



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 11 February 2021**

## 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>

#### Digital Solutions Division

#### Technology Operations

#### Support and Diagnostic Systems Hub

#### Digital Solutions Support Team Leader

#### Information Technology Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 50732)

Gazetted: 15 February 2021

Closing Date: 1 March 2021

**Details:** A new opportunity exists to work in the busy and dynamic Digital Solutions Support Team.

Are you interested in helping in the daily supervision of a range of Support Analysts providing ICT level 1 support services across the ACT public health system?

Digital Solutions Support is looking to hire a suitably qualified and enthusiastic individual to be part of a dynamic team providing support service spanning access provisioning, incident logging and troubleshooting issues.

The Digital Solutions Division Technology Operations Branch is responsible for the delivery and operation of technology services across the ACT Public Health System, our patients, stakeholders and partners.

Our services cater to all types of technology including patient monitoring equipment, clinical business applications, critical communications and infrastructure, standard end-user equipment and services such as telephony and administrative computer applications and hardware.

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 role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

**Note:** This is a temporary position available for 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies. Based in Woden, the role can also involve local client contact and support with the opportunity for flexible hours and out of hours rostered on call and rostered shift-work.

**How to Apply:** Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of which has a good understanding of your technical skills.

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

Contact Officer: Layla Tabaja (02) 6205 4199 [layla.tabaja@act.gov.au](mailto:layla.tabaja@act.gov.au)

#### Office of the Director General

#### Communications and Government Relations

#### Communications Team

#### Director, Strategic Communication and Engagement

#### Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 39491)

Gazetted: 12 February 2021

Closing Date: 23 February 2021

**Details:** Are you looking to be involved in something different and exciting? We are seeking the services of someone to fill this vacancy in a small but fast-paced team.

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

The Strategic Communication and Engagement Team in ACT Health is looking for an experienced communication professional.

This is a great opportunity to help deliver a number of exciting and important health campaigns and strategies. You will be joining a great, supportive and enthusiastic team, and will work autonomously and with strong support from executive.

We are looking for an experienced and motivated communication professional, someone who is a strategic thinker and a good leader, to help a busy team deliver on multiple priorities simultaneously.

**We are seeking someone with the ability to perform the following duties under limited direction:**

Develop, deliver and evaluate audience-led communication and engagement strategies to support major health priorities and projects.

Provide strategic communication and engagement advice to Executives and Ministers.

Work collaboratively across the directorate, and broader ACT Public Service, to champion best practice communication and engagement solutions and achieve great communication outcomes.

Work closely with stakeholders, subject experts and multidisciplinary teams to prepare and design communication approach and tactics. This includes developing content for and producing materials across a broad range of internal and external channels and platforms.

Support the Senior Director to lead a positive and enthusiastic team, including supervising staff, mentoring and managing workloads.

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.

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

The ACT Health Directorate 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 up to 30 June with the possibility of extension. 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 one page pitch to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees

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

Contact Officer: Angie Drake 0431 188 077 [angie.drake@act.gov.au](mailto:angie.drake@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.

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

#### **Communications and Government Relations**

#### **Communications Team**

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

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 36821, several)**

Gazetted: 12 February 2021

Closing Date: 23 February 2021

**Details:** Are you looking to be involved in something different and exciting? Two positions are now available for you to come and join a dynamic and energised communications and engagement team where you will assist in the development and delivery of high-quality communications and engagement projects.

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

The Strategic Communication and Engagement Team delivers specialised services in strategic communication; campaigns; engagement strategy; media; social media; internal communication; digital, online and design.

**We are seeking someone with the ability to perform the following duties under limited direction:**

Create engaging and interactive communications and engagement strategies and campaigns, for directorate projects, services and initiatives.

Write, create, edit, curate and publish engaging written and digital content for directorate publications, websites and digital channels, including video content in ways that always consider the audience first, and in accordance with ACT Government publishing and website standards.

Contribute to the evaluation of projects and insights to inform activity and ongoing improvement by interpreting data and implementing advice especially in relation to emerging communications and digital media opportunities.

Develop newsworthy stories and media pitches to promote the work of the Directorate, and coordinate arrangements for and attend Directorate and ministerial media announcements and events.

Monitor media daily, report on hot issues across the organisation and coordinate and write media responses and talking points.

Work collaboratively across the directorate and government with Communications and Engagement Service, Senior Officers, and Ministers' Offices to deliver key activities.

Support and participate in best practice communications and engagement response at the Public Information Coordination Centre (PICC) in times of a Territory emergency

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 (RED) framework.

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

The ACT Health Directorate 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:** There is two temporary position available immediately until 30 June with the possibility for extension. 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 one page pitch to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

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

**Contact Officer:** Angie Drake 0431 188 077 [angie.drake@act.gov.au](mailto:angie.drake@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.

## Digital Solutions Division

### Information and Analysis Hub

#### Reporting and Analysis Hub

#### Assistant Director, Reporting and Analysis

#### Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50713)

Gazetted: 12 February 2021

Closing Date: 26 February 2021

**Details:** A new opportunity exists for a data analyst to work in a busy dynamic reporting and analysis team. The Assistant Director, Reporting and Analysis will support the team in responding to data requests and providing data to develop reports to be used for management decision making and be able to provide accurate analysis of activity data to all levels of ACT Health. This role is crucial for enabling the ACT Health Directorate to provide quality reporting and analysis.

The role of the Assistant Director, Reporting and Analysis will be fast-paced and challenging, but you'll be contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way.

If you are looking for an exciting new challenge and you have experience working with data and reporting in a large and complex/diverse service industry organisation, there is an opportunity within the ACT Health Digital Solutions Division, Information and Data Management (IDM) Branch.

The IDM Branch is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance and costing data. IDM also manages the Directorate's relationships with the national data agencies, is responsible for developing and monitoring a health performance framework and for the delivery of health services across the ACT.

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

**Eligibility/Other Requirements:** This role requires you to obtain and maintain an Australian Government NV1 security clearance, which will be sponsored by the ACT Health Directorate. In order to be eligible for an NV1 security clearance, you must be an Australian citizen. If you are not successful in obtaining a Security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

**Note:** This position is available for 12 months or until 15 February 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies.

**How to Apply:** Please submit a maximum three page application providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees, one of which has a good understanding of your technical skill.

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

Contact Officer: Caitlin Little (02) 5124 6029 [caitlin.little@act.gov.au](mailto:caitlin.little@act.gov.au)

### **Calvary Public Hospital Bruce**

#### **General Medicine**

**Position Title:** General Medicine Physician

**Classification :** Specialist Band 1 to 5 \$180,732 - \$223,029, Canberra (Expected)

Gazette Date: 17 February 2021

Closing Date: 8 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 14802

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Dr Tony Kwan (02) 6201 6436 [Tony.Kwan@calvary-act.com.au](mailto:Tony.Kwan@calvary-act.com.au)

#### **Work Health and Safety**

**Position Title:** Work Health and Safety Advisor

**Classification:** Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (Expected)

Gazette Date: 17 February 2021

Closing Date: 28 February 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 14930

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Pru May (02) 6201 6750 [pru.may@calvary-act.com.au](mailto:pru.may@calvary-act.com.au)

#### **Hospital in the Home (Closer to Home)**

**Position Title:** Registered Nurse Level 3 HITH Clinical Manager

**Classification:** Registered Nurse Level 3 \$111,179- \$115,754, Canberra (Expected)

Gazette Date: 18 February 2021

Closing Date: 3 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 14925

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Rowena Hogan [Rowena.Hogan@calvary-act.com.au](mailto:Rowena.Hogan@calvary-act.com.au)

#### **GRACE**

**Position Title:** Registered Nurse

**Classification:** Registered Nurse 2 \$96,976 - \$102,781, Canberra (600465)

Gazette Date: 17 February 2021

Closing Date: 1 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 14891

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Rowena Hogan (02) 6201 6676 [Rowena.Hogan@calvary-act.com.au](mailto:Rowena.Hogan@calvary-act.com.au)

### **Occupational Therapy**

**Position Title: Senior Occupational Therapist**

**Classification: Health Professional 3 \$95,885 - \$101,033, Canberra (600730)**

Gazette Date: 16 February 2021

Closing Date: 21 February 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 14884

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Nicole Stewart (02) 6201 6080 [Nicole.Stewart@calvary-act.com.au](mailto:Nicole.Stewart@calvary-act.com.au)

### **Occupational Therapy**

**Position Title: Junior Occupational Therapist**

**Classification: Health Professional 2 \$67,892 - \$93,202, Canberra (LP8052)**

Gazette Date: 16 February 2021

Closing Date: 7 March 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 14873

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Michael Malcomess (02) 6201 6087 [michael.malcomess@calvary-act.com.au](mailto:michael.malcomess@calvary-act.com.au)

### **Human Resources**

#### **Section: Payroll**

**Position Title: Payroll Officer**

**Classification Administrative Services Officer 4 \$73,248 - \$79,310, Canberra (Expected)**

Gazette Date: 16 February 2021

Closing Date: 21 February 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 14833

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Donna Johnston (02) 6201 6048 [donna.johnston@calvary-act.com.au](mailto:donna.johnston@calvary-act.com.au)

### **Infection Control and Staff Health Team**

**Position Title: Infection Control Surveillance Nurse**

**Classification Registered Nurse 2 \$96,976 - \$102,781, Canberra (Expected)**

Gazette Date: 16 February 2021

Closing Date: 21 February 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 14811

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Sandra Roodt (02) 6201 6174 [sandra.roodt@calvary-act.com.au](mailto:sandra.roodt@calvary-act.com.au)

### **Infection Control and Staff Health Team**

**Position Title: COVID-19 Vaccination Program Coordinator**

**Classification Registered Nurse 3 \$111,179 - \$125,686, Canberra (Expected)**

Gazette Date: 16 February 2021

Closing Date: 21 February 2021

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvarycareers.mercury.com.au/>

Reference Number: 14897

Applications can be forwarded to: <https://calvarycareers.mercury.com.au/>

Contact Officer: Sandra Roodt (02) 6201 6174 [Sandra.Roodt@calvary-act.com.au](mailto:Sandra.Roodt@calvary-act.com.au)

### **Canberra Health Services**

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

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

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

##### **Temporary Vacancy**

##### **Canberra Health Services**

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

##### **Position: E370**

**(Remuneration equivalent to Executive Level 2.2)**

**Circulated to: ACTPS Senior Executive List**

**Date circulated: 16 February 2021**

Expression of Interest sought for the position of Executive Director, Rehabilitation, Aged and Community Services at Canberra Health Services (CHS) to fill a six month contract.

Reporting to the Chief Operating Officer, the Executive Director, Rehabilitation, Aged and Community Services is a critical leadership role with accountability for the overall operations and performance of Rehabilitation, Aged and Community services, delivered University of Canberra Hospital, Canberra Hospital and in the community.

The successful applicant will provide outstanding and strategically focused leadership, communicate professionally with internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex team. It is expected that the Executive Director will be an active contributor to the executive leadership group.

To apply: Interested candidates are requested to submit an application addressing the ACT Public Service Executive Capabilities, outlining relevant skills and experience, as well as a current curriculum vitae and the name and contact details of two referees to Ms Denise Patterson via email, [denise.patterson@act.gov.au](mailto:denise.patterson@act.gov.au) by COB 2 March 2021.

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 \$286,648 - \$298,006 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$227,160.

Contact Officer: Denise Patterson (02) 5124 8688 [denise.patterson@act.gov.au](mailto:denise.patterson@act.gov.au)

#### **Pathology**

##### **Pathology Admin**

##### **Patient Administration Senior**

##### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 27171)**

Gazetted: 12 February 2021

Closing Date: 26 February 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

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

#### **Overview of the Work Area and Position**

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.

Pathology Accounts provides financial and administrative support including processing accounts receivable, resultant follow-up and liaison for inpatients and outpatients of the Canberra and Calvary Hospitals. The team provides billing for the extensive clients of ACT Pathology.

Pathology Patient Administration Senior supervises the work flow and direction and is responsible for the co-ordination of patient identification checks as well as raising of invoices within the billing system, using appropriate documentation and procedures.

This position is backfilling a person on secondment to a project and is for 12 months with the likelihood of extension and or permanency. Recruitment may be completed by review of written application only.

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

Relevant experience with databases relating to hospital and pathology operatives for example Laboratory Information Systems, billing systems and hospital patient information systems, with reference to pathology would be an advantage.

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Brett Loiterton (02) 5124 2839 Brett.Loiterton@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Gastroenterology and Hepatology Unit**

#### **Inflammatory Bowel Disease Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 19305)**

Gazetted: 11 February 2021

Closing Date: 1 March 2021

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Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.



A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

**Overview of the work area and position**

The GEHU performs approximately 10,000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions. The IBD service nurses role is supporting patients with IBD conditions with education and counselling of the condition, providing evidence-based practice and adhering to the guidelines for these conditions. They support the consultants when medications are initiated, to provide support and education on medications and their use. The role will facilitate nurse led clinics to provide pre-treatment screening, monitoring after initiation of medication, and train staff and patients in the use of medications used in these conditions. Nurse led clinics will assess patients with acute changes in symptoms and relapses, which will improve access to specialist care. They will refer to the MDT to provide psychological assistance with these chronic health conditions.

**Eligibility/Other Requirements:**

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

Undergo a pre-employment National Police check.

**Note:** This is a part-time temporary position available at 24 hours per week for a period of five months and the full-time salary noted above will be paid pro-rata.

Contact Officer: Anne Corney (02) 5124 3488 [anne.corney@act.gov.au](mailto:anne.corney@act.gov.au)

**Quality, Safety, Innovation and Improvement**

**Quality Improvement**

**Quality and Safety Business Partner**

**Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 41975)**

Gazetted: 11 February 2021

Closing Date: 25 February 2021

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

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)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

**Overview of the work area and position**

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

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

This is achieved through:

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

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

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

Consumer Participation

Incident Management

National Standards, Accreditation and Quality Improvement  
Quality Assurance

**Eligibility/Other Requirements:**

**Mandatory:**

Tertiary qualifications or equivalent in a health profession and be registered (or be eligible for registration) with the Australian Health Practitioner Regulation Agency (AHPRA) or be eligible for membership of the appropriate professional organisation.

**Desirable:**

Tertiary qualifications in a Health- related field is highly desirable.

Proven understanding of patient safety, quality improvement, methodologies, tools and techniques.

Practical experience in clinical governance at a senior level in a health organisation

Detailed understanding of leadership, risk management, strategic direction-setting and the challenges facing modern healthcare service delivery.

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

Undergo a pre-employment National Police check.

**Note:** This is a temporary full-time position available for a period of six months.

Contact Officer: Felicity Martin (02) 5124 9608 felicity.martin@act.gov.au

**Clinical Services**

**Women, Youth and Children**

**Women Youth and Children Community Health Programs**

**Registered Midwife – Maternity Options Service**

**Registered Midwife Level 2 \$94,409 - \$100,061, Canberra (PN: 45731)**

Gazetted: 12 February 2021

Closing Date: 26 February 2021

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Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

**Overview of the work area and position**

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

The Canberra Maternity Options Service (CMOS) is the first point of contact for women accessing public maternity care in the ACT. Midwives in the team will provide evidence-informed information to support the woman's decision making across the childbirth continuum and during the postnatal period up to six weeks after their baby is born.

Under limited direction of the Clinical Nurse Manager you will provide early pregnancy assessments, appropriate referral and information to all expectant mothers accessing the public maternity system. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

**Eligibility/Other Requirements:**

**Mandatory:**

Registered as a Midwife with the Australian Health Practitioner Regulation Agency (AHPRA) qualifications and a minimum of two years' experience working professionally and comprehensive experience in the delivery of midwifery care across the scope of practice of a midwife is preferred.

**Desirable:**

International Board Certified Lactation Consultant is desirable but not essential.

Holds or is working towards postgraduate qualifications in child and family health nursing or other relevant post graduate course is desirable but not essential.

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

Undergo a pre-employment National Police check.

**Note:** This is a temporary part-time position available at 32 hours per week for a period of seven months with the possibility of extension or permanency. The full-time salary noted above will be paid pro-rata. Monday to Friday, 0830 - 1700. Days negotiable.

Contact Officer: Christine Powley (02) 6205 2753 christine.powley@act.gov.au

**Clinical Services**

**Women, Youth and Children**

**Women, Youth and Children Community Health Program**

**High School Immunisation Coordinator**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 38684)**

Gazetted: 12 February 2021

Closing Date: 26 February 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

**Overview of the work area and position**

**School Health Team**

The School Health Team is part of the Women's, Youth, Children's Community Health Program (WYCCHP) and delivers both the High School Immunisation Program and the Kindergarten Health Check in all government and non-government schools across the ACT. The High School Immunisation Coordinator works closely with the Kindergarten Health Check Coordinator to provide both services.

**High School Immunisation Program**

All high school students in the ACT are offered free vaccinations in Year 7 and Year 10 as part of the National Immunisation Program. These are scheduled across the school year and delivered by a team of Registered Nurses. Parental consent is obtained at the beginning of the school year. A record of vaccination is given to each student at the time of vaccination and all vaccines administered by the School Health Team are recorded on the Australian Immunisation Register (AIR). Letters regarding missed doses are sent to parents for follow up with their GP. This position is responsible for coordinating the provision of the National Immunisation Program to all Year 7 and 10 ACT High School students in accordance with the Australian Immunisation Handbook.

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

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

**Eligibility/Other Requirements:**

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and have a minimum of five years' experience, working professionally in primary care is preferred.

Current driver's licence

Hold a recognised immunisation qualification

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

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

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

Undergo a pre-employment National Police check.

**Note:** This is a temporary part time position at 16 hours per week (two days per week, Thursday and Friday, 0800-1630) for five months with the possibility of extension. The full-time salary noted above will be paid pro-rata.

Selection may be based on written application and referee reports only.

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

**Clinical Services**

**Women, Youth and Children**

**Women, Youth and Children Community Health Programs**

**School Youth Health Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 41589, several)**

Gazetted: 11 February 2021

Closing Date: 25 February 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

The School Youth Health Nurse Program employs experienced adolescent health specialist Registered Nurses who provide targeted primary health care for students attending ACT Government Secondary Schools.

The program's core elements are:

Adolescent focused individual consultations.

Small health promoting group work.

Support for teachers to deliver the health curriculum.

Support for health promotion activities within the school.

The position is based in allocated ACT Government Secondary Schools, with 1 day per week working from the City Health Centre, at 1 Moore Street, Canberra City.

**Eligibility/Other Requirements:**

**Mandatory:**

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

Experience working in adolescent health.

Current driver's licence.

Desirable:

More than four years' experience working in adolescent health.

Additional qualifications in Health Promotion, Sexual Health, Mental Health and/or Adolescent Health.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

These are temporary positions available for six months with the possibility of extension and/or permanency. These positions may be available full-time or part-time hours. Part-time hours will be paid pro-rata.

