gov.au

Service Design & Delivery

Digital Strategy, Services and Transformation

Strategy, Design & Projects

Program Administrator

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 37135)

Gazetted: 01 November 2023

Closing Date: 8 November 2023

Details: The Project Administrator position resides within the Data Insights Program and requires a motivated, committed, and passionate go getter who will be responsible, among other things, for coordinating project activities, maintaining and updating the program schedules, risk and issues register, resource plans, costs, tracking progress and communicating status to internal and external stakeholders.

The Project Administrator will report to the Data Insights Program Manager and assist with all aspects of the program, including working closely with the program stakeholders and the delivery teams, so strong leadership, organization and communications skills are a must. Your mission is to help the program meet its quality standards and deliver on time and within budget.

Eligibility/Other requirements:

Highly Desirable

Experience in administering IT projects within the Educational Sector

Experience in Scrum and DevOps methodologies

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

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

How to apply: Please provide a response to the selection criteria maximum three pages, current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gillian Abdilla (02) 6207 4086 Gillian.Abdilla@act.gov.au

School Performance and Improvement

South Weston Network

Alfred Deakin High School

Deputy Principal

School Leader B \$157,341, Canberra (PN: 13624)

Gazetted: 01 November 2023

Closing Date: 8 November 2023

Details:

Alfred Deakin High School is looking for an innovative, united and strategic School Leader B (SLB) of Student Wellbeing and Engagement to join our high performing executive team. The successful applicant will be responsible for leading the Student Wellbeing team and will set the direction of the school in line with our Annual Action Plan.

With a particular focus on students, the successful applicant will lead and oversee student wellbeing, engagement, case management and pastoral care across the school. They will take carriage of driving belonging and connectedness for all students and contribute to Deakin's inclusive culture. Working as a key member of the senior executive team, the successful applicant should have proven experience in building high performing teams, building staff capacity and clear evidence of driving student improvement across the school.

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

How to Apply:

Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the apply now button.

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: Brian Downton (02)614 23888 Brian.Downton@ed.act.edu.au

School Operations

Tuggeranong Network

Gilmore Primary School

Deputy Principal

School Leader B \$157,341, Canberra (PN: 04105)

Gazetted: 01 November 2023

Closing Date: 8 November 2023

Details:

Gilmore Primary School is seeking a School Leader B (SLB) who exemplifies Future of Education Strategy aligned instructional leadership, P-6. They will support the principal in promoting, refining, and leading the School Improvement Plan. Within the highly collaborative leadership team, the SLB leads processes for Disability Education and our successful Response to Need model, assessment and reporting, professional learning schedules, and undertakes a teaching load as determined by the principal.

Eligibility/ Other requirements:

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

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

A current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011. [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](#)

How to Apply:

Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the apply now button.

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: Vicki Lucas (02) 6142 1780 Vicki.Lucas@ed.act.edu.au

North Gungahlin

Ngunnawal Primary School

School Leader C

School Leader C \$135,383, Canberra (PN: 02278, Several)

Gazetted: 01 November 2023

Closing Date: 15 November 2023

Details:

Ngunnawal Primary School is a P-6 school in the Gungahlin area with an enrolment of approximately 750 students. Our vision as we commence a new school improvement cycle in 2023 at Ngunnawal Primary School is to be an inclusive learning community with high expectations for growth and achievement for all students. Our mission is to empower resilient learners who are self-managers and problem solvers through a dynamic educational environment. The school is driven by a deep belief that every student is capable of successful learning.

The successful applicant will demonstrate expertise and proven ability to bring together a community of learners – inclusive of students, educators, families, and the wider community. They will be a leader of learning with a passion for supporting staff and students to develop personalised and engaging learning programs.

Work, as a member of the executive team within a Professional Learning Community towards the achievement of school and system goals. Lead large collaborative teaching teams to use data to plan effective teaching and learning programs that meet the needs of all students. Provide inspirational leadership in developing high levels of pedagogical knowledge and curriculum delivery, including expert knowledge of evidence-based teaching strategies. Teach an appropriate load and undertake teaching tasks and other duties as determined by the principal. The successful applicant will demonstrate how they develop and manage productive staff relationships through supervising, mentoring, coaching, guidance, and professional development. They will value and articulate how productive relationships with students, parents and the community are maintained and embraced to enhance student outcomes.

Eligibility/ Other requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

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

A current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011. [Working with vulnerable people \(WWVP\) registration \(act.gov.au\)](https://www.act.gov.au/working-with-vulnerable-people)

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

How to Apply: Please provide a Statement of Claims based on the School Leader Leadership 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.

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: Emma Davidson (02) 6142 1500 Emma.Davidson@ed.act.edu.au

Student Engagement

Student Engagement

Flexible Education

Classroom Teacher - Muliyan

Classroom Teacher \$79,108 - \$117,538, Canberra (PN: 46320)

Gazetted: 01 November 2023

Closing Date: 15 November 2023

Details: This position will support students in the Muliyan Program (years 7-10)

In this role you will support the delivery of general education programs (literacy/numeracy) and develop personalised learning programs for students.

Our ideal applicant will be able to quickly establish quality partnerships with parents and the community to enhance the learning environment and provide an inclusive culture for all students from a wide range of diverse backgrounds, including Aboriginal and Torres Strait Islander students.

Eligibility/ Other requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

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

A current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

Note: This is a temporary position available 22 January 2024 until 26 January 2025 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: Please provide a two-page pitch addressing the skills, capabilities and the job specific criteria and a current curriculum vitae with details of two referees, including a current supervisor. Applications should be submitted via the apply now button.

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: Lauren Smith 0481 479 656 Lauren.Smith@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Shirley Smith High School

School Leader C - Inclusion

School Leader C \$135,383, Canberra (PN: 63521)

Gazetted: 01 November 2023

Closing Date: 15 November 2023

Details: Shirley Smith High School is located in the Gungahlin district of Canberra and will open for year 7 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.

We are seeking a dynamic, flexible, and collaborative school leader with an unwavering passion for and commitment to our school's guiding pedagogical principles, values, and vision. The successful applicant will be a proven transformational leader, with skills and attributes to work closely with the Principal and Deputy Principal to establish Shirley Smith High School as a school of choice. The successful applicant will be a highly motivated leader who is ready to develop an aspirational learning culture for staff and students through their dynamic presence and ability to authentically connect with staff, students, and families.

The School Leader C (SLC) Inclusion will:

Successfully lead the embedment of curriculum, initiatives, programs, and processes that are designed to support inclusion incorporating Universal Design for Learning

Undertake the role of DECO and lead ILP (using adjustment matrices) and PBSP development and monitoring

Support transition programs and processes

In collaboration with the Principal and the Deputy Principal, oversee the case management of complex students and families within the inclusion program

Demonstrate experience in leading data informed PLCs and whole school practices using evidence to improve teaching practices and learning outcomes for all students.

Eligibility/ Other requirements:

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

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

A current registration issued by Access Canberra under the Working with Vulnerable People (Background Checking) Act 2011.

How to Apply: Please provide a Statement of Claims based on the School Leader Leadership 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.

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) 6142 0004 Rebecca.Pearce@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

Chief Financial Officer

Finance Information and Assets

Temporary Vacancy (15 December 2023 to 25 January 2024)

Environment, Planning and Sustainable Development Directorate

Corporate Services and Operations

Position: E562

(Remuneration equivalent to Executive Level 1.4)

Circulated to: #ACTPS Senior Executive List; #ACTPS, SOGA; #MPC Infrastructure Managers

Date circulated: 1 November 2023

Are you interested in an opportunity to lead the Finance Information and Asset Branch? The team supports the Directorate through the provision of a financial framework, across a diverse range of functions inclusive of strategic finance, digital solutions, assets, fleet and procurement.

The position requires a professional with demonstrated ability to manage complex and competing priorities and have appropriate skills, knowledge and experience in accounting.

