



ACT Government Gazette

Gazetted Notices for the week beginning 06 May 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

Office of the Chief Information Officer

Executive Group Manager, Digital Health Record

2.2 \$286,648 - \$298,006 depending on current superannuation arrangements, Canberra (PN: E1167)

Gazette Date: 10 May 2021

Closing Date: 23 May 2021

Details: ACT Health is seeking a suitably experienced Senior Executive to lead the successful implementation of the Digital Health Record program across the ACT Public Health system. The Digital Health Record Program has carriage of the largest health ICT investment in the ACT Government's history which will transform the way health care is provided in ACT public health services. Reporting to the Chief Information Officer, the Executive Group Manager Digital Health Record will be engaged on a contract until 27 January 2023.

Eligibility/Other Requirements: The successful applicant will need to gain and maintain a Negative Vetting Level 1 National Security Clearance (and as such, must be an Australian citizen) and will have a minimum of ten years of experience with management and support of healthcare/clinical ICT systems and a detailed understanding of modern healthcare service delivery.

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.

How to Apply: Applicants are to provide a copy of their curriculum vitae, a response to the Executive Capabilities and Position Description and contact details of at least two referees to Mr Peter O'Halloran via email,

peter.ohalloran@act.gov.au

Contact Officer: Peter O'Halloran (02) 5124 9000 peter.ohalloran@act.gov.au

Health System Policy and Research

Public Health Protection and Regulation

Health Protection Service

Customer Service Officers (Public Health Emergency Co-ordination Centre)

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: C11443, several)

Gazetted: 12 May 2021

Closing Date: 31 December 2021

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The COVID-19 Response Team is seeking casual Customer Service Officers to assist with the COVID-19 public health response. Casual staff are required to conduct contact tracing for COVID-19 cases, welfare monitoring of people in quarantine, assisting with the implementation of public health directions such as travel restrictions, responding to phone enquiries regarding COVID-19, and other tasks as required to assist the Public Health Emergency Control Centre (PHECC) and the broader ACT Health Directorate. Applicants should have customer service experience, excellent verbal communication skills, experience with using databases, and be flexible and adaptable to a rapidly changing work environment.

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

Note: This is a casual position for up to 12 months, with weekend and some after hours work. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If you are interested in this exciting position, you can apply by email to covid.ops@act.gov.au and provide a written statement of no more than two pages addressing the professional technical skills and knowledge and behavioural capabilities, your curriculum vitae and contact details for two referees, one being your current supervisor.

Contact Officer: covid.ops@act.gov.au

**Health Systems, Policy and Research
Public Health Protection and Regulation
Health Protection Service**

Team Leader – Contact Tracing

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 48934)

Gazetted: 11 May 2021

Closing Date: 25 May 2021

Details: On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. A COVID-19 Response Team has been created to deliver the public health response over a longer term.

The Directorate is looking for a highly efficient and dedicated staff member to join the COVID-19 response team as a Team Leader for the contact tracing team. This role oversees the co-ordination of contact tracing for COVID-19 and the management of people in quarantine, including supervision of a team of casual and fulltime staff members. The role will involve the development of processes and procedures around contact tracing, including the development of training programs and packages. We are seeking individuals with an understanding of public health in the context of COVID-19, highly developed analytical skills, the ability to make sound judgements in high pressure situations, and great interpersonal and staff management skills.

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Eligibility/Other Requirements:

Undergo a pre-employment National Police Check. The work may require weekend work depending on operational requirements.

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

How to Apply: If you are interested in this exciting position, you can apply by providing a written statement of no more than two pages addressing the professional technical skills and knowledge and behavioural capabilities, your curriculum vitae and contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Hundy (02) 5124 9249 Rebecca.Hundy@act.gov.au

**Health Systems Policy and Research
Legal Policy Officers - ACT Health Directorate**

Senior Officer Grade C, Senior Officer Grade A, Legal Officer Grade 2 \$110,397 - \$154,670, Canberra (PN: 23757, several)

Gazetted: 07 May 2021

Closing Date: 21 May 2021

Details: ACT Health Directorate is seeking applications from suitably experienced individuals for a number of full-time Legal Policy Officer positions at a range of levels:

Legal Policy Officer Level 2 – Health Protection Service – Position Number 23757 (*permanent*)

SOG A Senior Director, Legal Policy – COVID-19 Response - Position Number 50981 (*temporary until December 2021 with immediate commencement and the possibility of extension*)

SOG C Legal Policy Officer - Mental Health Policy – position numbers 48333 and 51602. *(temporary until October 2021 with the possibility of extension, two positions available)*

Ideal candidates will have demonstrated ability to undertake complex legal advice, research and analysis and high-level oral and written communication skills.

Eligibility/Other Requirements:

Prospective applicants should closely read the Position Description for the position they are applying for, noting compliance requirements/qualifications vary slightly across the positions advertised.

All successful candidates will be required to undergo a pre-employment National Police Check prior to commencement.

Notes: There is one permanent full-time position available and several temporary positions of varying duration available. An Order of Merit will be established from these processes and may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Interested candidates are requested to provide a written statement of no more than two pages addressing the Capabilities listed under 'What You Require' in the Position Description along with your curriculum vitae and contact details of two referees. Please title your written statement to include the position number of the role that you are applying for.

Applications should be submitted via the Apply Now button below.

Contact Officer: Victor Martin (02) 5124 9262 Victor.Martin@act.gov.au

Coordination and Support Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004 , Canberra (PN: 25770)

Gazette Date: 10 May 2021

Closing Date: 24 May 2021

Details: The Administrative Officer will provide critical support to the Environment and Radiation Safety Teams. The team conducts a variety of public health regulatory activities and functions such as radiation licensing, investigation of complaints alleging insanitary conditions, cooling tower compliance and recreational water monitoring. The role will involve both office and field-based activities, appropriate to this level of classification, such as recreational water sampling. You will also be required to undertake appropriate administrative tasks and incidental duties to support the teams. This role requires the ability to maintain a high-level of confidentiality, follow procedures accurately, and to exercise sound judgement.

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

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

How to Apply: If you are interested in joining this exciting team, you can apply by providing a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behaviour Capabilities, curriculum vitae and contact details for two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Groeschel (02) 5124 9092 Kate.Groeschel@act.gov.au

Digital Solutions Division

Senior Business Analyst

Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 50935)

Gazetted: 11 May 2021

Closing Date: 27 May 2021

Details: The Digital Solutions Division within ACT Health is seeking to recruit a motivated and experienced Senior Business Analyst who can be part of a dynamic project team to make a significant contribution to the digital transformational changes underway in our health system. As a Division we are committed to delivering quality solutions for our clinical colleagues in the wider ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

Under the broad direction of the Senior Project Manager, the Senior Business Analyst is responsible for the provision of documenting requirements in line with the Digital Solutions Division Delivery Frameworks and processes.

To be successful, the Senior Business Analyst must have:

Proven conceptual and analytical skills so that the customers business needs are properly interpreted and translated into application and operational requirements.

Extensive experience preparing requirement models, detailed specifications and design documentation.

Excellent communication skills interacting with diverse range of key stakeholders to capture requirements.

Experience managing traceability requirements, use cases and test planning activities.

Strong decision-making skills to assess a situation, consider options and select a course of action.

Eligibility/Other Requirements: This role requires you to obtain and maintain an Australian Government Negative Vetting Level 1 (NV1) or Baseline Security Clearance, which will be sponsored by the ACT Health Directorate. 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. Desirable: Certificate III or equivalent e.g. Information, Digital Media and Technology, Live Production, Technical Production, Graphic Design and Photography – evidence in the form of a photographic/web portfolio and/or social media profile is desirable.

Note: This is a temporary position available for a period of 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sandra Millett (02) 5124 9409 ACTHealthCIO@act.gov.au

Calvary Public Hospital Bruce

Division: Intensive Care Unit - Critical Care Unit

Position Title: ICU/CCU Registered Nurse Level 1

Classification Registered Nurse Level 1 \$69,832.00 - \$93,283.00 Canberra LP7314

Gazette Date: 07 May 2021

Closing Date: 19 May 2021

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

Reference Number: 15554

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

Contact Officer: Amanda O'Donnell Amanda.O'Donnell@calvary-act.com.au

Division Emergency Department

Position Title Clinical Nurse Practitioner

Classification Registered Nurse Level 4 Grade 1 \$122,360, Canberra (600768)

Gazette Date: 07 May 2021

Closing Date: 20 May 2021

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

Reference Number: 15327

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

Contact Officer: Angela Devlin (02) 6201 6263 Angela.Devlin@calvary-act.com.au

Division: Intensive Care Unit/Critical Care Unit

Position Title: Registered Nurse

Classification: Registered Nurse 2 \$96,976 - \$102,871, Canberra (LP8391, several)

Gazette Date: 07 May 2021

Closing Date: 19 May 2021

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

Reference Number: 15356

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

Contact Officer: Amanda O'Donnell Amanda.O'Donnell@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

Medical Services

Pathology

Pathology Admin

Executive Advisor

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 16389)

Gazetted: 12 May 2021

Closing Date: 26 May 2021

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

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

The Executive Advisor of ACT Pathology is responsible for the strategic and operational support of the Pathology branch of Canberra Health Services, ensuring the effective and efficient operation of ACT Pathology.

Under broad direction, you will play a key role in providing high level confidential administrative management support, based on prior pathology experience, knowledge and understanding, to the office of the Executive Director and Director of Operations, Pathology.

About You

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

Behavioural Capabilities

Strong organisation skills with a high degree of drive and attention to detail

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 reliably as part of a team.

Eligibility/Other Requirements

Relevant qualifications are highly desirable or experience in Medical Laboratory Science, Bachelor of Applied Science or business or related discipline.

High level understanding of National Association of Testing Authorities (NATA) accreditation and how this pertains to the ability of laboratory eligibility for Medicare Benefits.

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 up to 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

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

Contact Officer: Tracey Farrar (02) 5124 2893 Tracey.Farrar@act.gov.au

Quality Safety Innovation and Improvement

Patient Experience and Consumer Feedback

Consumer Feedback and Engagement Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 13502)

Gazetted: 06 May 2021

Closing Date: 20 May 2021

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Position Overview

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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

The Consumer Participation Team manages consumer feedback and engagement, patient experience survey and consumer handouts coordination. The team also supports the implementation and monitoring of the Partnering with Consumers Framework

About You

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Behavioural Capabilities

High level verbal and written communication, and interpersonal skills

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

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

Eligibility/Other Requirements

Highly Desirable:

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

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 a period of 12 months

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

Contact Officer: Bailey De Paiva (02) 5124 6265 bailey.depaiva@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Mental Health

Allied Health Assistant 3

Allied Health Assistant 3 \$67,158 - \$70,454 (up to \$74,533 depending on qualification level), Canberra (PN: 37809)

Gazetted: 07 May 2021

Closing Date: 24 May 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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

Overview of the work area and position

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

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

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

The Adult Mental Health Rehabilitation Unit is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

Under the direction of an Allied Health Professional, Allied Health Assistants provide support to clinical staff with delivering psychosocial interventions to people with a mental illness or a mental disorder. Allied Health Assistants promote the identified recovery goals, working collaboratively with people to achieve these, and support the person to link with community agencies or NDIS providers. Allied Health Assistants level 3 are expected to provide supervision to staff at AHA level 1 and 2 and AHA students.

The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Recovery Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

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Behavioural Capabilities

Effective communication and interpersonal skills,

Ability to respond to and prioritise competing tasks in a calm and efficient manner while also maintaining high work standards and accuracy,

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

Commitment to achieving positive outcomes for people.

Eligibility/Other Requirements

Mandatory:

Certificate IV in Mental Health or equivalent qualification.

A minimum of 24 months experience in a related/relevant organisation/service.

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 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.

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).

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

Note: There is one current vacancy available and one expected vacancy.

Contact Officer: Bronwyn Thomson (02) 5124 0150 Bronwyn.Thomson@act.gov.au

Clinical Service

Medicine

Medical

Senior Transformational Lead Cardiology

Senior Officer Grade A \$151,002, Canberra (PN: 51657)

Gazetted: 06 May 2021

Closing Date: 28 May 2021

Our Vision: Creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The cardiology department sits within the Division of Medicine, Canberra Health Services and operates 24 hours, seven days a week, offering a wide range of clinical services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of cardiac disease.

The Senior Transformation Lead will oversee the initiation, implementation, and on-going monitoring of the recently commissioned cardiology review. Working in partnership with the Cardiology Department leadership team, under direction from the Executive Director, and Clinical Director, Division of Medicine, you will play a key role in ensuring key recommendations are delivered in consultation with all relevant stakeholders.

About You

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Behavioural Capabilities

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

Think strategically / aware and responsive to political signals and pressures

Leadership, negotiation, and motivation.

Work across boundaries with flexibility to changing demands and priorities

Position Requirements/Qualifications:

Mandatory:

Experience in a busy clinical operation or change management role.

Highly desirable:

Tertiary qualifications or equivalent in a health-related field and/or management.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note: This is a temporary position available for a period of 11.5 months with the possibility of extension.

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

Contact Officer: Jacqui Taylor (02) 5124 3603 jacqui.h.taylor@act.gov.au

Pharmacy

Executive Director of Medical Services

Pharmacy Technician, Training and Administration

Technical Officer Level 3 \$75,985 - \$85,873, Canberra (PN: 26884)

Gazetted: 07 May 2021

Closing Date: 25 May 2021

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

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Pharmacy sits within the Office of the Executive Director of Medical Services (EDMS) team which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services.

CHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, and administration staff. The department provides a range of clinical services to inpatients and outpatients including several specialised services. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward-thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community"

The role of the Pharmacy technician, Training and Administration is an integral part of the effective, accurate and high-quality provision of pharmacy services within Canberra Health Services. The role is responsible for the training, supervision, and peer monitoring of the pharmacy department technician workforce.

ABOUT YOU

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

Behavioural Capabilities

Self-motivated and enthusiastic

Excellent communication skills

Strong organisational skills

Eligibility/Other Requirements:

Certificate IV in Hospital and Health Services Pharmacy Support, and

Certificate IV in Training and Assessment (TAE) qualifications, and a

Minimum of three years' experience working professionally as a pharmacy technician in the hospital setting.

