



ACT Government Gazette

Gazetted Notices for the week beginning 02 September 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>

Data Repository Developer

Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 29390)

Gazetted: 08 September 2021

Closing Date: 22 September 2021

Details: The Information and Data Management Branch (IDM) within the Digital Solutions Division is looking, for enthusiastic staff who have experience in the development and delivery of high quality, well-structured data warehouse solutions. The role of Data Repository Developer will be fast-paced and challenging, but you'll be working in a dynamic team contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way and every day is a learning experience. The Information and Data Management Branch is responsible for managing the ACT Health Directorate's reporting requirements this includes the development of data sets for national data agencies and Australian governments, the development of datasets to support the COVID-19 response as well as assisting the health services transition in one of the most significant projects in ACT Government, the Digital Health Record (DHR). The Branch is also responsible for developing and monitoring a health performance framework for the delivery of health services across the ACT. ACT Health supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Sean Winefield (02) 6207 5754 Sean.Winefield@act.gov.au

Executive Assistant

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 43149)

Gazetted: 03 September 2021

Closing Date: 10 September 2021

Details: The Executive Assistant provides high-level administrative support to the Coordinator-General for the Office for Mental Health and Wellbeing. The role is required to maintain a high-level of confidentiality and discretion, exercise a considerable degree of independence and consistently exercise sound judgement. The position is required to engage in continual problem solving, complex and sensitive issues management, have outstanding multi-tasking skills and the capacity to prioritise issues constantly. Additionally, the position liaises across the ACT Government and with various key stakeholders to respond quickly to business needs and meet tight timeframes. This position also has managerial responsibilities and provides administrative support to the broader Office for Mental Health and Wellbeing team.

Eligibility/Other Requirements: Desirable:

Previous experience providing high level administrative assistance to a Senior Executive.

Previous experience with HP Records Manager 8 (HP RM 8, aka. TRIM) or similar system.

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

Undergo a pre-employment National Police check.

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

How to Apply: Please provide a written response to the required Selection Criteria in the Position Description.

Please also provide: a current curriculum vitae, one written reference, and the details of another referee. (N.B One of your referees is to be your current manager).

Applications should be submitted via the Apply Now button below.

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

Canberra Health Services

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

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

Rehabilitation, Aged and Community Services

Occupational Therapy Services

Occupational Therapist

Health Professional Level 1 \$64,531 - \$84,544, Canberra (PN: 40152, several)

Gazetted: 03 September 2021

Closing Date: 21 September 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/> Occupational Therapists in Canberra Health services work collaboratively with individuals, families, carers and internal and external service providers to maximise the health, wellbeing and occupational engagement of Canberrans. Occupational Therapists within Rehabilitation, Aged and Community Services (RACS) provide exceptional care through the delivery of high quality Occupational Therapy assessment and a range of therapeutic interventions including therapy to promote recovery, rehabilitation and reablement and support for maximising safe and sustainable discharges back into the community. Areas of work include The Canberra Hospital, University of Canberra Hospital and community based services. Our staff are committed to the delivery of health services that reflect CHS values. Exciting opportunities exist for new graduate Occupational Therapists to join CHS Occupational Therapy services in the Division of Rehabilitation, Aged and Community Services. The successful applicants will be employed as a full-time Health Professional Level 1 for 12 months. New graduate positions are designed to maximise clinical and professional skills growth and development with access to professional development opportunities; high levels of clinical supervision; support from wider multidisciplinary teams, clinical educators and the occupational therapy professional group. These positions are rotational with the potential to work in our community based service and inpatients and ambulatory services at the University of Canberra Hospital.

About You

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

Behavioural Capabilities

Strong organisational skills with high degree of initiative.

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

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

A willingness to actively engage in a team environment.

Position Requirements/Qualifications:

Mandatory:

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

Hold a current driver's licence.

The successful applicant may need to be available for occasional weekend and after-hours work, with access to flex time. Depending on the service, applicants may be required to participate in an overtime, on call, and/ or shift work with a rotating roster.

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:

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

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

Undergo a pre-employment National Police Check.

Note: This is a temporary position available for a period of 11.5 months.

Contact Officer: Jane Lawrence 51240073 Jane.Lawrence@act.gov.au

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

Child and Adolescent Mental Health Services (CAMHS)

CAMHS Hospital Liaison Team

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 49493)

Gazetted: 02 September 2021

Closing Date: 22 September 2021

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include:

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

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. This role will be based within CAMHS Acute Services, primarily the newly established Day Program. The Day Program offers short term intensive support to adolescents and their families/carers aged between 12- 18 years who have had a recent mental health admission/presentation to The Canberra Hospital. The Day Program will offer a mixture of group and individual interventions to support the young person and their families/carers during a period of high mental health acuity. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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Behavioural Capabilities

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

- Strong organisational skills with a high degree of drive
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

- Team work and ability to work collaboratively as part of a multidisciplinary team

Position Requirements/Qualifications:

Mandatory:

- Exercise/Sports Science degree (or equivalent) from a recognised tertiary institution
- Current accreditation with Exercise and Sports Science Australia (ESSA)
- Registration under *the ACT Working with Vulnerable People Act 2011*
- Minimum 12 months paid work experience, post qualification, in a related/relevant organisation/service
- Current Drivers Licence.

Desirable:

- Experience in working with adolescents with moderate to severe mental health conditions.
- Previous experience working in mental health.

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

- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.
- 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: The successful candidate will be required to;

- Be available to work within all program areas of CAMHS as service needs arise
- An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months.

Contact Officer: Delia O'Shea 0435652168 Delia.O'Shea@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Unit

Psychologist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 37524)

Gazetted: 02 September 2021

Closing Date: 21 September 2021

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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/> Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home.

These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Justice Health Services

Child and Adolescent Mental Health Services (CAMHS)

Rehabilitation and Specialty Mental Health Services

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

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

DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored

treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. The Gawanggal Mental health (GMHU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Both units are managed by MHJHADS Division. At this level it is expected that you will be able to provide high quality psychological assessments and interventions to complex mental health consumers. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to students and staff at Health Professional Level 1 and 2 and support the Allied Health Manager in service development processes

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

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

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Behavioural Capabilities

Ability to manage confidential and sensitive information

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

Works cohesively within a multi-disciplinary team and adapts quickly to a changing environment

Commitment to achieving positive outcomes for mental health consumers

Position Requirements/Qualifications:

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

Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Experience in public mental health and/or a psychiatric inpatient setting.

Hold a current driver's licence

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

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

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

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.

Notes: A merit list will be established from this process to fill future permanent and temporary positions over the next 12 months.

Contact Officer: Ajish lukose (02) 5124 1955 Ajish.lukose@act.gov.au

Clinical Services

Mental Health Justice Health Alcohol and Drug Services

Visiting Medical Officer (VMO)

Closing date: 21 September 2021

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ROLE 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/>

Visiting Medical Officers (VMO) with Canberra Health Services are covered by generous contract provisions. The standard VMO contract is available online: <https://www.legislation.act.gov.au/ni/2020-579/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes. MHJHADS aims to be socially inclusive and operate within a recovery-focused and/or harm minimisation approach. The successful applicant will have specialist experience in General Psychiatry or Subspecialty areas of Psychiatry, and skills relevant to both inpatient and community services, including the provision of ECT services. Visiting Medical Officers are engaged as independent contractors. Contracts will be for a 1-2 year term.

DUTIES

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

- Provide direct psychiatric services in a variety of settings including the provision of ECT services.
- Teach and supervise psychiatry trainees and Medical students.
- Contribute to the clinical oversight of multi-disciplinary teams and in particular:
 - Provide expert opinion and consultation on clinical work.
 - Participate in the develop, implementation and ongoing review of the recovery plans for persons using the service.
- Liaise and collaborate with medical practitioner, consumers, carers, voluntary and government and non-government agencies concerned with patients care.
- Participation in administration and clinical governance activities and the after-hours roster as required.
- Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

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Position Requirements/Qualifications:

- Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), in the relevant specialty with no conditions, undertakings or reprimands.
- Minimum 5 years Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualifications.
- Evidence of satisfactory participation on the RANZCP Continuing Professional Development Program is mandatory.
- Knowledge of the Mental Health Act 2015 and other related legislations is desirable.
- Current driver licence is preferred.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.
- Not be the subject of an unresolved scope of clinical practice review of by a state/territory credentialing and scope of clinical practice committee (such as the CHS Medical and Dental Appointments Advisory Committee) or a current inquiry by AHPRA.
- Have had no substantiated performance or behavioural issues in the last three years, no such matters currently under investigation, and have not been found to display behaviours and/or performance inconsistent with CHS values.

Note: Occasional weekend and after-hours work may be discussed and negotiated with the successful applicant.

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

- Be granted their Scope of Clinical Practice through the CHS Medical and Dental Appointments Advisory Committee (MDAAC).
- Undergo a pre-employment Police check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

- Agree to a VMO contract setting out specific work obligations in accordance with Part 7 of the *Health ACT 1993*.

WHAT YOU REQUIRE

These are the key criteria for how you will be assessed in conjunction with your resume and experience. Your statement of claims against the selection criteria should summarise how your skills and experiences would enable you to fulfil the responsibilities of the role. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

- Proven in provision of specialist mental health care across inpatient, community and other applicable setting with a demonstrably strong commitment to working with consumers, carers and key community stakeholders including GPs. Including having highly developed communication and interpersonal skills.
- Proven commitment to the maintenance and further development of skills applicable to the area of specialisation, including involvement in further education and quality assurance activities.
- Demonstrated capacity to work as part of a multidisciplinary team, whilst providing leadership in clinical care, systems and MDT management and participating in the mandatory requirements of medical officers within the Division.
- Demonstrated commitment to the provision of teaching at all levels, including medical, nursing, scientific and allied health professional staff, both postgraduate and undergraduates.
- Demonstrates understanding of, and adherence to, safety and quality standards, work, health and safety (WHS) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include:

- Copy of a current resumé;
- A response to the selection criteria under "what you require" in no more than two pages.
- Where possible include specific relevant examples of your work.