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

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

To apply: Interested candidates should submit a one page pitch on why they would be a good fit for the role and a copy of a current curriculum vitae with contact details for two referees to Craig Gillman via email

craig.gillman@act.gov.au by COB Wednesday 8 November 2023.

Contact Officer: Craig Gillman 02 6207 2478 craig.gillman@act.gov.au

Executive Group Manager, Development and Implementation

Temporary Vacancy (4 December 2023 - 1 March 2024 with possibility of extension)

Environment, Planning and Sustainable Development Directorate

Development and Implementation

Position: E1030

(Remuneration equivalent to Executive Level 2.2)

Circulated to: ACTPS Senior Executive List

Date circulated: 2 November 2023

Are you interested in implementing actions to support the delivery of land and development to meet Canberra's growth? Do you have experience and knowledge of the land and development systems in the ACT? We are seeking an experienced executive leader for a period of 3 months (with possibility of extension).

The Executive Group Manager, Development and Implementation reports to the Deputy Director-General, Planning and Sustainable Development, works closely with the Statutory Planning and the Planning and Urban Policy divisions, as well as other business areas within the Directorate and across government. The EGM is supported by an Executive Branch Manager and a small business support team.

The position responsibilities include the investigations and preparation of Government-owned land for release for residential, commercial, industrial, community and urban purposes, managing key government priorities and projects such as:

- implementing the ongoing actions in response to loosefill asbestos;

- assessing sites for potential future release and development, and undertaking due diligence and place planning to support the ACT Government's Indicative Land Release Program (ILRP);
- developing and monitoring the ILRP
- procurement and project management of consultant, civil and landscape construction works;
- infrastructure projects and planning as they relate to future release of government owned sites.

The occupant will lead several business units in providing sustainable, innovative, and best practice project management, development and delivery of services for Government as well as represent the Directorate at Government, industry and community forums on matters that span the Directorate's operations.

The role requires exceptional leadership, executive management, and negotiation skills across a range of portfolio areas including development processes, project management, policy, financial management, human resources, government, the wider community, and business issues and demonstrate sound knowledge of land and development processes in the ACT.

Remuneration: The position attracts a remuneration package ranging from \$313,721 - \$326,282 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$279,122.

To apply: Interested candidates are requested to submit an application of no more than two pages, as well as an address of criteria and a current curriculum vitae and the name and contact details of two referees to Dr Erin Brady via email, Erin.brady@act.gov.au by COB Thursday 9 November 2023.

Contact Officer: Dr Erin Brady 0435 961 847 Erin.brady@act.gov.au

Development and Implementation Division

Senior Director, Development and Implementation

Infrastructure Manager/Specialist 3 \$200,140, Canberra (PN: 35426, several)

Gazetted: 01 November 2023

Closing Date: 8 November 2023

Details: Are you a high performing leader, who can lead a team to effectively and efficiently deliver the key urban renewal objectives of Government.

The Environment Planning and Sustainable Development Directorate are seeking applications from highly motivated individuals to foster a culture of collaboration, innovation and excellence, and you will facilitate co-operation and partnerships with other parts of the directorate, ACT Government, key private sector organisations and the community.

The Development and Implementation division is looking to fill several Infrastructure Manager/Specialist 3 positions with strong leaders, with a vision towards sustainable, innovative, and best practice development and project management for the ACT Government and community. You will work with a high level of autonomy, leading a small team of professionals driving a number of land supply functions within the directorate. This includes site assessment and due diligence processes to support the Indicative Land Release Program, infrastructure projects of providing both civil and commercial outcomes. The division is also responsible for a number of other functions including, direct sales requests and the ACT Governments ongoing loose fill asbestos response.

We value people with a breadth of professional experience, that bring innovative and solution-focussed ideas, enjoy being a part of multidisciplinary team, have a good eye for detail, and are committed to excellence in delivering on Government.

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

Eligibility/ Other Requirements:

Mandatory:

Positions classified as Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Engineering – a four year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or

Architecture - a three year degree or higher qualification accredited by an Australian State or Territory Architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or

Property Development – a graduate or master qualification in property development from a recognised University and a minimum of ten years relevant experience in the industry area; or

Project Management – either:

- i) a Diploma in Project Management accredited by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management; or
- ii) certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant Degree or higher qualification issued by an Australian State or Territory tertiary education institution (or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia) and a minimum of ten years relevant experience in Project Management;
- or
- iii) have a least 10 years relevant experience in Project Management, as prescribed in the attached work level descriptors.

Notes: Previous applicants need not apply.

These positions may be filled from application and/or referee reports only.

This position is located in a workplace designated for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. The ACT Government offers flexible working arrangements including working from home where appropriate.

How to Apply: Applications are sought from potential candidates and should include a:

Two-page pitch addressing the Selection Criteria

Curriculum vitae

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeremy Smith (02) 6207 2738 Jeremy.Smith@act.gov.au

Environment

ACT Parks and Conservation Service

Parks and Partnerships / Urban Reserves

Centenary Trail Works Supervisor

General Service Officer Level 8 \$75,931 - \$80,136, Canberra (PN: 41850)

Gazetted: 31 October 2023

Closing Date: 14 November 2023

Details: The Parks and Conservation Service (PCS) is responsible for the management of the ACT's protected area network including National Parks, Nature Reserves, water catchments, commercial softwood forests and rural lands. The Parks and Conservation Service implements a broad range of management programs both on and off reserve that support sustainable environmental, wildlife and heritage outcomes. It protects and conserves the natural resources of the ACT and promotes appropriate recreational, educational and scientific uses of our parks and reserves.

The Canberra Centenary Trail Works Supervisor operates within the Parks and Conservation Service Urban Reserves team and reports to the Area Manager/s in those areas. There is also regular engagement with the Parks and Conservation Service Project Planning and Capital Works team, in delivering more major projects and upgrades along the trail. Given the spatial extent of the trail and its links to other recreational nodes within the PCS Estate, there is regular on-ground works undertaken with the Urban Reserves General Service Officers, which this position will supervise ground works on the Trail.

Eligibility/Other requirements:

Mandatory:

A current C class drivers license, preferably with 4wd experience.

Preparedness to wear a uniform.

Working With Vulnerable People card.

Willingness to undertake incident management duties including fire suppression, standby and training. This position is classified as a Designated Fire Position under the Enterprise Agreement.

Highly Desirable:

Skills and or experience in Conservation and Land Management

Skills and experience in track repair and maintenance

MR truck licence

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

Working with vulnerable people card

White card

Chemcert III or higher

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

How to Apply: 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: Nadia Rhodes 0481 439 383 Nadia.Rhodes@act.gov.au

Statutory Planning

Officer of the Surveyor-General and Land Information

Senior Placenames and Engagement Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63448)

Gazetted: 27 October 2023

Closing Date: 10 November 2023

Details: The Placenames Unit within the Office of the Surveyor-General and Land Information is seeking a motivated, self-driven and proactive person to work in a small team focussed on delivering high quality and timely placename advice services to support ACT Government initiatives and programs. This is an exciting opportunity to contribute to the ACT place naming landscape as part of a diverse, friendly and professional team.

The successful applicant will help manage a small team, may represent the Directorate at public and industry forums, may represent the ACT Government on the Addressing Working Group of the Intergovernmental Committee on Surveying and Mapping, will conduct historical research, will prepare Ministerials and documentation for media releases, and respond to public enquiries. The role will include a strong stakeholder engagement function. The successful candidate will work under limited direction and must have positive attitude to innovation and be adaptable.

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

Eligibility/Other requirements: Demonstrated knowledge of, and interest, in Australian history and the development of the Australian Capital Territory would be an advantage.

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

How to apply: Please submit a two- page pitch, addressing the Selection Criteria, together with your Curriculum Vitae and the names and contact information for two referees. Please note the selection of the successful applicant may be based on the written application only.

Applications should be submitted via the apply button.