Be available for regular weekend and after-hours work

Work across multiple sites within CHS

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 Occupational Assessment, Screening and Vaccination policy, (OMU).

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for six months.

Contact Officer: Monica Rayson (02) 5124 7949 monica.rayson@act.gov.au

CHS Chief Operating Officer Clinical Services

CHS Rehabilitation, Aged and Community Services

Enrolled Nurse

Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 28337)

Gazetted: 07 May 2021

Closing Date: 25 May 2021

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POSITION OVERVIEW

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A number of RACS services work collaboratively with the individuals, their carers and other services within and external to Canberra Health Services.

The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

ABOUT YOU

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Behavioural Capabilities

Initiative and enthusiasm for the role.

Well-developed communication and interpersonal skills.

The ability to work autonomously and as part of a multidisciplinary team.

Organisational ability and time management skills.

Eligibility/Other Requirements

Diploma in Nursing.

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

A current Driver's Licence.

A minimum of 3 years' experience working professionally as an Enrolled Nurse is preferred. Comprehensive experience is desirable as this position has a high degree of autonomy.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Provide evidence of qualifications and professional registration as well as a current drivers licence.

Provide the names and contact details of two referees (one being a current Manager)

Notes: This position is a permanent part-time evening position on a 5x2 roster of 6 hours shifts (21 hours per week), which include working every second weekend as well as any Public holiday which falls during usual rostered days. There is a possibility of a range of extra shifts as well as backfilling for night duty positions.

Contact Officer: Leontine Muis (02) 5124 2900 leontine.muis@act.gov.au

Clinical Service

University of Canberra Hospital

Specialised Nursing

Clinical Nurse Educator University of Canberra Hospital

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 22373)

Gazetted: 07 May 2021

Closing Date: 21 May 2021

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.

Overview of Work Area and Position

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

The Clinical Nurse Educator (CNE) of University of Canberra Hospital (UCH) is responsible for the day-to-day educational management of the three wards and a small team of Clinical Development Nurse's (CDN's).

The CNE is to provide expert educational leadership and management within the nursing and multidisciplinary team. The CNE will develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate education. It is expected that the CNE will promote, incorporate and maintain the National Safety and Quality Health Standards at an educational level.

There is an expectation that the successful applicant/s will maintain accountability for their own practice standards, education and work collaboratively with the University of Canberra team to support the professional development of the UCH nursing workforce

ABOUT YOU

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Behavioural Capabilities

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

Good organisational skills.

Good communication skills.

Leadership qualities.

Passion for education.

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
Nurse Practitioner must be credentialed prior to commencement at Canberra Health Services.

Desirable:

Post graduate qualifications in nursing, education or related field.

Recent relevant experience in Education.

Current driver's licence.

Hold Intermediate or Advanced Life Support Certification.

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.

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.

Nurse Practitioner must be credentialed prior to commencement at Canberra Health Services.

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

Contact Officer: Maria Harman 0461 634 639 maria.harman@act.gov.au

Clinical Services

Allied Health

Acute Allied Health Services

Social Worker

Health Professional Level 2 \$67,892 - \$93,203, Canberra (PN: 40982)

Gazetted: 07 May 2021

Closing Date: 24 May 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) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

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

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

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

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

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

The Social Worker will have an understanding of issues related to health and wellbeing and the impact on the person and their family/carer, including adjustment to change in their health. The Social Worker will promote improved client outcomes through working in collaboration with the multidisciplinary team to provide high quality clinical services across a range of service speciality areas.

About You

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Behavioural Capabilities

Good organisational skills with a high degree of drive.

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

Effective communication and interpersonal skills.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications and a minimum of one years' experience working professionally in Social Work is required.

Degree in Social Work (or equivalent).

Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)

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

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

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

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

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

Note: This is a temporary position available for a period of six months with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection maybe based on written applications and referee reports only.

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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Clinical Lead, Alcohol and Other Drug Nurse

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 37269)

Gazetted: 12 May 2021

Closing Date: 26 May 2021

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Overview of work area and position

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Justice Health Services, Custodial Health team provides high quality primary healthcare services to people in contact with the criminal justice system and located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services.

At this level you will provide leadership and be responsible for the day-to-day clinical leadership of the Justice Health Services AOD Team. This includes coordinating access to Alcohol and Other Drug (AOD) services in the Hume Health Centre and Bimberi Youth Justice Centre clinic; providing clinical leadership to the Justice Health Services AOD nursing team and providing care coordination to patients accessing AOD services in custody including monitoring and maintaining access to Opioid Maintenance Therapies.

The Clinical Lead AOD Nurse plays a pivotal role in the implementation and delivery of best practice treatment for consumers with complex needs in relation to the physical and psychological treatments required for alcohol and other drug co-morbidities within a custodial environment.

This position works collaboratively with all staff including ACT Correctives Services, Bimberi Youth Justice Centre and the Drug and Alcohol Court to ensure optimum service delivery and best evidence practice. The role will be responsible for quality initiatives, data collection and analysis and procedure development.

The Clinical Lead AOD Nurse will work within the Custodial Health senior nursing leadership team to drive change and promote a high-quality service to patients. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

ABOUT YOU

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Behavioural Capabilities

Developed nursing leadership skills.

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate change.

Provide responsive services to meet clients' needs.

Eligibility/Other Requirements:

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

Highly Desirable:

Previous experience in custodial health.

Previous experience working with clients with substance abuse issues.

Holds or is working towards qualifications either at a certificate or postgraduate level in drug and alcohol nursing.

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:

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

Undergo a pre-employment National Police Check.

Contact Officer: Amanda Chase (02) 51242523 Amanda.Chase@act.gov.au

People and Culture

Senior Director, Employment Services

Senior Officer Grade A \$151,002, Canberra (PN: 28949)

Gazetted: 12 May 2021

Closing Date: 26 May 2021

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

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>
The employment Services team is responsible for providing employee relations services, support and advice whilst ensuring the effective and efficient operation of strategic people management advice, policy and programs across Canberra Health Services.

You will play a key role in the team by providing leadership and strategic direction for the team whilst working closely with staff across other areas within People and Culture. The main responsibilities of the role of Director – Employment Services will be to:

Lead and co-ordinate the provision of client-focused and employment services and advice

Develop and interpret employment services policies and procedures,

Coordinate and direct the activities of the employment services team including:

Scheduling assignments

Setting priorities, and

Outlining work methodologies

Develop and maintain strong, positive working relationships with internal and external stakeholders, and

Coach, mentor and develop staff including overseeing new employee onboarding and providing career development planning and opportunities.

This is a unique opportunity for a high energy professional interested in playing a key role within Canberra Health Services.

ABOUT YOU

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Eligibility/Other Requirements:

Relevant tertiary qualifications in human resources or equivalent senior level experience is preferred with extensive knowledge and expertise in leadership and management of human resources.

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: Raelene Burke (02) 5124 9631 raelene.burke@act.gov.au

Clinical Services

Division of Medicine

Seasonal Surge Unit

Enrolled Nurse Level 1 - Seasonal Surge Unit

Enrolled Nurse Level 1 \$61,658 - \$65,876, Canberra (PN: 40748, several)

Gazetted: 11 May 2021

Closing Date: 25 May 2021

Our Vision: Creating exceptional health care together.

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

Five 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 and alcohol and drug services.

Overview of the Work Area and Position

The Division of Medicine provides clinical services across a range of services, including emergency department, general medicine, coronary care, stroke, renal, endocrine and chronic care.

The seasonal surge unit will assist CHS to deliver clinical services to patients during the higher activity period of winter/spring. Nursing staff will be appointed to work in the unit and across other areas of the Division of Medicine.

Eligibility/Other Requirements

Mandatory:

Registered or is eligible for registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency.

Prior to commencement successful candidates will be required to

Undergo a pre-employment Police check.

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

Note: There are several temporary positions available for a period of six months with the possibility of extension and/or permanency. Full time and part time opportunities exist. Appointment may be made on application and/or interview.

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

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

Nursing and Midwifery and Patient Support Services

Nursing Administration

Nursing Support

Assistant Director e-Rostering Unit

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 51356)

Gazetted: 11 May 2021

Closing Date: 25 May 2021

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Position Overview

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E-rostering unit is a part of Nursing and Midwifery and Patient Support Services division. The E-rostering unit is responsible for the management, administration, support, and training of ProAct, a workforce management software, and other supporting applications for scheduling and optimizing the workforce. The business unit captures a range of data for reporting and analysing labour hours, FTEs, and costs.

The position will be based at Canberra Hospital with limited travel required to other Canberra Health Services sites and ACT Government locations.

About you

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Behavioural Capabilities

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

A commitment to providing high quality customer service.

Adaptability and flexibility to accommodate change.

Shows initiative to identify areas for improvement.

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of two (2) years' experience working professionally in project management, system administration and support is preferred, in addition to the below.

Management Qualifications and/or extensive management experience are highly desirable

ICT certifications and/or experience in business systems support

Certificate IV in training and assessment and/or experience in IT systems support and training

Understand 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:

Currently hold or be eligible to hold a baseline security clearance.

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Narelle Boyd (02) 5124 8583 narelle.boyd@act.gov.au

Acute Allied Health Services

Exercise Physiology

Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$54,988 - \$61,221 (up to \$63,043 depending on qualification level), Canberra (PN: 38133)

Gazetted: 12 May 2021

Closing Date: 26 May 2021

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

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POSITION OVERVIEW

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Under the direct or indirect supervision of an Allied Health Professional (AHP), the Exercise Physiology Allied Health Assistant plays a key role in the day to day functioning of the Exercise Physiology Department, working flexibly and effectively as a team member providing services to the community.

The Exercise Physiology Allied Health Assistant may, with guidance have limited supervisory responsibilities for Allied Health Assistant students or guidance of new staff.

The Exercise Physiology Allied Health Assistant may be required to work flexibly across services, locations and programs.

ABOUT YOU

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Behavioural Capabilities

Strong organisational and interpersonal.

Adaptability and flexibility.

Able to work with others in a team.

Eligibility/Other Requirements:

Certificate IV in Allied Health Assistance or equivalent

Current Driver's Licence

Previous experience in a hospital/clinical setting and/or exercise setting

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Comply with CHS credentialing requirements for allied health.

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

An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Tarryn Mair (02) 5124 2573 Tarryn.Mair@act.gov.au

Clinical Services

Surgery

Perioperative

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 10881)

Gazetted: 12 May 2021

Closing Date: 28 May 2021

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

<https://www.health.act.gov.au/>

The Division of Surgery is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas. The Clinical Development Nurse seen by the Organisation as a source of expert nursing knowledge, skill

About You

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Behavioural Capabilities

- Proven advanced educational experience and clinical mentoring in a similar nursing role.
- Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs.

Eligibility/Other Requirements:

Mandatory

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

Desirable:

- Holds or is working towards a tertiary management and/or nursing qualification.
- Certificate IV in Training and Assessment.
- Postgraduate qualification in Nursing or Clinical Education.
- Clinical experience as a Clinical Development Nurse role.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

Note: This is a part-time permanent position available at 24 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Deanne Cole (02) 51243987 deanne.cole@act.gov.au

Surgery

Assistant Director of Nursing Perioperative Unit

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 09576)

Gazetted: 12 May 2021

Closing Date: 28 May 2021

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

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POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> The Peri-operative Unit at the Canberra Hospital consists of a Day Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of area procedural/invasive specialty areas.

The Clinical Development Nurse is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Clinical Development Nurse must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains: clinical care, leadership, education, safety and communication. The Clinical Development Nurse provides Perioperative teaching, direct clinical support, ongoing evaluation, and feedback for graduate nurses across a diversity of clinical areas within Canberra Health Services. The Clinical Development Nurse is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff and provide direct nursing care as required. This role works collaboratively with and takes direction on clinical and education priorities from the Perioperative Educator and the Clinical Nurse Consultant.

ABOUT YOU

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Behavioural Capabilities

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

Eligibility/Other Requirements:

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

Certificate IV in Training and Assessment

Postgraduate qualification in Nursing or Clinical Education.

Clinical experience as a Clinical Development Nurse role.

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

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

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

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

Undergo a pre-employment National Police Check.

Notes: This is a temporary position available for nine months.

Contact Officer: Sandra Pilloni (02) 5124 4218 Sandra.Pilloni@act.gov.au

Clinical Services

Rehabilitation, Aged and Community Services

Allied Health

Speech Pathologist

Health Professional Level 3 \$95,883 - \$101,033 (up to \$106,044 on achieving a personal upgrade), Canberra (PN: 20405)

Gazetted: 12 May 2021

Closing Date: 26 May 2021

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Position Overview

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This position provides an opportunity to develop skills in working with adult neurological caseloads across a range of rehabilitation settings and to actively engage in quality improvement, service innovation, research, staff and student supervision and work collaboratively with the speech pathology and wider multidisciplinary teams.

About You

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Behavioural Capabilities

Excellent communication skills

Ability to work collaboratively with the interprofessional and speech pathology team

Adaptability and flexibility to accommodate and change and be responsive to clinical needs

Organisational skills and motivation

Eligibility/Other Requirements

Degree or Diploma in Speech Pathology from a recognised tertiary institution with a minimum of six years' experience working professionally in adult neurology and rehabilitation and aged care is preferred. Also;

Be eligible for practising membership to Speech Pathology Australia

Hold a current driver's license.

Be registered under the Working for Vulnerable People Act.

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

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

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

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note: This is a temporary part-time position minimum (18.22) hours per week with possibility of up to full time hours. This position is available for a period of six months with the possibility of extension. Full-time salary noted above will be pro-rata.

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

Contact Officer: Rachel Heatley (02) 5124 0182 rachel.heatley@act.gov.au

Clinical Services

Division of Medicine

Seasonal Surge Unit

Registered Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 46977, several)

Gazetted: 10 May 2021

Closing Date: 24 May 2021

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

The Division of Medicine provides clinical services across a range of services, including emergency department, general medicine, coronary care, stroke, renal, endocrine and chronic care.

The seasonal surge unit will assist CHS to deliver clinical services to patients during the higher activity period of winter/spring. Nursing staff will be appointed to work in the unit and across other areas of the Division of Medicine.