Contact officer: Denise Riordan (02) 5124 5876 denise.riordan@act.gov.au

Clinical Services

Woman, Youth and Children

Maternal and Child Health Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22749)

Gazetted: 02 September 2021

Closing Date: 21 September 2021

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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/> Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team. Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns; and information and support for parenting. This is the only child and family health service across the ACT. Maternal and Child Health nurses are supported by the National Framework for Universal Child and Family Health services. MACH Nurses are guided by the seven standards outlined in the National Standards of Practice for Maternal Child and Family Health nurses in Australia (2017). Maternal and Child Health (MACH) nurses support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context. All MACH Nurses deliver services across the ACT from health centre locations to outreach clinic sites. Supporting families, parents and carers to build skills and confidence in their parenting role is a core element of the ACT Children and Young People Plan 2015-2025. The WYCCHP seeks to contribute to this

objective by providing MACH support for families with a primary health care approach, recognising the importance of optimal health and physical and mental wellbeing of parents and other primary carers. Universal child and family health services also contribute to the health of the general population through health promotion and preventive health initiatives such as breastfeeding promotion immunisation programs, child safety and parenting support. The ACT MACH Program is seeking an experienced and suitably qualified Maternal and Child Health nurse to fulfill a temporary contract, with a possible view to permanency. The successful candidate will work in partnership with families across the ACT within a supportive team. This position is full time, but part time options may be considered.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive and able to contribute positively to team culture

Strong communication and interpersonal skills.

demonstrates kindness to colleagues and clients

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

Position Requirements/Qualifications:

Relevant post graduate Qualifications in Child and Family health nursing.

Be eligible for nurse's registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold a current driver's licence

Post graduate qualifications in Child and Family Health or equivalent

Desirable: Relevant tertiary qualifications are highly desirable, including midwifery, paediatrics and education,

Family Partnership Model Training (or commitment to complete training, Circle of security Training, International

Board-Certified Lactation Consultant

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

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

Prior to commencement successful candidates will be required to:

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.

provide the names of 2 referees, one the current manager

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

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

Contact Officer: Nicole Saunders (02) 5124 2264 nicole.saunders@act.gov.au

Clinical Services

Rehab, Aged and Community Service

Clinical Care Coordinator- Cognitive Impairment

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 18436)

Gazetted: 03 September 2021

Closing Date: 21 September 2021

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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/>

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centre's and Village Creek Centre in Kambah. ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra commenced operations in July 2018. The new

hospital, the University of Canberra Hospital (UCH) is part of the Canberra Health Services network of health facilities designed to meet the needs of our ageing and growing population. The inpatient Rehabilitation units are now located in the University of Canberra Hospital. This position is being advertised for a temporary 11 month contract and is an exciting opportunity for a dynamic and enthusiastic Registered Nurse (RN) 3.1 in the Geriatric Acute Care of the Elderly wards. RACS is seeking a suitably qualified person who has a passion for working with the elderly to fill this rewarding position.

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:

Strong organisational skills with a high degree of drive

Progressive, adaptable, and flexible with ability to successfully introduce change and provide responsive services to meet clients' needs

A strong focus on person centred, exceptional care and a commitment to quality outcomes

Position Requirements/Qualifications:

Relevant: Be registered or eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

A minimum of three years' experience working professionally in the Aged Care environment in an education / leadership role is highly desirable.

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.

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

Undergo a pre-employment National Police Check.

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

Note: This is a temporary position available for a period of 11 months.

Contact Officer: Shannon Reakes 0408 135 203 shannon.reakes@act.gov.au

Medical Services

Pharmacy

Antimicrobial Stewardship Pharmacist

Pharmacist Level 2/3 \$81,618 - \$112,028 (up to \$114,956 on achieving personal upgrade), Canberra (PN: 32147)

Gazetted: 02 September 2021

Closing Date: 16 September 2021

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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 Pharmacy sits within the Office of the Executive Director of Medical Services (EDMS) which includes the Physician Training Office, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU), Pathology, Pharmacy, Medical Imaging and Library Services. The Canberra Health Services (CHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians, and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The Antimicrobial Stewardship Pharmacist will work within the Antimicrobial Stewardship (AMS) Team, to promote quality use of antimicrobials that is safe and cost-effective within Canberra Health Services (CHS). The position holder will participate in the CHS AMS program, providing both clinical and administrative input under the supervision of the Lead Antimicrobial Pharmacist. The position holder will integrate into the CHS Pharmacy team and will provide a range of pharmacy services on a rostered basis.

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Behavioural Capabilities

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

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

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

Position Requirements/Qualifications:

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

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

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

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

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

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

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 credentialing requirements for allied health. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made.

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

Undergo a pre-employment National Police Check.

Contact Officer: Daniel Lalor (02) 5124 2120 Daniel.Lalor@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Clinical Manager

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 44783)

Gazetted: 02 September 2021

Closing Date: 21 September 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 Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. The ADS are seeking a senior health professional to provide professional supervision and clinical leadership to staff supporting people with substance use disorders in the public health sector, specifically the Drug and Alcohol Sentencing List (DASL). This includes providing clinical expertise, contribute to policy development and support for professional development in consultation with senior clinicians/professionals. The position includes liaison with services within the Alcohol and Other Drug (AOD) sector, Justice Services and other stakeholders. The successful applicant requires recent clinical experience, knowledge of the AOD sector and issues impacting on this client group, excellent communication skills and ability to work as part of a multidisciplinary team.

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

Ability to lead, manage, mentor the DASL team in a collaborative and influential manner.

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

Competent negotiation and influencing skills in dealing with complex situations.

Ability to synthesise, analyse complex information and make decisions that demonstrates critical thinking skills and forms defensible conclusions based on evidence-based sound judgement.

Position Requirements/Qualifications:

Mandatory:

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

Applicants must have a minimum of 5 years post-qualification experience.

OR

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011

Applicants must have a minimum of 5 years post-qualification experience.

Highly desirable:

Demonstrated knowledge of the AOD sector and issues impacting on this client group

Recent clinical experience

Excellent communication skills

Ability to work as part of a multidisciplinary team

Prior to commencement successful candidates will be required to:

Reference checks

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 four months with the possibility of extension.

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

Contact Officer: Jennifer Harland 0413 312 841 jennifer.harland@act.gov.au

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 16713)

Gazetted: 02 September 2021

Closing Date: 21 September 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 CHS Division of Medicine provides a range of medical specialties and allied health services. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. An exciting opportunity exists for a dynamically skilled and suitably qualified Registered Nurse within the Clinical Forensic Medical Service (CFMS).

The successful applicant will be required to work a rotating roster across the three branches of service within CFMS: Forensic and Medical Sexual Assault Care (FAMSAC) providing forensic evidence collection and medical assessment to both male and female victims of sexual assault.

Clinical Forensics ACT (CFACT) providing triage and support services in the outreach settings of the Australian Federal Police (AFP) custodial facilities.

Nursing assessments in the outpatient Fitness to Drive Medical Clinic (FTDMC).

ABOUT YOU

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Behavioural Capabilities

Strong organisational and problem-solving skills with the ability to manage and prioritise competing issues
Well-developed interpersonal skills and ability to maintain effective relationships with a range of internal and external stakeholders

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

Position Requirements/Qualifications:

The successful applicant will be required to work a rotating roster, including weekends, night duty and on-call.

Must be eligible to hold and maintain a baseline AFP Security Clearance

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

Current drivers' licence

Minimum five years' experience working professionally as a Registered Nurse is preferred

Relevant experience in emergency nursing with triage skills, sexual/women's health, clinical forensics or custodial medicine.

Relevant post graduate qualification in related field (i.e. Forensic Medicine, Emergency Nursing, Sexual and Reproductive Health).

Willingness to undertake further study as a Forensic Nurse Examiner.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

NOTES

This is a temporary position available for 12 months from October 2021 with possibility of extension or permanency. This is a part-time position available at 32 hours per week and the full-time salary noted above will be paid pro-rata.

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

Contact Officer: Cassandra Noble (02) 5124 3508 cassandra.noble@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Unit

Administration Support Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 41046, several)

Gazetted: 06 September 2021

Closing Date: 22 September 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 Justice Health Services, Dhulwa Mental Health Unit (DMHU) and Gwanggal Mental Health Unit (GMHU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) provides 24-hour, forensic mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers, and other key services. Gwanggal Mental Health Unit (GMHU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. GMHU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition from DMHU into the community setting. The GMHU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Reporting to the Administration Manager it is expected that in this position you will provide administrative support to the clinical team with a focus on providing quality customer service. All staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes. The working hours for this position are 8.30am – 4.51pm. This position is not required to wear a uniform however a uniform is available if preferred.

About You

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Behavioural Capabilities

Strong organisational skills with a high degree of drive with a commitment to achieving positive outcomes
Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs
Sensitivity and understanding with a non-judgemental attitude
Ability to manage confidential and sensitive information

Position Requirements/Qualifications:

Hold a current driver's licence.

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

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

Please note 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 six months with the possibility of extension and or permanency. Selection may be based on written application and referee reports only.