This position is under Schedule 4 of the ACT Public Sector Nursing and Midwifery Enterprise Agreement 2017-2019. The rate of pay is at 88% of the rate paid to an equivalent employee. This rate of pay takes into account the nurse not attending work during school stand down periods (term breaks)

Contact Officer: Claire McDonnell (02) 5124 1790 [claire.mcdonnell@act.gov.au](mailto:claire.mcdonnell@act.gov.au)

## **Finance and Business Intelligence**

### **Accounting, Compliance and Business Improvement**

#### **Senior Director Capital Finance**

#### **Senior Officer Grade A \$151,002, Canberra (PN: 50545)**

Gazetted: 11 February 2021

Closing Date: 1 March 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

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Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

#### **Overview of the Work Area and Position**

Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service.

We provide financial advice and reporting to the hospital, including activity performance reports and business insights. Our dedicated Financial Business Partners provide direct support to clinical and operations partners, ensuring timely and accurate information is available to enhance critical decision support.

This role is responsible for the management of CHS' capital reporting functions. The role manages a small team to deliver advice and monthly reporting on the capital projects undertaken by CHS and also work with our budgeting officers to ensure that ACT Treasury requirements are achieved.

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

##### **Mandatory:**

A minimum of 5 years experience in asset / capital works management and financial accounting in a public sector environment.

Experience in the application of the ACT Government Capital Management Framework.

Experience in the use of the ACT Government's Project Management and Reporting System (PMARS).  
Tertiary qualifications in accounting are highly desirable and professional membership or progress towards CPA / CA or comparable bodies.  
Hold a current driver's licence.  
Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.  
Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.  
**Prior to commencement successful candidates will be required to:**  
Undergo a pre-employment National Police check.  
Contact Officer: Ian Turnbull (02) 5124 9705 [ian.turnbull@act.gov.au](mailto:ian.turnbull@act.gov.au)

**Rehabilitation, Aged and Community Services  
Stromlo Ward, University of Canberra Hospital  
Stromlo Nurse**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 23638)**

Gazetted: 11 February 2021

Closing Date: 26 February 2021

Details: **Our Vision:** Creating exceptional health care together.

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CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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Four Walk-in Centres: which provide free treatment for minor illness and injury.

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A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

**Overview of the Work Area and Position**

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. UCH is the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population. University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery, injury, or experiencing mental illness.

The Registered Nurse Level 2 provides leadership and guidance to staff as well as person centred nursing care.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Hold a current driver's license.

Achieved or working towards post graduate studies in relevant field

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

Undergo a pre-employment National Police Check.

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

**Note:** All positions work a 24/7 rotating roster, including a regular contribution to night shift.

Contact Officer: Christopher Harris (02) 5124 0029 [Christopher.harris@act.gov.au](mailto:Christopher.harris@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.

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

#### **Executive Director, Women, Youth and Children**

**Executive Level 2.2 \$286,648 - \$298,006 depending on current superannuation arrangements, Canberra (PN: E625)**

Gazetted: 16 February 2021

Closing Date: 2 March 2021

**Details:** Applications are sought for the position of Executive Director, Women, Youth and Children at Canberra Health Services (CHS) to fill a 12 month contract.

Reporting to the Chief Operating Officer, the Executive Director, Women, Youth and Children is a critical leadership role with accountability for the overall operations and performance of Women, Youth and Children's services at the Centenary Hospital for Women and Children and in the community.

The successful applicant will provide outstanding and strategically focused leadership, communicate professionally with internal and external stakeholders and work with flexibility, efficiency, and diplomacy within a complex team. It is expected that the Executive Director will be an active contributor to the executive leadership group.

**Note:** This is a temporary vacancy available for a 12 month contract.

**Remuneration:** The position attracts a remuneration package ranging from \$286,648 to \$298,006 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$227,160.

**How to Apply:** Interested candidates are requested to submit an application addressing the ACT Public Service Executive Capabilities, outlining relevant skills and experience, 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:** Denise Patterson (02) 5124 8688 [denise.patterson@act.gov.au](mailto:denise.patterson@act.gov.au)

### **Finance and Business Intelligence**

#### **Health Information Services**

##### **Scanning Officer**

**Administrative Services Officer Class 2/3 \$58,230 - \$71,004, Canberra (PN: 45719, several)**

Gazetted: 11 February 2021

Closing Date: 25 February 2021

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Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

**Overview of the work area and position**

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance

reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and the Health Information Unit.

Health Information Services (HIS) provides a range of services including clinical record scanning and management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education, and hospital management purposes.

Working under general direction, as part of a small team, the Scanning Officer is responsible for processing clinical documentation into the on-line scanned clinical record solution (Clinical Patient Folder or CPF). This entails performing a number of tasks including preparing documents for scanning, uploading or scanning the documents into the system, Verification to confirm that the documents are imported into the correct record and processing any incoming mail. The Scanning Officer is required to consistently achieve quality and productivity targets for record processing to ensure scanning deadlines are met and record integrity and patient safety are not compromised.

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

Eligibility/Other Requirements:

Behavioural Capabilities:

Ability to work within a team environment as well as independently with minimal supervision.

Adaptability and flexibility to accommodate change.

Highly motivated with strong organisational skills and attention to detail.

Position Requirements/Qualifications:

Relevant experience working in a hospital clinical records department, medical practice or similar health environment is preferred.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

There are numerous full-time temporary positions available from three to 10 months with the possibility of extension and/or permanency (part-time hours may be negotiated, and the full-time salary noted above will be pro-rata). The successful applicant will need to be available for day and evening work including weekend and after-hours work.

Contact Officer: Melissa Warylo (02) 5124 3663 melissa.warylo@act.gov.au

## **Finance and Business Intelligence**

### **Accounting, Compliance and Business Improvement**

#### **Assistant Director - Capital Finance**

#### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50544)**

Gazetted: 12 February 2021

Closing Date: 2 March 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.



CHS administers a range publicly funded health facilities, programs and services including but not limited to:  
The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

#### **Overview of the Work Area and Position**

Canberra Health Services Finance and Business Intelligence (FBI) Division is led by the Chief Financial Officer (CFO) who reports to the Chief Executive Officer. The Division is responsible for developing and maintaining budgets, financial management, and providing strong operational finance and performance reporting analysis across the health service.

We provide financial advice and reporting to the hospital, including activity performance reports and business insights. Our dedicated Financial Business Partners provide direct support to clinical and operations partners, ensuring timely and accurate information is available to enhance critical decision support.

This position contributes significantly to accounting and reporting of the capital works program. It includes reporting to Treasury and ensures capital works processes meet internal and external timeframes. This position supports of the Senior Director, Capital Works Reporting.

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

##### **Mandatory**

A minimum of 3 years' experience in asset / capital works management and financial accounting in a public sector environment.

Experience in the application of the ACT Government Capital Management Framework.

Experience in the use of the ACT Government's Project Management and Reporting System (PMARS).

Tertiary qualifications in accounting are highly desirable and professional membership or progress towards CPA / CA or comparable bodies.

Hold a current driver's licence.

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

##### **Desirable:**

Strong organisational skills with a high degree of drive,

Strong communication skills,

Highly developed analytical skills.

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

Undergo a pre-employment Police check.

Contact Officer: Ian Turnbull (02) 5124 9705 [ian.turnbull@act.gov.au](mailto:ian.turnbull@act.gov.au)

#### **Medical Services**

##### **Medical Officer Support, Credentialing, Employment and Training Unit**

##### **JMO Coordinator**

##### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 04535)**

Gazetted: 17 February 2021

Closing Date: 3 March 2021

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CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

#### **Overview of the work area and position**

MOSCETU has responsibility for:

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

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

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

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

Relevant experience working in a healthcare setting in a Human Resource management/administration role is preferred.

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

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

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

Undergo a pre-employment National Police check.

**Note:** This is a temporary full-time position available for a period of 11 months.

Contact Officer: Grace Johnson (02) 5124 8334 [grace.johnson@act.gov.au](mailto:grace.johnson@act.gov.au)

### **Executive Director Medical Services**

#### **Medical Services**

#### **Director of Library**

#### **Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 46474)**

Gazetted: 12 February 2021

Closing Date: 26 February 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

#### **Overview of the Work Area and Position**

The CHS Library acquires, organises, preserves and provides access to information resources to meet the needs of staff, faculty and students in a timely and cost-effective manner. The Library also has a multimedia service that provides graphic design, conference research posters, printing, laminating, pull-up banners, binding, scanning, video and photography.

The Director of Library reports to the Executive Director of Medical Services. The position is responsible for the strategic direction, operations and human resources management of the medical library and multimedia services. These units provide worldwide health information resources and quality multimedia services to clients including staff of CHS, the ACT Health Directorate, and other partner organisations.

The Medical Services Group (MSG) draws together professional oversight of the CHS medical staff with operational oversight of the services ordered by medical staff in the diagnosis and treatment of patients at CHS. The group includes medical imaging, pathology, pharmacy, medical officers credentialing support education and training, health care technology management, General Practitioner liaison, CHS library, prevocational education and training, physician education and the ACT Blood Counts program.

To be successful in the role, the Director of Library must have a positive disposition that makes others feel safe and engenders enthusiasm, and an action orientation with the confidence to lead others in positive and meaningful change.

**Eligibility/Other Requirements:**

**Desirable:**

Relevant experience in the government sector at director level or equivalent will be highly regarded. In addition you should:

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

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

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

Undergo a pre-employment Police check.

**Note:** Selection may be made on application and references only.

Contact Officer: Nicholas Coatsworth (02) 5124 2009 [Nicholas.Coatsworth@act.gov.au](mailto:Nicholas.Coatsworth@act.gov.au)

**Clinical Services**

**Women, Youth and Children**

**Child Health Targeted Support Services**

**Administration Officer Child Health Targeted Support Services**

**Administrative Services Officer Class 2/3 \$58,230 - \$71,004, Canberra (PN: 17122)**

Gazetted: 12 February 2021

Closing Date: 21 February 2021

Details: Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

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)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

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Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary health services to children, young people, families and women in the ACT and surrounding regions. The Division provides

family centred, multidisciplinary services at Canberra Hospital and in Community Health Centres, client homes, schools and Child and Family Centres. These services include:

Maternal and Child Health Program

School Team – High School Immunisations and Health Checks

Children at Risk Health Unit

Community Paediatric and Child Health Service

Reporting to the Administration Manager, this position contributes to the daily support of programs within their local area, both front and back of house. This role requires a high level of time management skills with an ability to liaise effectively with staff at all levels. The role is responsible for one team but can be required at times to move into other teams, where operationally required.

Eligibility/Other Requirements:

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

Ability to collaborate with team members to share appropriate information to achieve shared goals.

Adaptability to accommodate change and new ideas.

Willingness to go the extra distance in delivering services to our clients.

Qualifications and experience:

Desirable:

Ability to type with speed and efficiency.

Experience in Microsoft applications; in particular Excel, Word and Outlook.

Hold a current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a part-time position at 22:03 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Christine Hezkial (02) 5124 2776 christine.hezkial@act.gov.au

## **Women Youth and Children**

### **Paediatrics**

#### **Paediatric Palliative Care Nurse**

**Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 38041)**

Gazetted: 15 February 2021

Closing Date: 3 March 2021

Details: **Our Vision:** Creating exceptional health care together.

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

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

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)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

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University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

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

#### **Overview of the work area and position**

As the Paediatric Palliative Care Nurse, you will provide expert clinical care and lead the coordination of palliative care for children and young people with life-limiting conditions, in the ACT. You will work in collaboration with

stakeholders from the Centenary Hospital for Women and Children, Canberra Hospital Palliative Care team, Clare Holland House Hospice and Home Based Palliative Care Service, Sydney Children's Hospital Network and other key community services to ensure seamless transfer for care and support.

**Eligibility/Other Requirements:**

Relevant Post-graduate qualifications in Palliative Care and/or Paediatrics Post-graduate qualifications in Palliative Care and/or Paediatrics (desirable)

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

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

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

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

Undergo a pre-employment National Police Check.

**Note:** This is a temporary position available for 10 months with the possibility of extension.

Contact Officer: Catherine Campbell (02) 5124 7373 CatherineM.campbell@act.gov.au

**Finance and Business Intelligence**

**Supply Services**

**Health Services Officer Level 4/5**

**Health Service Officer Level 4/5 \$54,896 - \$60,679, Canberra (PN: 35146)**

Gazetted: 15 February 2021

Closing Date: 1 March 2021

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A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

**Overview of the work area and position**

Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across Canberra Health Services. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

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

**Eligibility/Other Requirements:**

**Mandatory:**

Duties of the position include the requirement to drive vehicles, therefore possession of a driver's licence is required.

Relevant work experience.

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

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

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

Undergo a pre-employment National Police check.

**Note:** This is a temporary position available for five months with possibility of extension/permanency. This position is rotated between the Supply Services Warehouse, Mitchell, and Canberra Hospital.

Contact Officer: Jacqueline Williams 5124 3109 jacqueline.williams@act.gov.au

## **Acute Allied Health Service**

### **Physiotherapy**

#### **Physiotherapist, PMU**

**Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 42429)**

Gazetted: 15 February 2021

Closing Date: 1 March 2021

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#### **Overview of work area and position**

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

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

The Pain Management Unit provides primarily an adult outpatient chronic pain service. Patients with complex chronic pain receive multidisciplinary care. The service supports patients to design an individualised pain recovery plan. Physiotherapists play a key role in the multidisciplinary management of chronic pain patients.

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

The overall functions of the physiotherapist under professional supervision include:

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

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team structures, supervision support, competency-based assessments and informal and formal professional development opportunities.

**Eligibility/Other Requirements:**

**Mandatory:**

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

Tertiary qualifications or equivalent in Physiotherapy

Current driver's licence

**Desirable:**

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

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

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

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

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

Undergo a pre-employment National Police Check.

Note: This is a temporary part-time position available for 10 months with the possibility of extension. It is available at (22:08) hours per week and the above full-time salary will be pro-rata. The successful applicant will need to be available for occasional weekend and after-hours work.

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

**Clinical Services**

**Rehabilitation and Specialty Mental Health Services**

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

**Adult Mental Health Day Service RN2**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 40166)**

Gazetted: 16 February 2021

Closing Date: 4 March 2021

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Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Seven community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

**Overview of the work area and position:**

The Adult Mental Health Day Service (AMHDS) is a specialist team within MHJHADS that delivers effective evidence-based and recovery-focused interventions to people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including a number of group-based interventions and other specialist services, including pharmacotherapy services, that target people

who are living in the community and who are experiencing moderate to severe mental health conditions. The team aims to provide collaborative care involving the person, their families/carers and community support services.

The nursing staff provide a key role in the provision of the AMHDS pharmacotherapy, wellbeing, and living skills programs. The AMHDS provides pharmacotherapy services with the aim of providing a safe and therapeutic environment for people requiring monitoring after receiving particular medications by specialised nursing staff. People attending pharmacotherapy programs are provided with psychoeducation including identification and management of side effects of their medication/s and living skills activities to enhance their physical health whilst receiving their prescribed treatment.

The AMHDS is located at the University of Canberra Hospital.

**Eligibility/Other Requirements:**

**Mandatory:**

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

Minimum two years of post-registration nursing experience working in a mental health or closely related area of practice.

Hold a current driver's licence.

**Highly Desirable**

Post Graduate Qualification in Mental Health Nursing.

Experience working within a mental health rehabilitation setting.

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

Undergo a pre-employment National Police check.

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

Contact Officer: Bronwyn Thomson (02) 5124 0150 [bronwyn.thomson@act.gov.au](mailto:bronwyn.thomson@act.gov.au)

**Clinical Services**

**Medicine**

**Clinical**

**Assistant in Nursing**

**Assistant in Nursing \$52,300 - \$54,070, Canberra (PN: 36036, several)**

Gazetted: 16 February 2021

Closing Date: 2 March 2021

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Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

The Division of Medicine Inpatient Services consists of different specialities which include Gastro-medical/Respiratory/Endocrinology, Infectious Diseases/Neurology, Renal, General Medicine and Emergency Department. The Division of Medicine has standard and non-standard shifts for AINs. The shifts for our Emergency department starts at 9am and finishing at 9:30pm (12hour shifts). Our General Medicine ward has a 24 hour AIN coverage.

Eligibility/Other Requirements:



**Mandatory:**

Certificate III in Health Services Assistance or recognized equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing) is essential.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Note: These are temporary positions available for 12 months with the possibility of extension and or permanency.

Contact Officer: Zivai Maburuse (02) 5124 2657 [zivai.maburuse@act.gov.au](mailto:zivai.maburuse@act.gov.au)

**Clinical Services**

**Cancer and Ambulatory Support**

**Cancer Nursing**

**Registered Nurse/Medical Oncology Inpatient Unit/Cancer and Ambulatory Support**

**Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22532, several)**

Gazetted: 16 February 2021

Closing Date: 2 March 2021

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Overview of the work area and position

The Division of Cancer and Ambulatory Support provides comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings.

8B is a 26 bed Medical and radiation oncology ward incorporating all patients from diagnosis to end of life care.

We have a strong core staff and would like to expand this with committed, compassionate and dedicated staff that can retain their humour and fun side in a very acute setting. The Registered Nurse Level 2 provides a coordinated approach to patient's assessment and planning and delivery of care for complex cancer diagnosis. The registered Nurse Level 2 will be credentialed in chemotherapy administration and education.

Eligibility/Other Requirements:

**Mandatory:**

Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

**Desirable:**

A current Antineoplastic Drug Administration Course (ADAC) certificate is highly desirable.

**Note:**

There are permanent full-time and part-time positions available and the full-time salary noted above will be pro-rata for part-time hours.

Contact Officer: Cathy Young (02) 5124 8608 [cathya.young@act.gov.au](mailto:cathya.young@act.gov.au)

## **Clinical Services**

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

#### **Secure Mental Health Inpatients**

##### **Clinical Nurse Educator**

##### **Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 37270)**

Gazetted: 17 February 2021

Closing Date: 3 March 2021

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A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the work area and position

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 several 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 and Drug Services;

Child and Adolescent Mental Health Services (CAMHS);

Justice Health Services; and

Rehabilitation and Specialty Mental Health Services.

The Justice Health Services, Dhulwa Mental Health Unit (DHMU) provides high quality mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016.

DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. DMHU sits within the Justice Health Services program of MHJHADS and offers 10 acute care beds and 15 rehabilitation beds.

At this level the Clinical Nurse Educator (CNE) is responsible for clinical teaching and the development of nursing practice within a therapeutic secure environment. This position reports to the DMHU Assistant Director of Nursing and will liaise with the Clinical Nurse Consultant to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working at the DMHU.

In this role you will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Holds or is working towards post graduate qualifications in health education or Certificate IV in Training and Assessment;

Minimum three years nursing experience in mental health with a sound understanding of forensic mental health; and

Current driver's licence.

Desirable:

Holds or is working towards a post graduate qualification in health education, and/or has demonstrated experience in adult education and clinical practice development.

Post Graduate Qualification in Mental Health Nursing.