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

Environment, Heritage & Water

Aboriginal NRM Project Development Officer

Administrative Services Officer Class 6 \$93,996 - \$107,322, Canberra (PN: 63074)

Gazetted: 26 October 2023

Closing Date: 24 October 2023

Details: The Placenames Unit within the Office of the Surveyor-General and Land Information is seeking a motivated, self-driven and proactive person to work in a small team focussed on delivering high quality and timely placename advice services to support ACT Government initiatives and programs. This is an exciting opportunity to contribute to the ACT place naming landscape as part of a diverse, friendly and professional team.

The successful applicant will help manage a small team, may represent the Directorate at public and industry forums, may represent the ACT Government on the Addressing Working Group of the Intergovernmental Committee on Surveying and Mapping, will conduct historical research, will prepare Ministerials and documentation for media releases, and respond to public enquiries. The role will include a strong stakeholder engagement function. The successful candidate will work under limited direction and must have positive attitude to innovation and be adaptable.

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

Eligibility/Other requirements: Demonstrated knowledge of, and interest, in Australian history and the development of the Australian Capital Territory would be an advantage.

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

How to apply: Please submit a two- page pitch, addressing the Selection Criteria, together with your Curriculum Vitae and the names and contact information for two referees. Please note the selection of the successful applicant may be based on the written application only.

Applications should be submitted via the apply button.

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

Corporate Services and Operations

Governance, Compliance and Legal

Legal Policy and Information Access

Assistant Director Information Governance

Senior Officer Grade C \$117,845 - \$126,715, Canberra (PN: 49291)

Gazetted: 26 October 2023

Closing Date: 2 November 2023

Details: Are you someone who has a passion about providing excellent customer service, a high attention to detail and thrives in a busy customer focused environment? We would love to hear from you.

The Legal Policy and Information Access team are looking for a highly motivated, and enthusiastic Assistant Director to lead the Directorate's public access processes, including Freedom of Information, the Executive Document Release program, and the Open Access Information Scheme.

The Assistant Director will be responsible for leading a team of subject matter experts, managing weekly, annual, and ad-hoc reporting, and supporting the Director to improve organisational maturity in all areas of Information Governance.

The ACT Public Service is a great place to work offering employees flexible working arrangements to ensure appropriate work life balance is maintained. Please go to <https://www.jobs.act.gov.au/work-with-us/best-service>, to find out why the ACT Public Service is one of the best public services to work in.

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

Eligibility/Other requirements:

Advanced understanding of the Freedom of Information Act 2016 is essential to this role.

Experience in use of one of the ACT Digital Recordkeeping systems (Objective and Content Manager) would be advantageous.

Note: This is a temporary position available immediately until June 2024 with the possibility of permanency.

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

How to apply: Please submit a written response to the selection criteria of no more than three pages, contact details for at least two referees and a current Curriculum Vitae.

Applications should be submitted via the apply now button.

Justice and Community Safety

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

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

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

Registry Support Officer

Administrative Services Officer Class 3 \$71,139 - \$76,427, Canberra (PN: 42390, Several)

Gazetted: 31 October 2023

Closing Date: 14 November 2023

Details: Are you a customer service master? Do you excel at processing high volumes of work with minimal errors? Do you work well with others?

If so, the ACT Civil and Administrative Tribunal (ACAT) is looking for you!

ACAT is a fast-paced, dynamic, and unique work setting, delivering high quality services to tribunal users. Our registry teams provide a high level of support and assistance to tribunal members, and enable quick, simple, and inexpensive access to justice through the provision of effective administrative services.

ACAT is currently recruiting for Registry Support Officers to join our team. These positions provide an excellent entry point for people seeking a career in the administration of justice and who have the desire to develop and continuously improve. You will work in a team made up of proactive and resilient people, who are passionate about delivering client service and leaving a positive mark on their colleagues.

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: A Merit Pool will be established from this selection process and will be used to fill identical vacancies. Please be advised this is a front-line operational role based in the Canberra City.

How to Apply:

You will need to provide:

A curriculum vitae

Details of two referees (one of which must be your current supervisor/manager)

A written response addressing the Selection Criteria (the response is to be a maximum of one page) outlining how you meet the following three behavioural capabilities:

Delivers Quality and Service - Can you provide excellent service to meet client needs and produce quality and accurate work?

Drives Collaboration and Inclusion – Can you work with others to achieve team and organisational goals? Do you avoid blaming others and actively help team members?

Resilience – Can you work in a demanding and dynamic work environment? Can you work with challenging clients? Do you work well under pressure, with unpredictable workloads and changing priorities?

Applications should be submitted via the Apply Now button.

ACT Emergency Services Agency

Commissioner, Emergency Services Agency

Executive Level 2.4 \$358,414 - \$372,778 depending on current superannuation arrangements, Canberra (PN: E481)

Gazetted: 27 October 2023

Closing Date: 12 November 2023

Details: The ACT Emergency Services Agency (ESA) sits within the Justice and Community Safety Directorate (JACS) and is responsible for protecting the community and ensuring the ACT is one of the safest in Australia and the world. The ESA comprises the ACT Ambulance Service, ACT Fire and Rescue Service, ACT Rural Fire service, and the ACT State Emergency Service. Each of these services come under the command and control of their respective Chief Officers and are supported by ESA. The ESA is responsible for emergency service management strategies in supporting the ACT community including prevention and mitigation, preparedness, response, and recovery, and applies these strategies to deliver balanced, efficient and effective emergency management services.

The Commissioner is appointed by the Director-General (JACS) and is responsible for advising the Minister for Police and Emergency Services on the above, and overall strategic direction and management of emergency services, preparation of emergency plans, and high-level control and coordination of services during emergencies.

The Commissioner is accountable for the performance standards of the ESA. The Commissioner also appears regularly before the ACT Legislative Assembly on matters relating to the ESA and community safety.

Strong applicants will have:

A proven background in senior executive leadership role with responsibility for the delivery of government community services.

Demonstrated knowledge of emergency services best practice and volunteer management would be highly desirable.

High-level stakeholder management experience and skills, including senior level interdepartmental negotiation and management will be critical.

Demonstrated experience to lead/coordinate complex, dynamic and operationally demanding (emergency) events will be a critical part of this role.

Remuneration: The position attracts a remuneration package ranging from **\$358,414 - \$372,778** depending on current superannuation arrangements of the successful applicant. This includes a cash component of **\$319,205**.

Contract: The successful applicant will be engaged under a performance-based long-term 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: To obtain position documentation, please email applications.australia@ngs-global.com, quoting J16090, ACT Commissioner ESA. If further information is required, please contact David Spencer, or Grant Nichol, Managing Partners, (or NGS Global on 1300 138 863 or +61 3 8626 0600). To apply, please submit a cover letter and CV to applications.australia@ngs-global.com. **Applications close 5pm on 12 November 2023.** A concurrent search is being undertaken.

Contact Officer: Ray Johnson (02) 6207 0879 ray.johnson@act.gov.au

Legal Aid Commission

Corporate Services

Information Systems Officer

Administrative Services Officer Class 6/Senior Officer Grade C \$91319 - \$114925, Canberra (PN: ASO60)

Gazetted: 30 October 2023

Closing Date: 5 November 2023

Details: Working at Legal Aid is an opportunity to do challenging but rewarding work and make a meaningful contribution to the circumstances of disadvantaged and vulnerable clients and communities in the ACT.

The Information Systems Officer will have a wide range of responsibilities in a fast-paced and changing environment, combining a strategic outlook with a 'hands on' approach. They will manage data quality, reporting on business and service activity and stakeholder engagement activities as they relate to Legal Aid's IT systems, as well as support staff with transition to new IT systems.

The successful applicant must have rights to live and work in this country. The successful candidate will be required to undergo a background check during the recruitment process, and an offer of employment is conditional on satisfactory results.

How to Apply: Applications should include a current curriculum vitae and a statement of suitability against the Selection Criteria (max two pages).