Contact Officer: Penelope Ginich 512 41853 Penelope.Ginich@act.gov.au

Surgery

Intensive Care Unit

Foundation Program

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 23446, several)

Gazetted: 03 September 2021

Closing Date: 22 September 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 Intensive Care Unit is a 31-bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma. The unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. CHS is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000. Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within CHS. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

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

Ability to work a flexible rotating roster

High level communication skills

Position Requirements/Qualifications:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), and a minimum of 12 months experience working professionally in a hospital based environment is required. Previous experience in the critical care environment is preferred

The successful applicant will need to be available for weekend and a rotating roster of Morning, Evening and Night shifts.

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:

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.

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

Contact Officer: Amanda McCarthy (02) 5124 2756 amanda.mccarthy@act.gov.au

Rehabilitation Aged and Community Services

Nursing

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 21865)

Gazetted: 03 September 2021

Closing Date: 21 September 2021

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

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

Our Values: Reliable, Progressive, Respectful and Kind

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/>

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

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: Highly organised and motivated.

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

Good leadership skills with the ability to work independently to agreed outcomes.

Excellent interpersonal and communication skills.

Position Requirements/Qualifications:

Relevant nursing qualifications and a minimum of two years' experience working professionally in Acute Geriatrics setting is preferred.

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

Desirable Certificate IV in Training and Assessment.

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

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

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

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

Bring two referee reports, with one from your current line manager

Undergo a pre-employment National Police Check.

Note: The successful candidates may be selected based on application and referee report only.

Contact Officer: Shannon Reakes 0408 135 203 shannon.reakes@act.gov.au

Medical Roster Admin Assistant

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 42951)

Gazetted: 07 September 2021

Closing Date: 21 September 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/> MOSCETU has responsibility for: The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the CHS Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU and CEO Canberra Health Services. The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program. Manage the recruitment, rostering and administration related to the Junior Medical workforce. Under direction from the Manager Medical Rostering Team you will provide administrative support to assist in the provision of efficient,

reliable and high-quality rostering, administrative and support services to the Junior Medical workforce of Canberra Health Services (CHS).

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills, with the ability to manage competing priorities and attention to detail.

Strong interpersonal and communication skills.

Position Requirements/Qualifications:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Contact Officer: Carylann Jackson (02) 5124 4116 Carylann.Jackson@act.gov.au

Nursing and Midwifery and Patient Support Services

Nursing and Midwifery Resource Office

Assistant Director Of Nursing

Registered Nurse Level 4.3 \$139,701, Canberra (PN: 17460)

Gazetted: 06 September 2021

Closing Date: 20 September 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 Division of Nursing, Midwifery and Patient Support Services (NMPSS) provides support services across the clinical divisions within Canberra Hospital and Healthcare Services including: Nursing and Midwifery Resource Office: Nursing and Midwifery casual and relief pool, and Assistants in Nursing. e-Rostering unit. Tissue Viability Unit

Infection Prevention and Control Unit. Patient Support Services: Wardspersons, Hospital Assistants, Ward Clerks, Central Equipment and Courier Service, Spiritual Support Services and Patient Liaison Admission Team.

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:

Strong organisational skills with a high degree of drive

Innovation, adaptability and flexibility to drive change and provide responsive services to meet clients' needs

A strong focus on person centred care and a commitment to quality outcomes

Excellent communication skills

Position Requirements/Qualifications:

Mandatory:

Be registered or eligible for registration with the Nursing and Midwifery Board of Australia (Australian Health Practitioner Regulation Agency (AHPRA)).

Have a minimum of five years post graduate experience.

Desirable:

Hold a current driver's licence.

Extensive experience working in a hospital setting.

Post Graduate studies in Health Management or related field and/or Post Graduate studies in Nursing.

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:

Undergo a pre-employment Police check.

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

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

Contact Officer: Cathy Burns (02) 5124 8583 Cathy.burns@act.gov.au

Medical Services

Medical Imaging

Quality and Safety Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 45338)

Gazetted: 06 September 2021

Closing Date: 23 September 2021

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>. The Medical Imaging department is a part of the Medical Services Group which is comprised of the Physician Training Office, Healthcare Technology Management, Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit, Pathology, Pharmacy and Library Services. Medical Imaging provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services on a 24-hour, seven day a week basis for patients in Canberra and the surrounding NSW catchment area. The service is committed to providing patients with cost-effective easily accessible subspeciality expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease. The Quality and Safety Officer will work with the Medical Imaging executive leadership to drive and support excellence in care that meets and exceeds a range of applicable standards.

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:

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

Effective communication skills and the ability to develop and maintain networks across Canberra Health Services and with external parties.

Strong organisational skills with a strong work ethic.

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

High level interpersonal skills in order to influence and lead change.

Position Requirements/Qualifications:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Apurv Garg (02) 5124 2528 apurv.garg@act.gov.au

Mental Health Justice Health Drug and Alcohol Drug Services

Adult Community Health Service

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 21963)

Gazetted: 06 September 2021

Closing Date: 22 September 2021

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/>

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a contemporary evidence based division providing high quality mental health care that is guided by principles of Recovery. Mental Health Service for People with Intellectual Disability (MHS-ID) is a specialist team within MHJHADS that provides comprehensive assessment and psychiatric services to consumers with an intellectual disability and a mental illness. The team aims to provide collaborative care involving the person, their families/carers and community support services. The position involves consultation, liaison, support, education and training to agencies, carers and families. MHS-ID is located at the Gungahlin Community Health Centre.

ABOUT YOU

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Behavioural Capabilities

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

Position Requirements/Qualifications:

For Psychology:

Mandatory

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Social Work:

Mandatory

- Degree in Social Work
- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)
- Registration under *the ACT Working with Vulnerable People Act 2011*
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

For Psychology:

Mandatory

- Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.
- Applicants must have a minimum of 12 months paid work experience, post-qualification, in a related/relevant organisation/service.

- 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:

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

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

Contact Officer: Janelle Walker (02) 5124 1144 Janelle.Walker@act.gov.au

Mental Health, Justice Health and Alcohol and Drug Services

Home Assessment and Acute Response Team (HAART)

Mental Health Clinician

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 22447)

Gazetted: 06 September 2021

Closing Date: 20 September 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)—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 and alcohol and drug services.

MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services
- Rehabilitation and Specialty Mental Health Services

This exciting permanent opportunity is based with Home Assessment and Acute Response Team (HAART) a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). The ACMHS provide services for people aged over 18 years and has a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

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

Relevant to this position the HAART team provides community in-reach into inpatient units to facilitate early discharge, hospital diversion, outreach assessment and treatment to people experiencing and living with a severe mental illness and complex needs in a community setting. HAART operates an extended hour's service, operating seven days a week and the position holder will be required to work a rotating roster including morning, evening shifts, on call arrangements and public holidays. The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Importantly the new model of care will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader who is based on site and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Position Requirements/Qualifications:

Mandatory Qualifications:

For Occupational Therapy:

- Be registered or eligible for registration with the Occupational Therapy Board of Australia.
- Eligibility for professional membership of Occupational Therapy Australia.
- Minimum of 1 year post-qualification experience.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia.
- Minimum of 1 year post-qualification experience.

For Social Work:

Degree in Social Work.

- Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW).
- Registration under *the ACT Working with Vulnerable People Act 2011*.
- Minimum of 1 year post-qualification experience.

Other qualifications:

- Current Passenger Vehicles Driver's licence.

Highly desirable qualifications:

- Have an understanding of working in an adult community mental health service.
- For Psychology: Approved or eligible for approval as a Psychology Board of Australia Supervisor.

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

- Comply with ACT Health 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 Police check.

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

Contact Officer: Peter Sheils (02) 5124 2212 Peter.J.Sheils@act.gov.au

Social Worker

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 52989, several)

Gazetted: 06 September 2021

Closing Date: 23 September 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 adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence – based service providing high quality mental health care, guided by the principles of recovery. The service aims to provide collaborative care involving the person, their carers and the other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for the people requiring extended mental health assessment and/or treatment initiation. At this level it is expected that you will provide high quality interventions and achieve sound outcomes for people under routine supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff to staff at level HP1, Allied Health Assistants and students and support the Allied Health Manager in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice. The position will report operationally to the Allied Health Manager of AAMHS. Professional governance of this position will come from the Discipline Principal Social work (MHJHADS). This is a fulltime position within Adult Mental Health Unit working Monday to Friday.

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

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

Strong organisational skills with a high degree of drive

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

Ability to work collaboratively as part of a multidisciplinary team.

Position Requirements/Qualifications:

Relevant Qualifications

Degree in Social work

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

Registration under the working with vulnerable people ACT 2011

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

Current passenger Vehicle driver's license.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check. Obtain a compliance certificate from OMU (occupational medicine unit) relating to assessment, screening and vaccination processes against specific infectious diseases.

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

NOTES

There are two positions available. There is one permanent and one temporary for 12 months with the possibility of extension and/or permanency.

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

Contact Officer: Roz Fitzgerald (02) 5124 5401 Roz.fitzgerald@act.gov.au

Radiation Therapist

Radiation Therapist Level 2 \$71,713 - \$99,117, Canberra (PN: 29743, several)

Gazetted: 07 September 2021

Closing Date: 24 September 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)—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.
- Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.
- Five Walk-in Centres: which provide free treatment for minor illness and injury.
- Seven community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS, iPlan SRS planning system, ExacTrac imaging system, HDR brachytherapy and ARIA Oncology Information System. The Radiation Oncology Department at the Canberra Region Cancer Centre, Canberra Health Services has an opportunity for a motivated and driven Radiation Therapist to join the dynamic and forward moving team to provide exceptional healthcare together. 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

To be successful in this position, it is expected that the successful candidate will have the following attributes: Current and relevant knowledge and experience in Radiation Therapy practice. Good time management and organisational skills. Ability to work in a busy environment with a multidisciplinary team. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.

Position Requirements/Qualifications:

- A recognised tertiary qualification in Radiation Therapy
- Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia.
- ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check. Comply with ACT Health credentialing requirements for allied health. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in CHS facilities, the person occupying this position will be required to comply with CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: There are several positions available.