Experience in managing and influencing teams, processes and practice improvement in a forensic health environment.

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

Undergo a pre-employment National Police check;

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Note:

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

Contact Officer: Rory Maguire (02) 5124 2523 [rory.maguire@act.gov.au](mailto:rory.maguire@act.gov.au)

## **Medical Services**

### **Pathology**

#### **Administration**

#### **Pathology Quality Team Technical Officer**

**Technical Officer Level 1 \$60,130 - \$63,043, Canberra (PN: 13934)**

Gazetted: 12 February 2021

Closing Date: 26 February 2021

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Overview of the work area and position

ACT Pathology is a division of 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.

The Quality Team plays a major role within ACT Pathology to ensure that the Division is compliant with accreditation requirements. The team ensures that patient safety and care is maintained at a high level by

maintaining equipment and documentation, identifying risks, and ensuring that continual improvements are implemented.

Under direction of the Quality Manager you will perform day-to-day maintenance, calibration and monitoring of general laboratory equipment such as temperature measuring devices, pipettes, analytical balances and timers; assist in document control and audits; generate routine reports; and maintain records in the quality system.

**Eligibility/Other Requirements:**

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

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

Have an understanding of National Association of Testing Authorities accreditation requirements and how the role supports these.

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

**Mandatory:**

Knowledge of basic Pathology tests and general Pathology laboratory equipment.

**Desirable:**

Minimum tertiary qualifications are a TAFE level certificate in Pathology Techniques.

One years' experience working professionally in the calibration of general Pathology laboratory equipment is preferred.

Strong organisational skills with a high degree of drive, including a commitment to continual personal improvement e.g. acceptance of corrections.

Meticulous attention to detail, reliable and punctual

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

Ability to communicate effectively with a diverse group of stakeholders and work as part of a team.

Prior to commencement successful candidates will be required to:

Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination

Supply certified copy of qualifications

Supply minimum of two referees willing to be contacted

Undergo a pre-employment National Police check.

**Note:**

This is a full-time temporary position available for a period of 12 months with the possibility of permanency.

Contact Officer: Lloyd Allen 02 5124 4004 [lloyd.allen@act.gov.au](mailto:lloyd.allen@act.gov.au)

## **Canberra Health Services**

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

#### **Community Nursing**

#### **Temporary Register - Continence Clinical Nurse Consultant**

#### **Registered Nurse Level 3.1 \$108,237 - \$112,691 PN: 24335**

Gazetted: 16 February 2021

Closing Date: 3 March 2021

The Community Care Program is seeking Expressions of Interest from suitably qualified and experienced Registered Nurses for the Clinical Nurse Consultant Continence Registered Nurse Level 3.1. This full-time position responsible for providing high level clinical leadership, education and support in the specialty of continence to staff, patients and carers in the primary health care setting working collaboratively with individuals, carers and other services within and external to Canberra Health Services. Interested nurses should have a wide range of clinical experience and be committed to consumer centred care with a multidisciplinary focus.

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University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

Seven community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Canberra Health Services (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 LGBTIQ are particularly encouraged to apply.

**Overview of the work area and position:**

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

RACS has recently established the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Hospital (UCH) is part of Canberra Health Services planned network of health facilities designed to meet the needs of our ageing and growing population.

Rehabilitation, Aged and Community Services work collaboratively with individuals, carers and other services within and external to Canberra Health Services.

The Community Care Program (CCP) Community Nursing Service delivers a range of health care community-based technical nursing services to residents of the ACT. These services include direct nursing care from newborn and aged through to end of life in the areas of wound, continence, stoma, post-acute support and palliative care. This full-time position is responsible for providing high level clinical leadership, education and support in the specialty of continence to staff, patients and carers in the primary health care setting.

Eligibility/Other Requirements:

Mandatory:

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

Must hold a current Australian drivers licence

**Desirable:**

Tertiary or post graduate qualifications/or recent experience in continence management.

Experience as a Registered Nurse in the community setting.

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

Undergo a pre-employment National Police check.

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

Note: This process is seeking suitable candidates for a temporary merit pool register to fill leave relief vacancies as they become available for a period of two weeks up to six months over the next 12 months.

Contact Officer: Carmel Brayne (02) 5124 1484 [carmel.brayne@act.gov.au](mailto:carmel.brayne@act.gov.au)

**Canberra Institute of Technology**

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

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

**CIT Education and Training Services**

**Library and Learning Services**

**Library Manager**

**Professional Officer Class 2 \$87,715 - \$100,388, Canberra (PN: 54240, several)**

Gazetted: 17 February 2021

Closing Date: 24 February 2021

**Details:** The CIT Library and Learning Services is looking for Library Managers, for the Reid and Bruce Campuses.

You will need to have experience of working in an educational library setting, providing services to a wide range of

clients in an agile environment, so as to provide an excellent level of customer service. You will also be responsible for supervising a diverse team and supporting the team in the delivery of library services to clients.

**Eligibility/Other Requirements:** An appropriate degree or equivalent which allows for professional membership of the Australian Library and Information Association (ALIA).

**Note:** These are temporary position's available immediately up until 30 June 2021 with possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

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

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

## Education and Training Services

### CIT Yurauna Centre

#### Indigenous Education Coordinator

#### Teacher Level 2 \$110,445, Canberra (PN: 48157)

Gazetted: 17 February 2021

Closing Date: 19 March 2021

**Details:** Experience the Difference, Make the Difference at Canberra Institute of Technology (CIT) Yurauna. Are you qualified and experienced in your vocation? Are you interested in working with Aboriginal and Torres Strait Islander people? Are you ready to share your experiences to support our mob make their dreams a reality? We are looking for people that have strong work ethics, experienced working with youth and/or mature age Aboriginal and Torres Strait Islander people. Seeking potential people that are engaging, prepared, creative and a team player.

At CIT Yurauna amazing teachers make the difference for our people. Teachers shape lives. One teacher can change a person's world for the better.

If you believe that you could fit this role please apply describing how and what you would bring to this role.

**Eligibility/Other Requirements:**

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40.

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

**Mandatory qualifications to Work in CIT Yurauna:**

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

Current drivers licence.

Industry Experience:

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

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

**Note:** This is a temporary position available from 15 March 2021 up until 29 December 2021 with the possibility of permanency.

**How to Apply:** Interested applicants address the Selection Criteria together with a current curriculum vitae, outlining relevant skills, experience and ability to work in a dynamic and constantly evolving environment, and the contribution they believe they can make to CIT's strategic objectives during this period. The relevant skills and details of the role can be found in the attached Position Description.

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

Contact Officer: Caroline Hughes (02) 6207 3308 [caroline.hughes@cit.edu.au](mailto:caroline.hughes@cit.edu.au)

## **Education and Training Services**

### **Trade Skills**

#### **Automotive, Metals and Logistics**

##### **Head of Department**

##### **Manager Education Level 1 \$128,012, Canberra (PN: 51893)**

Gazetted: 16 February 2021

Closing Date: 23 February 2021

**Details:** Are you a customer focused leader who can grow and strengthen connections, explore the system at different scales and understand the context within? Have you worked in environments of complexity and uncertainty and empowered your team to overcome challenges and see the opportunities to ensure the best outcome for students?

Canberra Institute of Technology Automotive, Metals and Logistics currently has a vacancy for a Manager Education Level 1.

The Head of Department will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental/college goals while enhancing the student experience. Efficiently and effectively manage, administer and co-ordinate the activities of the department in accordance with Institute policy. Provide leadership in the development of innovative course content, program delivery, assessment and continuous improvement of programs across the department and college. Effectively liaise and communicate with all stakeholders to ensure that high quality customer service principles meet specific client needs.

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

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

##### **Mandatory Qualifications and/or Registrations/Licencing:**

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

Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught.

##### **Industry Experience:**

Industry experience is highly desirable. Though this does not have to be in the relevant discipline being supervised.

##### **Desirable**

- Bachelor of Education, Management or relevant higher level qualification.
- Certificate III or above in a trade qualification.

**Note:** This is a temporary position available until 30 June 2021 with the possibility of extension up to 12 months.

**How to Apply:** Please provide a written response addressing the Selection Criteria and provide a current curriculum vitae along with referee reports.

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

Contact Officer: Fiona Dace-Lynn (02) 6207 3741 fiona.dace-lynn@cit.edu.au

## **CIT Education and Training Services**

### **CIT Yurauna Centre**

#### **Administrative Assistant**

##### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 45636)**

Gazetted: 16 February 2021

Closing Date: 18 March 2021

**Details:** Experience the Difference, Make the Difference at Canberra Institute of Technology (CIT) Yurauna.

Are you qualified and experienced in your vocation? Are you interested in working with people to support them to make their dreams a reality?

We are looking for staff that empower others, have strong work ethics, administration skills as well as experienced working with Aboriginal and Torres Strait Islander people. Seeking potential people that are engaging, organised and a team player able to work without direction and have excellent communication skills.

At CIT Yurauna we are privileged to work with students to support them to overcome barriers to complete their courses to gain qualifications for employment outcomes.

If you believe that you could fit this role please apply with a two page application describing how and what you would bring to this role.

**Eligibility/Other Requirements:**

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

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Current drivers licence.

Desirable:

Qualifications in Business Administration would be highly regarded.

**Note:** This is a temporary position available from March 2021 up until 1 March 2022.

**How to Apply:** Interested applicants address the Selection Criteria together with a current curriculum vitae, outlining relevant skills, experience and ability to work in a dynamic and constantly evolving environment, and the contribution they believe they can make to CIT's strategic objectives during this period. The relevant skills and details of the role can be found in the attached Position Description.

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

Contact Officer: Caroline Hughes (02) 6207 3308 [caroline.hughes@cit.edu.au](mailto:caroline.hughes@cit.edu.au)

**CIT Education and Training Services**

**CIT Yurauna Centre**

**Pathways Teacher**

**Teacher Level 1 \$77,492 - \$103,397, Canberra (PN: 38968)**

Gazetted: 16 February 2021

Closing Date: 4 March 2021

**Details:** Experience the Difference, Make the Difference at Canberra Institute of Technology (CIT) Yurauna.

Are you qualified and experienced in your vocation? Are you interested in working with Aboriginal and Torres Strait Islander people? Are you ready to share your experiences to support our mob make their dreams a reality? We are looking for people that have strong work ethics, experienced working with youth and/or mature age Aboriginal and Torres Strait Islander people. Seeking potential people that are engaging, prepared, creative and a team player.

At CIT Yurauna amazing teachers make the difference for our people. Teachers shape lives. One teacher can change a person's world for the better. If you believe that you could fit this role please apply describing how and what you would bring to this role.

**Eligibility/Other Requirements:**

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

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Current drivers licence

The position will provide teaching and learning in either/and or Certificate III Community Services and Aboriginal and Torres Strait Islander Cultural Safety. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and At commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent).

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



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

**Desirable:**

Tertiary qualifications relevant to teaching Aboriginal programs and/or Language, Literacy and Numeracy.

**Note:** This is a temporary part-time position available at (29.24) hours per week from 8 March 2021 up until 29 December 2021 with the possibility of permanency. The full-time salary noted above will be pro-rata.

**How to Apply:** Interested applicants address the Selection Criteria together with a current curriculum vitae, outlining relevant skills, experience and ability to work in a dynamic and constantly evolving environment, and the contribution they believe they can make to CIT's strategic objectives during this period. The relevant skills and details of the role can be found in the attached Position Description.

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

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

## CIT Education and Training Services

### CIT Yurauna Centre

#### Cultural Studies Teacher

**Teacher Level 1 \$77,492 - \$103,397, Canberra (PN: 38969)**

Gazetted: 15 February 2021

Closing Date: 17 March 2021

**Details:** Experience the Difference, Make the Difference at Canberra Institute of Technology (CIT) Yurauna. Are you qualified and experienced in your vocation? Are you interested in working with Aboriginal and Torres Strait Islander people? Are you ready to share your experiences to support our mob make their dreams a reality? We are looking for people that have strong work ethics, experienced working with youth and/or mature age Aboriginal and Torres Strait Islander people. Seeking potential people that are engaging, prepared, creative and a team player.

At CIT Yurauna amazing teachers make the difference for our people. Teachers shape lives. One teacher can change a person's world for the better.

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

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

Current driver's licence.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019 – 2021, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must:

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

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

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

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

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

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

**Desirable:**

Tertiary qualifications relevant to teaching Aboriginal programs and/or Language, Literacy and Numeracy.

**Note:** This is a temporary position available from 15 March 2021 up until 29 December 2021 with the possibility of permanency.

**How to Apply:** If you believe that you could fit this role please apply with a two page application describing how and what you would bring to this role. Interested applicants address the Selection Criteria together with a current curriculum vitae, outlining relevant skills, experience and ability to work in a dynamic and constantly evolving environment, and the contribution they believe they can make to CIT's strategic objectives during this period. The relevant skills and details of the role can be found in the attached Position Description.

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

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

## **CIT Education and Training Services**

### **CIT Yurauna Centre**

### **CIT Yurauna Centre**

### **Student Support**

### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 17035)**

Gazetted: 15 February 2021

Closing Date: 10 March 2021

**Details:** Experience the Difference, Make the Difference at Canberra Institute of Technology (CIT) Yurauna.

Are you qualified and experienced in your vocation? Are you interested in working with people to support them to make their dreams a reality?

We are looking for staff that empower others, have strong work ethics, administration skills as well as experienced working with Aboriginal and Torres Strait Islander people. Seeking potential people that are engaging, organised and a team player able to work without direction and have excellent communication skills. This role will be to recruit and support students in their programs.

At CIT Yurauna we are privileged to work with students to support them to overcome barriers to complete their courses to gain qualifications for employment outcomes.

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

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

Current driver's licence.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Desirable:

Diploma Business Administration or equivalent.

Certificate IV Training and Assessment, or ability to achieve.

**Note:** This is a temporary position available from 8 March 2021 up until 1 March 2022 with the possibility of permanency.

**How to Apply:** If you believe that you could fit this role please apply with a two page application describing how and what you would bring to this role. Interested applicants address the Selection Criteria together with a current curriculum vitae, outlining relevant skills, experience and ability to work in a dynamic and constantly evolving environment, and the contribution they believe they can make to CIT's strategic objectives during this period. The relevant skills and details of the role can be found in the attached Position Description.

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

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

## **Industry Engagement and Strategic Relations**

### **Strategic Communications**

### **Communications Officer**

### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50719, several)**

Gazetted: 12 February 2021

Closing Date: 2 March 2021

**Details:** Are you a seasoned comms professional looking for a new opportunity to make your mark? Look no further, CIT needs you!

A new opportunity exists for two motivated Communications Officers to join our small but mighty Strategic Communications team.

Every day will be different. These roles require strong generalists who can wrangle media one day and shoot a quick iPhone video the next. You will work autonomously to seek positive news stories for a range of content across internal and external communications and will collaborate with your stakeholders to develop rapport and generate opportunities to tell the many great stories of CIT.

If you think you've got the skills, we'd love to hear from you. For more information please get in touch with the contact officer. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

**Eligibility/Other Requirements:**

Relevant tertiary qualifications and/or a minimum of three years' experience in media, communication, government administration or related discipline or in a similar role are highly desirable. A current driver's licence is also desirable.

**How to Apply:** Please provide a two page pitch to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

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

Contact Officer: Lauren Hall (02) 6205 2059 [lauren.hall@cit.edu.au](mailto:lauren.hall@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](mailto:jobs@act.gov.au)

**Deputy Under Treasurer**

**Temporary Vacancy (16 February 2021 to 30 June 2021)**

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

**Economic, Budget and Industrial Relations**

**Position: E1014**

**(Remuneration equivalent to Executive Level 3.3)**

**Circulated to: ACTPS Band 2 Executive, ACTPS Band 3 Executive**

**Date circulated: 11 February 2021**

ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an appropriately qualified person to fill the position of Deputy Under Treasurer, Economic Budget and Industrial Relations.

The position is responsible for the provision of economic, budget, financial, revenue, federal financial relations and workplace safety advice to government. The successful applicant will have strong policy and numerical skills, an impressive track record of executive leadership and excellent communication skills.

This position is for 16 February 2021 until 30 June 2021 while the Deputy Under Treasurer is acting Under Treasurer. However, it may be shortened depending on the outcome and timing of the Under Treasurer national recruitment process.

**Eligibility/Other Requirements:** Appropriate tertiary qualifications, or experience in commerce, law or a related field.

**To apply:** Applications should email a one-page (maximum) pitch/statement of claims and a Curriculum Vitae to Stephen Miners ([stephen.miners@act.gov.au](mailto:stephen.miners@act.gov.au)) by 9am Monday 15 February 2021.

**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 \$374,074 - \$389,348 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$305,472.

Contact Officer: Stephen Miners (02) 6207 5071, 0405 118 676 [stephen.miners@act.gov.au](mailto:stephen.miners@act.gov.au)

**Executive Group Manager, Economic and Financial Group  
Temporary Vacancy (asap - 30 June 2021)  
Chief Minister, Treasury and Economic Development Directorate  
Economic, Budget and Industrial Relations  
Position: E391**

**(Remuneration equivalent to Executive Level 2.4)**

**Circulated to: ACTPS Senior Executive List**

Date circulated: 18 February 2021

ACT Treasury, a stream of the Chief Minister, Treasury and Economic Development Directorate, is seeking an appropriately qualified person to fill the position of Executive Group Manager, Economic and Financial Group, Economic Budget and Industrial Relations.

The position is responsible for the provision of advice to government and agencies on the economic and revenue outlook, economic and revenue policy and federal financial relations, managing the Government's borrowing and financial investment programs and providing advice on and administering the motor accident injuries and lifetime care and support schemes.

The successful applicant will have strong policy and numerical skills, an impressive track record of executive leadership and excellent communication skills.

This position is commencing asap until 30 June 2021 while the nominal Executive Group Manager is acting Deputy Under Treasurer. However, it may be shortened depending on the outcome and timing of a national recruitment process for an Under Treasurer.

For further information please see the position description attached.

To apply: Interested candidates should submit a short EOI, of no more than two pages addressing the Executive Capabilities, details of two referees and a current curriculum vitae to Sue Vroombout via email, [sue.vroombout@act.gov.au](mailto:sue.vroombout@act.gov.au) by 9am Monday 22 February 2021.

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 \$327,547 - \$340,747 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$264,006.

Contact Officer: Sue Vroombout (02) 6205 3216 [sue.vroombout@act.gov.au](mailto:sue.vroombout@act.gov.au)

**Access Canberra**

**Projects, Governance and Support**

**Customer Experience and Design**

**Customer Service Integration Analyst**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 48045)**

Gazetted: 17 February 2021

Closing Date: 24 February 2021

Details: Are you able to place the customer first in the design of digital services? Do you relish the prospect of problem solving and engaging with service challenges? At Access Canberra, we are focused on delivering innovative solutions that create positive change in our community. We are often the first point of contact for anyone wanting to interact with the ACT Government and we are working to make this process easier, simpler and faster for all.