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

Contact Officer: Brett Monger 6243 3411 brett.monger@legalaidact.org.au

Major Projects Canberra

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

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

Project Development and Support

Finance

Chief Finance Officer

Senior Professional Officer Grade A \$157,201, Canberra (PN: 63383)

Gazetted: 30 October 2023

Closing Date: 13 November 2023

Details: Major Projects Canberra is seeking a Chief Finance Officer.

Do you have experience in providing strategic and operational financial support to Government Agencies? Are you up for the challenge of working in a fast paced, agile environment?

The nature of this role requires the building of collaborative partnerships across Government and takes responsibility for providing strategic and operational financial support, developing, and allocating budgets and preparing financial performance reports.

As Chief Finance Officer, you will manage a high performing team of Financial and Management Accountants and provide high level advice to the Chief Projects Officer, Executives, and broader directorate on financial issues.

The role offers:

Excellent Remuneration package.

Relocation Expenses.

Diverse and rewarding role.

Flexible working including hybrid office/home arrangements.

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

Relevant tertiary qualifications in a business, commerce or accounting related discipline.

Highly Desirable

CIMA, CPA or ICA membership is highly desirable.

Note: This is a temporary position available 5 December 2023 for a period of six months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit no more than a two-page written response addressing why you are best suited for this position and your experience against the Professional and Knowledge, Behavioural Capabilities and Compliance Requirements/Qualifications outlined in the Position Description, along with a current curriculum vitae and contact details for two referees. Preference is for one referee to be a current manager/supervisor.

Applications should be submitted via the Apply Now button.

Contact Officer: Dee Chicco (02) 5124 9946 Dee.Chicco@act.gov.au

Office of the Legislative Assembly

Office of the Clerk

Education

Education and Engagement Office

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 105)

Gazetted: 27 October 2023

Closing Date: 10 November 2023

Details: The Office of the Legislative Assembly is seeking an enthusiastic individual with a strong interest in parliamentary education and engagement to join our small team.

Supervised by the Manager, Education and Engagement, the Education and Engagement Officer is responsible for in-person and distance delivery of presentations and seminars to schools, public servants, and the members of the public. The position undertakes event coordination (including setup and catering), program development, and tours of the Assembly. The role also assists the Senior Education and Engagement Officer in developing and publishing content on the Assembly website, social media platforms and publications, including the Office's annual report.

Notes: This is a permanent part-time position working 25 hours per week. The full-time salary noted above will be paid pro rata

How to Apply: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the 'What we are looking for' section in the position description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lara Ghaly (02) 6205 3016 OLARecruitment@parliament.act.gov.au

Suburban Land Agency

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

Suburban Land Agency

Governance & Corporate Services

People & Capability

Director, People and Capability

Senior Officer Grade B \$138,476 - \$155,668, Canberra (PN: 51324)

Gazetted: 31 October 2023

Closing Date: 14 November 2023

Details: Are you an experienced HR professional with strong management and leadership capabilities that enjoys working in a diverse role? If so, this role is for you. In this role you are responsible for the operations of the People and Capability and Corporate Services teams. These functions include HR activities such as recruitment, workplace relations matters, strategic planning and other key HR initiatives. This role also oversees the corporate services arm of the branch and functions include fleet management, building services management and managing the corporate services customer service.

You will be a team player, someone that influences positive outcomes and contributes to supporting culture and performance. You will support the broader team as required which includes reporting and WHS input. You will need to have strong interpersonal skills, be agile and have the demonstrated ability to interpret and apply legislative requirements in a way that is understood by the key stakeholder. You will have strong analytical, oral and written skills.

At SLA we support flexible work arrangements. there will be times where you will be required in the office to work and support the team and organisation as well as enjoying agreed hybrid flexible work from home.

Key Roles and Responsibilities as outlined in the Position Description include:

Lead a small team to provide high quality human resources and corporate services.

Establish and manage multiple project deliverables including research, planning, prioritising and monitoring project progress to deliver outcomes within set timeframes.

Respond to workplace relation and wellbeing matters to support managers, staff, and Executive.

Strategic planning, engagement and management of specialist providers and consultancies to support human resource initiatives and training.

Represent the Agency in WhoG Forums and working groups.

Manage and strategic planning in the Corporate Service arm of the branch including fleet, records and building management.

Contribute to and lead internal project and change management initiatives.

Oversee the People and Capability and Corporate Services Service Agreements between EPSDD and the Suburban Land Agency (the Service Agreement).

Development of human resource and governance policies and guidelines, and alignment with legislation and WhoG policy.

Oversee the preparation high level correspondence and briefing papers including Board papers and Ministerial.

Prepare and support Agency Board papers, Statement of Intent and other key policy programs.

Eligibility/ Other requirements:

Highly Desirable

Relevant HR qualifications or extensive HR experience in a similar role/setting

Relevant experience in a corporate service

Organisational psychology / change management

Note: This is a temporary position available from December 2023 up until October 2024 with the possibility of permanency.

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

How to Apply: Applicants should submit a supporting statement, addressing the Professional/Technical Skills and Behavioural Capabilities of not more than two A4 pages outlining your skills and experience relevant to the role. A copy of a current curriculum vitae and the contact details of at least two referees are to be provided.

Applications should be submitted via the Apply Now button.

Contact Officer: Amy Nilon (02) 6205 0032 Amy.Nilon@act.gov.au

Transport Canberra and City Services

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

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

City Services

City Presentation

Urban Treescapes

Administration Officer

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 62829)

Gazetted: 01 November 2023

Closing Date: 15 November 2023

Details: Do you thrive in a busy administrative environment providing support to equally supportive managers and team members?

Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees that provides important ecological and amenity advantages for its inhabitants and wildlife. We take pride in maintaining our urban forest and you will play an important role in delivering this service to ensure the biodiversity and natural beauty of our city is preserved.

URBAN TREESCAPES manages and maintains more than 823,500 trees on parklands and streets throughout ACT. Specific responsibilities include the planting, watering, and follow up maintenance of newly planted trees; the maintenance of established trees; the removal of dead and dying trees; the administration of tree protection legislation; the assessment of tree related claims; and the provision of technical advice on tree related matters. Applications are invited to fill full-time vacancy for the role of Administration Officer available to commence 1 January 2024.

Please see the Position Description for further information about the role.

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

How to Apply:

Applications should include:

A statement of no more than three pages addressing the 'Selection Criteria' section, taking into consideration the 'what you require' section, of the Position Description.

A current curriculum vitae.

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Teagan Valeri (02) 6207 2855 Teagan.Valeri@act.gov.au

CITY SERVICES

CITY PRESENTATION

PLACE MANAGEMENT

Horticulture Apprentice

Apprentices , Canberra (PN: 41276)

Gazetted: 01 November 2023

Closing Date: 22 November 2023

Details: Transport Canberra and City Services is looking to hire new Horticulture Apprentices to start in 2024!

Whether you're a school leaver or mature age looking for a start in working hands-on, outdoors, maintaining Canberra's valued parks and gardens including Floriade, this could be the opportunity for you!

The Horticultural Apprenticeship is a four-year program of working four days a week within Place Management as part of a team learning all the functions required to maintain urban open space areas and studying one day a week a Certificate III – Horticulture Parks and Gardens at Canberra Institute of Technology.

Apprentices are rotated through depot placements working with different teams under supervision. Their duties will vary depending on placement and can include horticultural maintenance of garden beds and landscaping, maintaining dryland and irrigated grass, basic tree maintenance, operation and maintenance of irrigation, conducting cleaning operations of public amenities, shopping centres, ponds and litter picking.

At the end of the four year apprenticeship contract they will have attained a Certificate III – Horticulture Parks and Gardens, experienced a diverse range of duties in maintaining public spaces and trained up to be job ready for the next step in their career.

Eligibility/Other Requirements:

Professional / Technical Skills

Entry level position. Simply a demonstrated ongoing interest and aptitude in horticulture (i.e. work experience and/or courses related to the trade).