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

Experience in a broad range of clinical settings would be an advantage.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note: These are temporary position's available for a period of six months with the possibility of extension or permanency. Full time and part time opportunities exist. Part time hours to be negotiated with the successful candidate. The full-time salary noted above will be paid pro-rata for part time positions. Selection may be based on written application and referee reports only.

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

Canberra Institute of Technology

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

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

Education and Training Services

Student and Academic Services

Library and Learning Services

eLearn Support and Course Build Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 39930)

Gazetted: 11 May 2021

Closing Date: 18 May 2021

Details: Canberra Institute of Technology (CIT) Library is looking for a eLearn help desk support and course build officer to provide support to students and teachers in the access and use of CIT's online learning systems. The successful applicant will work in the eLearn team to:

Provide eLearn Support Helpdesk services to students and staff.

Under limited supervision design and develop identified eLearn courses.

Perform UAT during system updates and upgrades.

Assist in the development of instructional guides and multimedia assets.

Be able to communicate effectively with CIT's internal and external stakeholders at all levels.

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 qualification relevant to the position are highly desirable.

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

How to Apply: 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: Amy Pont (02) 6207 4325 amy.pont@cit.edu.au

Education and Training Services

CIT Trade Skills

Head of Department

Manager Education Level 1 \$128,012, Canberra (PN: 51895)

Gazetted: 07 May 2021

Closing Date: 25 May 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 currently has a vacancy for a permanent position, Manager Education Level 1, CIT Trade Skills - Construction commencing 8 July 2021.

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.

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

Eligibility/Other Requirements:

Mandatory:

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

Industry Experience:

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.

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

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

Education and Training Services

CIT Trade Skills

Electrical Trades

Head of Department - Electrical Trades

Manager Education Level 1 \$128,012, Canberra (PN: 51894)

Gazetted: 07 May 2021

Closing Date: 25 May 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 currently has a vacancy for a permanent position, Manager Education Level 1, CIT Trade Skills - Electrical Trades commencing 23 August 2021.

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.

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

Eligibility/Other Requirements:

Mandatory:

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

Industry Experience:

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.

How to Apply: Please provide a written response addressing the Selection Criteria and provide a current curriculum vitae along with two 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

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

Chief 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

Access Canberra

Engagement, Compliance and COVID-19 Response

Complaints Management Team

Team Leader

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 38710, several)

Gazetted: 10 May 2021

Closing Date: 23 May 2021

Details: Access Canberra values the knowledge that comes from our community through feedback and complaints, and is looking for Team Leaders who want to use this information to contribute to change within our organisation and to shape the way Access Canberra engages with its customers, deals with complaints, and communicates with our colleagues, stakeholders and the community.

The complaints management team is a single entry point for the community to report complaints and regulatory concerns. The team leads the collection and management of information about regulatory issues in the ACT and will give Access Canberra a chance to focus on intelligence led activity.

We are the mouth of the funnel, to catch all complaints coming into the organisation. We make engaging with government simpler for customers while delivering excellent outcomes for the community by focusing our effort in the right places.

The Team Leader role within the complaints management team provides an opportunity to develop and apply your knowledge and skills across different and complex subject areas. The role has multiple responsibilities including supervision and development of staff in a fast-paced environment, providing guidance and advice on complex complaints.

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 especially 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.

Note: These are temporary position's available for a period of up to twelve months with a possibility of extension or permanency. Access Canberra is also advertising Administration Officer, Case Manager and Senior Case Manager positions in the complaints management team, if you are interested in these roles please review the relevant Position Descriptions. 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 current curriculum vitae, details of two referees and a maximum two-page pitch detailing:

1. Your greatest achievements in the last five years and how they relate to this position and its duties, and
2. Your demonstrated ability, ingenuity, experience and qualifications making you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emily Walker (02) 6205 0549 emily.walker@act.gov.au

Shared Services

Partnership Services

Recruitment Services

Advertising and Executive Contracts Team Leader

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 08071)

Gazetted: 06 May 2021

Closing Date: 20 May 2021

Details:

Are you an effective leader and coach?

Do you have excellent organisation skills with the ability to manage competing priorities?

Can you forge collaborative relationships with stakeholders?

If you answered yes to all of the above, keep reading!

The Advertising and Executive Contracts Supervisor oversees a small team responsible for executive recruitment and advertising of vacancies in gazette, press, online and www.jobs.act.gov.au. The role guides and supports team members to complete work within key performance indicators and provide quality customer service in line with customer service charter in a high-volume customer service setting with multiple stakeholders, including Head of Service office, delegates, and Public Sector Management teams.

Your primary duties include:

Monitoring the team's productivity and set work priorities for the team to ensure key performance indicators are being met.

Directly supervise and manage team's performance including coaching, performance feedback and management and identification of training needs.

Ensure quality assurance of advertising requests, executive contracts and searchability and content on www.jobs.act.gov.au in relation to the team's activities.

Manage complex customer relationships and escalated enquiries relating to advertising issues and assisting directorates with advertising strategies as required.

Provide expert advice to team members and senior management on executive recruitment and advertising requirements in relation to priorities and change management impacts.

Identify and implement continuous improvements and changes to the customer experience.

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

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: Interested?? Please send your curriculum vitae and a two page response addressing the Professional/Technical Skills and Behavioural Capabilities listed in the Position Description.

Applications should be sent to the Contact Officer.

Contact Officer: Sara Howell (02) 6207 8391 sara.howell@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services Branch

Service Management

Specialist Technical Team Manager

Senior Information Technology Officer Grade C \$110,397 - \$118,832, Canberra (PN: 14390, several)

Gazetted: 07 May 2021

Closing Date: 18 May 2021

Details: Effectively manage and provide technical leadership to a team responsible for providing customer focused, technical and operational support within a fast paced ICT Service Desk.

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:

Must hold or have the ability to obtain and hold the following:

- Current baseline security clearance and
- Current driver's licence.
- ITIL qualifications are highly desirable

Note: These are temporary position's available from 14 June 2021 up until 13 June 2022 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a two page 'pitch' along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Leon Gerbich (02) 6207 4755 leon.gerbich@act.gov.au

Corporate

People and Capability

Employee Relations

Director, Employee Relations

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51622)

Gazetted: 07 May 2021

Closing Date: 21 May 2021

Details: The People and Capability Branch within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a dynamic and high-performing Director.

The successful applicant will lead the Employee Relations Team's staff and day-to-day operations. They will be responsible for managing and coordinating the delivery of responsive customer-focused advisory and support services across CMTEDD on employment and industrial relations matters including: Public Interest Disclosures, disciplinary processes and other administrative investigations, internal reviews, and appeals.

This role will involve liaising with various stakeholders and representing CMTEDD in a range of industrial and employee relations forums. The successful applicant will be an expert in legislative and industrial frameworks. They will also be able to demonstrate a high level of communication, collaboration, consultation, negotiation, and influence skills, and demonstrate a deep understanding for the role these core skills play in achieving successful outcomes. 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 immediately for six months with the possibility of permanency. This position has moved to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk, unless required as part of a reasonable adjustment.

How to Apply: Please provide a two-page pitch outlining your experience and/or abilities against the professional / technical skills, knowledge and behavioural capabilities outlined in the Position Description and your curriculum vitae with contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maggie Drejer-White (02) 6207 4897 Maggie.Drejer-White@act.gov.au

Workplace Capability and Governance

Whole of Government Industrial Relations and Public Sector Employment

Director, Secure Employment

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51694)

Gazetted: 10 May 2021

Closing Date: 26 May 2021

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) provides strategic advice and support to the Chief Minister, Ministers and Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS) to ensure that it is well positioned to perform its role.

The Senior Director, Secure Employment and Director, Secure Employment are members of a small team which provides high level strategic and operational advice on whole of government employment, industrial and workplace relations issues. The team is responsible for developing, negotiating, and implementing enterprise agreements, related policies and processes, and for providing quality advice to the ACT Government and directorates. The team is also responsible for the application, implementation, and interpretation of Public Sector employment related legislation. The ACT Government has a long-standing commitment to establishing more secure employment within the ACTPS. The ACT Government has committed to implement a Secure Employment Framework to ensure that wherever possible, more secure modes of employment are used and that government services will not be contracted out where they can be performed by public servants.

You will be highly professional, possess a commitment to delivering quality outputs within tight timeframes and have the legal and organisational knowhow to successfully deliver a complex and challenging project.

Make it your own – this is a rare and unique opportunity to negotiate, develop and implement legislation and policy in the industrial relations space to deliver the Government's secure employment commitment.

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: A relevant legal qualification and/or extensive experience in industrial relations would be highly regarded.

Notes: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

How to Apply: Please provide a brief summary of your claims to the position, a detailed response to the Selection Criteria (contained in the 'What You Require' section of the Position Description) and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Russell Noud (02) 6207 6019 russell.noud@act.gov.au

Procurement ACT

Goods and Services Procurement Branch

Contracts and Category Management Team

Contract Manager

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 18898)

Gazetted: 07 May 2021

Closing Date: 21 May 2021

Details: Procurement is undergoing dramatic change around the country so that it can contribute to the efficiency of organisations by harnessing purchasing power to deliver savings and strategic improvements to the acquisition of goods and services. Procurement ACT provides centre-led procurement advice and support services to ACT Government agencies, with a particular focus on strategic/complex high value, high risk procurements of goods and services.

Procurement ACT also has responsibility for establishing and managing the Territory's Whole-of-Government (WhoG) arrangements, including developing a category management framework, and providing an ongoing business support function (e.g. procurement policy development, systems development and maintenance, procurement reporting and planning).

The Contracts and Category Management Team (CCMT) manage the Territory's Whole of Government arrangements. We have approximately 20 arrangements managed across 3 portfolio teams. Team members are required to 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. Team members have end to end responsibility from research and strategy development, through to procurement execution, implementation and contract management. This position reports to the Director of the Travel and Standalone Contracts portfolio.

In addition to supporting day to day contract management activities this position will also support the assessment of a number of new potential whole of government arrangements. This will give the right applicant an opportunity to be involved from the very beginning of a procurement process right through to execution and management. Skills involved include data collection and analysis, project management, stakeholder management, communication, negotiation, written and representation skills.

You will be self-motivated, responsive, and show initiative, sound judgement, professional resilience and personal drive. You can think on your feet and work effectively under pressure, within time deadlines and in a changing environment to deliver high-quality advice and outcomes that align with the big picture.

We are looking for people who are confident in working with people and building relationships and networks with internal and external stakeholders.

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: A Diploma of Procurement and Contracting or other relevant qualifications would be an advantage.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position is in workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please respond by providing your curriculum vitae and an Expression of Interest (two page maximum)

Applications should be submitted via the Apply Now button below.

Contact Officer: John Keating (02) 6207 5436 John.Keating@act.gov.au

Workplace Safety and Industrial Relations

Injury Management

Director, Return to Work and Rehabilitation

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 38137)

Gazetted: 07 May 2021

Closing Date: 24 May 2021

Details: The Injury Management Team sits within the Workplace Safety and Industrial Relations Group and provides rehabilitation and case management services to employees across the ACT Government. The Director, Return to Work and Rehabilitation has two direct reports and is responsible for providing leadership to approximately 20 staff.

The successful officer will work closely with the team, the directorates and the claims administrator (EML) to deliver rehabilitation and return to work support to injured and ill employees. This role requires someone with a good work ethic, strong communication and relationship management skills and the ability to manage competing priorities.

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:

Whilst not mandatory, the following knowledge/experience/qualifications would be highly regarded:

Significant and recent experience in workers' compensation, injury management, claims or liability management for a large employer, insurer or regulator;

Tertiary qualifications and/or equivalent relevant experience in allied health, occupational rehabilitation or human resources.

Note: This is a temporary position available from 20 June 2021 up until the 19 June 2022 with the possibility of permanency. This position is situated in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required. Applicants are strongly encouraged to make contact with the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Hughes (02) 6207 8322 rachel.hughes@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Coordination and Support Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 33711)

Gazetted: 10 May 2021

Closing Date: 24 May 2021

Details: The Cabinet, Assembly and Government Business branch is looking for a team member at the Administrative Service Officer Level 5 (ASO5) level, who is interested in being at the forefront of government decision making and supporting the passage of Cabinet and Government Business.

To be considered for this role it would be expected that you have a curious mind, possess or have the ability to gain, a strong understanding of the ACT Government's Cabinet, Assembly and Government Business activities and thrive in a team environment.

This is a diverse and interesting role as part of a high functioning branch, who willingly support each other in meeting critical timeframes. The successful applicant will be expected to have sound administrative and organisational skills and the ability to demonstrate resilience in a high-pressure environment.

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

Notes: This is a temporary position available for a period of six 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. Selection may be based on application and referee reports only. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applicants should submit:

A two-page pitch (maximum) outlining their suitability for the position in line with the Position Description.

A current curriculum vitae with details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Isabelle Thompson (02) 6207 0148 Isabelle.Thompson@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 Response

Complaints Management Team

Case Manager

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 43467, several)

Gazetted: 10 May 2021

Closing Date: 23 May 2021

Details: Are you someone who is looking for a challenge and the chance to "roll up your sleeves"? Are you keen to contribute to positive outcomes for our community? Are you wanting to develop and apply your knowledge and skills across different and complex subject areas? If your answer is yes, you may be the person we are looking for. Access Canberra is looking for dynamic, flexible, solutions-focused individual to join the complaints management team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, stakeholders and the community.

The complaints management team is a single entry point for the community to report complaints and regulatory concerns. The team leads the collection and management of information about regulatory issues in the ACT and will give Access Canberra a chance to focus on intelligence led activity. We are the mouth of the funnel, to catch all complaints coming into the organisation.

We make engaging with government simpler for customers while delivering excellent outcomes for the community by focusing our effort in the right places. Case Managers will triage, conciliate and resolve complaints received by Access Canberra. You will also liaise with internal and external stakeholders to facilitate effective and efficient complaint management whilst delivering a positive client experience.

To be successful, you will have sound organisational skills, attention to detail and possess excellent customer service and communication skills. 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 especially 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.