The Customer Experience and Design team is currently looking for an enthusiastic, results-driven person to provide support for the ACT Government Customer Relationship Management (CRM) system using specialised software applications. At Access Canberra, we find innovative solutions that create positive change in our community. If you have experience in the development of digital service delivery, we want to hear from you.

Applications are sought from applicants with experience in CSS3 (Bootstrap), HTML5 and JavaScript (jQuery and Angular libraries), and expertise in implementing customer-focused services/initiatives and re-engineered business processes, particularly those involving internet-based services and databases.

**Eligibility/Other Requirements:** An ACT Government CMTEDD Baseline clearance is required for this position.

**Note:** This is a temporary position available from 1 March 2021 for a period of nine months with the possibility of extension and/or permanency. An order of merit may be established to fill identical vacancies within the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020.

Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applicants are asked to submit a two-page pitch outlining how your Skills, Knowledge and Behavioural Capabilities make you the best fit for the role, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Vladislav Munteanu (02) 6205 5460 [vladislav.munteanu@act.gov.au](mailto:vladislav.munteanu@act.gov.au)

## **Shared Services**

### **Financial Services**

#### **Salary Packaging**

##### **Salary Packaging Officer**

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 09460, several)**

Gazetted: 17 February 2021

Closing Date: 3 March 2021

**Details:** Several exciting opportunities have become available within the Shared Services Salary Packaging Team. The positions support the provision of a suite of salary packaging services to employees of the ACT Government. The successful applicants will be energetic and enthusiastic as they will be responsible for the delivery of accurate, timely, high quality, customer focused, salary packaging and administrative services in a small but very busy and dedicated team environment.

Applicants should have a demonstrable commitment to high quality customer service (and patience!), including research and auditing capability, sound attention to detail, accurate and timely data entry capabilities, excellent written and oral communication skills, as well as the aptitude (and attitude!) to quickly learn the benefits of salary packaging and the software solution which supports such services.

The successful applicants must be able to demonstrate they can manage and juggle vying priorities to ensure tight deadlines are met.

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

**Eligibility/Other requirements:** Current Baseline Security Clearance or ability to obtain and hold a Baseline Security Clearance is mandatory.

**Notes:** There is one permanent and two temporary full time positions available for a period of up to 10 months. An order of merit will be established from this selection process to fill identical vacancies over the next 12 months including temporary positions.

**How to Apply:** Applicants are asked to submit a written pitch of no more than two pages and a copy of your current Curriculum Vitae with contact details for two referees which is required to be submitted with your application.

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

Contact Officer: Desley Croker (02) 6205 7634 [desley.croker@act.gov.au](mailto:desley.croker@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.

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

### **Executive Office**

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

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 20415)**

Gazetted: 17 February 2021

Closing Date: 24 February 2021

**Details:** Are you passionate about recruitment and providing a streamlined onboarding process for colleagues? Do you have the gift of the gab and a great eye for detail? Then bring your positive can-do attitude put those skills to use in a supportive and energetic environment!

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

Digital, Data and Technology Solutions [DDTS] provides a comprehensive range of ICT and allied services to all ACT Government Directorates, ACT Government schools, and the Canberra Institute of Technology. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. DDTS also provides ICT project management,

application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support services.

**What will you do?**

You will work as part of the Executive Group Managers Office team, sharing responsibility for providing administrative and secretariat support to Digital, Data and Technology Solutions Executive and Senior Managers. You will be responsible for providing advice and managing all the administrative requirements for the end to end recruitment of labour hire contractors. You will manage the relationships of internal and external stakeholders to ensure a smooth onboarding and cessation process for both labour hire and ACTPS recruitment.

**What you require?**

You will have an understanding of ACT Government business, policies and procedures and have the confidence to accurately interpret and provide advice and administrative support to Senior Managers. You will bring your high-level organisational skills, the ability to follow and improve administrative processes while working in a high pressure, confidential environment. Your ability to quickly establish effective working relationships, coupled with your excellent attention to detail will set you apart from the rest.

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

**Notes:** This is a temporary position available from March 2021 until May 2022.

**How to Apply:** Please review the attached Position Description and submit the following:

Your current curriculum vitae,

A two-page written response to support your application. 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: Ashlee Hall (02) 6207 8107 [Ashlee.Hall@act.gov.au](mailto:Ashlee.Hall@act.gov.au)

**Access Canberra**

**Licensing and Registrations**

**Liquor and Gaming Licensing**

**Assistant Director**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 38508)**

Gazetted: 17 February 2021

Closing Date: 24 February 2021

**Details:** Do you thrive in a complex regulatory environment where there are more peaks than troughs? Do you have experience in the delivery of significant government reform and initiatives? If the answer is 'Yes' then the Liquor and Gaming Licensing Team wants to hear more about you and why you are the ideal candidate for the role. We work in a highly responsive environment where your priorities will change several times throughout any given day. We have diverse Government stakeholders and a broad range of Industry based clients whose licensing and registration needs are sometimes complex in nature – particularly under the current COVID-19 environment. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be. If you require extra supports to engage in the workforce due to a disability, if you are a veteran, or if you bring the life experience of a culturally and linguistically different background we are welcoming of your application.

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

Further information on working at CMTEDD can be found at:

[http://www.jobs.act.gov.au/\\_\\_data/assets/pdf\\_file/0010/839467/Working-in-CMTEDD.pdf](http://www.jobs.act.gov.au/__data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf)

**Eligibility/Other requirements:**

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Previous experience in a regulatory environment is highly desirable.

Knowledge of the gaming industry is desirable.

**Notes:** This is a temporary position available immediately for a period up to six months. This position is available to ACT Government officers and employees only. An order of Merit may be established. Selection may be based on application and referee reports only.

**How to Apply:** Your curriculum vitae and a two page pitch detailing your claims against the Selection Criteria found in the position description should be sent directly to the Contact Officer.

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

Contact Officer: Andrew Nowlan (02) 6205 2534 andrew.nowlan@act.gov.au

## **Commercial Services and Infrastructure**

### **Property and Venues**

#### **Venues Canberra**

##### **Executive Assistant**

#### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 42205)**

Gazetted: 16 February 2021

Closing Date: 2 March 2021

**Details:** Venues Canberra is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium, and Manuka Oval; and the management and operation of these venues. We are seeking an energetic and well organised person to join our team as Executive Assistant to the Executive Branch Manager. The successful applicant will have the ability to prioritise work that is often of a confidential nature and experience supporting the senior executives and management teams. Strong secretarial and administration skills are essential along with the ability to communicate with a diverse range of stakeholders and exercise initiative. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Note:** This is a temporary position available immediately for a period of six months with the possibility of permanency. Selection may be based on application and referee reports only.

**How to Apply:** Please supply an Expression of Interest (no greater than two pages), a current curriculum vitae and referee contact details.

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

Contact Officer: Melissa Orr (02) 6256 6704 melissa.orr@act.gov.au

## **Treasury**

### **Office of the Under Treasurer**

#### **Treasury Directorate Liaison Officer (DLO)**

#### **Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 55315)**

Gazetted: 16 February 2021

Closing Date: 2 March 2021

**Details:** The Treasury stream of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) seeks Expressions of Interest to temporarily fill the Treasury Directorate Liaison Officer (DLO) position in the Chief Minister/Treasurer's Office. This is a valuable career opportunity. As the DLO represents Treasury among the highest levels of the ACT Government, among Members of the Legislative Assembly and also the community, applicants must possess integrity, sound judgement and excellent communication skills. The successful candidate will have a strong knowledge of Treasury; its role and responsibilities, and will also show exceptional organisation skills. Officers at level or seeking higher duties will be considered.

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

**Eligibility/Other Requirements:** Experience working on and existing knowledge of cabinet, assembly and ministerial processes specifically within the ACT Government is highly desirable. Preference will be given to suitable permanent officers in the ACT Public Service. Following the recruitment process, a temporary transfer may be offered to an existing officer under *section 100 of the Public Sector Management Act 1994*, or higher duties allowance under *clause C7 of the ACTPS Administrative and Related Classifications Enterprise Agreement 2018-2021*.



**Notes:** This is a temporary vacancy available for up to 12 months with the possibility of extension. It is a rotational placement at the Under Treasurer's request (usually up to 12 months duration to give people an opportunity to perform this role and gain invaluable experience) 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:** Expressions of Interest from potential candidates should include a supporting statement of no more than two pages outlining experience and/or abilities relative to the Selection Criteria and the duties and responsibilities outlined in the Position Description, contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Stephen Miners (02) 6207 5071 Stephen.Miners@act.gov.au

## Shared Services

### Finance Operations

#### Debt Management

##### Debt Management Officer

##### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 07267)**

Gazetted: 15 February 2021

Closing Date: 3 March 2021

**Details:** As a Debt Management Officer you will play a key role in actively providing specialist expertise in the recovery of outstanding debt. Primary duties will include debt recovery, arrangement monitoring, hardship assessment, customer contact and assisting in operational advice and support within the Finance Operations Team.

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

**Eligibility/Other Requirements:** The successful applicant must be able to demonstrate experience in the following: Demonstrated experience in debt management functions in the delivery of recovery services. Working knowledge of the regulatory environment is highly regarded e.g. Privacy Act, ASIC/ACCC Debt Collection Guidelines, Hardship/Vulnerability Assessments.

Experience in, or the ability to rapidly acquire a good working knowledge of, financial processing systems e.g. Collexus, Oracle or similar and demonstrated experience and proficiency with Microsoft Office application.

**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. Previous applicants need not apply as their applications will be considered.

**How to Apply:** Please provide responses of no more than two pages in total to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of two referees.

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

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

## Shared Services

### Partnership Services

#### Digital Records Support

##### Senior Advisor, Digital Records Support

##### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 41862)**

Gazetted: 12 February 2021

Closing Date: 26 February 2021

**Details:** The Digital Records Support team are looking for an enthusiastic team member to join our dynamic and fast paced environment. To be successful in this position you will be outgoing, fantastic with people and relationship building and a great team player. You will have experience in project management and the ability to be persuasive and unbiased with the team's deliverables as your focus.

You will be directly responsible for assisting Directorates in their move to Digital Records Keeping, which will include moving to one of the ACT Government's WHOG Electronic Document Records Management Systems (EDRMS) Objective or Content Manager. This will include but is not limited to, assisting in analysis of legacy records, analysis of set-up and improving their processes from manual or paper based, to a digital environment, training and support and governance.



You will be familiar with system enhancements and available functionality to improve their internal processes and assist in ensuring they are compliant with their systems.

You will be a positive and enthusiastic person, with the ability to adjust your focus to manage competing priorities, and you will have a passion for learning new systems with a good attention to detail.

If this sounds like you, we encourage you to apply.

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

**Notes:** This is a temporary position available from 8 March 2021 until 30 June 2022.

**How to Apply:** Please provide an application addressing the Selection Criteria in the attached Position description of no more than three pages. Please also submit a curriculum vitae and the contact details of two referees.

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

Contact Officer: Catriona Towner (02) 6205 7252 Catriona.Towner@act.gov.au

### Access Canberra

#### Client Service Officer

#### Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 31780)

Gazetted: 12 February 2021

Closing Date: 19 February 2021

**Details:** The Working with Vulnerable People Background Screening Unit is seeking applications for a Client Service Officer. The successful candidate will be responsible for performing a variety of activities associated with application processing and the delivery of high-level customer services via telephone and written correspondence. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:** By applying for this position, you acknowledge the nature of the material you may be exposed to in the role and indicate that you are willing to utilise employer provided support services to manage your mental health on an ongoing basis (see the disclaimer in the Position Description). Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

**How to Apply:** To apply for this role, applicants are asked to provide a one page written response to the Selection Criteria and list two referees (one must be a current Supervisor/Manager). Your response should demonstrate your suitability for this role based on the duties/responsibilities and Selection Criteria.

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

Contact Officer: Keith Ward (02) 6207 1921 keith.ward@act.gov.au

### CSI - Shared Services

#### PSG- Commercial Services

#### Record Services

#### Project Sentencing Officer

#### Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 12796)

Gazetted: 12 February 2021

Closing Date: 19 February 2021

**Details:** Do you enjoy a challenge that allows you to utilise your inventory and sentencing skills?

Do you have a high attention to detail and basic understanding and experience in a range of records management functions and systems?

Records services is currently looking for a highly motivated individual who as a part of a team will contribute to the overall team performance to achieve the project goals. You will analyse records to create and maintain records by inputting data into Record management systems accurately, in accordance with Record Services processes.

**Note:** This is a temporary position available immediately until 30th June 2021 with the possibility of extension and/or permanency.

**How to Apply:** Please submit a personal pitch no more than two pages demonstrating your suitability against the Professional, Technical Skills, Knowledge and Behavioural requirements for this role. Accompanying your pitch please provide your curriculum vitae including two referees. Any questions about the role or the vacancy should be directed to the Contact Officer.

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

Contact Officer: Deanne Allum-Walsh (02) 6207 7075 deanne.allum-Walsh@act.gov.au

## Shared Services

### Finance Operations

#### Debt Management

##### Debt Management Admin Support Officer

##### Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 50707)

Gazetted: 11 February 2021

Closing Date: 18 February 2021

**Details:** As a Debt Management Admin Support Officer, you will provide high quality administrative support to the Debt Management Team. The occupant must be a strong communicator both verbally and written, have excellent time management skills and the ability to make decisions with minimal supervision.

#### Eligibility/Other Requirements:

The occupant of this position will have the following;

Excellent communication and interpersonal skills including a mature and professional approach to customer service.

Strong computing skills including the ability to use Excel, MS Word, and Outlook.

Demonstrated ability to establish cooperative professional relationships. The occupant of this role needs to be proactive, adaptable, and calm under pressure.

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

**How to Apply:** Please provide a response no longer than two pages addressing the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

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

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

## Shared Services

### Finance

#### Reporting

##### Assistant Director – Finance Services

##### Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 07013)

Gazetted: 11 February 2021

Closing Date: 18 February 2021

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

Demonstrated technical skills in financial accounting and TM1 are essential, as is a commitment to improving financial processes. Also required are well-developed liaison, negotiation and representational skills.

**Eligibility/Other Requirements:** A Degree with a major in Accounting or equivalent is highly desirable.

**How to Apply:** Applicants are to submit their curriculum vitae and a written statement of no more than two pages addressing the Professional and Behavioural Capabilities.

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

Contact Officer: Shakti Khem (02) 6207 6976 shakti.khem@act.gov.au

## Shared Services

### Strategic HR and Corporate

#### HR Data Analyst, Workforce Analytics

#### Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 32175)

Gazetted: 12 February 2021

Closing Date: 15 February 2021

**Details:** Strategic HR and Corporate Branch provides advice and support to Shared Services business units in Human Resources and corporate management, with a focus on being a valued business partner. Shared Services Strategic HR and Corporate Branch are seeking a HR Data Analyst with extensive experience in Power BI to join their team. In this role, you will be responsible for providing executive Power BI reports, meaningful metrics and analysis to support workforce, succession and business planning.

The successful applicant will establish informative HR data dashboards and reports, provide support by analysing data, interpreting trends, communicating findings and identifying opportunities for improvement.

To be successful in this role you will have to apply your expertise in Power BI. You will have advanced research, investigative and analytical skills, and the ability to engage effectively with stakeholders to support their workforce decision making. You will thrive in the position if you are able to work both as part of a team and autonomously.

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander People and People with Disability are encouraged to apply.

**Notes:** This role will be working remotely for the foreseeable future. Selection may be based on application and referee reports only

**How to Apply:** Applicant should provide their Curriculum Vitae and contact details of two referees. Please also review the "What you will do" and "What you require" sections of the Position Description and provide a two page written response that provides evidence of your suitability for the position. Include examples that clearly demonstrate relevant experience, Skills, Knowledge and behavioural capabilities.

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

Contact Officer: Tracy Vickers (02) 6207 7296 Tracy.Vickers@act.gov.au

## Community Services

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

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

### Office of the Director General/Quality, Complaints and Regulations Branch

#### Executive Branch Manager/Senior Practitioner, Office of the Senior Practitioner

#### Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E1056)

Gazetted: 15 February 2021

Closing Date: 1 March 2021

**Details:** The Community Services Directorate are seeking a Senior Practitioner to lead the Office of the Senior Practitioner of Quality, Complaints and Regulations.

The Office of the Senior Practitioner will provide leadership and oversight across disability services in the ACT where restrictive practices may be operating, with the goal of avoiding, reducing and eliminating restrictive practices, in favour of positive alternatives that preserve the individual person's rights and freedoms. The Senior Practitioner may issue an order to a disability service provider to discontinue a restrictive practice and although the Senior Practitioner will hold independent investigative powers, they will aim to work collaboratively with the sector.

The Senior Practitioner will:

Develop training, guidance materials and advice in relation to behaviour supports and the reduction and elimination of the use of restrictive practices by providers;

Oversee the use of behaviour support and restrictive practices by collecting, analysing and disseminating data and other information relating to the use of behaviour supports and restrictive practices by providers;  
Undertake and publish research to inform the development and evaluation of the use of behaviour supports and to develop strategies to encourage the reduction and elimination of restrictive practices by providers; and  
Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety System.

Remuneration: The position attracts a remuneration package ranging from \$236,451 to \$245,570 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$182,388.

Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: If the above role sounds like you and you want to be part of an organisation that supports the community, please submit no more than four pages addressing the capabilities and Job Specific criteria, a current curriculum vitae and contact details of two referees.

Your application will be treated in the strictest of confidence.

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

Contact Officer: Sally Gibson (02) 6205 5202 [sally.gibson@act.gov.au](mailto:sally.gibson@act.gov.au)

## **Housing ACT**

### **Policy and Business Transformation**

#### **Quality Management and Risk**

#### **Senior Quality Management and Risk Officer**

#### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 41107)**

Gazetted: 17 February 2021

Closing Date: 3 March 2021

**Details:** Under broad guidance, this position is expected to assist in all areas of the teams work and work collaboratively to lead projects that analyse, assess, evaluate and report the Total Facilities Manager's (TFM) performance against a range of Key Performance Indicators, contractual requirements and other criteria. Responsibilities also include to collaboratively implement Quality Assurance audit and/or review projects on particular aspects of the TFM contract, Housing ACT Business Processes, risk and business continuity, as well assist with the management of Housing ACT IMS.

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 MS Office packages (including Word, Excel, Viso, and data base interrogation).

Experience and/or qualifications in project management and/or quality auditing and review, or willingness to obtain these.

Experience and/or understanding of service provision in the Social Housing context.

Driver's licence

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Notes:** This is a temporary position available immediately for a period of 12 months with the possibility of extension and/or permanency. 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) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of referees.

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

Contact Officer: Paul Hewett (02) 6207 1049 [paul.hewett@act.gov.au](mailto:paul.hewett@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.