Behavioural Skills

Ability to undertake the physical requirements of the tasks listed in the Position Description.

Demonstrated understanding and commitment to the TCCS Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice.

Compliance Requirements / Qualifications

Year 10 Certificate or equivalent with passes in English, Mathematics and preferably a credit pass in Science.

Driver's licence Class C is essential.

This position does require a pre-employment medical.

This position does not require a Working with Vulnerable People Check.

Note: This is a temporary position available from 29 January 2024 until 28 January 2028. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply:

A supporting statement outlining experience and/or ability, addressing the requirements for each of the five points listed in the Selection Criteria. Maximum of three pages. Photo's of your previous garden work are helpful.

Contact details of two referees

A current curriculum vitae

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: Tim Howard (02) 6205 9481 Tim.Howard@act.gov.au

City Operations

City Services

Infrastructure Planning

Active Travel Planning and Infrastructure Programs Development

Infrastructure Officer 3 \$115,193 - \$126,450, Canberra (PN: 39352)

Gazetted: 30 October 2023

Closing Date: 13 November 2023

Details: An exciting opportunity for an enthusiastic person to join Infrastructure Planning team, in the role of Active travel planning and Infrastructure programs development position.

The Recreational Assets and Road Safety, Capital Works and Asset Management teams are part of the Infrastructure Planning team and manage planning, development and delivery of forward Capital Works programs and initiatives associated with Active Travel and other infrastructure assets.

This role is for an inspiring team member that knows how to positively influence team, is responsible for development and management of the infrastructure priorities, acts as a coordination role for initiatives and schemes associated with Active Travel network and planning.

The successful candidate will be responsible for managing feasibility studies and investigations for the forward planning of Infrastructure investment opportunities, planning, and other activities such as update of the Active Travel Network map and manage the list of priority projects to assist future business cases and project plans.

The successful candidate will work with the other areas within the TCCS and external agencies to plan, develop and deliver forward programs and initiatives (example: coordination of the e-scooter shared scheme)

A successful candidate will need to be a leader with strong, considered, and engaging people focus to successfully deliver and drive culture of respect and collaboration.

The ideal candidate will possess innate ability to draw on right skills, align team performance and have capacity to achieve organisational objectives, and at the same time be committed to continual learning, encourage ongoing development and engage the right people to the right roles.

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 and contract management experience.

Desirable: Procurement, project management/contract management and contract administration skills and applicable knowledge of ArcGis Pro.

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

How to Apply: Written applications are to be no more than four pages, addressing the selection criteria under the 'What you require'.

Please also provide an updated curriculum vitae

Names and contact details of at least two referees who can attest to your work performance, ability, and attitude (at least one of whom is a current or very recent supervisor).

See the attached Position Description for further information about the role.

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.

Applications should be submitted via the Apply Now button.

Contact Officer: Snezana Dimitrovska (02) 6207 6570 Snezana.Dimitrovska@act.gov.au

City Services

City Presentation

Place Management

Horticultural Field Officer

General Service Officer Level 5/6 \$62,078 - \$68,143, Canberra (PN: 45596)

Gazetted: 30 October 2023

Closing Date: 20 November 2023

Details: Transport Canberra City Services is looking to hire a qualified Horticulturist to join the Parks Presentation team who maintain irrigated gardens in town and district parks across Canberra.

You will be well equipped with high quality tools, offered competitive pay and great working conditions along with a Nine-day work fortnight.

What you will do:

Work individually or as part of a team of employees engaged in horticultural programs and maintenance operations, carrying out tasks relating to urban open space and park presentation activities.

Deliver horticultural works programs within timelines, oversee quality control and maintain accurate records.

Liaise effectively and respectfully with management, staff and members of the public.

Operate and carry out basic maintenance on various machinery, including pre-start checks.

Undertake all work tasks in accordance with Place Management's Amenity Weed Control guidelines, horticultural maintenance, pest management, Temporary Traffic Management plans and procedures and Workplace Health and Safety (WH&S) Legislation.

Consistently deliver high quality customer services to the Canberra community.

Contribute and maintain a respectful work culture that ensures equity and diversity for all employees.

With the assistance of the Floriade Head Gardener, this position may involve direct supervision of one to two apprentices and/or trainees.

Eligibility/ Other requirements:

Professional / Technical Skills

Relevant qualifications in horticulture or turf management are highly desirable.

AQF-3 Chemical Accreditation or willingness to obtain is desirable.

Competent in mobile software applications

Behavioural Skills

Delivering Results – prioritising workloads appropriately and establishing realistic timeframes to complete work; accountable for own work and the team's performance and achievement of results.

Communicates constructively – expresses thoughts and instructions clearly, directly, honestly, and with respect for others and for the work of the team.

Community/stakeholder relationships – working co-operatively with others and focusing on achieving the best results for our customers and the broader community.

Compliance Requirements / Qualifications

Workplace Health and Safety Induction (White Card).

Asbestos awareness card.

Crystalline Silica Exposure training.

Safe handling of sharps and infectious waste statement of attainment or willingness to obtain.

Implement Traffic Control Plans qualification or a willingness to obtain

Driver's licence C Class is essential, Medium Rigid (MR) is preferred.

Permanent resident of Australia

This position does not require a Working with Vulnerable People Check.

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

How to Apply: A supporting statement outlining experience and/or ability, addressing the requirements for each of the five points listed in the selection criteria. Maximum of three pages. Photos of your previous garden work are helpful.

Contact details of two referees

A current curriculum vitae

Applications should be submitted via the Apply Now button.

Contact Officer: Tim Howard (02) 6205 9481 Tim.Howard@act.gov.au

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

City Services

City Presentation

Licensing and Compliance

Land Administration Officer

Administrative Services Officer Class 5 \$87,364 - \$92,370, Canberra (PN: 45561, Several)

Gazetted: 26 October 2023

Closing Date: 9 November 2023

Details: Licensing and Compliance (L&C) is seeking highly motivated people to join the Public Land Use team. L&C comprises of three teams: Land Use Licensing, City Rangers and Investigations.

The Land Use Licensing Team is responsible for approving the majority of temporary use on public unleased land in the Territory, administered under the *'Public Unleased Land Act 2013'* and *'Planning and Development Act 2007'*. The team works with the community and government agencies to support activities, such as private and community events, construction and commercial operations.

As a Land Administration Officer, you will be responsible for the review and approval of municipal, event and long-term land use requests. Your responsibilities include:

Operate as the primary Governmental stakeholder contact for licensing and permit procedural matters, including representing the unit at stakeholder meetings;

Under broad direction, manage the land use application process on behalf of L&C, including record management;

Manage and evaluate land use applications in line with the associated regulatory frameworks and legislation;

Manage payments, fee scheduling, invoicing and the receipt of public monies via Cashlink system associated with land use matters;

Conduct basic investigations of unauthorised public land use, manage referrals from compliance areas and assist in the negotiation of public land use terms;

Provide input for high level document drafting, including Standard Operating Procedures, ministerial correspondence, stakeholder letters, reports and Secretariat duties as required.

As an authorised officer, where required, represent the Territory for land use matters in the ACT Civil & Administrative Tribunal or in the ACT Magistrates Court;

Operate within an Activity Based Working environment, with the ability to work remotely, such as home office as required.

Assist with operational duties and support the Public Land Use Team as required;

Note: The Public Land Use Team is currently undertaking a structural alignment, this may result in similar or identical positions becoming vacant. A Merit Pool may be established from this selection process to be used to fill vacancies over the next 12 months. This position's workplace is designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to apply: Applications should include:

A two-page statement, addressing the numbered Selection Criteria listed in the 'What you require' section of the Position Description.

A current curriculum vitae

Contact details of at least two referees

Selection may be based on application and referee reports only.

Applications should be submitted via the apply now button.