Note: These are temporary position's available for a period of up to twelve months with a possibility of extension or permanency. Access Canberra is also advertising Administration Officer, Senior Case Manager and Team Leader positions in the complaints management team, if you are interested in these roles please review the relevant position descriptions. 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 current curriculum vitae, details of two referees and a maximum two-page pitch detailing:

1. Your greatest achievements in the last five years and how they relate to this position and its duties, and
2. Your demonstrated ability, ingenuity, experience and qualifications making you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emily Walker (02) 6205 0549 emily.walker@act.gov.au

Economic Development

Events ACT

Event Marketing

Senior Public Relations Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 43248)

Gazetted: 12 May 2021

Closing Date: 28 May 2021

Details: Events ACT is responsible for coordinating, managing and delivering a range of events that are important to the city and the community, and is looking for an experienced and motivated Senior Public Relations Officer to join the marketing team.

The successful candidate will have experience in developing and implementing targeted public relations, promotions and media strategies as part of the overall marketing strategies for Events ACT. They will have outstanding communications skills, and proven ability in creating and pitching content, and the co-ordination of promotional activities such as events and activations. 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: A tertiary qualification in public relations, journalism, marketing, communications or a related discipline is highly desirable.

Notes: This is a temporary position available for a period up to 11 months with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on applications and referee reports only. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home. A gradual return to the workplace is anticipated, including the advertised role. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers do not have a designated workstation/desk.

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

Please submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. Along with a current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and contact details of two referees.

The pitch should:

Address the Professional and Technical Skills and Behavioural Capabilities in the Position Description, including Desirable Attributes.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Helena Cataldo (02) 6205 1885 helena.cataldo@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19

Complaints Management Team

Senior Case Manager

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 42734, several)

Gazetted: 10 May 2021

Closing Date: 23 May 2021

Details: Are you someone who is looking for a challenge and the chance to “roll up your sleeves”? Are you keen to contribute to positive outcomes for our community? Are you wanting to develop and apply your knowledge and skills across different and complex subject areas? If your answer is yes, you may be the person we are looking for. Access Canberra is looking for dynamic, flexible, solutions-focused individuals to join the complaints management team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, stakeholders and the community.

The complaints management team is a single entry point for the community to report complaints and regulatory concerns. The team leads the collection and management of information about regulatory issues in the ACT and will give Access Canberra a chance to focus on intelligence led activity.

We are the mouth of the funnel, to catch all complaints coming into the organisation. We make engaging with government simpler for customers while delivering excellent outcomes for the community by focusing our effort in the right places.

As a Senior Case Manager you will triage, conciliate and resolve complex complaints received by Access Canberra. You will also liaise with internal and external stakeholders to facilitate effective and efficient complaint management whilst delivering a positive client experience.

To be successful, you will have strong engagement skills, a demonstrated ability to undertake analytical and considered assessments, case management experience, be able to undertake planning, and have high level written and communication skills. 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 especially 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.

Notes: These are temporary position's available for a period of up to twelve months with a possibility of extension or permanency. Access Canberra is also advertising Administration Officer, Case Manager and Team Leader positions in the complaints management team, if you are interested in these roles please review the relevant Position Descriptions. 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 current curriculum vitae, details of two referees and a maximum two-page pitch detailing:

1. Your greatest achievements in the last five years and how they relate to this position and its duties, and
2. Your demonstrated ability, ingenuity, experience and qualifications making you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emily Walker (02) 6205 0549 emily.walker@act.gov.au

Workplace Capability and Governance

Whole of Government Industrial Relations and Public Sector Employment

Senior Director, Secure Employment

Senior Officer Grade A \$151,002, Canberra (PN: 51695)

Gazetted: 10 May 2021

Closing Date: 26 May 2021

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) provides strategic advice and support to the Chief Minister, Ministers and Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS) to ensure that it is well positioned to perform its role.

The Senior Director, Secure Employment and Director, Secure Employment are members of a small team which provides high level strategic and operational advice on whole of government employment, industrial and workplace relations issues. The team is responsible for developing, negotiating, and implementing enterprise agreements, related policies and processes, and for providing quality advice to the ACT Government and directorates. The team is also responsible for the application, implementation, and interpretation of Public Sector employment related legislation.

The ACT Government has a long-standing commitment to establishing more secure employment within the ACTPS. The ACT Government has committed to implement a Secure Employment Framework to ensure that wherever possible, more secure modes of employment are used and that government services will not be contracted out where they can be performed by public servants.

You will be highly professional, possess a commitment to delivering quality outputs within tight timeframes and have the legal and organisational knowhow to successfully deliver a complex and challenging project.

Make it your own – this is a rare and unique opportunity to negotiate, develop and implement legislation and policy in the industrial relations space to deliver the Government's secure employment commitment.

Chief Minister, Treasury and Economic Development 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.

Eligibility/Other requirements: A relevant legal qualification and/or extensive experience in industrial relations would be highly regarded.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Current and former ADF members are encouraged to apply.

How to Apply: Please provide a brief summary of your claims to the position, a detailed response to the Selection Criteria (contained in the 'What You Require' section of the Position Description) and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Russell Noud (02) 6207 6019 russell.noud@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Working with Vulnerable People

Assistant Manager

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 19634)

Gazetted: 10 May 2021

Closing Date: 24 May 2021

Details: Would you like to make a real difference in the community and contribute to the protection of vulnerable people? Access Canberra is looking for a highly motivated and conscientious candidate to fill the role of Assistant Manager within the Working with Vulnerable People Risk Assessment Team. As Assistant Manager, you will support the management team to provide direction and contribute to the overall objectives of the team.

This role requires well developed interpersonal and communication skills, the ability to think critically and exercise professional judgment, and willingness to take responsibility and effectively manage a team.

The successful applicant should also be able to work independently and proactively address potential challenges and issues. It will also be necessary to have a great attention to detail with the ability to adapt to competing priorities and stay focused in a fast paced and high-pressure environment whilst liaising with a diverse range of internal and external stakeholders. Access Canberra is a dynamic workplace with a changing workforce and the preparedness to adapt through ongoing personal and professional development is desirable quality of prospective candidates.

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

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

Note: In addition to the position advertised, another expected vacancy may be filled from this recruitment process. The selection process may include a written task. A merit pool will be established from this recruitment process that may be used to fill identical vacancies over the next 12 months. Our workforce is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home.

How to Apply: Please review the Position Description and submit an application in the form of a pitch, no longer than two pages, explaining how you are the right person for this opportunity and providing examples that demonstrate you have Skills, Knowledge, Behavioural Capabilities and experience to perform the duties and responsibilities of the role to a high standard. Applicants are also required to provide their curriculum vitae and contact details of two referees. One of your referees should be your current or previous supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kathy Bandala (02) 6205 4187 kathy.bandala@act.gov.au

Economic Development

Skills Canberra

Vocational Education and Training Program Administration

Vocational Education and Training Compliance Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 11821)

Gazetted: 11 May 2021

Closing Date: 25 May 2021

Details: Working with the Assistant Director, Vocational Education and Training (VET) Compliance and Performance, you will be assisting with the execution of the Skills Canberra audit program as well as providing support for the VET compliance and performance functions of the Branch. The successful candidate will have experience with Microsoft Office Suite, exceptional communication skills, a high level of attention to detail, ability to multi-task and be able to work under minimal supervision.

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 immediately until 31 August with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. This position is based at a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit a maximum of three pages responding to the Professional/Technical Skills and Knowledge and Behavioural Capabilities located in the Position Description. Along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Skye Turner (02) 6205 7047 skye.turner@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 Response

Parking Operations

Parking Operations Manager

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 34356)

Gazetted: 11 May 2021

Closing Date: 25 May 2021

Details: Access Canberra Parking Operations is seeking a dynamic and dedicated person with exceptional people and organisation skills to fill this management role. The successful applicant will have working knowledge within a regulatory environment. Experience or understanding of parking compliance functions would be an advantage. The manager will be given conflicting priorities and deadlines as well as being responsible for the successful

delivery of multiple complex operational projects. Responsibilities will include daily operational management of staff, technology and operational systems, and maintaining a positive WH&S culture. The successful applicant will possess excellent communication and leadership skills, be engaged in the application of new technologies and committed to providing improved road safety outcomes for the community.

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:

You must be an Australian citizen or permanent Australian resident to be appointed as an Authorised Person under Road Transport Legislation.

A current driver's licence is required.

You may be required to undergo a health assessment prior to employment.

Notes: This is a temporary position available immediately for a period 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: Please review the Position Description and Job Advertisement 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.

The application, of no more than two pages, should be written in the form of a pitch, indicating your capacity to perform the duties and responsibilities at the specified classification. Please include contact details of at least two referees and current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Benjamin Hobbs (02) 6205 2574 benjamin.hobbs@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Working with Vulnerable People Risk Assessment Team

Customer Service Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 33357)

Gazetted: 12 May 2021

Closing Date: 19 May 2021

Details:

The Working with Vulnerable People (WWVP) Risk Assessment Team is seeking applications for an existing vacancy for a minimum of three months with possibility of extension. The Team is responsible for collection and considering information to assess the suitability of an individual to hold a WWVP registration. The successful candidate will be responsible for performing a variety of activities associated with providing administrative support to the Team and the delivery of high-level customer services via telephone and written correspondence. To succeed in the role, you will need to have exceptional attention to detail and the ability to adapt to competing priorities.

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).

The successful applicant must hold an unrestricted registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* or be eligible to gain registration upon commencement. For further information on Working with Vulnerable People registration refer to

http://www.jobs.act.gov.au/_data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

Note:

This is a temporary position available immediately for three months with possibility of extension up to six months. This position is available to ACT Government officers and employees only. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and may be used to fill identical vacancies within the business unit over the next 12 months.

This position works in an activity-based working environment (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. The WWVP Risk Assessment Team is currently working from home wherever possible. The successful candidate will be provided information on how to safely and effectively work from home.

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.

How to Apply:

To apply for this role, candidates are asked to review the Position Description and submit a two-page written response to the selection criteria. Your response should provide examples that demonstrate your suitability for this role based on the duties/responsibilities and selection criteria.

Please also attach your current curriculum vitae and provide names and contact details for two referees (one must be your current or previous supervisor/manager).

Applications should be sent to the Contact Officer.

Contact Officer: Kathy Bandala (02) 6205 4187 Kathy.Bandala@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 Response

Complaints Management Team

Administration Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 42683, several)

Gazetted: 10 May 2021

Closing Date: 23 May 2021

Details: Access Canberra is looking for dynamic, flexible, solutions-focused individuals to join the complaints management team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, stakeholders and the community.

The complaints management team is a single entry point for the community to report complaints and regulatory concerns. The team leads the collection and management of information about regulatory issues in the ACT and will give Access Canberra a chance to focus on intelligence led activity.

We are the mouth of the funnel, to catch all complaints coming into the organisation. We make engaging with government simpler for customers while delivering excellent outcomes for the community by focusing our effort in the right places.

The Administration Officer will manage records, accurately and securely, ensuring accessibility and confidentiality are maintained. You will also liaise with stakeholders across Access Canberra to ensure a streamlined management system and provide high level service to ensure a positive client experience. To be successful, you will have sound administrative and organisational skills, attention to detail and possess excellent customer service and communication skills.

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 especially 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.

Note: These are temporary position's available for a period of up to twelve months with a possibility of extension or permanency. Access Canberra is also advertising Case Manager, Senior Case Manager and Team Leader positions in the complaints management team, if you are interested in these roles please review the relevant Position Descriptions. 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 current curriculum vitae, details of two referees and a maximum two-page pitch detailing:

1. Your greatest achievements in the last five years and how they relate to this position and its duties, and
2. Your demonstrated ability, ingenuity, experience and qualifications making you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Emily Walker (02) 6205 0549 emily.walker@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

Office of the Coordinator General for Family Safety

Sexual Assault Reform

Director

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51492)

Gazetted: 12 May 2021

Closing Date: 19 May 2021

Details:

The Office of the Coordinator General for Family Safety is a multi-disciplinary, highly skilled and motivated team working to solve some of the most challenging problems related to domestic and family violence in the ACT.

We are looking for motivated, friendly and energetic Director who can provide a range of support functions for new Sexual Assault Reform activities.

Our Director will be a skilled and valued collaborator, providing sexual assault reform leadership across a number of functions, including policy development, project management, coordinating workshop materials and activities, communications, briefings and cabinet submissions, evaluation and reporting.

The role is an opportunity to be a part of creating real, positive change for the ACT community.

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

Note:

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

How to Apply:

Please submit a one page personal pitch providing examples from your past experience 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.

Applications should be sent to the Contact Officer.

Contact Officer: Amber Shuhyta (02) 6207 9031 Amber.Shuhyta@act.gov.au

Housing ACT

Policy and Business Transformation

Senior Director

Senior Officer Grade A \$151,002, Canberra (PN: 51692)

Gazetted: 12 May 2021

Closing Date: 9 June 2021

Details: The Policy and Business Transformation Team has an exciting role in the Housing and Homelessness Strategy and Policy Team.

This team is responsible to negotiate and liaise with the Commonwealth, States and Territories on national housing and homelessness outcomes and priorities.

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

How to Apply: If you are interested in joining this dynamic team, you can apply by providing a written statement of no more than two pages addressing the Selection Criteria, along with your curriculum vitae and contact details for two referees. Applications should be submitted via the Apply Now button below.

Contact Officer: Shane Nielsen (02) 6205 2571 shane.nielsen@act.gov.au

Housing ACT

Policy and Business Transformation

Homelessness Services

Senior Program Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 22048)

Gazetted: 07 May 2021

Closing Date: 21 May 2021

Details: Would you like to make a positive difference to vulnerable people in our community?

Homelessness Services, Housing ACT is looking for an enthusiastic and committed individual to join the team in ensuring people who are at risk of or experiencing homelessness in the Canberra community have access to high quality support services and programs to assist in breaking cycles of disadvantage and homelessness.

The successful applicant will possess, or have the ability to quickly acquire, sound program management, contracting and negotiation skills within a human services environment. Team members play a vital role in contributing to the ongoing development of homelessness funded responses in the ACT, including early support, crisis responses and initiatives supporting social inclusion for all Canberrans.

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

Notes: This is a temporary position available for a period of 12 months with the possibility of permanency.