**Housing ACT**

**Infrastructure and Contracts**

**Procurement**

**Assistant Director, Procurement Team**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 09129)**

Gazetted: 16 February 2021

Closing Date: 23 February 2021

**Details:** The Procurement Team of Infrastructure and Contracts, Housing ACT is seeking an Assistant Director to: Actively manage the full procurement cycle for goods and services and capital works requirements within Housing ACT. The Assistant Director is also involved in delivering a wide range of procurements in partnership with Procurement ACT for Housing ACT

Provide high quality research, analysis and advice on procurement strategy and processes and guidance to Housing ACT business areas on procurement and contract issues

Design and manage complex procurement projects, market analysis, detailed procurement strategy development and execution and active contract management and performance evaluation

Conduct interjurisdictional research, industry and stakeholder consultation, contract administration and reporting and attend/conduct regular contract evaluation and management meetings with industry and across government. More information about the role can be found in the Position Description.

**Notes:** This is a temporary position available immediately for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

**How to Apply:** Please submit an expression of interest of no more than one A4 page plus a curriculum vitae.

Contact Officer: Caroline Hall (02) 6205 4655 [Caroline.Hall@act.gov.au](mailto:Caroline.Hall@act.gov.au)

**Housing ACT**

**Executive Services**

**Executive Government and Engagement**

**Administration and TRIM Officer**

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 11641)**

Gazetted: 16 February 2021

Closing Date: 23 February 2021

**Details:** The primary role of the position is managing the flow of requests for ministerial briefings and correspondence as well as internal and directorate briefings using the TRIM (HPM records management system). Experience in using TRIM is desirable but not essential as on the job training will be provided. The position will create and track the TRIM records as well as report on statistical information as required.

In the first instance the position reports to the Assistant Director, Executive and Government. The role is also the first point of contact for the unit and involves a range of administrative activities including answering telephone calls that come through to the Executive, Government and Engagement Team.

For further information please contact the Contact Officer

**Eligibility/Other requirements:** Experience in using TRIM is desirable but not essential.

**Notes:** This is a temporary position available for six months with the possibility of extension. The position may be filled on application only.

**How to Apply:** Please submit a two page Expression of Interest in response to the Selection Criteria located in the Position Description. Along with a curriculum vitae and contact details of two referees.

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

Contact Officer: Anna Harkin (02) 6207 2349 [anna.harkin@act.gov.au](mailto:anna.harkin@act.gov.au)

**Children, Youth and Families**

**Executive Branch Manager, Child and Youth Protection Services, Operations**

**Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E758)**

Gazetted: 16 February 2021

Closing Date: 2 March 2021

**Details:** Children, Youth and Families (CYF) works in partnership with the community to protect children and young people from being harmed and from harming others. CYF also works in partnership with families, carers and community agencies to ensure children and young people are safe and achieve the best possible life outcomes.

Child and Youth Protection Services (CYPS) has a statutory responsibility to support children, young people and families requiring a care or justice response.

In conjunction with the Executive Group Manager, Child and Youth Protection Services, the Executive Branch Manager, Child and Youth Protection Services (Operations) is responsible for the provision of an array of statutory services to ACT children and young people and their families.

The position occupant has responsibility for key performance indicators pertaining to children and young people in ACT statutory systems, legislation, policy, program and service development, as well as the provision of strategic and expert advice on complex service delivery issues and policy directions in youth justice and care and protection at both a local and national level.

The position will report directly to the Executive Group Manager, Child and Youth Protection Services.

**Remuneration:** The position attracts a remuneration package ranging from \$251,027 to \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

**Contract:** The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

**How to Apply:** If the above role sounds like you and you want to be part of an organisation that supports the community, please submit no more than four pages addressing the capabilities and Job Specific criteria, a current curriculum vitae and contact details of two referees.

Your application will be treated in the strictest of confidence.

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

**Contact Officer:** Melanie Saballa (02) 6207 5938 [melanie.saballa@act.gov.au](mailto:melanie.saballa@act.gov.au)

### **Cultural Facilities Corporation**

#### **Canberra Museum and Gallery**

##### **Personal Assistant to CMAG Director**

##### **Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 8530)**

Gazetted: 11 February 2021

Closing Date: 25 February 2021

Details: Canberra Museum and Gallery (CMAG) is seeking an experienced and enthusiastic Personal Assistant to provide administrative and secretarial support to the CMAG Director.

The successful applicant will be very capable and able to deliver accurate, efficient, and effective administrative support in a fast-paced environment.

Usual tasks will include providing a professional point of first contact to the Director's office, diary management, preparing correspondence, record keeping, coordination and minuting of meetings and liaison with key stakeholders.

Canberra Museum and Gallery curates a dual collection: both visual arts and social history. We are part of the Cultural Facilities Corporation (CFC), an ACT Government enterprise, and actively grow a permanent collection of around 11,000 objects. We are a state level museum and gallery, for the Australian Capital Territory with strong community engagement and an excellent experienced team of highly qualified staff.

Note: This is a temporary position available for a period of six months with the possibility of extension or permanency. This is a part-time position at four days per week (29:24 hours). Salary will be pro-rata at four days per week.

How to Apply: Applicants must submit a curriculum vitae and a written response to the Selection Criteria outlined in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Bailey (02) 6207 2465 [michaell.bailey@act.gov.au](mailto:michaell.bailey@act.gov.au)

### **Education**

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

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

## System Policy and Reform

### Analytics and Evaluation

#### Project Officer / Assistant Director

#### Administrative Services Officer Class 6/Senior Officer Grade C \$87,715 - \$118,832, Canberra (PN: 41972)

Gazetted: 17 February 2021

Closing Date: 24 February 2021

**Details:** The Analytics and Evaluation branch is seeking a high performing person to perform a range of duties to support effectively managing the team's responsibilities.

This position is responsible to the Director, Surveys and Evaluation, for the ongoing implementation and improvement of the School Satisfaction and Climate Survey. The officer will be expected to run the survey, liaise with school-based survey administrators and coordinate resources for assisting schools to engage respondents. The officer will also have a role in managing the data cleaning, reporting at the system level and providing dashboards to schools. To achieve this effectively the successful applicant must be skilled in communication, familiar with statistical and survey software and have a keen eye for detail. The position level will be dependent on the applicant's prior experience.

**Notes:** This is a temporary position available immediately for a period up to six months with possibility of extension up to 12 months. This position will be filled at either the ASO6 or SOGC level, dependant on the skills and experience of the successful applicant. This position will be designed for flexible work arrangements and activity-based working (ABW) in 2021. Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites. This position is based in the Education Support Office (ESO) with office-based conditions.

**How to Apply:** If this position interests you, please submit a two-page supporting statement addressing the duty statement and Selection Criteria located in the Position Description. The supporting statement should demonstrate your skills and experience. Please provide a current curriculum vitae, and details of two referees who have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor.

Interested applicants are encouraged to contact the Contact Officer prior to submitting an application.

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

Contact Officer: Maryellen Moore (02) 6205 6774 [maryellen.moore@act.gov.au](mailto:maryellen.moore@act.gov.au)

## School Improvement and Performance Division

### South and Weston Network

#### The Woden School

#### Deputy Principal

#### School Leader B \$147,337, Canberra (PN: 04063)

Gazetted: 17 February 2021

Closing Date: 24 February 2021

**Details:** The Woden School is looking for a passionate and effective school leader to support the Principal in developing and implementing a whole school improvement agenda.

Our School comprises of three sub-schools; Junior School (years 7-8), Middle School (Years 9-10) and Senior School (years 11-12) All staff at The Woden School are passionate about educating the whole child, and personalised learning programs are developed to meet the needs of all learners in each sub school.

The Deputy Principal at the Woden School will drive deeply personalised learning for all students, and ensure that we remain committed to providing authentic learning opportunities at the point of need, with a focus on improving learning pathways that extend to post school options for students.

**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 -

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

**Note:** 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:** Applications should include a supporting statement of no more than five pages based on the five leadership capabilities outlining experience and/or ability across the Selection Criteria below:

1. Highly developed interpersonal skills, including the ability to foster partnerships, liaise and consult, and build rapport with a wide range of people.
  2. Prioritise and manage work in a high quality, timely manner including engaging with families, the ECEC sector, support services and across the ACT government.
  3. Build a positive culture of feedback, reflective practice and learning by fostering a collaborative learning environment.
  4. Engage and communicates effectively with a diverse range of people including Aboriginal and Torres Strait Islander people.
  5. Identify problems and opportunities for improvement and work with others to implement solutions.
  6. Understanding of ACT Public Service Values, demonstrated self-awareness, professionalism and a proven commitment to ongoing cultural awareness. Demonstrated awareness of and ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.
- Please provide a current curriculum vitae, and the name 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. One referee should be able to speak of your ability in establishing and maintain relationships and community connections. You may be asked to provide further referees. Interested applicants are encouraged to contact the Contact Officer prior to submitting an application.

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

Contact Officer: James Malone (02) 6142 0203 james.malone@ed.act.edu.au

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

## **Service Design and Delivery**

### **Digital Strategy, Services and Transformation**

#### **Executive Support Officer**

#### **Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 38034)**

Gazetted: 17 February 2021

Closing Date: 3 March 2021

Details: Digital Strategy, Services and Transformation (DSST) Branch are looking for a motivated individual to provide high quality and thorough executive support to the Executive Branch Manager. You must have the ability to work at a high level across a range of activities in an agile and fast paced environment. You will be a strong communicator, approachable, flexible, with experience working in the public sector. Ideal candidates will be able to develop strong working relationships with people of all levels across the branch, the group and the Directorate, as well as liaising with external stakeholders. You can work collaboratively within a group, multitask, actively networking with others and engaging in varying types of feedback choosing the appropriate time.

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

##### **Mandatory**

Ability to handle confidential and sensitive information in accordance with relevant legislation and policy.

##### **Highly Desirable**

Previous experience as an Executive Assistant or Executive Support Officer, preferably in an IT environment

Possession of a current drivers' licence and access to a private vehicle

**Note:** This is a temporary position available for a period of 12 months with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

##### **How to Apply**

In two pages or less tell us:

why you want the role;

what you would bring to the role and what you would get out of it; and

describe an achievement that you are most proud of that is directly related to the position description.

A current curriculum vitae,

Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

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

Contact Officer: Rochelle Bessey (02) 6207 2620 rochelle.bessey@act.gov.au



**Business Services**

**Infrastructure and Capital Works**

**Asset Strategies**

**Director, Asset Planning**

**Infrastructure Officer 4 \$131,141 - \$148,993, Canberra (PN: 49709)**

Gazetted: 16 February 2021

Closing Date: 2 March 2021

**Details:** The Asset Strategies section within the Infrastructure and Capital Works (ICW) Branch of the Education Directorate provides facility and asset management for a large and diverse portfolio of ACT public schools and Directorate facilities.

ICW is seeking applications for a Director to lead a team involved in the planning and implementation of a strategic asset management plan for the management of ACT public schools, and developing and implementing processes and practises to ensure the delivery of high-quality corporate office services for the Education Support Office that meet user expectations and are within budget and timeframes.

The role will represent the Branch and Directorate in high level meetings and discussions with a wide range of internal and external stakeholders, and manage the input of the Section to business case development for corporate office accommodation as part of the annual ACT Government budget process.

**Eligibility/Other Requirements:** Applicants must hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or have significant building or infrastructure knowledge and/or project management experience. Possession of a 'white card', Asbestos Awareness Training certificate and Working with Vulnerable Persons Card or willingness to complete the required training is also highly desirable.

**Note:** This is a temporary position available from 20 May 2021 until 19 November 2021 with the possibility of permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

**How to Apply:** Suitably qualified and experienced applicants should submit a curriculum vitae, a statement of claims addressing the Selection Criteria, and the contact details of two referees.

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

Contact Officer: John Ryan (02) 6205 1874 johnw.ryan@act.gov.au

**Service Design and Delivery**

**Universal School Support**

**Senior Project Officer**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 44589)**

Gazetted: 15 February 2021

Closing Date: 1 March 2021

**Details:** The Universal School Support branch is looking for an enthusiastic individual to undertake a Senior Project Officer position with the Universal School Support team. Our ideal candidate will have excellent interpersonal, communication and relationship building skills, with the ability to work collaboratively in supporting schools to deliver high quality educational outcomes for students. The successful candidate will have organisation and administrative skills that will assist in supporting key projects for the branch, including managing a number of contracts. The role will also involve participating in the policy development process.

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:** Understanding of the ACT public education sector is desirable.

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

**How to Apply:** Please provide a statement of claims against the Selection Criteria reflecting on your experience and how it relates to the Position Description, and skills and abilities. A written assessment may be required as

part of the selection process. Please also provide a current curriculum vitae and details of two referees who have a thorough knowledge of your work performance and outlook.

If this position interests you and you have further questions please contact the Contact Officer.

Contact Officer: Penelope Hucker (02) 6207 5568 [penelope.hucker@act.gov.au](mailto:penelope.hucker@act.gov.au)

#### **System Policy and Reform Division**

#### **ACT Board of Senior Secondary Studies**

#### **Office of the Board of Senior Secondary Studies**

#### **Curriculum Officer**

#### **School Leader C \$126,542, Canberra (PN: 02679)**

Gazetted: 15 February 2021

Closing Date: 1 March 2021

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

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

A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 201* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Knowledge, skills and understanding in the development and implementation of ACT Senior Secondary Curriculum are highly desirable.

**Notes:** This is a temporary position available from 19 April 2021 to 17 September 2021 with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Please submit a written response to the Selection Criteria in relation to the ACT Education Leadership Capabilities including experience and/or ability as outlined in the Position Description. Please also submit a current curriculum vitae. To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx, .doc) or Rich Text Format (.rtf). Other formats may not be readable on ACTPS computers, requiring documents to be converted and resubmitted.

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

Contact Officer: Kristofer Feodoroff (02) 6205 7180 [Kristofer.Feodoroff@act.gov.au](mailto:Kristofer.Feodoroff@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.

#### **Service Design and Delivery**

#### **Student Engagement**

#### **Clinical Practice**

#### **School Psychologist**

#### **School Psychologist \$83,646 - \$120,042, Canberra (PN: 08608)**

Gazetted: 12 February 2021

Closing Date: 9 March 2021

**Details:** Are you a psychologist who is passionate about seeing children and young people thrive? ACT Education is seeking applicants for several permanent School Psychologist positions with an immediate start.

Our School Psychologists work with students, their families and teachers to identify and address barriers to learning and mental wellbeing. In this role you will:

conduct assessments in learning, social, emotional and behavioural domains and communicate assessment results and recommendations to parents or carers, teachers and relevant professionals.

consult with parents or carers, teachers, school executive, external agencies and other members of the school community about interventions, services and support for students.

identify and assess mental health issues and provide follow up support or refer to other mental health services.

provide psychological intervention for a range of issues affecting children and young people and where appropriate their parents or carers.

assist in the design and evaluation of effective prevention, early intervention and support programs for individuals, groups and school populations.

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 in this role applicants require:

Current full general registration as a psychologist with the Psychology Board of Australia.

It is highly desirable applicants hold a current Australian drivers' licence.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**Note:** A merit list/pool will be established from this selection process and may be used to fill identical vacancies on a permanent or temporary basis over the next 12 months. These positions are under the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022* and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees. For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022*.

**How to Apply:** In your application, please provide statements addressing the Selection Criteria (listed in the Position Description) in no more than five pages. Also include a current curriculum vitae and copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People Check.

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

Contact Officer: Joan Webb (02) 6207 6986 joan.webb@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.

**Service Design and Delivery**

**Occupational Violence and Complex Case Management**

**Incident Reporting Assistant**

**Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 49612)**

Gazetted: 11 February 2021

Closing Date: 18 February 2021

**Details:** The Occupational Violence and Complex Case Management Branch are looking for a motivated and proactive Incident Reporting Assistant. The successful individual will need excellent attention to detail and a high level administration experience, as well as well-developed organisational skills and the ability to establish priorities and meet deadlines.

**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 provide a written response to the criteria (maximum three pages), a current curriculum vitae and contact details for two referees. Please email SDDRecruitment@act.gov.au if you wish to arrange a time to speak to the panel chair.

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

Contact Officer: Amie Corrigan SDDrecruitment@act.gov.au SDDrecruitment@act.gov.au

**Service Design and Delivery**

**Student Engagement**

**NSET**

**Hearing Support Itinerant Teacher**

**Classroom Teacher \$73,246 - \$109,641, Canberra (PN: 45741)**

Gazetted: 11 February 2021

Closing Date: 1 March 2021

**Details:** Are you passionate about creating inclusive school environments where students with disability can access and participate in education on the same basis as other students? Do you enjoy and are you good at coaching and

mentoring to build the capability of other teachers? If so, then the role of Hearing Support Itinerant Teacher, Network Student Engagement Team (NSET) may be for you.

Our ideal candidates will have excellent interpersonal, communication and relationship building skills, with the ability to work with schools to develop an effective school-wide support model that addresses universal, selected and targeted interventions. You will work closely with Classroom Teachers and Learning Support Assistants to design and plan strategies, interventions and make reasonable adjustments to the learning program and/or learning environment for students who are Deaf/hard of hearing to enable them to access learning.

You will be an innovative and high performing teacher who enjoys providing selected and targeted, in class support to Deaf/hard of hearing students. As an excellent team player, you will be able to work collaboratively as part of an inter-professional team to assess, hypothesise and implement evidence-based interventions. 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 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 (WWVP) registration refer to -

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

Postgraduate qualifications (e.g. Master of Disability Studies (Deaf/Hard of Hearing)); and/or experience in the field is highly desirable.

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

**How to Apply:** Applicants are to provide a curriculum vitae and a two-page statement of claims based on the Australian Professional Standards for Teachers. Your **two-page statement** does not need to address each individual standard above, but the general approach typified by the professional practices should be reflected in your response. Provide examples of your past experiences with an emphasis on the results achieved, relating your prior experiences and performance to your potential for achieving outcomes in this position.

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

Contact Officer: Amie Corrigan [SDDRecruitment@act.gov.au](mailto:SDDRecruitment@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.

**Service Design and Delivery**

**Student Engagement**

**Flexible Education**

**Wellbeing and Engagement Coordinator**

**Health Professional Level 4 \$110,397 - \$118,832, Canberra (PN: 40732)**

Gazetted: 11 February 2021

Closing Date: 1 March 2021

**Details:** The Education Directorate is seeking a highly motivated, well organised person to join the dynamic Student Engagement Branch to support the wellbeing and engagement of Aboriginal and Torres Strait Islander students in ACT public schools.

**Eligibility/Other Requirements:**

Relevant tertiary qualifications in Social Work;

Eligibility to be registered with the Australian Association of Social Workers (AASW);

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Drivers licence and use of own vehicle for work purposes.

**Notes:** This is a temporary position available immediately until 30 June 2021 with the possibility of extension and/or permanency.

**How to Apply:** Applicants must provide:

A written response to each of the selection criteria outlined in the attached document;

A curriculum vitae; and

Two referees.