Contact Officer: Brett Fittler (02) 5124 2218 brett.fittler@act.gov.au

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22257)

Gazetted: 06 September 2021

Closing Date: 20 September 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/> Ward 5B - Orthopaedics, ENT, Maxillofacial and Plastics is seeking a Clinical Development Nurse. In this role you will provide clinical guidance to Nursing staff and students and support the Clinical Nurse Consultant. Ward 5B is a 30 bed inpatient unit delivering patient centred care with a focus on the management of post-operative Orthopaedics, ENT, Maxillofacial and Plastics. Applications are invited from innovative and committed Registered Nurses with clinical competence in these specialties to backfill the exciting role of Clinical Development Nurse for leave relief. The Clinical Development Nurse (CDN) is expected to have a demonstrated competence in advanced nursing practice and provide guidance to less experienced nursing staff and students. The applicant will have operational responsibility to the Clinical Nurse Consultant. The CDN will be required to demonstrate experience in clinical teaching and a sound knowledge of adult learning principles to support ongoing clinical education, precept new and junior staff, mandatory skills assessment, and competency assessment processes within the clinical space.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with the ability to manage and prioritise competing issues,

Strong communication skills to develop and maintain effective partnerships with key internal and external stakeholders,

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

Position Requirements/Qualifications:

Mandatory:

Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Three years full time post registration in Nursing,

Experience and demonstrated competence (knowledge, skills and attitude) in the Neurosurgery field

Post graduate qualification in or working towards a higher degree in Education or Cert IV in Training and Assessment.

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.

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

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

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

Contact Officer: Leanne Kelly (02) 5144 7919 leanne.kelly@act.gov.au

Emergency Department Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 38861, several)

Gazetted: 06 September 2021

Closing Date: 23 September 2021

Our Vision: creating exceptional health care together

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

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POSITION OVERVIEW

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/> Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

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

Ability to work independently and as part of a multidisciplinary team

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

High level leadership skills.

High level communication skills and the ability to critically think.

Position Requirements/Qualifications:

Mandatory:

Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

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

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

The successful applicant will need to be available for a 24-hour roster including weekends and night duty. 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.

NOTES

There are several positions available either at full or part-time hours. This is a temporary position available for 11 months.

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

Contact Officer: Jennifer Rochow (02) 5124 3753 jennifer.rochow@act.gov.au

Allied Health

Acute Allied Health Services

Acute Occupational Therapy

Occupational Therapist

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 42721)

Gazetted: 03 September 2021

Closing Date: 22 September 2021

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/>

Occupational Therapists in Canberra Health services work collaboratively with individuals, families, carers and internal and external service providers to maximise the health, wellbeing and occupational engagement of Canberrans. CHS Occupational Therapists provide exceptional care through the delivery of high quality Occupational Therapy assessment and a range of therapeutic interventions including harm prevention and minimisation strategies, therapy to promote recovery, rehabilitation and reablement, supporting safe and sustainable discharge to the community, and long-term occupational engagement and the maintenance of wellbeing. Areas of work include The Canberra Hospital, University of Canberra Hospital, Duhlwa Mental Health Unit, consumers' homes and a variety of community health centres and community mental health, justice health and alcohol and drugs services located at various sites within the ACT. Our staff are committed to the delivery of health services that reflect CHS values. An exciting opportunity exists to join the Acute Occupational Therapy team at Canberra Hospital for a maternity leave cover position. The position is currently based in a dual caseload covering inpatient oncology at the Canberra Hospital and outpatient pain management based at the University of Canberra Hospital. The two caseload areas complement each other for the purposes of Occupational Therapy practice. Our team is a supportive group of Occupational Therapists and Allied Health Assistants. If you feel up to the challenge of working across these caseloads this may be the job you are looking for. The position is a maternity leave position and will be offered for 12 months with the possibility of extension.

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

Organisational skills and drive and an appreciation of the clinical domain.

Recognition of the role of change and the impacts of the responsiveness of services to meet clients' needs.

A demonstrated ability to drive, communicate and direct in a team environment.

The ability to critically appraise your own performance and that of others.

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications (or equivalent) in Occupational Therapy,

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

Applicants must have a minimum of 3 years (ideal 5 years) post-qualification experience.

Hold a current driver's licence.

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:

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

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

Undergo a pre-employment National Police Check.

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

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

Contact Officer: Domenico Tripodi (02) 5124 3286 domenico.tripodi@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

Corporate Services

Procurement, Contracts and Records Management

Records Management

Records Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 52575)

Gazetted: 07 September 2021

Closing Date: 28 September 2021

Details: Canberra Institute of Technology's Procurement, Contract and Records Unit is seeking a highly motivated person to fill the role of Records Officer. The unit is located at CIT Reid. The Records Management Unit (RMU) guides CIT staff in applying best practice Records Management by providing advice, standards, policies, procedures and disposal authorities. This ensures that CITs Records are made, managed and, preserved in an accessible form in accordance with the Territory Records Act 2002. The RMU also provides Mailroom Services.

The Records Officer is required to undertake the following duties under general direction:

- Assist with sorting and preparing mail.
- Undertake computer data entry and raise and register new CIT records.
- Undertake manual handling tasks such as lifting and moving records.
- Examine CIT files and documents to ensure adherence to the records management policy.
- Maintain appropriate security and confidentiality of records.
- Assist in the disposal/transfer of CIT archival records.
- Utilise scanning systems such as Ezyscan to scan documents and transfer data into CIT's Electronic Document and Records Management System (HP Content Manager).
- General administrative support in accordance with relevant policies and guidelines.
- Undertaking other duties in line with this position as directed by CIT Management.
- Ensure all interactions of the department are consistent with the CIT cultural traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable and Inspirational).
- Model the ACT Public Service values and signature behaviours.
- Create an environment that values and utilises the contribution of others.

Eligibility/Other Requirements

SKILLS, EXPERIENCE AND APTITUDE

Knowledge of modern records management techniques, procedures and policy, including sound knowledge of legislative requirements as they apply to records and information management.

Knowledge of and ability to use or learn to use scanning devices, Electronic Document Management Systems and other software, such as Microsoft products. Including a high attention to detail during the inputting of data electronically and data matching.

Self-motivated, responsible, reliable and able to work in a busy team environment, including the ability to prioritise work to meet tight deadlines.

Sound liaison and communication skills including the ability to confidentially and tactfully deal with officers at all levels.

Demonstrated ability to model the CIT cultural traits and ACT Public Service values and signature behaviours, knowledge of and the ability to work in accordance with, and implement agreed CIT policy and principles, respect, equity and diversity (RED), work health and safety (WHS) and workplace participation.

DESIRABLE

A Degree, Diploma, Associate Diploma or equivalent, appropriate to the duties of the position and previous experience in records management would be an advantage.

How to Apply: Please submit your response of no more than three pages addressing the Selection Criteria (Skills, Experience and Aptitude), 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: Ilze Kemp (02) 6205 4970 ilze.kemp@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Chief Minister, Treasury and Economic Development
ICT Infrastructure Manager

Senior Officer Grade B \$131,773 - \$148,344 , Canberra (PN: 14250)

Date Advertised Gazette: 09 September 2021

Closing Date: 30 September 2021

Weeks to Close: 3

Details: The Information and Communication Technology (ICT) Infrastructure Manager is a newly created position that will be responsible for a number of critical aspects of the ACT Government ICT Network infrastructure. Managing a medium sized team, the ideal candidate will take a lead role in the Networks, Communications Services and ICT Facilities team to implement the ACT Digital Strategy and provide fit for purpose ICT network capability across the Territory. As part of this role you will be involved in developing and maintaining fibre networks, numerous ICT network facilities and data centres and power resilience capability. The ICT Infrastructure Manager is the ACT Government subject matter expert for fibre services, ICT data centre operations, air conditioning, power generation and resilience matters. There will be a mixture of business as usual operations and project based work requiring the manager to have strong technical leadership and problem solving skills, together with a customer service focus for brokering critical services across ACT Government. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. Current and former ADF members are encouraged to apply.

Eligibility/Other Requirements:

- NV1 security clearance (or ability to obtain).
- Driver's licence.

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

How to Apply: To apply please submit a written response to the Position Description outlining what you would bring to the role (maximum 2 pages), together with curriculum vitae and names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jake Radloff (02) 6207 2341 Jake.Radloff@act.gov.au

Robotic Process Automation Specialist

Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 46689)

Gazetted: 08 September 2021

Closing Date: 24 September 2021

Details: Business Improvement team within the Information and Communication Technology (ICT) Strategic Business Branch is passionate about innovation and improving service delivery across the ACT Government to enhance customer experience. Do you enjoy being involved in project work, where you are able to analyse, design, document, develop, and set up automated processes using Robotic Process Automation (RPA) and other platforms? Is delivery of customer centric outcomes by using your Business Analyst skills to translate and capture requirements of interest to you? Are you someone who is results driven, has experience in delivering robust technical solutions with sound knowledge of coding and programming languages that can be applied to RPA technology or demonstrable direct experience of working across the UiPath product suite? If you think this sounds like, you have the skills, then look no further. We are looking for a like-minded person to join our team as a Robotic Process Automation Specialist. This is an exciting opportunity to be a part of the initial RPA set-up team. The successful candidate will play a leading role in the set-up and implementation of the UiPath capability. In this role the specialist will work closely with various teams under limited supervision to achieve results in a fast paced environment. You will have the exciting opportunity to work in this innovative field, integrating systems using robotics, and working closely with a great team that's dedicated to delivering quality 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: 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: Your suitability for this position will be assessed based on your Professional/Technical Skills, Knowledge and Behaviour capabilities in relation to the Duties/Responsibilities of the role listed in the Position Description. As part of your application, you will be required to submit a written applicant response and curriculum vitae. For your written applicant response please prepare and submit a one-page pitch using examples to demonstrate the ability, experience, and qualification you will bring to the role while outlining how your skills,

knowledge and experience will be relevant to this role, what expertise you will bring to this role supported with specific examples or achievements that demonstrate your ability to perform the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anisa Hasan (02) 6205 7664 Anisa.Hasan@act.gov.au

Shared Services and Property

ACT Property Group

Business Management

Assistant Director, Executive and Government Business - ACT Property Group

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 46721)

Gazetted: 07 September 2021

Closing Date: 21 September 2021

Details: This role works within the Business Management team to ensure that ACT Property Group provides accurate and high quality information and advice to the executive and ministers in a timely manner. The person in this role needs to work with other staff to ensure ACT Property Group meets its responsibilities in a timely manner, and assists with the development of written information. The role leads the coordination of requests for input to government documents, monitors and manages activities related to executive approval and ministerial briefs or responses. This role works in a team that ensures the Executive Branch Manager and executive office is supported in performing their role. Good communication and coordination skills are a must to manage the busy and demanding work of the team. Experience in ministerial and executive support functions is required for this role. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. 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: Qualifications in management, administration or government are desirable.