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

How to Apply: Please provide a two page written response to the Selection Criteria located in the Position Description and attach your current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Biljana Petrova (02) 6205 1966 biljana.petrova@act.gov.au

Strategic Policy

Office for Aboriginal and Torres Strait Islander Affairs

Officer/Senior Officer

Administrative Services Officer Class 5/6 \$81,407 - \$100,388, Canberra (PN: 42585, several)

Gazetted: 06 May 2021

Closing Date: 31 May 2021

Details: We have several exciting career opportunities to join a team where you will contribute to policy and projects that are focussed on delivering equitable outcomes for ACT Aboriginal and Torres Strait Islander communities.

The Office for Aboriginal and Torres Strait Islander Affairs (OATSIA) drives strategic policy and accountability for the *Aboriginal and Torres Strait Islander Agreement 2019-2028*, collaborating broadly across government to achieve outcomes under the Agreement.

We are seeking people with either policy or project skills at the Officer (ASO5) and Senior Officer (ASO6) levels. The ideal Officer/Senior Officer will have experience contributing to strategic policy and program initiatives that have a direct impact for Aboriginal and Torres Strait Islander peoples living in the ACT. You will be a team-player who values growth and development and who embodies the values of respect, integrity, collaboration and innovation. It is essential that you are culturally competent to enable working with Aboriginal and Torres Strait Islander communities in the ACT in the delivery of outcomes.

OATSIA would like to invite all prospective applicants to attend a free Information Session on Wednesday 12 May from 5:30pm-6:30pm. This session will be fun, interactive and informative. It will be a chance for you to learn more about the important work that OATSIA does, give you an opportunity to ask questions, and to get tips on submitting a high-quality application. Light refreshments will follow the session.

Eligibility/Other Requirements: Some of these positions are identified positions in accordance with s42, *Discrimination Act 1991* and are 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.

Notes: Candidates will be assessed against both the ASO5 and ASO6 levels using the ACT Shared Capability Framework, and roles will be filled based on the skills and experience of the successful applicant(s). There are

opportunities for ongoing and non-ongoing positions, secondments from other government agencies will be considered.

How to Apply: To apply, please submit a current CV and a Statement of Claims (maximum 2 pages), framed around the skills and capabilities listed in the Position Description, keeping in mind the duties and responsibilities of this position. It is not necessary to address each individual example. To assist you in responding to the criteria, please refer to the Manager/Expert/Specialist section of each capability of the ACTPS Shared Capability Framework.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brenda Love (02) 6205 4798 brenda.love@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

Throsby School

Principal Throsby School

School Leader A 2 \$181,309, Canberra (PN: 51239)

Gazetted: 12 May 2021

Closing Date: 28 May 2021

Details:

School Overview

Throsby School is located in the Gungahlin district of Canberra and caters for students from Year P to Year 6 and will open in 2022. The school will cater for 66 fulltime equivalent preschool students and 450 kindergarten to year 6 students. The site has been master planned to allow for an Early Childhood Education and Care (ECEC) Centre, as well as P-6 growth of up to 1050 students.

Throsby School will offer a modern, dynamic learning and teaching environment. The appointed principal will manage operational and strategic improvements to take advantage of the new building and drive innovation to create learning spaces for students and teachers to thrive in.

The school will implement the Australian Curriculum and the specialist programs to be offered will be determined as part of the planning and induction process.

Further information may be obtained by contacting the Director School Improvement, North Canberra/ Gungahlin. Principal Profile

Reporting to the Director School Improvement, North Canberra/Gungahlin the principal will lead a consistent approach to learning and teaching across the school. As the leader of the school's executive team, the principal will collaboratively develop and lead the strategic direction of the school using a distributive model to build the capabilities and effectiveness of the leadership team and staff.

The appointed principal will work to build the capability of all teachers through the development of a culture of continuous professional improvement that includes classroom-based learning, Professional Learning Communities, and mentoring and coaching arrangements across the school in line with ACT Education Directorate Future of Education strategy. With students at the centre, strategic priorities include improved numeracy and writing growth, and to create and embed the Australian Curriculum and Pedagogical framework across the school. With a strong focus on equity and inclusion, the Principal will lead a consistent approach to learning across the school. The principal will continue to lead the school's improvement agenda for the school, grounded in evidence from research and practice and expressed in terms of improvements in measurable student outcomes. The school continues its journey to embed evidence-based teaching practices to address the learning needs of individual students, including high achieving students.

The principal will actively seek ways to enhance student learning and wellbeing by partnering with parents and families, other education and training institutions, local businesses and community organisations. Parents and families will be recognised as integral members of the school community and partners in their children's education.

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.

Notes: Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview. Placements are typically for a five-year period unless site operational requirements are otherwise. There is no limit on the number of times a placement at a site can be continued for periods of up to five years. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

The Selection Process

The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

How to Apply: Please submit your curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the Position Description (maximum six pages) and contact information for two referees.

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Judith Hamilton (02) 620 53491 judith.hamilton@act.gov.au

Digital Strategy, Services and Transformation

Information Technology Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 00620)

Gazetted: 11 May 2021

Closing Date: 18 May 2021

Details: Our ideal candidate has experience in providing administrative and Information and Communications Technology (ICT) support in a busy corporate environment. The ability to deliver excellent customer service and provide day to day support across the team is critical to this role. You will have excellent organisational skills and enjoy helping others. You will be familiar with providing first point of contact support to customers, as well as responding professionally and efficiently to general enquiries. You will be flexible, motivated and capable of prioritising your work. Having the ability to form productive working relationships with colleagues and stakeholders should be a core professional strength.

Eligibility/Other Requirements:

Highly Desirable:

Experience navigating INSIGHT/JIRA.

Experience in utilising a range of IT systems and programs.

Driver's licence and access to a private vehicle.

Note: This is a temporary position available immediately for a period of six months with the possibility of extension or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: In two pages or less tell us:

How your skills align to this role;

What you would bring to the role, in particular what experience you could apply to this position; and;

Describe an achievement that you are most proud of that is relevant to this role.

Please provide a current curriculum vitae with the contact details of two referees who have a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is current.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tracey Lee Smith (02) 6207 0974 traceylee.smith@act.gov.au

School Improvement and Performance

North/Gungahlin Network

Majura Primary School

Finance Assistant

School Assistant 4 \$67,267 - \$72,837, Canberra (PN: 00845)

Gazetted: 12 May 2021

Closing Date: 20 May 2021

Details: Are you looking for a great opportunity in a dynamic school setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the business functions of the school.

Majura Primary School is a large and growing inner North Canberra P-6 school with a passionate and engaged parent community. The school works with all stakeholders to ensure that personalised and differentiated programs are developed to meet the needs of all learners.

The school is looking for an enthusiastic and innovative Finance Assistant to support the Business Manager in undertaking the financial transaction functions of the school through best practice business systems and processes ensuring a high standard and level of accuracy.

Responsibilities include: receipting, purchase orders and associated ordering, creditor invoice collation and entry to the financial management software, debtor invoicing, bank statement reconciliation and some financial transaction reporting. Some investigation of financial transaction data will be required.

The Finance Assistant is required to work independently and be accountable for organising their workflow, demonstrating initiative and innovation around improvement of finance processes. As part of the front office team at the school, they are part of the team providing first contact support to students, families, staff and visitors. High level communication and excellent customer service skills will be essential. The Finance Assistant may need to work across other administrative roles as required.

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

Desirable:

A First Aid Certificate or a willingness to undertake appropriate training. Experience in a business-related role and financial qualifications and/or relevant experience.

Notes: This is a temporary position available immediately until 22 October with the possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required. Applicants are strongly encouraged to make contact with the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liz Bobos (02) 6142 3140 Liz.Bobos@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Hawker College

Communications, IT and AV Officer

School Assistant 4 \$67,267 - \$72,837, Canberra (PN: 51667)

Gazetted: 11 May 2021

Closing Date: 27 May 2021

Details: Hawker College offers a dynamic, inspiring and nurturing learning community dedicated to supporting students to achieve their individual potential. We are seeking a motivated individual with well-developed organisational skills, independent work ethic, and great time management to fill the role of Communications, IT and AV Officer.

The successful applicant will have the skills to support the school executive, staff and students through photography and school marketing; and Information and Communications Technology (ICT) and Audio Visual (AV) technical assistance. They require excellent communication and customer service skills and have the ability to work effectively as part of a team and within a busy work environment that has competing demands.

This position involves close daily contact with students, staff, parents and the school community. The Communications, IT and AV Officer works closely with the Principal and Business Manager.

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

Desirable: Certificate III or equivalent e.g. Information, Digital Media and Technology, Live Production, Technical Production, Graphic Design and Photography – evidence in the form of a photographic/web portfolio and/or social media profile is desirable.

Note: This is a temporary position available immediately up until 27 January 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Please submit your response addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andy Mison (02) 6142 0355 andy.mison@ed.act.edu.au

Service Design and Delivery

Student Engagement

Flexible Education

Assistant Director - Vocational Learning Options

School Leader C \$126,542, Canberra (PN: 18698)

Gazetted: 07 May 2021

Closing Date: 21 May 2021

Details: The Flexible Education Team are looking for a motivated individual to lead and support the development and implementation of vocational learning options (VLOs) that deliver competencies leading to national qualifications and core skills for work outcomes for students across the ACT public education and training system.

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.

Experience and qualifications in career development practice is mandatory

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, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Pinney (02) 6205 5268 Melissa.Pinney@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.

School Improvement

South Weston

Canberra College

SLC Science and PE

School Leader C \$126,542, Canberra (PN: 02723)

Gazetted: 06 May 2021

Closing Date: 13 May 2021

Details: Canberra College is seeking a dynamic person to lead the Science and Physical Education faculty. The role encompasses leading collaborative teams and managing project specific resources to achieve optimal wellbeing and educational outcomes and ongoing learning support for all students. The successful applicant will possess excellent knowledge and understanding of ACT BSSS certification.

and how to achieve excellent academic and wellbeing outcomes for all students, with a focus on data, evidence-based practice and building positive relationships. Along with this, they will have demonstrated experience in leading differentiated learning and be willing to accept the challenges of whole school roles connected with the administration of Sentral, timetabling and course selection.

Job Description:

As a member of the Executive Team and leader of a Faculty Team:

Share accountability to improve student outcomes through promoting, reinforcing, and communicating the college vision, goals, and improvement strategies in a consistent manner

Lead and manage the implementation of elements of the strategic and operational plans to ensure that the college achieves its goals and targets

Undertake a whole college role connected with the administration of Sentral, timetabling and course selection.

Lead the use of evidence-based practices to improve pedagogy, assessment, and reporting outcomes in line with ACT BSSS and VET RTO requirements, that develops students' 21st Century Capabilities

Use a coaching and mentoring model to build the capacity and effectiveness of the leadership and teaching teams

Manage professional pathways, teacher registration, contract and probation reporting and professional development of teachers

Contribute to the ongoing development of a positive school culture through engaging with our college and broader community

Oversee the human, financial and physical resources of a Faculty Team to achieve excellent outcomes for all students

Undertake an appropriate teaching load and other duties as determined by the Principal

Eligibility/Other Requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) 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.

How to Apply: Applicants are to provide a curriculum vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Battenally (02) 6142 3288 Michael.Battenally@ed.act.edu.au

Business Services

Governance and Community Liaison

Legal Liaison

Administration Officer

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 03079)

Gazetted: 06 May 2021

Closing Date: 9 May 2021

Details: The Governance and Community Liaison Branch is seeking a motivated professional with brilliant organisational skills to undertake a range of administrative functions across the branch.

This role may require you to manage the Education Directorate's Legal Liaison email inbox and keep up to date a variety of systems used by the Legal Liaison team. You may be required to coordinate incoming requests to other areas of the Education Directorate, and support reporting to senior executive staff.

Other activities for this role include assisting with the management and administration of the branch's workload and tracking systems.

The role would be suitable for someone with excellent organisational and administrative skills, and who is capable with Information Technology (IT) software.

The position requires a high level of attention to detail and the ability to operate as an effective team member, working collaboratively to foster effective relations with a range of stakeholders.

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

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

How to Apply: All applications should include a written response to the Behavioural Capabilities, limited to two pages in total, curriculum vitae and the contact details of two referees.

Contact Officer: Kristen Laurent (02) 6205 6749 Kristen.Laurent@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

Service Design and Delivery

Digital Strategy, Services and Transformation

Executive Branch Manager Digital Strategy, Services and Transformation

Executive Level 1.3 \$236,451 - \$245,570 depending on current superannuation arrangements, Canberra (PN: E841)

Gazette Date: 13 May 2021

Closing Date: 02 June 2021

Details: The Education Directorate has a long-term vacancy from July 2021 – July 2026 to fill the position of Executive Branch Manager Digital Strategy, Services and Transformation.

The Executive Branch Manager (EBM) works to the Executive Group Manager as a member of the Directorate's executive team to provide strategic leadership for the ACT in school education, early childhood care and education.

The EBM is pivotal to guiding the Directorate's engagement with digital transformation and alignment to the ACT Government's Digital Canberra concept. This Executive leads significant change management and business innovation across the Directorate and is accountable for the design and delivery of Education's digital strategy and records management program. The EBM leads a range of ICT programs, business transformation initiatives and is responsible for the design and implementation of the service delivery arrangements with Shared Services ICT.

The EBM also fulfils a leadership role across the ACT Public Service – participating in cross government working committees and project boards. The EBM also represents the Directorate on national committees and working groups including the National Systems Interoperability Program and Chief Information Officers' forums.

The EBM requires a diverse skill set – encompassing in-house consultancy services, strategist, risk management, contract management, service delivery assurance and strategic stakeholder consultation.

Key responsibilities of the EBM, Digital Strategy, Services and Transformation Branch are:

- Development and implementation of the e-learning strategy
- Development and implementation of a contemporary e-business systems
- Management of the Directorate's information assets

The function provides advice to Deputy Director-General, Director-General, other members of the organisation's executive team and the Minister and Cabinet.

Remuneration: The position attracts a remuneration package ranging from \$236,451 - \$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 long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Applications should include an application coversheet, curriculum vitae and supporting claims against the Executive Capabilities.