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

Contact Officer: Patrick Chapman (02) 6205 0156 Patrick.Chapman@act.gov.au

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

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

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

#### **Business Governance and Capability**

##### **People and Capability**

##### **Workplace Relations**

##### **Director, Workplace Relations**

##### **Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 38505)**

Gazetted: 17 February 2021

Closing Date: 3 March 2021

Details: Are you a seasoned Human Resource Practitioner looking for an exciting opportunity to make a difference? The People and Capability Branch within EPSDD are seeking applications from flexible, agile and pragmatic HR practitioners who have a passion for embedding strategies that enhance integrity, respect, wellbeing and sound administrative decision making.

The Director, Workplace Relations is a crucial management role, leading and managing the Workplace Relations team in delivering high-level, contemporary advice and guidance on a range of workplace and industrial matters in accordance with the relevant employment frameworks.

This position plays a key role in developing and guiding HR initiatives to support the Directorate's strategic focus. The position works in partnership with our people, Executive and other government agencies to deliver the Directorate's key government outcomes.

To be successful in this role, you will have extensive experience in workplace relations, enterprise bargaining and union consultation and be driven to support positive workplace outcomes. Exceptional communication and influencing skills, and an ability to implement employment framework measures, for EPSDD.

The role is responsible for managing, leading and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role, as is a values-based leadership style.

We pride ourselves on continuous learning and are seeking a leader who can inspire, energise and positively influence team and individual outcomes.

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

**Eligibility/Other Requirements:** Relevant tertiary qualifications or extensive experience as a Human Practitioner is highly desirable. This position is currently required to work remotely and operates within a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the Selection Criteria and a current curriculum vitae. If you require additional information about this role, please contact the Contact Officer.

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

Contact Officer: Myfanwy Greenwood (02) 6205 8496 myfanwy.greenwood@act.gov.au

### **Justice and Community Safety**

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

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

**Deputy Commissioner, ACT Emergency Services Agency**

**Temporary Vacancy (9 March 2021 to 1 April 2021)**

**Justice and Community Safety Directorate**

**ACT Emergency Services Agency**

**Position: E1136**

**(Remuneration equivalent to Executive Level 2.3)**

**Circulated to: ACTPS Senior Executive List**

**Date circulated: 16 February 2021**

An exciting opportunity exists to temporarily fill the role of Deputy Commissioner, ACT Emergency Services Agency (ESA).

Reporting directly to the Commissioner, the Deputy Commissioner oversees the ESA's Enabling Services, provides advice to the Minister for Police and Emergency Services and is responsible for overall strategic direction and management of the emergency services.

The Deputy Commissioner also acts as the Commissioner and Emergency Controller in the absence of the Commissioner.

The ideal candidate will have a strong understanding of emergency management and volunteer environments, possess high-level leadership qualities and a demonstrated ability to provide command and control during incidents. Please note that a current Negative Vetting Level 1 Security Clearance is a requirement for this position.

More information about the position can be found in the attached Position Description.

To apply: Please submit the following to the Contact Officer by COB Tuesday 23 February 2021.

- A two page pitch addressing the executive capabilities outlined in the selection criteria;
- A current curriculum vitae; and
- The name and contact details of two referees.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees (*Band 1 and Band 2*).

Remuneration: The position attracts a remuneration package ranging from \$307,053 - \$319,330 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,543.

Contact Officer: Georgeina Whelan (02) 6207 8409 [georgeina.whelan@act.gov.au](mailto:georgeina.whelan@act.gov.au)

**Emergency Services**

**People and Culture**

**Workforce Planning Team Leader**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50318)**

Gazetted: 17 February 2021

Closing Date: 3 March 2021

**Details:** Applications are sought for the role of Workforce Planning Team Leader. The successful applicant will manage a small team responsible for the provision of workforce management services primarily for the ACT Ambulance Service (ACTAS), which may extend to other operational areas of the Agency.

The Workforce Planning Team Leader will also lead the team in the provision of:

High-quality roster services and business support, including liaising and negotiating with front-line staff, managers and Executives;

Efficient and timely processing of pay, overtime, allowances and leave related action for ACTAS employees through the ACT Government HRIMS and KRONOS systems;

Developing and disseminating reports as required and the collation of statistical information regarding the ACTAS workforce; and

Liaising and consulting with stakeholders on a range of general employment related matters including remuneration and benefits.

The Workforce Planning Team Leader will provide operational Human Resource advice to the Executive, including matters of policy and practice.

The Workforce Planning Team Leader will report to the Executive Branch Manager, People, Culture and Training and working closely with the Chief Officer, ACTAS

**Eligibility/Other requirements:**

High-level experience in preparing, maintaining and managing rosters with an electronic rostering system is desirable.

**Notes:** This is a temporary position available immediately for up to two years.

**How to Apply:** Applicants should submit a two page pitch addressing the Professional/Technical and Behavioural capabilities for the role and a curriculum vitae containing the details of two referees.

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

Contact Officer: Howard Wren (02) 6207 0490 Howard.Wren@act.gov.au

### **ACT Human Rights Commission**

#### **Public Advocate and Children and Young People Commissioner**

##### **Advocate**

##### **Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 19652)**

Gazetted: 17 February 2021

Closing Date: 3 March 2021

**Details:** The Public Advocate and Children and Young People Commissioner with the ACT Human Rights Commission is seeking an experienced, motivated and passionate person to join our business unit as an Advocate at the ASO6 level. Duties of the Advocate include advocating for the rights of children, young people and adults whose condition or situation gives rise to the need for protection from abuse or exploitation, including by liaising with government and non-government agencies, and intervening in the ACAT and/or Court. The position is also responsible for contributing to the objective and independent oversight of services and systems, including by providing policy advice and advice about client matters to the Senior Advocate, Deputy Public Advocate and/or Public Advocate and Children and Young People Commissioner as appropriate. Please see the position description for a list of duties/responsibilities, and the capabilities for the role.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the contact officer for the role.

**Eligibility/Other Requirements:** Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). The successful applicant will ideally have background experience in the fields of mental health/forensic mental health and/or disability/complex needs.

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

**How to Apply:** Interested applicants should submit a 'pitch' of no more than two (2) pages, together with your curriculum vitae and contact details of at least two referees. Please ensure your two-page 'pitch' describes how your knowledge, experience and qualifications meet the five capabilities of the role.

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

Contact Officer: Patricia Mackey (02) 6205 2222 patricia.mackey@act.gov.au

### **Emergency Services Agency (ESA)**

#### **People, Culture and Training**

##### **ESA Training**

##### **Director, Training Coordination and Management**

##### **Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 45451)**

Gazetted: 17 February 2021

Closing Date: 3 March 2021

**Details:** The Emergency Services Agency is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Director, Training Coordination and Management.

The Director, Training Coordination and Management will use your exceptional communication and interpersonal skills to work collaboratively with the Services to identify their training needs and requirements to inform the development of a whole of Agency training plan and calendar. This will include the planning, scheduling and procuring (where required) of training activities. This will aim to achieve efficiencies whilst ensuring the strategic needs of the Agency are still being met.

In addition, you will work with the relevant stakeholders to strategically plan and conduct Incident Management (IM) training and exercises to ensure the Agency is prepared to respond to any emergencies as they arise.



Further to this, you will use your leadership and management qualities to drive essential projects such as the development of a capability and leadership framework.

**Eligibility/Other Requirements:**

Previous experience working in a training environment is required; previous experience working in an emergency management environment and/or knowledge of vocational education training and requirements to maintain RTO status is desirable.

Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

**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:** Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

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

Contact Officer: Mark Harriott (02) 6207 3964 Mark.Harriott@act.gov.au

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

**Emergency Services**

**Capability, coordination and Support**

**Fleet and Logistics**

**Assistant Director Operational Support**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 21949)**

Gazetted: 17 February 2021

Closing Date: 24 February 2021

**Details:** ACT Emergency Services Agency (ESA) is looking for a Manager who is comfortable with leading change, has a track record of providing operational support services in an operational environment.

This position provides significant senior leadership support in the delivery and implementation of ESA's key objectives. The ESA is about improving community safety for Canberrans whilst the city expands and the population grows.

The Capability Support Co-ordination business unit is responsible for enabling the operational areas of ESA to better service the needs and expectations of the community allowing ESA to continue to deliver high safety outcomes for the ACT.

The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory.

The Agency has four operational services:

ACT Ambulance Service (including SouthCare Aeromedical Rescue Service).

ACT Fire and Rescue.

ACT Rural Fire Service; and

ACT State Emergency Service.

Applications are sought for the position of Associate Director Operational Support. A collaborative, solutions-focused leader with excellent administrative, communication and organisational skills is required.

The successful applicant will report directly to the Senior Director Manager, Fleet and Logistics and has responsibility for the leadership of a small team responsible for Inventory management and logistics capability across the agency.

**Eligibility/Other Requirements:** This position may require a pre-employment medical. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to-

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

**Note:** This is a full-time temporary position available for a period of six months with the possibility of extension and/or permanency. An order of merit may be established to fill future vacancies at level. Selection may be based on application and referee reports only.

**How to Apply:** If you're interested in the role, please send through a two page pitch with your curriculum vitae and contact details of at least two referees. Suitability for this position will be assessed on your Behaviour,



Knowledge and Skills in relation to the duties/responsibilities listed in the Position Description. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification.

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

Contact Officer: Clinton McAlister (02) 6207 8404 [clinton.mcalister@act.gov.au](mailto:clinton.mcalister@act.gov.au)

## **Emergency Services Agency**

### **ACT Ambulance Service**

#### **Ambulance Operations**

#### **Operations Manager**

#### **Ambulance Manager Level 2 \$136,323 - \$143,578, Canberra (PN: 43692, several)**

Gazetted: 16 February 2021

Closing Date: 5 March 2021

**Details:** The ACT Ambulance Service is responsible for providing emergency and non-emergency ambulance service to the ACT community. The Operations Manager is an integral part of the ACTAS leadership team, which is designed to translate organisational strategic intent into operational outcomes. The Operations Manager may be required to work in operations from time to time either in a Command function at mass gathering events or large scale incidents; in the role of Duty Officer; as a member of an ambulance crew or as a single responder.

We are seeking highly-motivated people who will bring their great communication skills to our team. With a focus on people leadership and management, you will be well-organised in balancing competing priorities and be someone who lends their operational experience to delivering patient-centric and efficient ambulance services to the community.

#### **Eligibility/Other requirements:**

##### **Mandatory**

Current ACT C driver's licence or interstate equivalent.

Current AHPRA Paramedic Registration.

Current Authority to Practice at Ambulance Paramedic level or above with a minimum of 5 years' experience with the ability to deploy into operations as a member of a response crew.

##### **Desirable**

Command and Control Qualifications (AIIMS or equivalent).

Post Graduate qualifications in management / HR / Leadership (or working to complete).

Command and Control Qualifications (Incident Command (IC) Level 2 / IC Level 3 MIMMS).

Ability to obtain National Security Clearance at the Neg Vet 1 level.

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:** these are temporary positions available for up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** Applicants should submit the following:

a two (2) page A4 statement addressing the capabilities for this position with relevant examples aligned with the roles and responsibilities;

a one (1) page employment history/resume; and

a scanned copy of your AHPRA registration or application receipt. External applicants will also require the additional:

completed Statutory Declaration; and

signed medical consent form

Applicants should note that applications must not exceed 10MB and will be acknowledged via an auto-reply notification from Shared Services if the upload is successful. Please check both inbox and spam box after submission. Postal applications will not be acknowledged.

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

Contact Officer: Rebecca Lundy (02) 6207 6692 [Rebecca.Lundy@act.gov.au](mailto:Rebecca.Lundy@act.gov.au)

**ACT Emergency Services Agency**

**ACT Rural Fire Service/ ACT State Emergency Service**

**Learning and Development**

**Learning and Development Co-ordinator**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 07270)**

Gazetted: 16 February 2021

Closing Date: 2 March 2021

**Details:** Are you a great communicator, enthusiastic and dedicated? Would you like an opportunity to contribute to keeping our ACT community safe? Would you like to be part of supporting the awesome volunteers of the ACT Rural Fire Service?

Your role will be to develop, deliver and co-ordinate learning and development programs including skills acquisition, skills maintenance, and professional development to our volunteers. You will work closely with the Membership and Operations Teams to build and support an effective and collaborative, operational Emergency Services. Your excellent communication and negotiation skills will develop and maintain positive and productive working relationships across the teams and membership as well as the broader ACTESA.

You will need to have experience in design, co-ordination and delivery of adult education and an understanding of the Vocational Education and Training (VET) sector. You will be a highly organised self-starter who is able to anticipate and respond efficiently to business needs, adhere to tight timeframes, demonstrate initiative, and sound judgement, and display integrity and professionalism at all times.

In return you will be provided with a supportive team environment, an excellent opportunity to broaden your skills and capabilities, and insight into how an volunteer based Emergency Service and broader ESA provide a collaborative approach to protecting the ACT community.

**Eligibility/Other Requirements:**

An understanding of the emergency management environment.

Experience within and knowledge of the Vocational Education and Training (VET) sector and Australian Qualification Framework (AQF) and ability to identify, develop and deliver training programs relevant to the Emergency Services.

A minimum of a C Class Drivers Licence.

Certificate IV in Training and Assessment is desirable or ability to obtain.

Background and Security clearance checks will be conducted including National Police Records 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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

This position does require the successful applicant to work on some occasion's outside of normal hours and on weekends.

Dependant on qualifications and experience, take part in the 'on call' duty roster.

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

**How to Apply:** Applicants are required to submit a response of no more than two pages addressing the position capabilities under "What you Require", together with your curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role. It is recommended that you make contact with the Contact Officer to discuss the role and its responsibilities prior to submitting your application.

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

Contact Officer: Sean Quercini (02) 6207 2973 [Sean.Quercini@act.gov.au](mailto:Sean.Quercini@act.gov.au)

**ACT Court and Tribunal**

**Magistrates Court**

**Alternative Dispute Resolution**

**Conferencing Officer**

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 37051, several)**

Gazetted: 15 February 2021

Closing Date: 19 February 2021

**Details:** The role of Conferencing Officer Deputy Registrar, Magistrate's Court is responsible for conducting conferences in Family Violence and Personal Violence matters and working as a team with other conferencing staff

within the ADR unit of the Magistrates Court. The role also has limited delegations as a Deputy Registrar of the Court and is responsible for the exercise of some statutory powers.

The role is a part time position working 20 hours per week, 9:00 am to 1:00pm Monday to Friday.

**Eligibility/Other Requirements:**

Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory and three years post admission experience is highly desirable.

Accreditation under the National Mediation Accreditation System is highly desirable.

The role is a part time position working 20 hours per week, 9:00 am to 1:00pm Monday to Friday.

**Notes:** These are part-time positions available at 20 hours per week and the above full-time salary will be pro rata.

An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Applicants for the recently advertised legal 1 positions need not apply and their applications will be considered.

**How to Apply:** Applicants should provide no more than a two-page expression of interest that demonstrates your experience and ability to support this project, a current curriculum vitae including the names and contact details of two referees.

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

Contact Officer: Matthew Kamarul (02) 6207 9703 Matthew.Kamarul@courts.act.gov.au

**Corporate**

**People and Workplace Strategy**

**Human Resource Advisor**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 48006)**

Gazetted: 15 February 2021

Closing Date: 1 March 2021

**Details:** The People and Workplace Strategy team are seeking applications for the role of HR Advisor. The suitable applicant will undertake a range of duties from implementing changes to human resources policies, practices, systems and directorate processes, to providing legislative advice to Justice and Community Safety (JACS) clients and developing/maintaining links with other business units within the directorate to achieve positive outcomes and best practice methods. This role researches and prepares briefs, letters and reports relating to a range of matters including leave entitlements, performance management, misconduct and probation. They will assist in dealing with a range of operational and strategic matters including: employee relations; industrial relations; capability building; policy development; performance management and compensable and non-compensable matters. This position manages the People and Workplace Strategy (PWS) inbox mailbox, answering and/or forwarding emails to appropriate PWS personnel.

**Eligibility/Other requirements**

Experience in dealing with employee relations matters is highly desirable.

**Notes:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please submit a one to two page pitch outlining the Professional/ Technical Skills and Knowledge and Behavioural Capabilities, current CV and the name and contact details of two referees.

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

Contact Officer: Donna Burns (02) 6205 3831 Donna.Burns@act.gov.au

**ACT Corrective Services**

**Office of the Commissioner**

**Office of the Commissioner**

**Director, Office of the Commissioner**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 37993)**

Gazetted: 11 February 2021

Closing Date: 25 February 2021

**Details:** A career opportunity has arisen within ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Director, Office of the Commissioner.

The Director, Office of the Commissioner, provides high level support across a broad range of functions to the ACTCS Executive and is pivotal in managing the executive support and governance functions of the organisation, providing high level, timely and accurate advice to the Minister, Commissioner and Executive.

In addition, you will also have significant responsibility for managing stakeholder engagement, including internal communications and developing external communication strategies to promote the work of ACTCS.

Further to this, you will coordinate and provide organisational responses to internal and external reviews and provide oversight to the implementation and management of associated recommendations.

To be successful, you will be required to demonstrate exceptional communication and interpersonal skills in addition to strong leadership and management skills and an ability to develop and compose complex workplace documents.

**Eligibility/Other Requirements:**

Driver's licence is essential.

NV 1 security clearance or the ability to obtain one.

The successful candidate will be required to undergo a National Police Check

This position requires a pre-employment medical

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

**How to Apply:** Applicants are required to submit the following:

A one to three page written response addressing the Professional/Technical skills and knowledge and Behavioural Capabilities, having regard for the job requirements;

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

A copy of your current driver's licence.

Please ensure you submit all three items.

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

Contact Officer: Jon Peach (02) 6207 0879 [jon.peach@act.gov.au](mailto:jon.peach@act.gov.au)

**ACT Corrective Services**

**Operational Support**

**Assistant Director, Program Design and Development**

**Senior Professional Officer Grade C \$110,397 - \$118,832, Canberra (PN: 46750)**

Gazetted: 11 February 2021

Closing Date: 25 February 2021

**Details:** ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Assistant Director, Program Design and Development within the Organisational Capability Unit.

The successful applicant will be responsible for developing and managing content of training programs for both correctional and non-correctional topics/programs. You will also contribute to and respond to training needs analyses and produce program materials in a variety of formats, including face to face group learning, e-learning and self-directed learning.

In addition, you will prioritise the development of intensive leadership and management programs, the creation of e-learning materials and the updating of accredited training programs.

Further to this, you will establish and maintain effective working relationships with both internal and external stakeholders, including interstate jurisdictions, organisations and community groups, to support training activity across ACT Corrective Services.

To be successful, you will demonstrate effective governance and accountability in training activities, supporting transparency of compliance with related policy, legislation and national standards.

**Eligibility/Other Requirements:**

- Certificate IV in Training and Assessment is mandatory.
- Diploma in Training and Assessment is desirable.
- The successful candidate will be required to undergo a National Police Check
- This position requires a pre-employment medical
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).
- Driver's license Class C

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

**How to Apply:** Applicants are required to submit the following:

A one to three page written response addressing the Professional/Technical skills and Knowledge and Behavioural capabilities located in the Position Description having regard for the job requirements.