Contact Officer: Darren Gerrard (02) 6205 7245 Darren.Gerrard@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.

Territory and Business Services

Executive Branch Manager, Capital Linen Services

Executive Level 1.4 \$274,784 - \$285,773 depending on current superannuation arrangements, Canberra (PN: E394)

Gazetted: 27 October 2023

Closing Date: 10 November 2023

Details: Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager Capital Linen Services for a period of five years.

The Executive Branch Manager Capital Linen Service (CLS) provides a managed linen service to a wide range of clients reaching right across the Canberra region, including public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services.

Capital Linen Service operates on a commercial basis employing around 130 staff and has annual turnover of \$18m per annum.

The Executive Branch Manager is responsible for all aspects of the business including strategic planning, financial performance and revenue growth, and human resources. The role requires a commercially astute senior executive capable of operating within a public sector environment.

The Executive Branch Manager reports to the Executive Group Manager Territory and Business Services, Transport Canberra and City Services Directorate.

Remuneration: The position attracts a remuneration package ranging from \$274,784 - \$285,773 depending on the current superannuation arrangements of the successful applicant. This includes a cash component of \$244,201.

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

Contract: The successful applicant will be engaged under a performance-based long-term contract for a period of up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Interested candidates are requested to submit an application of no more than two pages, 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: Daniel Childs (02) 6213 3204 Daniel.childs@act.gov.au

APPOINTMENTS

Canberra Health Services

Dentist level 1-2 \$83,751 - \$101,699 (up to \$152,377 dependent on qualifications)

Pretty JACOB, Section 68(1), 26 October 2023

Specialist/Senior Specialist, \$188,151 - \$254,198

Ayesha Arora, Section 68(1), 31 October 2023

Specialist/Senior Specialist, \$188,151 - \$254,198

Dr Andrew Bailey, Section 68(1), 15 November 2023

Technical Officer Level 1 \$62,599 - \$65,631

Nancy Barsoum, Section 68(1), 30 October 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Reuben Bruhn-Strain, Section 68(1), 30 October 2023

Health Service Officer Level 4 \$57,149 - \$59,336

Henry Cabrera, Section 68(1), 17 October 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Udgam Chamling Rai, Section 68(1), 20 October 2023

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Paula Chaparro Soto, Section 68(1), 30 October 2023

Administrative Services Officer Class 2/3 \$62,994 - \$76,427

Pema Choki, Section 68(1), 18 October 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sarah Coll, Section 68(1), 2 November 2023

Administrative Services Officer Class 2 \$62,994 - \$69,376

Amber Dawson, Section 68(1), 30 October 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Blaine Doust, Section 68(1), 30 October 2023

Health Professional Level 2 \$70,679 - \$97,028

Hansika Gunasekara, Section 68(1), 26 October 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Shukria Hakimi, Section 68(1), 30 October 2023

Health Professional Level 2 \$70,679 - \$97,028

Rhonalyn Hernandez, Section 68(1), 30 October 2023

Technical Officer Level 1 \$62,599 - \$65,631

Naomi Johnson, Section 68(1), 19 October 2023

Administrative Services Officer Class 2/3 \$62,994 - \$76,427

Mas Atikah Ju, Section 68(1), 27 October 2023

Medical Imaging Level 2 \$70,679 - \$97,028

Brianna Kimber, Section 68(1), 22 October 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Jessica Kirby, Section 68(1), 30 October 2023

Health Service Officer Level 4/5 \$57,149 - \$63,169

John KIZHAKKUDEN VARKEY, Section 68(1), 22 October 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Akanisi Kovevanua, Section 68(1), 30 October 2023

Medical Imaging Level 4 \$126,419 (Up to \$136,080 for positions designated in clause 20.1 of the EA)

Luke Krause, Section 68(1), 30 October 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Emma Paris Mantelli, Section 68(1), 30 October 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Zoe Nesbitt, Section 68(1), 30 October 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sally Nicholls, Section 68(1), 30 October 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Pradeep Ojha, Section 68(1), 30 October 2023

Infrastructure Officer 4 \$136,524 - \$155,109

Simon Parcell, Section 68(1), 22 October 2023

Administrative Services Officer Class 2/3 \$62,994 - \$76,427

Shree Paudel, Section 68(1), 31 October 2023

Allied Health Assistant 3 \$69,915 - \$73,346 (up to \$77,593 depending on qualification level)

Fiona Poole, Section 68(1), 26 October 2023

Health Service Officer Level 3 \$55,350 - \$57,149 (Retention Point CHS only \$61,992)

Violeta Radosavljevic, Section 68(1), 18 October 2023

Health Service Officer Level 7 \$67,760 - \$71,554

ALANA ROMANIUK-FRY, Section 68(1), 22 October 2023

Administrative Services Officer Class 2/3 \$62,994 - \$76,427

Debra Schell, Section 68(1), 30 October 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Sabita Sharma, Section 68(1), 30 October 2023

Health Service Officer Level 4/5 \$57,149 - \$63,169

Viktor Soljak, Section 68(1), 1 November 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Arun Subedi, Section 68(1), 30 October 2023

Registered Nurse Level 1 \$72,698 - \$97,112

Eshakha Thapa, Section 68(1), 30 October 2023

Health Professional Level 2 \$70,679 - \$97,028

Tianxu Wen, Section 68(1), 24 November 2023

Enrolled Nurse Level 1 \$65,934 - \$70,443

Florence Willshire-Talledo, Section 68(1), 30 October 2023

Senior Officer Grade C \$117,845 - \$126,715

Rita Wood, Section 68(1), 22 October 2023

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

Renee Wren, Section 68(1), 30 October 2023

Canberra Institute of Technology

Administrative Services Officer Class 2/3 \$62,994 - \$76,427

Nicholas Amalos, Section 68(1), 29 October 2023

Administrative Services Officer Class 4 \$78,785 - \$85,159

Noshaba Sheikh, Section 68(1), 27 October 2023

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$93,996 - \$107,322

Jorge Ibarra, Section 68(1), 25 October 2023

Building Trade Inspector \$103,883 - \$117,845

Mark Lesiw, Section 68(1), 26 October 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Vanessa Wong, Section 68(1), 30 October 2023

Senior Officer Grade C \$117,845 - \$126,715

Xiao Zhang, Section 68(1), 30 October 2023

Community Services

Administrative Services Officer Class 6 \$93,996 - \$107,322

William Bashford, Section 68(1), 25 October 2023

Infrastructure Officer 3 \$115,193 - \$126,450

Ashley Martins, Section 68(1), 30 October 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Veronica Plunkett, Section 68(1), 27 October 2023

Administrative Services Officer Class 4 \$78,785 - \$85,159

Shanika Tunley, Section 68(1), 14 October 2023

Education

Classroom Teacher \$75,004 - \$117,538

Amelia Ghirardello, Section 68(1), 30 October 2023

Classroom Teacher \$75,004 - \$117,538

Melinda Gamlen, Section 68(1), 23 October 2023

School Assistant 2/3 \$53,566 - \$64,989

Mathew Ackland, Section 68(1), 26 October 2023

School Assistant 2/3 \$53,566 - \$64,989

Dean Aylott, Section 68(1), 30 October 2023

School Assistant 2/3 \$53,566 - \$64,989

Vanessa Behnke, Section 68(1), 30 October 2023

School Assistant 3 \$60,493 - \$64,989

Leanne Emerson, Section 68(1), 31 October 2023

Administrative Services Officer Class 4 \$78,785 - \$85,159

Katie Harman, Section 68(1), 30 October 2023

Building Service Officer 3 \$75,931 - \$80,136

Giacomo Massari, Section 68(1), 30 October 2023

Administrative Services Officer Class 5 \$87,364 - \$92,370

Laura Pfitzner, Section 68(1), 30 October 2023

School Assistant 2/3 \$53,566 - \$64,989

Patricia Pomale, Section 68(1), 26 October 2023

School Assistant 2/3 \$53,566 - \$64,989

Alexandra Serras, Section 68(1), 30 October 2023

School Assistant 2/3 \$53,566 - \$64,989

Lachlan Skehan, Section 68(1), 24 October 2023

School Assistant 2/3 \$53,566 - \$64,989

Bronwyn Smith, Section 68(1), 26 October 2023

School Assistant 4 \$72,353 - \$78,207

Siave Tema, Section 68(1), 26 October 2023

Administrative Services Officer Class 4 \$78,785 - \$85,159

Joanna Waldren, Section 68(1), 25 October 2023

School Assistant 3 \$60,493 - \$64,989

Tshering Yangchen, Section 68(1), 24 October 2023

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$93,996 - \$107,322

Keshab Goutam, Section 68(1), 16 October 2023

Justice and Community Safety

Senior Officer Grade A \$160,541

Daniel Barty, Section 68(1), 30 October 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Erik Dare, Section 68(1), 30 October 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Yan Yee Yonnie Fung, Section 68(1), 25 October 2023