Contact Officer: Further information about the position is available from contact officer, Ross Hawkins

ross.hawkins@act.gov.au (02) 6205 7719

Environment, Water and Emissions Reduction

Climate Change and Energy

Senior Leadership Support Team

Administrative Support Officer

Administrative Services Officer Class 3 \$65,976 - \$71,004, Canberra (PN: 33915)

Gazetted: 12 May 2021

Closing Date: 28 May 2021

Details: The Climate Change and Sustainability Division is seeking to employ an officer to work in our new Senior Leadership Support team.

This position is available as short-term contract with the possibility of extension and/or permanency. In this position, you will work in a team of professionals who are responsible for providing support to the Senior

Leadership Team (Executive Group Manager, Executive Branch Manager, and Senior Director for Programs) in the Division.

You will be working with various teams across the Division, Directorate and Whole of Government to meet its ambitious emission reduction targets and support the community to become more sustainable. 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.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery.

Eligibility/Other Requirements:

- A current ACT or equivalent driver's licence is essential.
- Weekend and after hours work may be required on occasion.
- 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.

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

How to Apply: Applications are sought from potential candidates and should include:

- Two-page pitch supporting statement addressing Selection Criteria.
- Curriculum vitae.
- Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Tolson (02) 6205 8651 joanne.tolson@act.gov.au

Corporate Services and Operations

Finance Information and Assets

Strategic Finance

Project and Cost Accountant

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 46317)

Gazetted: 11 May 2021

Closing Date: 3 June 2021

Details: We are looking for a highly motivated individual to join the Strategic Finance Team within Environment Planning and Sustainable Development Directorate. As part of a small team, you will undertake and be responsible for a broad range of tasks and functions of Project and Cost Accounting that are customer-focused and help business areas to track and monitor their budget initiatives. Demonstrated financial analytical skills and relevant ACT Government external budgeting experience are preferred.

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 of external budgeting and qualifications in accounting are desirable

Notes: This is a temporary position available immediately until 31 December 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. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Applications should include a supporting statement of no more than two pages outlining experience and/or ability by addressing the Selection Criteria, contact details of at least two referees and a current curriculum vitae. Copies of qualifications may be required for successful candidate.

Applications should be submitted via the Apply Now button below.

Contact Officer: YunX Chen (02) 6207 2941 yunx.chen@act.gov.au

Development and Implementation

Executive Assistant

Administrative Services Officer Class 5 \$81,407 - \$86,168, Canberra (PN: 34694)

Gazetted: 06 May 2021

Closing Date: 20 May 2021

Details: The Development and Implementation Division is a delivery arm of the Environment, Planning and Sustainable Development Directorate (EPSDD).

In line with the ACT Government's broader urban renewal agenda, the Development and Implementation Division is responsible for undertaking significant programs relating to the renewal and revitalisation of the ACT's urban areas, along with delivering smaller projects to renew parts of the city's existing suburbs.

The Executive Assistant position is responsible for providing high level executive support to the Executive Group Manager and Executive Branch Manager, undertaking the following duties:

Provide a range of high level confidential administrative support functions to the Executive including diary management, arranging and scheduling appointments and meetings, screening telephone calls, travel and accommodation arrangements and ensuring correspondence, emails and enquiries are dealt with promptly and efficiently.

Plan, coordinate and provide high-level secretariat support to committees and meetings including preparing agendas and papers; taking minutes and following up on action items; and preparation of reports and papers for presentation by the Executive.

Effectively coordinate the diverse range of matters submitted for the Executive's consideration, identifying matters that need to be referred to others for further information or that need to be brought to the urgent attention of the Executive.

Monitor the editorial quality of documents submitted to, or distributed on behalf of, the Executive.

Liaise effectively with key internal and external stakeholders to provide timely advice and information to meet business objectives and address operational service delivery issues.

Contribute as part of the wider administrative support team to undertake office management and administrative duties.

Monitor correspondence, including emails and workflow to ensure deadlines are met and matters are attended to in a timely manner.

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

Eligibility/Other Requirements: Previous experience as an Executive Officer or Assistant would be highly desirable.

Note: This is temporary position available immediately up until June 30 2022. Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required. Applicants are strongly encouraged to make contact with the Contact Officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Lea Durie (02) 6205 0477 lea.durie@act.gov.au

Justice and Community Safety

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

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

ACT Courts and Tribunal

Registrar's Office (Magistrates Court)

Coroners Court

Operations Manager, Coroners Court and Forensic Medicine Centre

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 51708)

Gazetted: 11 May 2021

Closing Date: 25 May 2021

Details: The ACT Courts and Tribunal (ACTCT) is seeking an Operations Manager to ensure effective operation of coronial matters and the Forensic Medicine Centre (FMC).

The Operations Manager will assist the Registrar of the Magistrates Court and Counsel Assisting the Coroner in the work of the Coroners Unit, including strategic management of a multidisciplinary team and the operations of the FMC.

The successful applicant will be required to handle sensitive and protected information and will be required to fulfil this role in line with legislation, policy, procedures and protocols. The successful applicant will also have the ability to respect individual differences in bereaved persons through patience, compassion, courtesy, non-judging and non-discriminatory behaviours.

The successful applicant will possess excellent organisational, interpersonal and communication skills and will be self-motivated, demonstrate professional resilience and be an effective team member.

The nature of the organisation is such that staff may be exposed to sensitive material or information that may be confronting and culturally sensitive. The ACT Courts and Tribunal provides support services and training to assist staff in being culturally aware, resilient, and safe in the workplace.

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

Eligibility/Other requirements: This position requires a pre-employment medical.

Notes: This is a temporary position available immediately until 23 December 2021 with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Your application should include a written response of no more than two pages that outlines your ability and experience to perform the role by addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities found in the Position Description, and 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: Helen Banks (02) 6207 1203 helen.banks@courts.act.gov.au

ACT Courts and Tribunal

Corporate and Strategic Services

Project Officer, Facilities and Contracts

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 50543)

Gazetted: 10 May 2021

Closing Date: 24 May 2021

Details: ACT Courts and Tribunal is seeking an experienced person to fill the role of Project Officer, Facilities and Contracts to support the successful relocation of ACAT to its new premises in the second half of 2021.

The Facilities and Contracts team provides critical operational support to the ACT Courts and Tribunal through the effective and efficient management of facilities, court/hearing room technology, contracts and project management services.

As the Project Officer, you will be responsible for providing subject matter expertise in the operations and priorities of the ACT Civil and Administrative Tribunal to ensure project outputs correctly align with the Tribunal's strategic outcomes. You will support the delivery of specialist technologies and security aspects required by the Tribunal, and lead the communications and scheduling requirements to facilitate and successful relocation.

In addition, you will build and maintain stakeholder relationships with the Government Accommodations Project Team and contracted service providers, and represent the Tribunals interests at inter-agency meetings. You will deliver a facility which ensures the effective delivery of services, demonstrating the ability to prioritise workloads while remaining flexible to change.

To be successful you will possess exceptional communication skills in addition to demonstrating strong management qualities. You will also demonstrate an ability to develop and compose complex workplace documents and present to stakeholders at all levels.

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

Notes: This is a temporary position available from 1 July 2021 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Expressions of Interest are sought from potential candidates and should include a supporting statement of no more than one page addressing the Professional/Technical Skills and Knowledge and the

Behavioural Capabilities which can be found in the Position Description, and a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rodney Deaman (02) 6205 1184 Rodney.Deaman@courts.act.gov.au

Public Trustee and Guardian

Guardianship

Senior Guardian

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 36110)

Gazetted: 06 May 2021

Closing Date: 20 May 2021

Details: The Public Trustee and Guardian (PTG) is an independent statutory authority office that provides trustee, guardianship, financial management and estate administration services to the ACT community. We have a permanent vacancy for a motivated and well organised professional to work in our dynamic Guardianship Unit as a Senior Guardian. Our Guardianship Unit provides guardianship services to adults in our community who have diminished ability to manage their affairs due to a physical, mental, psychological, or intellectual condition. Guardianship services are provided under authority of an order of ACAT or Enduring Power of Attorney. We are seeking an articulate, confident person with strong client skills.

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

Eligibility/Other Requirements:

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.

Notes: An order of merit may be established from this selection process which 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: Applications are sought from potential candidates and should include a supporting statement of no more than two (2)-pages addressing the Professional/ Technical Skills and Knowledge and the Behavioural Capabilities, which can be found in the Position Description. Applicants should also provide a current curriculum vitae including contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alicia Beauchamp (02) 6207 9800 alicia.beauchamp@act.gov.au

ACT Corrective Services

Operational Support

Organisational Capabilities

Registered Training Organisation Support Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 14176)

Gazetted: 06 May 2021

Closing Date: 20 May 2021

Details: ACT Corrective Services (ACTCS) is looking for enthusiastic, motivated and conscientious people to fill the vacancy within Operational Support, as an Registered Training Organisation (RTO) Support Officer.

As the RTO Support Officer, you will be responsible for a range of administrative functions and processes relating to aspects of training registration, preparation, co-ordination and reporting according to organisational requirements and RTO compliance standards.

Successful applicants will be required to provide a range of administrative support to the Unit, including co-ordination and scheduling of training programs, data entry, drafting basic correspondence, responding to enquiries and undertaking less complex research and correspondence.

Further to this, you will also enter and maintain database student information, provide administrative support to ACTCS stakeholders in the preparation and duration of training programs, and develop and maintain records in accordance with the requirements of a Registered Training Organisation and the *Territory Records Act 2002*.

To be successful you will need to have the ability to deliver a range of student/client supports and provide administrative support to new recruits and community corrections officers during their chosen training program.

Demonstrated ability in entering and maintaining data in a range of systems to meet organisational and legislative requirements, in addition to working collaboratively with others to meet team and organisational goals.

Eligibility/Other Requirements:

Driver's licence Class C is essential. This position requires a pre-employment medical.

Knowledge of the record keeping and audit requirements of a Registered Training Organisation using VETtrak or similar, or the capacity to quickly gain that knowledge is highly desirable.

How to Apply: Applicants are required to submit three items: 1) a one to three page written response addressing the Professional/Technical Skills and Knowledge, Behavioural Capabilities, having regard for the job requirements; 2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and 3) a copy of their driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Cecilee Miller (02) 6205 4910 Cecilee.Miller@act.gov.au

Legal Aid Commission

Legal Aid ACT

General Practice

Experienced Lawyer (Supervising)

Legal Officer 3 \$99,328 - \$115,931, Canberra (PN: 1231)

Gazetted: 07 May 2021

Closing Date: 18 May 2021

Details: Legal Aid ACT offers attractive salary packaging benefits and 15.4% employer superannuation.

Legal Aid ACT is seeking suitably qualified persons to fill a supervising lawyer vacancy in our General Practice. The General Practice is a diverse legal practice providing services including through our Older Persons Legal Service, Civil Litigation and Family Violence Teams and Youth Law Centre. The successful applicant will be required to work in a team of lawyers and support staff. The role requires you to conduct an effective legal aid service providing high volume and intensive case management to disadvantaged and vulnerable clients. Lawyers undertake a range of work by providing information and advice, community legal education and client representation.

Eligibility/Other Requirements: Eligibility to hold a restricted Practising Certificate in the ACT is required.

Note: This position is available for up to 12 months initially with possibility of extension or permanent filling.

Further information is available from the Position Description or by contacting Derek Schild, Head of General Practice on 6243 3403 or by emailing derek.schild@legalaidact.org.au or hr@legalaidact.org.au

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

Contact Officer: Derek Schild 02 6243 3403 derek.schild@legalaidact.org.au

Major Projects Canberra

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

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

Canberra Hospital Expansion Project

Construction Manager

Infrastructure Manager/Specialist 3 \$192,249, Canberra (PN: 50767)

Gazetted: 12 May 2021

Closing Date: 28 May 2021

Details: The Canberra Hospital Expansion (CHE) Project Team is responsible for the planning and delivery of a new Critical Services Building on Canberra Hospital campus. The Project will deliver state-of-the-art facilities including a 114-bed emergency department; 60-bed intensive care unit; 22 theatres (including hybrid theatres and interventional radiology suites); a 24-bed coronary care unit; 4 cardiac catheterisation and electrophysiology laboratories; and a 64-bed inpatient unit.

At over \$500 million, the Project represents the most significant investment in Canberra Hospital for decades and will create a future-proofed acute services building around which future developments on the campus will be planned. It represents a generational opportunity for Canberra Hospital to position itself as a leading player in the delivery of acute tertiary healthcare services in Australia and beyond. It will deliver world-class facilities that respond to contemporary and forward-thinking models of care and will attract the best and brightest clinical staff from Australia and around the world to Canberra Hospital.

The Construction Manager is a significant role within the Canberra Hospital Expansion Project Team primarily responsible for being the on-site construction representative of Major Projects Canberra. The successful candidate will have demonstrated significant experience managing Tier 1 Contractors delivering large complex health infrastructure projects. The duties will include oversight of day-to-day construction activities throughout the construction and commissioning phase, including risk management concepts, standards, methodologies and management tools.

The role requires building strategic relationships, working collaboratively with, and supporting the Chief Projects Officer and Project Director and the Delivery Director in advising the highest levels of ACT industry and government, including ACT Cabinet, individual Ministers, Directors-General, the CHE Project Board, peak industry bodies, leading ACT businesses and organisations, Commonwealth representatives, senior ACTPS executives, advisors and others.

Attraction and Retention Incentive

The total combined package of salary and ARIn for this position is \$288,373.50 excluding superannuation, which incorporates an Attraction and Retention Incentive (ARIn) of \$96,124.50.

This ARIn is reviewable under the terms of the ACTPS ARIn Policy. At the two year point a further comprehensive review may be undertaken in line with the duration of the Project providing the position continues to meet the eligibility criteria, including consideration of relevant market rates/and or changes to the operational requirements of the business unit.