A current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager).

A copy of your Certificate IV in Training and Assessment and

A copy of your current driver's licence. Please ensure you submit all four items.

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

Contact Officer: Ian Tindale (02) 6205 1828 ian.tindale@act.gov.au

## Corporate

### People and Workplace Strategy

#### Director, Business Partnerships and Employee Relations

#### Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50084)

Gazetted: 11 February 2021

Closing Date: 25 February 2021

**Details:** The People and Workplace Strategy team within Justice and Community Safety team is seeking an experienced Human Resource practitioner to fill the role of Director, Business Partnerships and Employee Relations. The successful candidate will have an expert knowledge of employment legislation, enterprise agreements and contemporary employee relations practices with the ability to comprehend the spectrum of possible outcomes in difficult people management cases. They will also have the ability and experience in developing and maintaining strong relationships to effectively influence decision-making with the ability deliver services which satisfies changing client 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:** Qualification or extensive experience in Human Resource Management would be highly desirable.

**Note:** This is a temporary position available immediately for a period of nine months with the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position will be moving to a new workplace designed for activity-based working (ABW) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Please submit a maximum two page application addressing your suitability against the Professional/Technical Skills, Knowledge and Behavioural Capabilities for this role outlined in the Position Description. Please provide a current curriculum vitae including the contact details of two referees.

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

Contact Officer: Liz Beattie (02) 6205 3995 liz.beattie@act.gov.au

## ACT Courts and Tribunal

### Registry Operations

#### Supreme Court

#### Senior Support Officer

#### Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 44446)

Gazetted: 11 February 2021

Closing Date: 18 February 2021

**Details:** The ACT Courts are seeking highly motivated Registry Support staff with well developed communication skills, an ability to work with a team in a fast paced, changing environment and the capacity to work with people from diverse backgrounds.

As a Senior Support officer, you will perform a range of functions including:

- Performing administrative functions and working collaboratively across the Law courts
- Providing procedural advice to clients and relevant agencies and proactively seeking assistance when required
- Undertaking computer based tasks with a high level of accuracy and work output
- Working with defined policy, legislation and guidelines.

**Eligibility/Other Requirements:** This position is subject to a National Police Check

**Note:** This is a temporary position available from 08 March to 03 September with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

Selection may be based on written application and referee reports only.

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

Contact Officer: Sean Wiles (02) 6205 4339 [sean.wiles@courts.act.gov.au](mailto:sean.wiles@courts.act.gov.au)

### **Major Projects Canberra**

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

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

#### **Light Rail**

##### **Stakeholder Interface Project Officer**

**Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 45764)**

Gazetted: 17 February 2021

Closing Date: 5 March 2021

**Details:** Are you our new Stakeholder Interface Project Officer?

Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

Major Projects Canberra (MPC) is responsible for the planning and delivery of light rail services to the people of Canberra. Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015).

The key responsibility in providing the Services, and performing the role of Stakeholder Interface Project Officer, is to assist the Stakeholder Interface Team manage the stakeholder interface issues on the Project.

The Stakeholder Interface Project Officer will, in providing the Services, provide technical support for critical engagements with key stakeholders including ACT Government agencies, Commonwealth Government agencies, other organisations, adjacent projects and developments near the Light Rail Project and with technical and other service providers. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

**Eligibility/Other Requirements:**

##### **Desirable**

Tertiary qualifications in Urban and Regional Planning or similar

Experience in a project related environment

Proven efficiency in the use of various standard computer applications

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

**How to apply:** If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

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

Contact Officer: Ashley Cahif (02) 6205 1212 [Ashley.Cahif@act.gov.au](mailto:Ashley.Cahif@act.gov.au)

### **Transport Canberra and City Services**

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

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

#### **Executive Group Manager, City Operations**

**Temporary Vacancy (1 March 2021 to 30 June 2021, with the possibility of extension of up to 9 months)**

**Transport Canberra and City Services**

**City Services**

**Position: E581**

**(Remuneration equivalent to Executive Level 2.4)**

**Circulated to: ACTPS Senior Executive List**

**Date circulated: 15 February 2021**

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Group Manager City Operations, commencing 01/03/2021 – 30/06/2021 with possibility of extension of up to six months, this order of merit will be used for the following twelve months to fill any vacancy in this role during this time.

The Executive Group Manager, City Operations reports to the Deputy Director-General City Services and is responsible for providing leadership in the delivery of a wide range of services to the community.

The Executive Group Manager leads all teams responsible for the look of the city and its environs and associated compliance activities.

The Executive Group Manager represents 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 project management, transport planning and services, policy, financial management, human resources, government, the wider community and business issues.

The Executive Group Manager will be required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Director will also contribute to broader whole of service initiatives relating to workforce management and planning. The Executive Group Manager will also have a key role in the research and development of innovative approaches for sustainable asset planning and maintenance.

To apply: Applicants should submit a one page expression of interest and curriculum vitae addressing their suitability and availability for the role to Jim Corrigan via email, [jim.corrigan@act.gov.au](mailto:jim.corrigan@act.gov.au) by COB Monday 22 February 2021.

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 \$327,547 - \$340,747 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$264,006.

Contact Officer: Jim Corrigan (02) 6207 5819 [jim.corrigan@act.gov.au](mailto:jim.corrigan@act.gov.au)

#### **Executive Branch Manager, Roads ACT**

**Temporary Vacancy (1 March 2021 to 30 June 2021, with the possibility of extension up to 9 months)**

**Transport Canberra and City Services**

**City Services**

**Position: E276**

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

**Circulated to: ACTPS Senior Executive List, ACTPS SOGA**

**Date circulated: 15 February 2021**

Transport Canberra and City Services are seeking an experienced leader to fill the position of Executive Branch Manager Roads ACT, commencing 01/03/2021 – 30/06/2021 with possibility of extension up to 9 months, this order of merit will be used for the following twelve months to fill any vacancy in this role during this time.

The Executive Branch Manager Roads ACT is responsible for the management, use and maintenance of the ACT roads, bridges, footpaths, traffic lights, street lighting and the stormwater infrastructure asset base. The role is also responsible for management of Canberra's traffic, line-marking, project management, sign design and manufacture and response to emergency works that is underpinned by a 24-hour service.

The position also provides policy advice to the ACT Government on road infrastructure issues in the ACT, the region and nationally. The position manages a staffing level of around 90 employees and an annual maintenance budget of more than \$50 million.

To apply: Applicants should submit a one page expression of interest and curriculum vitae addressing their suitability and availability for the role to Jim Corrigan via email, [jim.corrigan@act.gov.au](mailto:jim.corrigan@act.gov.au) by COB Monday 22 February 2021.

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 \$251,027 - \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Contact Officer: Jim Corrigan (02) 6207 5819 [jim.corrigan@act.gov.au](mailto:jim.corrigan@act.gov.au)

### **Transport Canberra and Business Services**

#### **Territory and Business Services**

#### **Domestic Animal Services**

#### **Ranger**

#### **City Ranger 3 \$73,248 - \$79,310, Canberra (PN: 17773, several)**

Gazetted: 17 February 2021

Closing Date: 3 March 2021

**Details:** Do you love dogs and want to serve the ACT community?? An exciting opportunity is available for suitably experienced people to join the Domestic Animal Services Ranger team.

Domestic Animal Services (DAS) is a business unit within Territory and Business Services that administers a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety, registration of animals, patrolling, care of animals and promotion of responsible pet ownership.

DAS Rangers are based at the Mugga Lane Animal Shelter in Symonston and are responsible for investigating alleged breaches of the Domestic Animals Act 2000 and Animal Welfare Act 1992, and the enforcement of regulatory actions. This involves responding to complaints in field including attacks, roaming dogs, dogs within prohibited areas and animal nuisance complaints.

This position is required to participate in a rotating roster, including public holidays and weekends.

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

#### **Eligibility/Other requirements:**

Desirable - Certificate IV in Government (Investigation) and or willingness to obtain.

Current non restricted driver's licence.

Animal Husbandry/Handling experience is desirable specifically dog handling.

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

**How to Apply:** Applicants should provide a written response no more than two pages to the Selection Criteria located in the Position Description in. 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: Eva Cawthorne (02) 6207 5181 [eva.cawthorne@act.gov.au](mailto:eva.cawthorne@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

### ACT NoWaste

#### Assistant Director, Governance

**Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50037)**

Gazetted: 16 February 2021

Closing Date: 4 March 2021

**Details:** At ACT NoWaste we deliver an ambitious agenda for the ACT community and lead the implementation of sustainable waste management for the Territory. We support Canberrans in their efforts to avoid waste, seeking to maximise resource recovery and minimise waste to landfill. We strive to embody excellence, innovation and best practice in all that we do, focused on delivering outcomes under the *Waste Management and Resource Recovery Act 2016* and the *Waste Management Strategy 2011-2025*.

ACT NoWaste has an ambitious goal of achieving zero recoverable waste being sent to landfill by 2025. To support this goal, we manage a range of contracts and service agreements for waste and recycling activities; design and develop new services to assist residents in reducing waste; lead an extensive policy and regulatory agenda; and manage an award-winning educational experience through our Recycling Discovery Hub.

We are looking for a pro-active, highly organised Assistant Director, Governance with excellent communication and coordination skills to support our team. Join us in our goal to deliver high quality outcomes for the Canberra community!

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

This position is temporary with the possibility of permanency. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

A current driver's licence is desirable.

**Notes:** This is a temporary position available from 8 March 2021 until 7 March 2022 with the possibility of permanency. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. 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 against the five points listed under the Selection Criteria in the position description, up to a maximum of three pages.

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

Contact Officer: Katherine Harrington (02) 6205 4878 [Katherine.Harrington@act.gov.au](mailto:Katherine.Harrington@act.gov.au)

## Transport Canberra

### Strategy, Planning and Policy

#### Director Strategy, Planning and Policy

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 39448)**

Gazetted: 15 February 2021

Closing Date: 1 March 2021

**Details:** Transport Canberra is seeking an experienced person to come on board as the Director Strategy, Planning and Policy. The successful candidate will like working in a fast-paced environment to develop the Public Transport Strategy, supporting policies and plans as well as monitoring public transport performance to achieve organisational outcomes. The Director Strategy, Planning and Policy will plan, co-ordinate and deliver detailed, complex, technical and sensitive projects that impact on and align with strategic or operational outcomes for Transport Canberra, such as the transition to zero emission public transport and other high-profile projects. The Director Strategy, Planning and Policy will lead the development and implementation of transport related policies, planning advice and budget proposals, across the Transport Canberra portfolio, using end-to-end design thinking and focused on user experience.

The Director Strategy, Planning and Policy assists the Senior Director and other Transport Canberra executive in maintaining key stakeholder relationships across the Territory, resolves issues and delivers quality outcomes consistent with the strategic direction of Transport Canberra. Experience in, or knowledge of, government processes including policy and project development and budget proposals is highly desirable.

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

#### **Eligibility/Other requirements:**

Tertiary level qualifications in business, economics, commerce, planning, policy or a related discipline is highly desirable.

Experience in a transport or infrastructure environment is highly desirable

**Notes:** An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is located in 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 and a two-page Expression of Interest addressing the points identified in the 'What you Require' section of the position description.

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

Contact Officer: Vanessa Barnett (02) 6207 0166 [Vanessa.Barnett@act.gov.au](mailto:Vanessa.Barnett@act.gov.au)

## City Services

### ACT NoWaste

#### Strategic Coordination and Planning

##### Senior Project Officer

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 50042)**

Gazetted: 15 February 2021

Closing Date: 1 March 2021

**Details:** Innovation: when you take already existing ideas to make something new and improved. If innovation and problem solving interest you, then this may be the role for you.

The ACT NoWaste team is looking for a Senior Project Manager. You must be keen, smart and ready to learn and deliver. In this team you will use your problem solving skills in projects to make a difference towards better waste management and a circular economy.

The Senior Project Manager works within a high performing team in the development and delivery of services, facilities and infrastructure projects.

ACT NoWaste is a dynamic branch with responsibilities in policy, regulation, contract management, community engagement and business analytics. If this has sparked your interest then you should apply.

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

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

This position may require a pre-employment medical.

Proficient in MS Suite applications – an understanding or willingness to learn MS Project would be an advantage.

**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. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

**How to Apply:** Interested candidates should submit a response, in three pages or less, demonstrating relevant Skills and Experience addressing the Selection Criteria. Please include a current curriculum vitae and contact details of at least two current referees.

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

Contact Officer: Mark Lee (02) 6207 2953 [mark.lee@act.gov.au](mailto:mark.lee@act.gov.au)

## City Services

### Roads ACT

#### Road Maintenance / Program Development

##### Assistant Director, Stormwater Harvesting

**Infrastructure Officer 3 \$110,651 - \$121,464, Canberra (PN: 50537)**

Gazetted: 15 February 2021

Closing Date: 8 March 2021

**Details:** Roads ACT are seeking suitable candidates for the role of Assistant Director, Stormwater Harvesting.

This position is responsible for management of TCCS's stormwater harvesting network. The role includes understanding and taking a leadership role in the planning, creation, operation, and maintenance of stormwater

harvesting assets. The person in the role will lead the operation of the regulated utility to ensure it is economically, environmentally, and socially sustainable and complies with regulations.

This position will be responsible for leading the development of technical understanding of stormwater harvesting systems within and external to TCCS. This will include providing input to non-standard designs and construction, and input to standards.

The role involves contract management and procurement across a broad range of asset types and contractors (e.g. electrical, civil, mechanical, control systems).

The person in this position will lead communication and advocacy efforts with diverse stakeholders to meet the objectives of the utility and the Directorate.

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

**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 (water utilities) and/or project management experience.

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

**How to Apply:** Applicants should address the selection criteria (what you require) section of the Position Description in no more than one A4 page per criteria; provide a current curriculum vitae (resume) and contact details for two referees.

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

Contact Officer: Philip Prentice (02) 6205 4997 [Philip.Prentice@act.gov.au](mailto:Philip.Prentice@act.gov.au)

**Transport Canberra and Business Services**

**Territory and Business Services**

**Canberra Cemeteries**

**Team Leader**

**General Service Officer Level 8 \$70,534 - \$74,533, Canberra (PN: 46555)**

Gazetted: 12 February 2021

Closing Date: 19 February 2021

Details: Canberra Memorial Parks (formally Canberra Cemeteries) is seeking applications for a Team Leader to train, direct and supervise a team of cemetery workers engaged in a range of activities applicable to the delivery of burial services and maintenance of cemeteries.

The successful candidate will need to be able to work in a team based environment, under the limited supervision of the Grounds Manager, Canberra Memorial Parks.

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.

**Mandatory**

Completed training in WHS Awareness and Risk Management (White Card)

Certificate III in Horticulture and/or equivalent demonstrated experience in landscape construction and maintenance

*Chemcert®* and *Gravesafe®* or equivalents or be willing obtain one as part of your initial performance management plan

Hold current licenses: Class MR, Backhoe-Loader or be willing to obtain them as part of your initial performance management plan

Ability to carry out a variety of other heavy manual tasks - applicant will be required to undertake a fitness for duty test

**Desirable**

Certification for other plant e.g. Skid steer loader and excavator

Senior First Aid Certificate

Chainsaw Certificate – basic felling/crosscut felled trees

Experience in operating in Cemeteries and Mausoleum

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

**How to Apply:** Please provide a response to the Selection Criteria outlined in the attached Position Description, including a current curriculum vitae and contact details of 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: Amber Vozella (02) 6207 0646 [amber.vozella@act.gov.au](mailto:amber.vozella@act.gov.au)

## **City Services**

### **ACT NoWaste**

#### **Strategic Coordination and Planning**

##### **Assistant Director, Project Management**

##### **Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 36380)**

Gazetted: 12 February 2021

Closing Date: 2 March 2021

**Details:** ACT NoWaste is seeking an Assistant Director, to join the Strategic Coordination and Planning team to deliver a program of work and actively contribute to managing projects, procurement, improved quality outcomes and the delivery of waste management contracts.

The role will draw on extensive project management, procurement and quality assurance experience to deliver on-going procurements, contracts and projects for ACT NoWaste. This will require rigour and expertise in the management of this function.

The position requires the officer to actively engage with key stakeholders, interpret and apply relevant legislation and the ability to deliver project management competencies (which include project research, scoping, time management, budget estimation, procurement, quality assurance, human resource management, risk assessment, education and communications, and contract initiation).

The role requires high-level attention to detail and excellent communication and organisational 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.

**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. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

**How to Apply:** Please submit an application no more than four pages or less providing examples demonstrating your suitability against the Professional/Technical Skills, Knowledge and Behavioural Requirements for this role outlined in the Position Description. Please provide a current curriculum vitae including two referees.

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

Contact Officer: Margaret Kitchin (02) 6207 7623 [margaret.kitchin@act.gov.au](mailto:margaret.kitchin@act.gov.au)

## **Chief Operating Officer**

### **Governance and Ministerial Services**

#### **Governance**

##### **Director, Corporate Reporting and Planning**

##### **Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 13802)**

Gazetted: 11 February 2021

Closing Date: 18 February 2021

**Details:** Governance is responsible for the oversight of audit, compliance, business continuity, insurance coordination, risk management, quality management, records management and corporate planning/reporting. The section works collaboratively with all business units across the directorate and is supportive and flexible in its approach to changing priorities.

We are seeking applications from highly motivated and goal orientated people to fill the role of Director, Corporate Reporting and Planning which sits within the Governance team and is responsible for overseeing the whole of government reporting and planning requirements, internal Executive reporting, and the Governance

framework for the Directorate. This role also coordinates the drafting, publishing, and tabling of the Directorate's annual report. A key deliverable over the next 6 months will be leading and delivering the new TCCS Strategic Plan, including facilitating workshops and ensuring executive and staff engagement and timelines are met.

Ideally, you will have high level experience in corporate planning, developing, and implementing Governance frameworks, policies, and procedures, aligned with the organisation's Quality Management System, demonstrated ability in researching, analysing, and preparing concise relevant and timely briefings and written reports with attention to detail. You will also have the ability to manage workloads and priorities to deliver a range of projects to timely completion and excellent oral and written communication skills with the ability to negotiate and make sound, well-informed decisions.

**Eligibility/Other Requirements:**

Proven high level experience in a policy development environment.

Proven high level of experience in project management.

Ability to deliver a range of information sessions on policy matters with consideration of the needs of work areas.

**Notes:** This is a temporary position available immediately for six months with the possibility of extension. Selection may be based on application and referee reports only.

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

Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae with details of at least two referees, and a pitch of no more than two pages setting out why you are the best person for the role, with reference to the Selection Criteria.