Patient Transport Officer 1 \$62,860 - \$66,802

Zac Maljevac, Section 68(1), 30 October 2023

Patient Transport Officer 1 \$62,860 - \$66,802

I Gede Eka Riadi, Section 68(1), 30 October 2023

Patient Transport Officer 1 \$62,860 - \$66,802

Dennis Skaria, Section 68(1), 30 October 2023

Administrative Services Officer Class 3 \$71,139 - \$76,427

Soha Srisha, Section 68(1), 25 October 2023

Administrative Services Officer Class 5 \$87,364 - \$92,370

Elle Woodrow, Section 68(1), 31 October 2023

Administrative Services Officer Class 6 \$93,996 - \$107,322

Carly Xirakis, Section 68(1), 26 October 2023

Major Projects Canberra

Infrastructure Officer 3 \$115,193 - \$126,450

Aamir Khan, Section 68(1), 27 October 2023

Transport Canberra and City Services

Bus Operator - Training \$74,582

Filip Andric, Section 68(1), 28 October 2023

Bus Operator - Training \$74,582

Marco Caravello, Section 68(1), 28 October 2023

TGSO5/TGSO6/TGSO7 Workshop Staff \$85,269 - \$95,718

Angus Jansen, Section 68(1), 30 October 2023

General Service Officer Level 3/4 \$56,173 - \$61,181

Jeph Killick, Section 68(1), 30 October 2023

Bus Operator - Training \$74,582

Navdeep Kumar, Section 68(1), 28 October 2023

Bus Operator - Training \$74,582

Richard Payne, Section 68(1), 28 October 2023

Bus Operator - Training \$74,582

Sivabalan Poobalasingam, Section 68(1), 28 October 2023

Bus Operator - Training \$74,582

Hemant Saini, Section 68(1), 28 October 2023

Bus Operator - Training \$74,582

Karandeep Singh, Section 68(1), 28 October 2023

Worksafe ACT

Administrative Services Officer Class 5 \$84,749 - \$89,705

Chanjuan Deng, Section 68(1), 30 October 2023

TRANSFERS

Chief Minister, Treasury and Economic Development

Nicolas Paliaga

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development, Canberra (PN:46923) (Gazetted 18/09/2023)

Phuong Ho

From: Administrative Services Officer Class 4 \$81,144

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Chief Minister, Treasury and Economic Development, Canberra (PN. 61991) (Gazetted 25 August 2023)

Peter Kobold

From: Building Service Officer 2 66,281

Education

To: General Service Officer Level 5/6 \$62,078 - \$68,143

Chief Minister, Treasury and Economic Development, Canberra (PN. 53631) (Gazetted 8 August 2023)

Director of Public Prosecutions

David Swan

From: \$155,509 - \$166,721

Justice and Community Safety

To: Prosecutor Grade 5 \$182,406 - \$193,395

Director of Public Prosecutions, Canberra (PN. 32949) (Gazetted 16 August 2023)

Justice and Community Safety

Carly Hayes

From: Administrative Services Officer Class 6 \$96,233

Justice and Community Safety

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Justice and Community Safety, Canberra (PN. 45677) (Gazetted 11 September 2023)

Suburban Land Agency

Sophie Peer

From: Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$117,845 - \$126,715

Suburban Land Agency, Canberra (PN. 62969) (Gazetted 12 September 2023)

Transport Canberra and City Services

Mark Lee

From: \$114,928 - \$123,710

Transport Canberra and City Services

To: Infrastructure Officer 4 \$136,524 - \$155,109

Transport Canberra and City Services, Canberra (PN. 37061) (Gazetted 1 August 2023)

PROMOTIONS

ACT Health

Digital Solutions Division

Office of the Chief Information Officer

Dylan Atkinson

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

ACT Health

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

ACT Health, Canberra (PN. 56879) (Gazetted 15 September 2023)

Infrastructure Communication and Engagement

Communications and Engagement

Online and Design

Sarah Curby

From: Senior Officer Grade C \$117,845 - \$126,715

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$138,476 - \$155,668

ACT Health, Canberra (PN. 36668) (Gazetted 15 September 2023)

HSPE

Operations

Community Sector Contracts and Grants Unit

Regina Gaudry

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

ACT Health

To: †Senior Officer Grade C \$117,845 - \$126,715

ACT Health, Canberra (PN. 45749, several) (Gazetted 15 September 2022)

Corporate and Governance

People Strategy and Culture

Work Health and Safety and Injury Management

Anthony Vane

From: Senior Officer Grade C \$117,845 - \$126,715

ACT Health

To: †Senior Officer Grade B \$138,476 - \$155,668

ACT Health, Canberra (PN. 61729) (Gazetted 28 August 2023)

Canberra Health Services

Clinical Services

Rehabilitation, Aged and Community Services

Nursing

Karma Yangchen

From: Enrolled Nurse Level 1 \$65,934 - \$70,443

Canberra Health Services

To: Registered Nurse Level 1 \$72,689 - \$97,112

Canberra Health Services, Canberra (PN. 11784) (This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.)

Clinical Services

Women, Youth and Children's Health

Women, Youth and Children Community Health Programs

Ruth Evans

From: Registered Nurse Level 4.1 \$130,846

Canberra Health Services

To: †Registered Nurse Level 5.3 \$149,388

Canberra Health Services, Canberra (PN. 20627) (Gazetted 12 September 2023)

Clinical Services

Surgery

Operating Room

Edwin Gelsana

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. 21105) (Gazetted 10 August 2023)

Clinical Services

Medicine

Medical

Aimee Hawkins

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Health Services

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Canberra Health Services, Canberra (PN. 13141) (Gazetted 29 August 2023)

Infrastructure Management and Maintenance

Infrastructure and Health Support Services Recurrent

Facilities Management

Kamaldeep Kaur

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Canberra Health Services

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Canberra Health Services, Canberra (PN. 11871) (Gazetted 15 September 2023)

Clinical Services

Women Youth & Children

WCH Operational

Danielle Treloggen

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Canberra Health Services

To: †Senior Officer Grade C \$117,845 - \$126,715

Canberra Health Services, Canberra (PN. 61499) (Gazetted 6 June 2023)

Chief Executive Officer

Medical Services

Pathology

Yuan Yao

From: Technical Officer Level 1 \$62,599 - \$65,631

Canberra Health Services

To: Health Professional Level 2 \$70,679 - \$97,028

Canberra Health Services, Canberra (PN. 62139) (Gazetted 10 August 2023)

Canberra Institute of Technology

Education and Training Services

CIT Health, Community & Science

CIT Health, Community and Science Management

Wendy Naude

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Canberra Institute of Technology

To: †Senior Officer Grade C \$117,845 - \$126,715

Canberra Institute of Technology, Canberra (PN. 61359) (Gazetted 27 September 2023)

Chief Minister, Treasury and Economic Development

Economic Development Division

Skills Canberra

Branch Coordination & Governance

Chloe Dowd

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 02388) (Gazetted 9 March 2023)