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: Please refer to the position description for Mandatory Qualifications/Requirements

The highly desirable requirements are also required to successfully perform the role of the Construction Manager: 12+ Years' experience, and major projects (circa \$500m +) including recent acute services building experience required, (including commissioning)

Notes: This is a temporary position available immediately for a period up to four years. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than three pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural Capabilities, a current curriculum vitae, contact details of two referees and copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Martin Little (02) 6207 9322 martin.little@act.gov.au

Infrastructure Delivery Partners

Social Project Management

Project Manager

Infrastructure Officer 3 \$110,651 - \$121,464, Canberra (PN: 37834)

Gazetted: 11 May 2021

Closing Date: 25 May 2021

Details: Do you like a challenge and want to be a key part of a high performing team who work to support a safe and vibrant city? Then this opportunity is for you!

The Infrastructure Branches of Social, Commercial and Civil provide advice to directorates and Treasury in relation to the planning and business case approval process for most of the capital works program, and deliver the design, construction and defects phases of the projects. This includes buildings such as schools, emergency services facilities and justice facilities; capital upgrades of ACT Government building assets; landscaping projects; civil works such as roads, stormwater, street-lighting; transport and works associated with land release; and health infrastructure projects such as improvements to the Canberra Hospital, community health centres and the new

University of Canberra Hospital. The three branches manage approximately \$600 million of capital works each year.

Under limited direction and in line with corporate objectives apply high order project management and procurement skills to a broad range of design and construction projects for the ACT Government.

The primary responsibilities for this position are to:

Work as part of a team to deliver a range of complex and medium risk projects within time, cost and scoping targets.

Act on behalf of the partner directorate and provide high level procurement, project, and contract management. Exercise appropriate delegations and develop projects while monitoring and controlling time, cost and quality aspects.

Compile and write technical specifications, financial reports and briefs, and review technical content of submissions and tender documents for adequacy, compliance and fitness for purpose.

Adhere to the Government's procurement processes in line with The Capital Framework (TCF), including understanding the application of the design process, contractual requirements, program control, cost control, alternative delivery methods, and statutory requirements.

Adhere to and promote an awareness of the principles of the Respect Equity and Diversity (RED) Framework, workplace health and safety, the ACTPS Values and Signature Behaviours, and workforce diversity, to maintain a safe, healthy and fair workplace for all staff.

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

Eligibility/Other Requirements:

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.

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

How to Apply: 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, contact details of two referees and copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Spencer Wright (02) 6205 8437 Spencer.Wright@act.gov.au

Office of the Legislative Assembly

Executive Manager, Business Support Branch

Executive Level 1.2 \$221,815 - \$230,275 depending on current superannuation arrangements, Canberra (PN: E300)

Gazetted: 06 May 2021

Closing Date: 23 May 2021

Details: THE ROLE

Reporting directly to the Clerk of the Legislative Assembly and with overall management responsibility for the Office's Business Support Branch, the Executive Manager is a key leadership position within the Office. The Business Support Branch has approximately 21 staff (FTE), an annual budget of \$4.4m and comprises the following four sections:

1. Finance;
2. Security and Building Services;
3. Broadcasting, Information and Technology; and
4. Human Resources, Payroll and Members' Entitlements.

The Executive Manager is a member of the Office's Executive Management Committee and directly advises the Speaker, the Clerk and MLAs about all Business Support related functions and services.

THE CANDIDATE

This position requires a leader with extensive related executive management experience in a complex and dynamic environment. You have a strategic focus, a depth of experience managing high profile issues and a history of exercising sound judgment.

You have strong influencing, negotiation and engagement skills and are experienced in building and using relationships and networks with internal and external stakeholders to advance organisational objectives.

You bring people on board with your ideas and motivate them to bring their best to their role, while supporting their professional development.

You will be guided by the highest ethical standards, be impartial and have a reputation for integrity. You will also have a proven capacity to navigate complex political and administrative environments in a way that gives key stakeholders a high level of confidence in your decision-making capabilities.

It is a requirement of the position, and applicants must be willing to certify, that they have not engaged in any recent political activity and will not engage, during the course of their employment, in any political activity which is likely to raise a suspicion of bias in a fair minded person which would:

(a) jeopardise or diminish the confidence in the officer by MLAs or the ACT community; or

(b) otherwise impede the efficient and effective performance by the officer of the officer's responsibilities.

Remuneration: The position attracts a remuneration package ranging from \$221,815 to \$230,275 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$169,203.

Contract: The successful applicant will be engaged under a performance based contract for an initial period of 12 months with the possibility of extension up to five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Please submit a written application of no more than three pages, responding to the Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tom Duncan (02) 6205 0191 Tom.Duncan@parliament.act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra and Business services

Transport Canberra

Special Needs Transport

Special Needs Attendant

General Service Officer Level 2 \$48,918 - \$50,696, Canberra (PN: SNAP04, several)

Gazetted: 12 May 2021

Closing Date: 26 May 2021

Details: Transport Canberra and City Services (TCCS) are seeking an individual for the role of Special Needs Attendant. The successful candidate will be responsible for assisting the driver to load and unload students from the special needs bus, and to provide medical assistance to any passengers should the need arise. Good communication skills are a must, along with the understanding of disability. The ability to deal with complex behaviours, using the two way radio and writing reports are a must.

Eligibility/Other Requirements:

The ability to assist students with a disability on and off the bus, the ability to clean and disinfect the bus after each run and be able to work in a small team will be highly regarded. The applicant must also have strong problem solving and negotiation skills.

Must hold a current Senior First Aid certificate.

National Police check and medical checks will be conducted prior to commencement.

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

Notes: This is a permanent part-time position available at (25) hours per week, 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. There are also casual positions available.

How to Apply: Please submit a one page pitch addressing the Selection Criteria in the attached Position Description along with a curriculum vitae and details of two referees. Please also include copies of WWVP card and Senior first Aid Certificate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Keith Forrest (02) 6205 9383 Keith.Forrest@act.gov.au

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

Territory and Business Services

Libraries ACT

Creative Digital Officer

Administrative Services Officer Class 4 \$73,248 - \$79,310, Canberra (PN: 17789, several)

Gazetted: 11 May 2021

Closing Date: 27 May 2021

Details: Libraries ACT is seeking a motivated Creative Digital Officer to deliver expertise and support to the Canberra Community in our new Hive, Studio, and digital innovation spaces at Woden Library. The Creative Digital Officer requires the ability to deal with complex technical issues calmly and effectively and resolve customer service issues following set policies.

The Creative Digital Officer requires the ability to relate to people from diverse backgrounds, demonstrate the use of technologies to a broad range of people with varying levels of skill and ensure the efficient day-to-day operation of the service points where the position is based. If you are a next generation thinker with a passion for educating the community and providing the best library experience for our customers and would like to join a positive and energetic team we want to hear from you!

Eligibility/Other Requirements:

- A tertiary qualification in multimedia, graphic design, technology or visual arts, or equivalent work experience is highly desired.
- High level of demonstrable digital skills and experience including but not limited to managing Windows and Mac environments, software management, creative software packages, networking and trouble shooting.
- C Class 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.

Note: There are full time and part time opportunities available. The full-time salary noted above will be pro-rata for part time positions. This position does work weekend and evening shifts in the library spaces. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Steed (02) 6207 5156 sarah.steed@act.gov.au

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

Chief Operating Officer Group

Finance

Finance Business Partner

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: A20246)

Gazetted: 10 May 2021

Closing Date: 26 May 2021

Details: The Finance branch is responsible for facilitating the management of the Directorate's budget, and providing financial advice to the Minister, the Executive Leadership Team, and line managers. The Finance Branch plays a key role in developing strategic approaches to improving financial management practices, cost

effectiveness and resource allocation across the Directorate and co-coordinating the Directorate's budget and financial processes. The Finance Branch works closely with Shared Services to provide financial services, accounting and technical reporting capabilities to the Directorate.

We are looking for a Finance Business Partner to join the team. The successful applicant will have excellent communication and technical accounting skills and also, be able to liaise with a wide range of stakeholders on a broad range of topics. They must also be able to provide sound financial advice and support Executives and Senior Staffs in making financial decision.

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.

CPA or CA qualifications or progress toward gaining these qualifications, while not essential, is highly desirable.

Notes: This is a temporary position available immediately for six months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW).

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

How to Apply: Please submit a two-page maximum statement of claims outlining your skills and experience against the Selection Criteria. Please also submit a current curriculum vitae and a referee report, if available.

Applications should be submitted via the Apply Now button below.

Contact Officer: Syienny Susanna (02) 6205 8764 Syienny.Susanna@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Light Rail Operations

Assistant Director Asset and Interface Coordinator

Senior Officer Grade C \$110,397 - \$118,832, Canberra (PN: 41121)

Gazetted: 10 May 2021

Closing Date: 26 May 2021

Details: The Light Rail Operations branch is responsible for overseeing the successful operation of light rail by our contracted partner Canberra Metro and ensuring that the responsibilities of both the Territory and Canberra Metro, under a Public Private Partnership (PPP) agreement, are achieved. The key roles are contract management, contract assurance, asset assurance, performance planning and monitoring and operational and incident management.

The branch manages the interactions with Canberra Metro and also leads coordination across the ACT Government of related activities, including emergency services, roads interfaces, legislation, planning approvals and ticketing and revenue protection. Light Rail Operations works closely with Major Project Canberra on future stages of Light Rail in the ACT.

This position performs a key coordination role across the branch and with Canberra Metro and requires a manager with awareness of asset information management systems, and skills in stakeholder engagement to successfully support the Director Light Rail Assets and Technical Management in engaging with Director Light Rail Operations and Performance, Canberra Metro and TCCS technical teams. They will be responsible for conducting asset inspections, reviewing and analysing asset information and other data sources such as identifying safety and performance trends including engaging with City Services stakeholders and TCCS Workplace Health and Safety teams.

As well as Asset and WHS awareness, the branch is looking for someone with good oral and written communication skills and the ability to communicate effectively at all levels as well as an individual who is able to self manage on a variety of tasks.

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:

Light rail asset and operations knowledge is desirable.

Understanding of the complexity of managing stakeholders and interfaces across complex contractual boundaries.

Notes: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Garrett (02) 6207 4720 Rebecca.Garrett@act.gov.au

Transport Canberra and Business Services

Transport Canberra

Program Manager, Transport Canberra

Senior Officer Grade B \$130,018 - \$146,368, Canberra (PN: 51149, several)

Gazetted: 06 May 2021

Closing Date: 20 May 2021

Details: Transport Canberra is seeking enthusiastic and experienced Project Managers to plan, design scope, procure and execute key projects for Transport Canberra. The Project Manager is responsible for allocating appropriate resources to deliver quality, timely and value for money outcomes that are fit-for-purpose and compliant with relevant policies, codes, regulations and legislation. The Project Manager will lead the delivery of simple to complex works projects to deliver great services to the Canberra community.

Transport Canberra has a large volume of high-profile programs and projects underway with more to commence in the coming months. The Project Manager will have experience and comprehensive knowledge of project management principles.

The Project Manager will use their experience and knowledge to conduct assurance activities and provide advice to senior management. This position requires extensive stakeholder engagement and will be required to identify relevant stakeholders' expectations and concerns to develop a clear understanding of the methodology and practices to achieve outcomes.

Transport Canberra is dynamic and fast changing and therefore, the successful applicant needs to demonstrate the ability to work flexibly, be innovative and outcome focused.

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:

Professional / Technical Skills and Knowledge

Tertiary or equivalent in Project Management discipline along with current membership and Certification by Australian Institute of Project Management (AIPM) or equivalent at the CPPD or CPPE, or other nationally and internationally recognised institution is highly desirable

Experience delivering complex projects in the transport environment would be an advantage

Risk identification and management experience

Notes: These are temporary positions available immediately for up to two years 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. this position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: You will need to provide a two page pitch demonstrating your suitability for the role, a current curriculum vitae, contact details of at least two referees along with copies of relevant qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shonah Stratton (02) 6205 8479 Shonah.Stratton@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

Compliance and Enforcement

Major Investigations Team

Exhibits and Liaison Officer

Regulatory Inspector 5 \$81,407 - \$86,168, Canberra (PN: 51693)

Gazetted: 11 May 2021

Closing Date: 25 May 2021

Details: The Exhibits and Liaison Officer is responsible for the coordination and management of WorkSafe ACT exhibits, property and liaison with relevant parties. The Exhibits and Liaison officer is also responsible for the implementation of a 'best practice' framework for the handling of all exhibits and property in accordance with legislative requirements.

The Exhibits and Liaison Officer is an important member of the major investigations team and will provide assistance in the planning of investigations and the appropriate collection and management of evidence. With direction from the Lead Investigator, the Exhibits and Liaison Officer will also identify non-compliance issues with the collection of evidence, is responsible for systems to maintain continuity of evidence and will act as the brief handling manager.

The Exhibits and Liaison Officer also plays an important role coordinating WorkSafe ACT's contact with the families of those who have suffered a workplace death or serious injury, including connecting these families with support services and assistance dealing with the legal system.

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 perform the functions of an authorised Inspector in accordance with all relevant legislation, including 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 Investigations) or WHS or equivalent qualification or required to complete within 12 months of commencement.

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 police check.

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

How to Apply: Please provide a maximum two-page statement of claims addressing how you are the ideal candidate as outlined in the position description. Please provide an up-to-date resume and the names of two referees, one of these referees must be your current manager. Please explain to us why you are ideally suited to work at WorkSafe ACT in a brief covering letter.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michael Foster (02) 6207 3036 Michael.Foster@worksafe.act.gov.au

WorkSafe ACT

Strategy, Compensation and Licensing

Communications/Media

Events, Engagement and Communication Officer

Administrative Services Officer Class 6 \$87,715 - \$100,388, Canberra (PN: 51568)

Gazetted: 10 May 2021

Closing Date: 24 May 2021

Details: WorkSafe ACT is seeking an experienced and enthusiastic events, engagement and communications generalist who can manage a busy and diverse workload. One day you might be planning an event, the next day gathering and writing content for a project, and the next developing an engagement activity. You'll be a person who can work autonomously, but also collaborate with colleagues and stakeholders when required to help across projects.

Eligibility/Other Requirements:

Highly Desirable:

tertiary qualifications in related fields

knowledge or experience in work health and safety.