Notes: This is a temporary position available immediately until November 2022. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is located in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk. Selection may be based on application and referee reports only.

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

Please submit the following: A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities. Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past. Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Antonia Parkes (02) 6205 5384 Antonia.Parkes@act.gov.au

Policy and Cabinet Division

Territory Records Office

Senior Advisor, Information Governance

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 40144)

Gazetted: 07 September 2021

Closing Date: 24 September 2021

Details: The Territory Records Office is seeking a dynamic and skilled professional to fill the role of Senior Advisor, Information Governance. In this role you will fulfil a key role in influencing practice across the ACT Government to drive and build a culture of effective records and information management and governance. You will provide support and advice on records management practices, policies and associated legislation, contribute to the implementation of a range of information governance projects and support the work of the Territory Records Office. Aside from displaying initiative and having an eye for detail, to be successful in this position you will have demonstrated experience, knowledge and skills in critical analysis, communications, research and project management coupled with exceptional organisational skills and an interest in keeping up-to-date with current records and information management practices and influencing change. The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are desirable.

Notes: This is a temporary position available from 25 October 2021 up till 19 September 2023. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Please note, this position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Under the current COVID-19 restrictions most staff are currently working from home with limited access to on-site working. Selection may be based on application and referee reports, interviews may not necessarily be held. Staff are currently working from home due to the COVID-19 restrictions, please discuss any concerns you may have with the Contact Officer.

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

Please submit the following: A two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in the "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities. Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past. Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. A current curriculum vitae including details of work history (roles, timing, responsibilities and achievements), qualifications and two referees including their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Cabading (02) 6205 3798 paul.cabading@act.gov.au

Shared Services and Property

ACT Property Group

Customer and Tenancy Management

Leasing and Property Support Assistant

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 51360)

Gazetted: 06 September 2021

Closing Date: 13 September 2021

Details: ACT Property Group are seeking an experienced administration officer, preferably with experience in a property, real estate or property leasing role. This role suits someone who is keen to utilise their administrative skills in a property management environment. The role will provide an opportunity to assist with drafting and executing sub-leases and licenses. The role also involves liaising with colleagues, non-government and government organisations and doing administrative work that requires a high level of attention to detail. This role assists with managing customers in properties, enquires about leasing of ACT Property Group managed properties, assisting with the drafting of new sub-leases, record keeping and data collation. ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government. ACT Property Group

are committed to continuing to improve its services in government property management to customers and stakeholders. This position will be part of the Customer and Tenancy Management team managing property leasing activities. 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: To ensure a high quality service, the occupant needs to have experience and expertise in public sector administration and/or commercial/community property administration. Relevant qualifications would be highly regarded.

Notes: This is a temporary position available immediately for a period of 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. 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: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following: A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should: Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities. Demonstrate your capacity to perform the duties and responsibilities detailed in "What You Will Do" at the specified classification including examples of how you have done this in the past. Tell the panel how your abilities, ingenuity, experience and qualifications make you the best person for this role. A current curriculum vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Aditya Rastogi (02) 6207 5602 aditya.rastogi@act.gov.au

Economic, Budget and Revenue

ACT Insurance Authority

Director, Insurance and Risk Management

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 55575)

Gazetted: 06 September 2021

Closing Date: 13 September 2021

Details: Do you have experience in delivering insurance and risk management functions in private or public sector environments? Do you have excellent analytical skills and find you thrive in an exciting, dynamic and fast-paced environment? Do you have strong interpersonal skills and enjoy working in a lively team, whilst also savouring the opportunities to work autonomously? Then this may well be the perfect job for you! The ACT Insurance Authority (ACTIA) is looking for an enthusiastic, positive and motivated individual, who has a passion for strategic leadership to join us as the Director, Insurance and Risk Management ASAP to 30 November 2021 with the possibility of extension. The successful candidate will lead ACTIA's Insurance and Risk Management team and liaise with agency clients to develop annual insurance declarations/submissions, whilst also providing advice to ACTIA client agencies in relation to general insurance matters and risk management. This is a rare opportunity to bring together skills, knowledge and experience in insurance and risk management into one fast-paced, exciting and challenging role. Reporting directly to the Assistant General Manager and leading a team of exceptionally driven and passionate individuals, this role provides you the avenue to work collaboratively with all directorates and agencies across the ACT Government. We are looking for a highly motivated individual who can demonstrate the ability to work in a team environment with limited supervision and demonstrate flexibility and a passion to challenge the status quo in a quest for continuous improvement. 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 30 November 2021 with the possibility of extension up to six months. Selection may be based on written application and referee reports only. Applicants must be current ACTPS employees, external applicants will be not considered.

How to Apply: Interested applicants are requested to submit a two-page pitch addressing the attached selection

documents, a current curriculum vitae and contact details for two referees to Damian Black via email to Damian.Black@act.gov.au.

Applications should be sent to the Contact Officer.

Contact Officer: Damian Black (02) 6205 0360 Damian.Black@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy

Working With Vulnerable People

Assistant Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 30754, several)

Gazetted: 06 September 2021

Closing Date: 20 September 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: 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. 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.

Notes: These are temporary positions available for a period of three months with the possibility of extension up to 12 months. Selection may be based on application, referee reports, and a written task. A merit pool will be established from this selection process that may be used to fill identical vacancies over the next 12 months. Our workforce is currently working from home wherever possible. Successful candidates 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, 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 submit their curriculum vitae and two referee reports. One of your referee reports should be from your current or previous supervisor. All documents should be sent to the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Narelle Bramwell (02) 6205 3706 narelle.bramwell@act.gov.au

Access Canberra

Fair Trading and Regulatory Strategy Branch

Director - Conciliations Section

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52495)

Gazetted: 07 September 2021

Closing Date: 24 September 2021

Details: At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to better deliver

services. Fair Trading and Regulatory Strategy Branch has a range of units responsible for ensuring businesses comply with their obligations in relation to consumer protection and other regulatory compliance. The branch is involved in a range of work including inspections, investigations, education, compliance action and enforcement. Our areas also work collaboratively with other States, Territories and the Commonwealth in relation to ensuring the Australian Consumer Law is followed and provides positive outcomes for Australian consumers. In August 2021, Access Canberra will introduce a new compulsory conciliations function for consumer complaints in the ACT. Under this new approach, Access Canberra will have the power to require businesses to attend a compulsory conciliation in person, to resolve a complaint raised by a consumer. The Director – Conciliations Section will lead and oversee the new function by ensuring that conciliations for consumer complaints are managed in an effective and timely way, in accordance with the ACT's consumer protection frameworks. Please review the Position Description for details about this role and its duties/responsibilities. 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: 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: Previous applicants are encouraged to re-apply.

How to Apply: To apply, please ring the Contact Officer for a chat and then send us: Your two-page pitch giving us examples that show you have the skills, knowledge and behaviours making you the best person for this role; your current curriculum vitae; and contact details of at least two referees. Your application will be assessed against the Selection Criteria of the skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Giuseppe Mangeruca (02) 6207 0252 Giuseppe.Mangeruca@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Governance and Support Services

Finance and Reporting Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 49473)

Gazetted: 07 September 2021

Closing Date: 24 September 2021

Details: The Strategic Business Branch provides professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. We're looking for a like-minded person to join our team as a Finance and Reporting Officer. You will make your mark by providing finance and governance support to a range of business and information technology projects in accordance with DDTS's portfolio governance framework. You will also have the ability to enhance your skills using ServiceNow to develop reporting dashboards. Sound communication skills with attention to detail are a must. The role will require excellent analytical skills and proficiency in the Microsoft Office suite particularly Excel and Word.

Eligibility/Other Requirements: Hold a current CMTEDD issued Personnel Vetting Program certificate/clearance or ability to obtain and maintain a certificate is mandatory.

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

How to Apply: Please submit a maximum two page pitch providing examples demonstrating your suitability against the Professional/Technical Skills and Knowledge and Behavioural Requirements for this role outlined in the Selection Criteria to demonstrate proficiency, contact details of at least two referee and current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mynon Manchanayake 0413 562 942 mynon.manchanayake@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Project Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 39505)

Gazetted: 06 September 2021

Closing Date: 30 September 2021

Details: Reporting to the Program Director, Portfolio Delivery Office, Education Program, project manage a range of IT infrastructure and software projects for the Education Directorate. The infrastructure projects will range from minor refurbishments of schools, through to the build of brand new schools. Note that you will only be responsible for the IT components of these works. Demonstrated ability to manage multiple projects, work to competing deadlines and achieve results in a busy, small team environment with limited supervision. The Project Manager role is part of a multi-disciplinary team within Strategic Business, Portfolio Delivery Office, Education Portfolio Delivery. This position involves the direct supervision of ASO level staff, who will provide the technical knowledge to assist with the delivery of the projects. You will also be required to liaise with other technical teams, key Directorate stakeholders and vendors as required. 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: Hold a current CMTEDD issued Personnel Vetting Program certificate or ability to obtain and maintain a certificate/clearance is mandatory.