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

Contact Officer: Chris Wilson (02) 6205 3404 Chris.Wilson@act.gov.au

**Worksafe ACT**

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

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

**Strategy and Regulatory Support**

**Research and Data Analyst**

**Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 46808)**

Gazetted: 12 February 2021

Closing Date: 26 February 2021

Details: Are you an experienced research and data analyst with top-notch report writing skills?

Then we want to hear from you!

WorkSafe ACT, is committed to being an intelligence-led regulator, and your role as the Research and Data Analyst will help us achieve this goal.

In this role, you will be responsible for researching, analysing, and interpreting complex data, reporting on WorkSafe ACT's compliance and enforcement activities, using Salesforce to build reports and dashboards, examining external data sources, and supporting media and communication activities with relevant data and analysis.

Working with internal and external stakeholders, you will have strong verbal and written communication skills and be able to prioritise competing tasks and deadlines effectively.

**Eligibility/Other Requirements:** It would be highly desirable but not essential for you to have:

knowledge or experience in WHS, workers' compensation and/or industrial relations;

experience working with Salesforce; and

tertiary qualifications in a related field.

**Note:** This position will be moving to a new workplace designed for activity-based working (ABW) in the near future. Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

**How to Apply:** To apply for this role, please submit a maximum two-page pitch demonstrating your suitability and experience against the 'role/responsibilities', 'ideal candidate' and 'other relevant qualifications and experience', as outlined in the Position Description. Please supply a current curriculum vitae containing 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: Amy Pedley (02) 6205 4074 amy.pedley@act.gov.au

## **Compliance and Enforcement**

### **General**

#### **Inspector**

#### **Regulatory Inspector 5 \$81,407 - \$86,168, Canberra (PN: 50557)**

Gazetted: 12 February 2021

Closing Date: 26 February 2021

Details: WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection and investigation. It is responsible for monitoring and enforcing compliance by duty holders with the *Work Health and Safety Act 2011* (WHS Act), *Workers Compensation Act 1951* and *Dangerous Substances Act 2004* (DS Act).

WorkSafe ACT is a fully independent office headed by the Work Health and Safety (WHS) Commissioner, who is the Territory's regulator. Over the next 12 months, a planned program of work will be implemented to improve our operational efficiency and effectiveness. WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator.

Inspectors in the General Team have the opportunity to undertake planned rotation through the various inspector teams within WorkSafe ACT.

The inspectorate is responsible for providing compliance and enforcement services, expert information, assistance and education that contribute to the reduction of harm and/or improved support for injured or ill workers in ACT workplaces.

You will need solid attention to detail and the ability, under limited direction, to manage and complete multiple tasks in collaboration with various stakeholders including unions, industry associations and other government agencies. You will be responsible for building trusted relationships across the Territory to ensure best practices are imbedded in workplaces to increase the safety and health of workers.

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:

Ability to undertake training and competency based assessments required to perform the regulatory functions of an authorised Inspector in accordance with the WHS Act and DS Act. This includes the ability to undertake field inspections across ACT workplaces.

Completion of required mandatory training for Workers' Compensation legislation as a delegated/appointed person/Authorised officer by the WHS Commissioner.

Certificate IV in Government (Workplace Inspections) or WHS or equivalent qualification.

Current unrestricted driver's licence.

Willingness to:

Participate in an after-hours on-call and telephone roster when required

Wear a uniform

Participate in programmed after hours compliance activities when required, and

Undergo a pre-employment National police check.

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) in 2021. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Prepare a two page response addressing the Selection Criteria outlined in the Ideal Candidate section above. Please ensure you demonstrate in your application that you meet the essential requirements listed above.

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

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

Contact Officer: Michael Foster (02) 6207 3036 michael.foster@act.gov.au

### **Strategy, Compensation and Licensing**

#### **Director, Regulatory Policy and Licensing**

**Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 42354)**

Gazetted: 11 February 2021

Closing Date: 8 March 2021

**Details:** The Strategy, Compensation and Licensing Team within WorkSafe ACT is responsible for identifying, developing and implementing strategic priorities for WorkSafe ACT. The team also has responsibility for the regulator's licensing functions.

The Director, Regulatory Policy and Licensing will manage the day to day operations of the Strategy, Compensation and Licensing Team, including oversight of:

Regulatory policy.

Media and communications.

Education and stakeholder engagement.

Workers' compensation and labour hire licencing.

To be successful in this role, you will have a keen interest in work health and safety regulatory functions, including the associated legislative frameworks. You will be committed to excellence and innovation with a strong record of achievement in leading people, managing resources and be able to translate this to a government/regulatory context.

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

Knowledge of work health and safety and workers' compensation legislation and issues is essential.

Knowledge of licensing functions and issues is highly desirable.

Tertiary qualifications in a related area are desirable but not essential.

**How to Apply:** Prepare a two page response addressing the Selection Criteria outlined in Position Description and the Ideal Candidate section above.

Please ensure you address the essential requirements.

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

Contact Officer: Leanne MacLaughlan (02) 6207 1505 [leanne.macLaughlan@act.gov.au](mailto:leanne.macLaughlan@act.gov.au)

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

## **APPOINTMENTS**

### **Canberra Health Services**

#### **Registered Nurse Level 1 \$67,984 - \$90,814**

Julius Adu, Section 68(1), 18 February 2021

#### **Registered Midwife Level 1 \$67,984 - \$90,814**

Amira Barakat, Section 68(1), 18 February 2021

#### **Health Professional Level 4 \$110,397 - \$118,832**

Jacinta Bryce, Section 68(1), 30 April 2021

#### **Infrastructure Officer 3 \$110,651 - \$121,464**

Ross Commons, Section 68(1), 15 February 2021

#### **Health Professional Level 2 \$67,892 - \$93,203**

Rekha Dahiya, Section 68(1), 15 February 2021

#### **Administrative Services Officer Class 2 \$58,230 - \$64,299**

Sungeun Dalton, Section 68(1), 22 February 2021

**Registered Midwife Level 1 \$67,984 - \$90,814**

Victoria Hellawell, Section 68(1), 18 February 2021

**Registered Midwife Level 1 \$67,984 - \$90,814**

Gabrielle Hunter, Section 68(1), 18 February 2021

**Enrolled Nurse Level 1 \$61,658 - \$65,876**

Kaela Keogh, Section 68(1), 17 February 2021

**Registered Midwife Level 1 \$67,984 - \$90,814**

Samantha Lawson, Section 68(1), 18 February 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Jacob McGrath, Section 68(1), 15 February 2021

**Health Professional Level 2 \$67,892 - \$93,203**

Rachael Mitterfellner, Section 68(1), 16 February 2021

**Infrastructure Officer 3 \$110,651 - \$121,464**

Andrew Oldfield, Section 68(1), 15 February 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Elsy Scaria, Section 68(1), 17 February 2021

**Enrolled Nurse Level 1 \$61,658 - \$65,876**

Harsh Sharma, Section 68(1), 15 February 2021

**Infrastructure Officer 3 \$110,651 - \$121,464**

Sanjeev Sharma, Section 68(1), 15 February 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Hannah Short, Section 68(1), 13 February 2021

**Registered Midwife Level 1 \$67,984 - \$90,814**

Amy Sparrow, Section 68(1), 18 February 2021

**Registered Midwife Level 1 \$67,984 - \$90,814**

Madeliene Webb, Section 68(1), 18 January 2021

**Registered Midwife Level 1 \$67,984 - \$90,814**

Jennifer Yap, Section 68(1), 18 February 2021

**Registered Nurse Level 1 \$67,984 - \$90,814**

Harvey Ligsay, Section 68(1), 17 March 2021

**Canberra Institute of Technology**

**Administrative Services Officer Class 2/3 \$58,230 - \$71,004**

Rebecca Billington, Section 68(1), 18 February 2021

**Teacher Level 1 \$77,492 - \$103,397**

Alexander Whyte, Section 68(1), 15 February 2021

**Chief Minister, Treasury and Economic Development**



**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Pema Choden, Section 68(1), 18 February 2021

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Jonathan Collantes, Section 68(1), 15 February 2021

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Elizabeth Forner, Section 68(1), 17 February 2021

**Administrative Services Officer Class 4 \$73,248 - \$79,310**

Anushka Kumar, Section 68(1), 16 February 2021

**Senior Officer Grade C \$110,397 - \$118,832**

Lisa Neill, Section 68(1), 19 February 2021

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Analysa Rezo, Section 68(1), 18 February 2021

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Lauren Sutherland, Section 68(1), 31 March 2021

**Administrative Services Officer Class 3 \$65,976 - \$71,004**

Zhe Tang, Section 68(1), 15 February 2021

**Education**

**Cleaning Services Officer 2 \$51,742 - \$53,670**

John Fedorow, Section 68(1), 11 February 2021

**School Assistant 4 \$67,267 - \$72,837**

Nicole Paterson, Section 68(1), 16 February 2021

**Environment, Planning and Sustainable Development**

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Jacinta Evans, Section 68(1), 15 February 2021

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Sherab Jamtsho, Section 68(1), 12 February 2021

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Jurie Kim, Section 68(1), 12 February 2021

**Justice and Community Safety**

**Senior Officer Grade A \$151,002**

Rodney Deaman, Section 68(1), 11 February 2021

**Administrative Services Officer Class 5 \$81,407 - \$86,168**

Reece Wood, Section 68(1), 12 February 2021

**Suburban Land Agency**

**Administrative Services Officer Class 6 \$87,715 - \$100,388**

Michaela Jacobs, Section 68(1), 17 February 2021

**Transport Canberra and City Services**

**General Service Officer Level 3/4 \$51,742 - \$56,505**

Alice Blackshaw, Section 68(1), 15 February 2021

**General Service Officer Level 3/4 \$51,742 - \$56,505**

Lauren Pryor, Section 68(1), 12 February 2021

**Worksafe ACT**

**Regulatory Inspector 6 \$87,715 - \$100,388**

Ben Palmer, Section 68(1), 15 February 2021

**TRANSFERS**

**Canberra Health Services**

**Karen Clarke**

From: Health Professional Level 2 \$67,892

Canberra Health Services

To: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services, Canberra (PN. 49493) (Gazetted 5 November 2020)

**Kieran Hay**

From: Health Service Officer Level 3 101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services

To: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 49490) (Gazetted 5 November 2020)

**Payal Singh**

From: Health Professional Level 2 \$67,892

Canberra Health Services

To: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services, Canberra (PN. 49494) (Gazetted 5 November 2020)

**Alys Wishart**

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 34581) (Gazetted 17 December 2020)

**Peter Sheils**

From: Registered Nurse Level 3.2 \$122,360

Canberra Health Services

To: Senior Professional Officer Grade C \$110,397 - \$118,832

Canberra Health Services, Canberra (PN:50104) (Gazetted 17 December 2020)

### **Education**

#### **Linda Murphy**

From: School Assistant 2/3 \$49,516 - \$60,379

Education

To: School Assistant 2 \$49,516 - \$54,675

Education, Canberra (PN. 50757) (Gazetted 3 December 2020)

### **Transport Canberra and City Services**

#### **Mary McKie**

From: Senior Officer Grade B \$146,368

Transport Canberra and City Services

To: Senior Officer Grade B \$130,018 - \$146,368

Transport Canberra and City Services, Canberra (PN. 35654) (Gazetted 22 January 2021)

## **PROMOTIONS**

### **Canberra Health Services**

#### **Chief Operating Officer Clinical Services**

##### **Rosalie Austin**

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 22285) (Gazetted 10 December 2020)

#### **Medical Services**

##### **Chelsea Downing**

From: Pharmacist Level 1 \$72,260 - \$83,418

Canberra Health Services

To: Pharmacist Level 2/3 \$80,531 - \$110,536 (up to \$113,425 on achieving personal upgrade)

Canberra Health Services, Canberra (PN. 18611)

#### **Chief Operating Officer Clinical Services**

##### **Barry Herberts**

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 16141) (Gazetted 10 December 2020)

#### **Chief Operating Officer Clinical Services**

##### **Cincy Jacob**

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 21144) (Gazetted 10 December 2020)

#### **Alexandra Kenney**

From: Registered Nurse Level 1 \$67,984 - \$90,814

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 45984) (Gazetted 14 January 2021)

**Canberra Health Services**

**Lauren MacLachlan**

From: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services

To: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 12352) (Gazetted 6 January 2021)

**Chief Operating Officer Clinical Services**

**Linda Pronk**

From: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services

To: Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade)

Canberra Health Services, Canberra (PN. 33288) (Gazetted 21 January 2021)

**Chief Operating Officer Clinical Services**

**Leeba Samuel**

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 15603) (Gazetted 10 December 2020)

**Chief Operating Officer Clinical Services**

**Sharlotte Taylor**

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: †Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 40441) (Gazetted 10 December 2020)

**Canberra Health Services**

**Dechen Tshomo**

From: Health Service Officer Level 5 \$57,809 - \$60,679

Canberra Health Services

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Canberra Health Services, Canberra (PN. 42113) (Gazetted 7 January 2021)

**Canberra Health Services**

**Saji Varghese**

From: Administrative Services Officer Class 2 \$58,230 - \$64,299

Canberra Health Services

To: Administrative Services Officer Class 3 \$65,976 - \$71,004

Canberra Health Services, Canberra (PN. 50330) (Gazetted 7 January 2021)

**Canberra Health Services**

**Rachel Yang**

From: Technical Officer Level 1 \$60,130 - \$63,043

Canberra Health Services

To: Technical Officer Level 2 \$65,087 - \$74,533

Canberra Health Services, Canberra (PN. 50530) (Gazetted 27 August 2020)

**Chief Minister, Treasury and Economic Development**

**Revenue Management**

**Compliance**

**Claire Blackall**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 49926) (Gazetted 1 December 2020)

**Access Canberra  
Customer Coordination  
Contact Centre  
Taryn Chaleune**

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 55701) (Gazetted 14 October 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Economic Development  
Sport and Recreation  
ACT Academy of Sport  
Lauren Christie**

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 49478) (Gazetted 26 October 2020)

**Shared Services ICT  
SSICT Strategic Business  
Business Enablement and Analysis Services  
Hannah Gill**

From: Senior Officer Grade C \$110,397 - \$118,832

Transport Canberra and City Services

To: †Senior Officer Grade B \$130,018 - \$146,368

Chief Minister, Treasury and Economic Development, Canberra (PN. 49173) (Gazetted 19 November 2020)

**Communications and Engagement  
Amy Linnane**

From: Senior Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$130,018 - \$146,368

Chief Minister, Treasury and Economic Development, Canberra (PN. 41355) (Gazetted 9 December 2020)

**Shared Services  
Finance Services  
Finance Operations  
Nancy Lucerne**

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development, Canberra (PN. 11307) (Gazetted 9 December 2020)

**Access Canberra  
Construction, Utilities and Environment Protection  
Leasing and Occupational Licensing  
Katherine Musgrove**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 18924) (Gazetted 25 November 2020)

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.

**Revenue Management**

**Compliance**

**Jinju Tian**

From: Administrative Services Officer Class 2 \$58,230 - \$64,299

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 3 \$65,976 - \$71,004

Chief Minister, Treasury and Economic Development, Canberra (PN. 40911) (Gazetted 27 November 2020)

**Community Services**

**Children, Youth and Families**

**Child and Youth Protection Services**

**Kathleen Ehlers**

From: Child and Youth Protection Professional Level 4 \$117,046 - \$125,587

Community Services

To: †Child and Youth Protection Professional Level 5 \$134,806 - \$151,360

Community Services, Canberra (PN. 07420) (Gazetted 12 November 2020)

**Director of Public Prosecutions**

**Legal**

**Claire Daly**

From: Prosecutor Grade 1 - 2 \$79,547 - \$124,348

Justice and Community Safety

To: †Prosecutor Grade 3 \$129,762 - \$143,490

Director of Public Prosecutions, Canberra (PN. 45407) (Gazetted 17 November 2020)

**Legal**

**Nathan Deakes**

From: Prosecutor Grade 1 - 2 \$79,547 - \$124,348

Justice and Community Safety

To: †Prosecutor Grade 3 \$129,762 - \$143,490

Director of Public Prosecutions, Canberra (PN. 45405, several) (Gazetted 17 November 2020)

**Legal**

**RYAN ROBERTS**

From: Prosecutor Grade 1 - 2 \$79,547 - \$124,348

Justice and Community Safety

To: †Prosecutor Grade 3 \$129,762 - \$143,490

Director of Public Prosecutions, Canberra (PN. 45405) (Gazetted 17 November 2020)

**Education**

**Service Design and Delivery**

**Student Engagement**

**NSET**

**Belinda Wise**

From: School Assistant 2/3 \$49,516 - \$60,379

Education

To: School Assistant 4 \$67,267 - \$72,837

Education, Canberra (PN. 47107) (Gazetted 5 May 2020)

**Environment, Planning and Sustainable Development**

**Planning, Land and Building**

**Building, Design and Projects**

**Housing and Policy**

**Bronwyn Noack**

From: Senior Officer Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$130,018 - \$146,368

Environment, Planning and Sustainable Development, Canberra (PN. 29029) (Gazetted 22 January 2021)

**Chief Operating Officer Group**

**Finance, Information Technology, Assets**

**Digital Solutions**

**Anurag Tripathi**

From: Senior Officer Grade C \$110,397 - \$118,832

Justice and Community Safety

To: †Senior Officer Grade B \$130,018 - \$146,368

Environment, Planning and Sustainable Development, Canberra (PN. 39362) (Gazetted 2 October 2020)

**Justice and Community Safety**

**Director of Public Prosecutions**

**legal**

**Isabella Coker**

From: Prosecutor Associate \$73,248 - \$75,492

Justice and Community Safety

To: Prosecutor Grade 1 - 2 \$79,547 - \$124,348

Justice and Community Safety, Canberra (PN. 27942) (Gazetted 10 March 2020)

**Corporate**

**Strategic Finance**

**Ruilin Gao**

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Justice and Community Safety

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety, Canberra (PN. 10265) (Gazetted 5 May 2021)

**Director of Public Prosecutions**

**legal**

**Juanita Zankin**

From: Prosecutor Associate \$73,248 - \$75,492

Justice and Community Safety

To: Prosecutor Grade 1 - 2 \$79,547 - \$124,348

Justice and Community Safety, Canberra (PN. 35549) (Gazetted 10 March 2020)

**Transport Canberra and City Services**

**Office of the Director-General**

**Communications and Engagement**

**Christopher Clarke**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$110,397 - \$118,832

Transport Canberra and City Services, Canberra (PN. 50045) (Gazetted 7 December 2020)

**Office of the Director General  
Communications**

**Renee Riley**

From: Senior Officer Grade B \$130,018 - \$146,368

Transport Canberra and City Services

To: †Senior Officer Grade A \$151,002

Transport Canberra and City Services, Canberra (PN. 33134) (Gazetted 31 January 2020)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Transport Canberra and Business Services**

**Bus Operations**

**Heidi Stephenson**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Community Services

To: †Senior Officer Grade C \$110,397 - \$118,832

Transport Canberra and City Services, Canberra (PN. 35980) (Gazetted 13 January 2021)

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.