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

How to Apply: Please attach your current curriculum vitae as well as a one page pitch addressing the requirements under the 'Ideal Candidates - Requirements' section of the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amy Pedley (02) 6205 4074 Amy.Pedley@worksafe.act.gov.au

APPOINTMENTS

ACT Health

Senior Information Technology Officer Grade C \$110,397 - \$118,832

Jincy George, Section 68(1), 11 May 2021

Health Professional Level 4 \$110,397 - \$118,832

Ekavi Georgousopoulou, Section 68(1), 10 May 2021

Canberra Health Services

Registered Nurse Level 1 \$67,984 - \$90,814

Taylor Allenspach, Section 68(1), 10 May 2021

Enrolled Nurse Level 1 \$61,658 - \$65,876

Tasma Barr, Section 68(1), 11 May 2021

Administrative Services Officer Class 2 \$58,230 - \$64,299

Caitlin Bengtsson, Section 68(1), 13 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Laura Brown, Section 68(1), 10 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Nicole Crawford Ramalho, Section 68(1), 10 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Amy Davidson, Section 68(1), 10 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Anne Gilbert, Section 68(1), 10 May 2021

Allied Health Assistant 2 (Qualified) \$54,988 - \$61,221 (up to \$63,043 depending on qualification level)

Xiao Meng Guo, Section 68(1), 13 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Anna Hlavacek, Section 68(1), 10 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Katelin Hogan, Section 68(1), 10 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Louise Howard, Section 68(1), 10 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Brigita Juniarti Daniells, Section 68(1), 12 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Amy Kusetic, Section 68(1), 10 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Elsie Laate, Section 68(1), 10 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Emma Lutton, Section 68(1), 10 May 2021

Registered Nurse Level 3.1 \$108,237 - \$112,691

Anna Petchell, Section 68(1), 7 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Grace Pratt, Section 68(1), 10 May 2021

Administrative Services Officer Class 2/3 \$58,230 - \$71,004

Primeej Pulinkunnel John, Section 68(1), 13 May 2021

Administrative Services Officer Class 2/3 \$58,230 - \$71,004

Nicole Reid, Section 68(1), 6 May 2021

Enrolled Nurse Level 1 \$61,658 - \$65,876

Snehjeet Sandhu, Section 68(1), 10 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Justin Somers, Section 68(1), 10 May 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Vicki Sullivan, Section 68(1), 3 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Anastasia Sysengthong, Section 68(1), 10 May 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Andjelina Vujic, Section 68(1), 13 May 2021

Enrolled Nurse Level 1 \$61,658 - \$65,876

Kenneth Watson, Section 68(1), 29 April 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Taylor Way, Section 68(1), 10 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Matthias Williams, Section 68(1), 10 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Sally Yahya, Section 68(1), 10 May 2021

Registered Nurse Level 1 \$67,984 - \$90,814

Sonia Zimmermann, Section 68(1), 10 May 2021

Canberra Institute of Technology

Teacher Level 1 \$77,492 - \$103,397

Adrian Murray, Section 68(1), 30 April 2021

This appointment is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 14, Direct Appointment of Employee General. An appointment under this section is not appealable

Chief Minister, Treasury and Economic Development

Senior Officer Grade C \$110,397 - \$118,832

Kieron Amphlett, Section 68(1), 10 May 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Samantha Barrett, Section 68(1), 10 May 2021

Information Technology Officer Class 2 \$87,715 - \$100,388

Mayukh Dikshit, Section 68(1), 27 April 2021

Administrative Services Officer Class 3 \$65,976 - \$71,004

Jacinta Evans, Section 68(1), 12 May 2021

Senior Officer Grade A \$151,002

Sarah Howell, Section 68(1), 21 May 2021

Administrative Services Officer Class 3 \$65,976-\$71,004

Emily Hosie, Section 68(1), 10 May 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Madan Nagpal, Section 68(1), 10 May 2021

Administrative Services Officer Class 4 \$73,248 - \$79,310

Yuqi Qiu, Section 68(1), 12 May 2021

Senior Officer Grade C \$110,397 - \$118,832

Nathan Smith, Section 68(1), 10 May 2021

Community Services

Administrative Services Officer Class 4 \$73,248 - \$79,310

Nicole Luteru, Section 68(1), 10 May 2021

Director of Public Prosecutions

Prosecutor Associate \$73,248 - \$75,492

Corey O'Connor, Section 68(1), 10 May 2021

Education

Administrative Services Officer Class 6 \$87,715 - \$100,388

Helen Brock, Section 68(1), 12 May 2021

Cleaning Services Officer 2 \$51,742 - \$53,670

Dema Dema, Section 68(1), 11 May 2021

Cleaning Services Officer 2 \$51,742 - \$53,670

Karma Dupchu, Section 68(1), 11 May 2021

Administrative Services Officer Class 4 \$73,248 - \$79,310

Danica Fitzgibbon, Section 68(1), 10 May 2021

Cleaning Services Officer 2 \$51,742 - \$53,670

Karma Karma, Section 68(1), 6 May 2021

Administrative Services Officer Class 4 \$73,248 - \$79,310

Lucy Vandergugten, Section 68(1), 13 May 2021

Environment, Planning and Sustainable Development

Senior Officer Grade C \$110,397 - \$118,832

Jason Forest, Section 68(1), 13 May 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

Martin Henery, Section 68(1), 10 May 2021

Administrative Services Officer Class 6 \$87,715 - \$100,388

James Needham, Section 68(1), 4 May 2021

Justice and Community Safety

Legal Officer Grade 1 \$67,893 - \$136,739

Felicity Eylward, Section 68(1), 12 May 2021

Administrative Services Officer Class 5 \$81,407 - \$86,168

Ellena Wargren, Section 68(1), 10 May 2021

TRANSFERS

Canberra Health Services

Matthew Clear

From: Health Professional Level 2 \$67,892 - \$93,203

Justice and Community Safety

To: Health Professional Level 2 \$67,892 - \$93,203

Canberra Health Services, Canberra (PN. 20158) (Gazetted 21 January 2021)

Chief Minister, Treasury and Economic Development

Rhys Husselbee

From: Administrative Services Officer Class 6 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development

To: Technical Officer Level 4 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development, Canberra (PN. 50960) (Gazetted 23 March 2021)

Community Services

Natalie Wheeler

From: Senior Officer Grade C \$110,397

ACT Health

To: Senior Officer Grade C \$110,397 - \$118,832

Community Services, Canberra (PN. 37239) (Gazetted 7 December 2020)

Environment, Planning and Sustainable Development

Maryam Khzaeli

From: Senior Officer Grade C \$110,397

Community Services

To: Senior Officer Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development, Canberra (PN. 35500) (Gazetted 18 March 2021)

Justice and Community Safety

Liza Briggs

From: Senior Officer Grade A \$151,002

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade A \$151,002

Justice and Community Safety, Canberra (PN. 45891) (Gazetted 9 March 2021)

Transport Canberra and City Services

Michelle Walters

From: Senior Information Technology Officer Grade C \$110,397 - \$118,832

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$110,397 - \$118,832

Transport Canberra and City Services, Canberra (PN. 24712) (Gazetted 18 March 2021)

PROMOTIONS

ACT Health

Health Systems, Policy and Research

Health Protection Service

ACT Government Analytical Laboratory Microbiology Unit

Tashi Choden

From: Health Service Officer Level 3 \$53,168 - \$54,896 (Retention Point CHS Only \$54,989)

Canberra Health Services

To: Health Service Officer Level 4 \$54,896 - \$56,997

ACT Health, Canberra (PN. 23703) (Gazetted 19 February 2021)

Digital Solutions Division

Future Capability and Governance

Digital Health Record Program

Manibharathi Jeyasekar

From: Information Technology Officer Class 2 \$87,715 - \$100,388

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$110,397 - \$118,832

ACT Health, Canberra (PN. 51640) (Gazetted 1 April 2021)

Digital Solutions Division

Technology Operations

Clinical and Administrative Systems Hub

Callum McRae

From: Information Technology Officer Class 2 \$87,715 - \$100,388

ACT Health

To: †Senior Information Technology Officer Grade C \$110,397 - \$118,832

ACT Health, Canberra (PN. 46191) (Gazetted 17 March 2021)

Canberra Health Services

Canberra Health Services

Larinda Dowell

From: Registered Nurse Level 3.1 \$108,237 - \$112,691

Canberra Health Services

To: †Senior Officer Grade C \$110,397 - \$118,832

Canberra Health Services, Canberra (PN. 20114) (Gazetted 31 March 2021)

Canberra Health Services

Aref Jamali

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Canberra Health Services

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Canberra Health Services, Canberra (PN. 50631) (Gazetted 23 February 2021)

Canberra Health Services

Harpreet Kaur

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. 11724) (Gazetted)

Clinical Services

Christine Kerr

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. 22515) (Gazetted 9 March 2021)

Clinical Services

Amelia Watson

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. 31735) (Gazetted 4 March 2021)

Canberra Institute of Technology

Education and Training Services

Library and Learning Services

Dean Sheather

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Canberra Institute of Technology

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Canberra Institute of Technology, Canberra (PN. 49615) (Gazetted 24 March 2021)

Chief Minister, Treasury and Economic Development

Shared Services

Finance and Payroll

Finance - Reporting

Himanshu Bodar

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. 07306) (Gazetted 13 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.

Shared Services

Finance and Payroll

Finance - Reporting

Mark Buchanan

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. 07408) (Gazetted 13 May 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.

Shared Services

Finance and Payroll

Finance - Reporting

Melissa Davo

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. 16865) (Gazetted 13 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.

Economic Development

Finance and Business Services

Steven Gallace

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. 47086)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General

Access Canberra

Projects, Governance and Support

Government and Business Coordination

Ashleigh McInnes

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. 38223) (Gazetted 2 March 2021)

**Digital, Data and Technology Solutions
Customer Engagement Services Branch**

Alissa Tripodi

From: Administrative Services Officer Class 6 \$87,715 - \$100,388
Chief Minister, Treasury and Economic Development
To: †Senior Information Technology Officer Grade C \$110,397 - \$118,832
Chief Minister, Treasury and Economic Development, Canberra (PN. 02690) (Gazetted 18 March 2021)

**Access Canberra
Parking Operations and Traffic Camera Compliance
Licence Plate Recognition**

David West

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. 40471) (Gazetted 4 December 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.

Community Services

**Housing ACT
Infrastructure and Contracts
Helene Tabor**

From: Senior Officer Grade C \$110,397 - \$118,832
Community Services
To: †Senior Officer Grade B \$130,018 - \$146,368
Community Services, Canberra (PN. 35155) (Gazetted 27 May 2020)

Education

**School Improvement and Performance Division
North and Gungahlin Network
Gold Creek School**

Daniel Breen

From: School Leader A \$168,315
Education
To: †School Leader A 3 \$194,304
Education, Canberra (PN. 02605) (Gazetted 18 February 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.

**Business Services
Strategic Finance and Procurement
Strategic Finance
David Teuchert Walsh**

From: Administrative Services Officer Class 6 \$87,715 - \$100,388
Education
To: †Senior Professional Officer Grade B \$130,018 - \$146,368

Education, Canberra (PN. 14167) (Gazetted 2 February 2021)

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation

Parks and Partnerships

John McRae

From: Park Ranger 2 \$73,248 - \$79,310

Environment, Planning and Sustainable Development

To: †Senior Officer Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development, Canberra (PN. 48391) (Gazetted 3 September 2020)

Climate Change and Sustainability

Policy and Program Delivery

Kaylene Schroeder

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$81,407 - \$86,168

Environment, Planning and Sustainable Development, Canberra (PN. 43596) (Gazetted 28 October 2020)

Environment

Resilient Landscapes

Biosecurity and Rural Services

Stephen Taylor

From: Technical Officer Level 4 \$87,715 - \$100,388

Environment, Planning and Sustainable Development

To: †Senior Officer (Technical) Grade C \$110,397 - \$118,832

Environment, Planning and Sustainable Development, Canberra (PN. 50000) (Gazetted 9 April 2021)

Justice and Community Safety

Corporate

People and Workplace Strategy

Cassandra House

From: Administrative Services Officer Class 4 \$73,248 - \$79,310

Education

To: Administrative Services Officer Class 6 \$87,715 - \$100,388

Justice and Community Safety, Canberra (PN. 48006) (Gazetted 15 February 2021)

Transport Canberra and City Services

City Services

City Presentation

Urban Treescapes

Anthony Greig

From: General Service Officer Level 7 \$65,087 - \$68,733

Transport Canberra and City Services

To: General Service Officer Level 9 \$75,985 - \$85,873

Transport Canberra and City Services, Canberra (PN. 47679) (Gazetted 19 March 2021)

Territory and Business Services

Libraries ACT

Vinitha Menon

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Transport Canberra and City Services

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Transport Canberra and City Services, Canberra (PN. 17814) (Gazetted 13 May 2021)

City Services

ACT NoWaste

Strategic Coordination and Planning

Efe Momoh

From: Administrative Services Officer Class 5 \$81,407 - \$86,168

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$110,397 - \$118,832

Transport Canberra and City Services, Canberra (PN. 36380) (Gazetted 12 February 2021)

City Services

Infrastructure Delivery

Timothy Norton

From: Infrastructure Officer 3 \$110,651 - \$121,464

Transport Canberra and City Services

To: †Infrastructure Officer 4 \$131,141 - \$148,993

Transport Canberra and City Services, Canberra (PN. 18120) (Gazetted 28 July 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.

City Services

City Presentation

Urban Treescapes

Kevin Olsson

From: General Service Officer Level 5/6 \$57,359 - \$63,127

Transport Canberra and City Services

To: General Service Officer Level 9 \$75,985 - \$85,873

Transport Canberra and City Services, Canberra (PN. 47678) (Gazetted 19 March 2021)

Worksafe ACT

WorkSafe ACT

Corporate

Administration

Jessica O'Connor

From: Administrative Services Officer Class 3 \$65,976 - \$71,004

Transport Canberra and City Services

To: Administrative Services Officer Class 4 \$73,248 - \$79,310

Worksafe ACT, Canberra (PN. 37231) (Gazetted 12 April 2021)

RETIREMENTS AND DISMISSALS

Chief Minister, Treasury and Economic Development

Marina Lukatela, *Section 29 of the Public Sector Management Act 1994*, 27 April 2021