Workforce Capability and Governance

Professional Standards Unit

Laura Giraldi

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Chief Minister, Treasury and Economic Development, Canberra (PN. 62823) (Gazetted 16 January 2023)

Payroll & HR Systems

Payroll Services

Emily Hosie

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Chief Minister, Treasury and Economic Development, Canberra (PN. 09344) (Gazetted 9 May 2023)

Budget, Procurement and Finance Group

Finance Services

Finance Operations

Bridie O'Donohoe

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$78,785 - \$85,159

Chief Minister, Treasury and Economic Development, Canberra (PN. 09526) (Gazetted 17 July 2023)

Community Services

Office of the Director General

Regulation, Assurance and Quality

Office of the Human Services Registrar

Mary Gerges

From: Administrative Services Officer Class 3 \$71,139 - \$76,427

Community Services

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Community Services, Canberra (PN. 36523) (Gazetted 17 July 2023)

Strategic Policy

Policy and Service Design

Sarah Goodwin

From: Senior Officer Grade C \$117,845 - \$126,715

Community Services

To: †Senior Officer Grade B \$138,476 - \$155,668

Community Services, Canberra (PN. 19594) (Gazetted 6 April 2022)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Director of Public Prosecutions

ACT Director of Public Prosecutions

Legal

Morgan Howe

From: Prosecutor Grade 4 \$155,509 - \$166,721

Justice and Community Safety

To: †Prosecutor Grade 5 \$182,406 - \$193,395

Director of Public Prosecutions, Canberra (PN. 34367) (Gazetted 16 August 2023)

Education

Communications and Engagement

Business Services Group

Joanne Barges

From: Senior Information Technology Officer Grade C \$114,928 - \$123,710

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$138,476 - \$155,668

Education, Canberra (PN. 09514) (Gazetted 12 September 2023)

Office for Schools

South Weston Woden

Melrose High School

Marie Bartlett

From: School Assistant 3 \$60,493 - \$64,989

Education

To: †Administrative Services Officer Class 4 \$78,785 - \$85,159

Education, Canberra (PN. 33929) (Gazetted 13 September 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.

School Performance and Improvement

North Canberra and Gungahlin Network

Shirley Smith High School

Kim Bland

From: Building Service Officer 2 \$65,256 - \$68,143

Education

To: Building Service Officer 3 \$75,931 - \$80,136

Education, Canberra (PN. 62451) (Gazetted 8 September 2023)

Service Design & Delivery

DSST

NA

Rebecca Rudd

From: Classroom Teacher \$79,108 - \$117,538

Education

To: †Senior Officer Grade C \$117,845 - \$126,715

Education, Canberra (PN. 43104) (Gazetted 14 September 2023)

Office for Schools
North Gungahlin
Black Mountain School
Matthew Thompson

From: \$114,928 - \$123,710

Education

To: †School Leader C \$135,383

Education, Canberra (PN. 48845) (Gazetted 12 September 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.

Environment, Planning and Sustainable Development

Development and Implementation
Sustainable Land Development, Infrastructure Planning and Technical Studies
Mohammadali Lashkari

From: Infrastructure Officer 2 \$91,428 - \$105,186

Environment, Planning and Sustainable Development

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Environment, Planning and Sustainable Development, Canberra (PN. 31387) (Gazetted 30 August 2023)

Statutory Planning
Office of the Surveyor General & Land Information
Caroline Oshyer

From: Technical Officer Level 2 \$67,760 - \$77,593

Environment, Planning and Sustainable Development

To: Technical Officer Level 4 \$91,315 - \$104,509

Environment, Planning and Sustainable Development, Canberra (PN. 13914) (Gazetted 15 September 2023)

Climate Change and Energy
Net Zero Energy Transformation
Integrated Energy Plan Team
Michael Sipols

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Environment, Planning and Sustainable Development, Canberra (PN. 60707) (Gazetted 9 February 2023)

Justice and Community Safety

ACT Courts and Tribunal
Executive
Qisthi Sukardi

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Justice and Community Safety

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Justice and Community Safety, Canberra (PN:63256) (Gazetted 24/08/2023)

ACT COURTS & TRIBUNAL
REGISTRAR'S OFFICE (M.C)
FORENSIC MEDICINE CENTRE

Susan Little

From: Senior Officer Grade C \$117,845 - \$126,715

Justice and Community Safety

To: Senior Officer Grade B \$138,476 - \$155,668

Justice and Community Safety, Canberra (PN:51708) (Gazetted 30/08/2023)

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Ella Agapow

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 59967) (Gazetted)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Emergency Services Agency

Assistant Commissioner Operations

Daniel Bird

From: Senior Officer Grade C \$117,845 - \$126,715

Justice and Community Safety

To: †Senior Officer Grade B \$138,476 - \$155,668

Justice and Community Safety, Canberra (PN. 61939) (Gazetted 26 September 2023)

ACT Corrective Services

Corporate Services

Hayley Fitzpatrick

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Justice and Community Safety

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Justice and Community Safety, Canberra (PN. 45884) (Gazetted 25 August 2023)

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Tanya Malili

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 62757) (Gazetted)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

ACT DPP

Legal

Legal

Hannah Mitchell

From: Prosecutor Grade 1 - 2 \$82,812 - \$129,452

Justice and Community Safety

To: †Prosecutor Grade 1 - 2 \$82,812 - \$129,452

Justice and Community Safety, Canberra (PN. 00535, several) (Gazetted 8 June 2023)

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Jackson Sherwell

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 59963) (Gazetted)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

ACT Corrective Services

Corporate Services

Ashleigh Sluga

From: Administrative Services Officer Class 5 \$87,364 - \$92,370

Justice and Community Safety

To: Administrative Services Officer Class 6 \$93,996 - \$107,322

Justice and Community Safety, Canberra (PN. 37005) (Gazetted 24 August 2023)

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Samantha Starke

From: Graduate Paramedic Intern \$76,422 plus penalties

Justice and Community Safety

To: Ambulance Paramedic 1 \$80,819 - \$90,918 plus penalties

Justice and Community Safety, Canberra (PN. 59966) (Gazetted)

This promotion is made in accordance with Clause R1.1 and R1.2 of the ACT Ambulance Service Enterprise Agreement 2021-2022

Public Trustee and Guardian

Nicholas Tandy

From: Administrative Services Officer Class 4 \$78,785 - \$85,159

Justice and Community Safety

To: Administrative Services Officer Class 5 \$87,364 - \$92,370

Justice and Community Safety, Canberra (PN. 43921) (Gazetted 5 July 2023)

Major Projects Canberra

Project Development and Support

Communications and Engagement

Corporate Communications

Kristin Zeitlhofer

From: Administrative Services Officer Class 6 \$93,996 - \$107,322

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$117,845 - \$126,715

Major Projects Canberra, Canberra (PN. 62887) (Gazetted 5 September 2023)

City Services

Roads ACT

Works

Matthew Handley

From: General Service Officer Level 9 \$81,664 - \$92,059

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$115,193 - \$126,450

Transport Canberra and City Services, Canberra (PN. 00824) (Gazetted 20 July 2023)

Transport Canberra and Business Services

Bus Operations

Fleet

Alex Roper

From: General Service Officer Level 5-7 \$62,078 - \$74,037

Transport Canberra and City Services

To: †TGS05/TGS06/TGS07 Workshop Staff \$85,269 - \$95,718

Transport Canberra and City Services, Canberra (PN. SWM021) (Gazetted 23 May 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.

CORRIGENDA

Canberra Health Services

Permanent appointment for Camille Mononey gazetted 17/08/2023. Last name should be Moroney.

Retirements

Jennifer Jordan (85374393)

Chief Minister, Treasury and Economic Development Directorate, (PN 60700)

Retirement under Part 6 of the *Public Sector Management Act 1994* (8 December 2023)