How to Apply

In two pages or less tell us:

Why you want the role.

What you would bring to the role.

What you would get out of it.

About an achievement that you are most proud of.

A current curriculum vitae

Two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Burnet 0430 170 800 andrew.burnet@act.gov.au

**Executive Branch Manager, Whole of Government Industrial Relations and Public Sector Employment
Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E1201)**

Gazetted: 06 September 2021

Closing Date: 20 September 2021

Details: Applications are sought for the position of Executive Branch Manager, Whole of Government Industrial Relations and Public Sector Employment (IRPSE) who will be engaged on a long-term contract for a period of up to five years. Reporting to the Executive Group Manager, Whole of Government Industrial Relations and Public Sector Employment, the Executive Branch Manager provides high level strategic and operational advice on whole of government employment, industrial and workplace relations issues.

The IRPSE 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 ideal candidate will be a highly motivated and skilled leader who has public sector industrial relations experience and legal knowhow to provide high level advice and to represent the Directorate and the Government in strategic workplace relations matters.

Remuneration: The position attracts a remuneration package ranging from \$254,933 - \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

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

How to Apply: If you are interested in this exciting role, please provide a copy of your curriculum vitae (with two referees) and two pages outlining your skills and experience against the Executive Capabilities.

Applications should be submitted via the Apply Now button below.

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

Digital, Data and Technology Solutions

Executive Office

Executive Officer to the Chief Digital Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53155)

Gazetted: 03 September 2021

Closing Date: 17 September 2021

Details: bout DDTS

The Digital, Data and Technology Solutions (DDTS) Group, led by the Chief Digital Officer, has responsibility to drive the ACT's digital agenda, lead the whole of government strategic direction for ICT and to provide technical, tactical and transactional support for whole of government ICT, including ACT Government schools and the Canberra Institute of Technology. The Chief Digital Officer is also the Senior Official supporting the Special Minister of State in his role on the Data and Digital Ministers Meetings, and is the ACT representative on the Interjurisdictional Chief Information Officers forum.

What you will do

As the Executive Officer to the Chief Digital Officer you will have overall accountability for managing this busy executive office, including facilitating workflow, coordinating all communication and the management and prioritisation of all executive administrative functions. Liaising with highly influential stakeholders and their offices on behalf of the Chief Digital Officer is a key part of the role as well as the preparation, coordination and submission or distribution of complex documents like reports, briefs, minutes and correspondence, in relation to a diverse range of matters.

What we require

To thrive in the role, you will need to have successfully managed a busy senior executive's office. Your advanced knowledge of the ACT Government business and administrative processes and policies will enable your success. You will be exceptional at establishing and maintaining effective and diverse stakeholder relationships and your proficiency in planning, organising and prioritising activities in a dynamic and high-pressure environment will be heavily relied on. You will excel in this position if you are able to solve complex problems and present verbal and written information clearly in a well-structured and logical way.

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: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a 2 page written response to support your application. Please provide evidence of your suitability for the role by including specific examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

You will be asked to attach a current Curriculum Vitae and provide details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bettina Konti (02) 6207 2242 Bettina.Konti@act.gov.au

Access Canberra

Licensing and Registration Transport Licensing Business Engagement Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331 , Canberra (PN: 23118)

Gazetted: 08 September 2021

Closing Date: 15 September 2021

Weeks to Close: 1

Details: The Business Support and Training team provides operational support to Access Canberra teams and external users of the rego.act business system. Business Support is a high performing team focused on quality outcomes and service delivery in a fast-paced environment.

The team is also responsible for providing:

- Business system training
- Updates to Road Transport specific policy and procedure
- Guidance and advice on Road Transport legislation
- Updates to the Access Canberra website, forms and related documents for Road Transport transactions
- Communication to all rego.act stakeholders
- Contribution to rego.act enhancements and projects

We are looking for a hardworking team player who has excellent attention to detail to fill the role of the Business Engagement Officer. The position is responsible for the design and implementation of forms, letters, publications, website content, and brochures reflecting policy and legislative amendments – to name a few!

This person will be motivated, confident on the phone and will also support helpdesk staff with system

functionality and advice on Road Transport legislation, policy and business rules. Please apply if this is you!

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

Eligibility/Other Requirements: The successful applicant needs to learn new concepts and technology quickly, and experience in the use of Indesign, SharePoint is highly desirable. The position is attached to a rotating roster of 8am-5.30pm Monday – Friday.

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

How to Apply: Please provide a supporting statement of no more than one page outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Raczkowski (02) 6205 9775 Belinda.Raczkowski@act.gov.au

Access Canberra

Engagement, Compliance, and COVID-19 Response

Complaints Management Team

Assistant Director, Complaints Management Team

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 42698)

Gazetted: 02 September 2021

Closing Date: 16 September 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, by applying innovative solutions to improve customer experience and the way Access Canberra manage complaints? If your answer is yes, you may be the person we are looking for. If you are looking to develop and apply your knowledge and skills across different and complex subject areas, then this is the job for you. Access Canberra is looking for a 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. Access Canberra values the knowledge that comes from our community through feedback and complaints, and uses 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 the 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. The role has multiple responsibilities including supervision and development of staff in a fast-paced environment, providing guidance and advice on complex complaints, as well as developing innovative solutions to improve customer experience and building strong stakeholder relationships both internally to Access Canberra and ACT Government wide. 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. Further information on working at CMTEDD can be found at: http://www.jobs.act.gov.au/data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

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

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:

- Your greatest achievement in the last five years, including how you would use your learnings from this achievement in this role, and
- Why your experience and qualifications making you the best person for this role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Peadar Troy (02) 6205 9749 Peadar.Troy@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

Team Leader

Administrative Services Officer Class 6 \$82,506 - \$87,331 , Canberra (PN: 03365)

Gazetted: 02 September 2021

Closing Date: 16 September 2021

Weeks to Close: 2

Details: Gateway Services is the primary access point into Housing ACT and provides a range of services including the Central Access Point (shopfront services), Assessment and Support (assessment and determination of applications for social and community housing), and Allocations (matching and allocation of properties against established Housing needs registers). Gateway Services is seeking an enthusiastic, flexible and highly motivated person who enjoys working in a busy Human Services environment for the role of Team Leader. The primary focus of the Team Leader is to support and lead a team to deliver client centred services in a busy front line environment and establish networks and community linkages that contribute to outcomes for clients. The successful applicant will have strong interpersonal, liaison/negotiation skills with an adaptive leadership style to support and lead the development of individual and overall team performance to ensure the delivery of high quality customer services to a diverse client group. 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* 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.
- Current driver's licence desirable
- Experience in using a range of IT business and office applications

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Tim Arkley Smith (02) 6207 9335 Tim.ArkleySmith@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.

Ministerial Liaison and Project Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 00060)

Gazetted: 08 September 2021

Closing Date: 27 September 2021

Details: Children, Youth and Families (CYF) are seeking a highly motivated individual to undertake the roll of the Ministerial Liaison and Project Officer position. The successful candidate will support Children, Youth and Families by assisting in the preparation and coordination of Children, Youth and Families business including high level briefings papers, ministerial briefs, correspondence and reports in relation to Children, Youth and Families projects and its commitments. The position occupant will require high level writing, interpersonal, liaison and

administrative skills and proficiency with Directorate/Children, Youth and Families document and information management systems. The Ministerial Liaison and Project Officer provides administrative support to the Business Support Unit and supports the Senior Manager in responding to requests for information by undertaking analysis and evaluation of complex and sensitive information and providing advice to the general public on Young Workers. The position reports to the Executive Officer, Business Support.

Eligibility/Other Requirements

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

Current driver's licence.

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

Proven high level competencies in working with senior executives.

Notes: This is a temporary position available immediately up to 30 December 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: All applications, please include a written response to Selection Criteria and a curriculum vitae.

Please note when responding to the Selection Criteria please keep your response to 400 words or less per criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Veronica Molloy (02) 6205 9206 cypsrecruitment@act.gov.au

Corporate Services

People Management

Training Delivery

Training Administration Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 37831)

Gazetted: 07 September 2021

Closing Date: 21 September 2021

Details: The services of a reliable and enthusiastic Training Administrator with excellent customer service skills are required at the Community Services Directorate (CSD) Professional Development Centre (PDC) in Belconnen. The successful applicant will be able to demonstrate either experience in a similar role in a training environment or transferrable skills from previous roles as well as the ability to use Microsoft Word and Excel. As the position involves overseeing the daily running of the PDC and may include supporting and supervising staff, excellent communication and organisation skills are required as well as the ability to supervise staff.

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

How to Apply: Please submit a written response to the Selection Criteria located in the Position Description along with a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Whellum (02) 6207 6336 Julie.Whellum@act.gov.au

Housing ACT

Client Services Branch

Tenant Experience

Senior Director

Senior Officer Grade A \$153,041, Canberra (PN: 53149)

Gazetted: 06 September 2021

Closing Date: 13 September 2021

Details: Housing ACT is responsible for the provision and management of public housing services in the Territory, in addition to homelessness services, community housing, housing policy and asset management. Housing ACT aims to be an innovative and effective social housing provider, responsive to the needs of its clients.

The Client Services Branch is responsible for the Gateway Services, Tenant Experience and quality and business improvement functions to the following outcomes:

Lead organisational refocus on the client and their experience in accessing, sustainment of tenancy and provision of support beyond provision of public housing.

Effective and accessible application, assessment and allocation procedures.

Support sustainment of tenancies.

Service consistency and improvement through development and adherence to quality procedures and codification of practices through the Integrated Management System (IMS).

Implement consistent client experience through the public housing renewal program and associated requirements of the Public Housing Relocation Program.

Lead and model collaborative client and community consultation.

Elevate the use of data to support performance monitoring, development of new services, and provide input into the strategic policy.

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

Eligibility/Other Requirements:

Relevant experience in the Public Sector at local, state or federal level.

Extensive experience in procurement and contract management.

Experience in financial systems.

Note: This is a temporary position available from 19 September 2021 for up to 12 months with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Please submit a two-page Expression of Interest addressing the Selection Criteria. Please include your curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Francis (02) 6207 3035 Michelle.Francis@act.gov.au

Housing ACT

Client Services

Gateway Services

Senior Gateway Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 09269)

Gazetted: 02 September 2021

Closing Date: 21 September 2021

Details: Gateway Services is the primary access point into Housing ACT and provides a range of services including the Central Access Point (shopfront services), Assessment and Connections (assessment and determination of applications for social and community housing), Allocations (matching and allocation of properties against established Housing needs registers) and the Growth and Renewal Program (undertaking the operational requirements to relocate clients under the Program). Gateway Services is seeking an enthusiastic, flexible and motivated person, who enjoys working in a busy Human Services environment delivering high quality client focused services to a diverse client group seeking housing assistance. As a Senior Gateway Officer within Gateway Services, the successful candidate will require strong engagement skills, have high level written and communication skills, the ability to liaise and engage with clients and support workers, and be able to build rapport with a range of clients and stakeholders. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jason Morrissey (02) 6205 2997 jason.morrissey@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.

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

Senior Data Analytics Advisor

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 36790)

Gazetted: 08 September 2021

Closing Date: 22 September 2021

Details: Do you like numbers? Do you have a sound understanding of workforce data? Can you make workforce data tell a story? If so, this is the job for you! Our team of workforce data analysts needs a Senior Data Analytics Advisor to the end of June 2022, with possibility of extension or permanency. Analytical, flexible, HR-savvy and efficient best describes the person we need in this role. If this is you, you will support the delivery of data and reporting to support the HR Data Analytics team, the People and Performance branch and the Directorate. You will be responsible for workforce reporting, data analysis, as well as support strategic workforce data initiatives such as Workforce Planning. There will be variety in your role, because you will be responsible for regular reporting requirements as well as ad-hoc requests. You will be supported with development and opportunities for career growth including the opportunity to contribute to change initiatives to improve data and reporting outcomes. You will be mentored in your role, have exposure to Power BI dashboards and access to free parking. The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

Notes: This is a temporary position available immediately up to 30 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: Applicants should address the Professional and Technical Skills, and Knowledge, and the Behavioural Capabilities required, located in the Position Description, in a two page pitch. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referee details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Grant Mitchell (02) 6205 9636 grant.mitchell@act.gov.au

Disability Educators

Classroom Teacher \$75,443 - \$112,930, Canberra (PN: DE2022)

Gazetted: 06 September 2021

Closing Date: 30 September 2021

Details: We are recruiting and interviewing NOW for roles starting in 2022 so apply today to secure your position for next year. Bring your passion for teaching students with a disability or with additional needs to Canberra. With roles starting from now until 2022 now is the time to apply.

Who are We? The ACT Education Directorate has an excellent education system, from pre-school and primary school through to high school and college. Become part of a welcoming, caring, and hard-working system and embrace the challenge of the 21st century where we offer the best of teaching and learning technologies.

Teachers – Disability Educator Join ACT Education as a Disability Educator specialising in creating positive outcomes for students with a disability or with additional learning and support needs. Our Disability Educators deliver programs across a wide range of settings from mainstream classrooms in the primary, secondary and college sectors, specialised Learning Support Units and our four Specialist Schools.

Future of Education The Future of Education Strategy is a ten-year strategy. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on: Strengthened systems to focus on equity with quality Placing students at the centre of their learning Empowering teachers, school leaders and other professionals to meet the learning needs of all students Building strong communities for learning. Australia's leading employment conditions for Teachers The ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 means teachers in the ACT will be the highest paid and will have some of the best employment conditions in the country. Our Agreement leads the sector in Australia. It includes: Highest

wages in Australia and best superannuation benefits in the country Agreed class sizes A reduction in face to face teaching hours to ensure ongoing professional development for teachers and quality learning for students across the ACT. Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption or permanent care leave.

Why Canberra? The lifestyle In Canberra you can embrace a better work-life balance. Canberran's enjoy getting active with lakes and mountains easily in reach of the city. With everything within an easy 30-minute drive, you'll be able to soak up all Canberra and this region has to offer. Get around without the overwhelm We don't have the same traffic snarls as most other buzzing cities. Canberra is planned to perfection and everyone is close to everything. With less time spent in traffic, you'll have more time for the fun things in life. Canberra's teachers are the highest paid in Australia, and we may assist with your relocation costs. Canberra doesn't care where you've come from, or who you know. When you choose to work in Canberra, it's easy to find like-minded people. Want to know more about Canberra? Why teach in Canberra? Canberra is one of the fastest growing cities in Australia. We've a need for teachers now and into the future. In Canberra you will benefit from: the close proximity of our learning environments making connecting with your colleagues easy career development and professional learning programs tailored to your needs and school context. Your skills and experience Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students. Proven capacity to work as part of a team and the ability to use own initiative and to work independently. Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Requirements for employment To commence in a permanent teaching position within the ACT Public School system you require the following: To be eligible for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment Current Working with Vulnerable People registration Australian citizenship /or permanent residency status Business Sponsorship may be offered to suitable candidates that are already in Australia, sponsorship will be considered by the Directorate on an individual basis. You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

Further Information To complete your submission, you will need the following: Your resume Contact details of your referees Your two-page statement: in this statement you must provide practice examples aligned to the Australian Professional Standards for Teachers with an emphasis on the results achieved.

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

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the ACT Public Sector Education Directorate Teaching Agreement 2018-2022 provisions will assess all applications for this position.

Further enquiries can be made at Education Recruitment via email at EDUTeachingInCanberra@act.gov.au. For further information about our Directorate and the ACT Public School system visit our website at

www.education.act.gov.au How to Apply Interviews may be conducted prior to the closing date of this advertisement, please submit your application at your earliest convenience.

If you have any questions around your application, then please reach out to us at EDUTeachingInCanberra@act.gov.au and we will happily come back to you.

To apply please submit your application here.

Contact Officer: EDUHR EDUTeachingInCanberra@act.gov.au

Primary School Teachers

Classroom Teacher \$75,443 - \$112,930, Canberra (PN: PT2022)

Gazetted: 06 September 2021

Closing Date: 30 September 2021

Details: We are recruiting and interviewing NOW for roles starting in 2022 so apply today to secure your position for next year. Interviews may be conducted prior to the closing date of this advertisement, please submit your application at your earliest convenience.

Who are We? The ACT Education Directorate has an excellent education system, from pre-school and primary school through to high school and college. Become part of a welcoming, caring, and hard-working system and embrace the challenge of the 21st century where we offer the best of teaching and learning technologies. Teachers- Primary School The Directorate is looking for Primary School teachers - Kindergarten to Year 6 who are enthusiastic, dedicated and can show innovation with quality learning programs that will cater for the diverse needs and interests of our students.

Future of Education The Future of Education Strategy is a ten year strategy. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on: Strengthened systems to focus on equity with quality Placing students at the centre of their learning Empowering teachers, school leaders and other professionals to meet the learning needs of all students Building strong communities for learning Australia's leading employment conditions for Teachers The ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 (Teaching Staff EA) means teachers in the ACT will be the highest paid and will have some of the best employment conditions in the country. Our Agreement leads the sector in Australia. It includes: Highest wages in Australia and best superannuation benefits in the country Agreed class sizes Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption or permanent care leave.

Why Canberra? The lifestyle In Canberra you can embrace a better work-life balance. Canberran's enjoy getting active with lakes and mountains easily in reach of the city. With everything within an easy 30-minute drive, you'll be able to soak up all Canberra and this region has to offer. Get around without the overwhelm We don't have the same traffic snarls as most other buzzing cities. Canberra is planned to perfection and everyone is close to everything. With less time spent in traffic, you'll have more time for the fun things in life. Canberra's teachers are the highest paid in Australia, and we may assist with your relocation costs. Canberra doesn't care where you've come from, or who you know. When you choose to work in Canberra, it's easy to find like-minded people. Want to know more about Canberra? Why teach in Canberra? Canberra is one of the fastest growing cities in Australia. We've a need for teachers now and into the future. In Canberra you will benefit from: the close proximity of our learning environments making connecting with your colleagues easy career development and professional learning programs tailored to your needs and school context

Requirements for employment To commence in a permanent teaching position within the ACT Public School system you require the following: To be eligible for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment Current Working with Vulnerable People registration Australian citizenship and/or permanent residency status Business Sponsorship may be offered to suitable candidates that are already in Australia, sponsorship will be considered by the Directorate on an individual basis. You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

Further Information To complete your submission, you will need the following: Your resume Contact details of your referees Your two-page statement: in this statement you must provide practice examples aligned to the Australian Professional Standards for Teachers with an emphasis on the results achieved.

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

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the ACT Public Sector Education Directorate Teaching Agreement 2018-2022 provisions will assess all applications for this position.

Further enquiries can be made at Education Recruitment via email at EDUTeachingInCanberra@act.gov.au.

For further information about our Directorate and the ACT Public School system visit our website at

www.education.act.gov.au

How to Apply Interviews may be conducted prior to the closing date of this advertisement, please submit your application at your earliest convenience. If you have any questions around your application, then please reach out to us at EDUTeachingInCanberra@act.gov.au and we will happily come back to you.

To apply please submit your application here.

Contact Officer: EDUHR EDUTeachingInCanberra@act.gov.au

Graduate Teachers - Canberra

Classroom Teacher \$75,443 - \$112,930, Canberra (PN: GT2022)

Gazetted: 06 September 2021

Closing Date: 30 September 2021

Details: We are recruiting and interviewing NOW for roles starting in 2022 so apply today to secure your position for next year. Are you next generation of educators who want to make a difference? Start your career in Canberra. With market leading new educator support including mentoring and reduced contact hours.

Who are We? The ACT Education Directorate has an excellent education system, from pre-school and primary school through to high school and college. Become part of a welcoming, caring, and hard-working system and embrace the challenge of the 21st century where we offer the best of teaching and learning technologies. Graduate and New Educators We are looking for teachers who have recently (previous three years)

or who will graduate before January 2022, who are enthusiastic, dedicated and are passionate about making a difference to our students.

The Future of Education Future of Education Strategy is a ten-year strategy. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on: Strengthened systems to focus on equity with quality Placing students at the centre of their learning Empowering teachers, school leaders and other professionals to meet the learning needs of all students Building strong communities for learning Australia's leading employment conditions for Teachers The ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022, means teachers in the ACT will be the highest paid and will have some of the best employment environments in the country. Our Agreement leads the sector in Australia. It includes: Dedicated new educator program with mentoring and professional development supported by reduced contact hours Be paid amongst the highest wages in Australia Best superannuation benefits in the country Increased professional recognition for teachers Better support for teachers Investment in school leaders Safe and supportive workplaces Agreed class sizes Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption or permanent care leave.

Why Canberra? The lifestyle In Canberra you can embrace a better work-life balance. Canberran's enjoy getting active with lakes and mountains easily in reach of the city. With everything within an easy 30-minute drive, you'll be able to soak up all Canberra and this region has to offer. Get around without the overwhelm We don't have the same traffic snarls as most other buzzing cities. Canberra is planned to perfection and everyone is close to everything. With less time spent in traffic, you'll have more time for the fun things in life. Canberra's teachers are the highest paid in Australia, and we may assist with your relocation costs. Canberra doesn't care where you've come from, or who you know. When you choose to work in Canberra, it's easy to find like-minded people. Why teach in Canberra? Canberra is one of the fastest growing cities in Australia. We've a need for teachers now and into the future. In Canberra you will benefit from: the close proximity of our learning environments making connecting with your colleagues easy career development and professional learning programs tailored to your needs and school context. Want to know more about Canberra?

Your skills and experience We have a wide range of settings for our School teachers, you may have a specialisation or have a more generalist background but either way there are plenty of opportunities in Canberra for you. We need you to bring: Capacity to develop and deliver effective, engaging and differentiated learning programs within the Australian Curriculum and/or the Board of Senior Secondary Studies. The ability to work as part of a team, to use your initiative and to work independently. Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Requirements for employment. To commence in a permanent teaching position within the ACT Public School system you require the following: To be eligible for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment Current Working with Vulnerable People registration Australian citizenship /or permanent residency status Business Sponsorship may be offered to suitable candidates that are already in Australia, sponsorship will be considered by the Directorate on an individual basis. You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

Further Information To apply for our Graduate recruitment round you will need to be completing your teaching qualification before January 2022 or have completed your course within the last three years. To complete your submission, you will need the following: Your resume Your practical placement reports Contact details of your referees Your two-page statement: in this statement you must provide practice examples aligned to the Australian Professional Standards for Teachers with an emphasis on the results achieved.

A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the ACT Public Sector Education Directorate Teaching Agreement 2018-2022 provisions will assess all applications for this position. Further enquiries can be made at Education Recruitment at email eduteachingincanberra@act.gov.au. For more information about our Directorate and the ACT Public School system visit our website at www.education.act.gov.au How to Apply Interviews may be conducted prior to the closing date of this advertisement, please submit your application at your earliest convenience. If you have any questions around your application, then please reach out to us at EDUTeachingInCanberra@act.gov.au and we will happily come back to you.

To apply please submit your application here.

Contact Officer: EDUHR EDUTeachingInCanberra@act.gov.au

Design and Technology Teachers

Classroom Teacher \$75,443 - \$112,930, Canberra (PN: DTT2022)

Gazetted: 06 September 2021

Closing Date: 30 September 2021

Details: We are recruiting and interviewing now for roles starting in 2022 so apply today.

Moving your teaching career to Canberra will let you enjoy our liveable city and let you teach across your specialisation of Technology - Woodwork and Metalwork.

Who are We? The ACT Education Directorate has an excellent education system, from pre-school and primary school through to high school and college. Become part of a welcoming, caring, and hard-working system and embrace the challenge of the 21st century where we offer the best of teaching and learning technologies. Design Technology - Woodwork and Metalwork Teachers We are looking for teacher who are passionate in delivering in the following areas: Woodwork Metalwork Other design technology, mechatronics and VET If you are enthusiastic, dedicated and can show innovation with quality learning programs that will cater for the diverse needs and interests of our students then you should apply today.

Future of Education The Future of Education Strategy is a ten year strategy. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on: Strengthened systems to focus on equity with quality Placing students at the centre of their learning Empowering teachers, school leaders and other professionals to meet the learning needs of all students Building strong communities for learning Australia's leading employment conditions for Teachers The ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 (Teaching Staff EA) means teachers in the ACT will be the highest paid and will have some of the best employment conditions in the country. Our Agreement leads the sector in Australia. It includes: Highest wages in Australia and best superannuation benefits in the country Agreed class sizes Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption or permanent care leave.

Why Canberra? The lifestyle In Canberra you can embrace a better work-life balance. Canberran's enjoy getting active with lakes and mountains easily in reach of the city. With everything within an easy 30-minute drive, you'll be able to soak up all Canberra and this region has to offer. Get around without the overwhelm We don't have the same traffic snarls as most other buzzing cities. Canberra is planned to perfection and everyone is close to everything. With less time spent in traffic, you'll have more time for the fun things in life. Canberra's teachers are the highest paid in Australia, and we may assist with your relocation costs. Canberra doesn't care where you've come from, or who you know. When you choose to work in Canberra, it's easy to find like-minded people. Want to know more about Canberra? Why teach in Canberra? Canberra is one of the fastest growing cities in Australia. We've a need for teachers now and into the future. In Canberra you will benefit from: the close proximity of our learning environments making connecting with your colleagues easy career development and professional learning programs tailored to your needs and school context Your skills and experience Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students. Proven capacity to work as part of a team and the ability to use own initiative and to work independently. Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Requirements for employment To commence in a permanent teaching position within the ACT Public School system you require the following: To be eligible for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment Current Working with Vulnerable People registration Australian citizenship and/or permanent residency status Business Sponsorship may be offered to suitable candidates that are already in Australia, sponsorship will be considered by the Directorate on an individual basis. You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

Further Information To complete your submission, you will need the following: Your resume Contact details of your referees Your two-page statement: in this statement you must provide practice examples aligned to the Australian Professional Standards for Teachers with an emphasis on the results achieved. Business Sponsorship may be offered to suitable candidates that are already in Australia, sponsorship will be considered by the Directorate on an individual basis.

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

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the ACT Public Sector Education Directorate Teaching Agreement 2018-2022 provisions will assess all applications for this position.

Further enquiries can be made at Education Recruitment via email EDUTeachingInCanberra@act.gov.au.

For further information about our Directorate and the ACT Public School system visit our website at www.education.act.gov.au

How to Apply Interviews may be conducted prior to the closing date of this advertisement, please submit your application at your earliest convenience. If you have any questions around your application, then please reach out to us at EDUTeachingInCanberra@act.gov.au and we will happily come back to you.

To apply please submit your application here.

Contact Officer: EDUHR EDUTeachingInCanberra@act.gov.au

School Psychologist

School Psychologist \$86,155 - \$123,643, Canberra (PN: 06656, several)

Gazetted: 03 September 2021

Closing Date: 11 October 2021

Details: Are you a psychologist who enjoys working with children or young people? Are you looking for a job with a broad range of opportunities, including working in the area of prevention and early intervention?

ACT Education is seeking applicants for several permanent School Psychologist positions. We have positions available for an immediate start or commencing at the beginning of the 2022 school year. School Psychologists enjoy the benefits of teacher-based conditions and strong professional support. Our School Psychologists work with students, their families and teachers to identify and address barriers to learning and mental wellbeing. In this role you will: Conduct assessments in learning, social, emotional and behavioural domains and communicate assessment results and recommendations to parents or carers, teachers and relevant professionals. Consult with parents or carers, teachers, school executive, external agencies and other members of the school community about interventions, services and support for students. Identify and assess mental health issues and provide follow up support or refer to other mental health services. Provide psychological intervention for a range of issues affecting children and young people and where appropriate their parents or carers. Assist in the design and evaluation of effective prevention, early intervention and support programs for individuals, groups and school populations. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Prior to commencing in this role applicants require: Current full general registration as a psychologist with the Psychology Board of Australia. A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 It is highly desirable applicants hold a current Australian drivers' licence.

Notes: Provisional Psychologists who anticipate gaining general registration early in 2022 are encouraged to apply. There are several positions available. A merit pool will be established from this selection process and may be used to fill identical vacancies on a permanent or temporary basis over the next 12 months. These positions are under the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 and as such, a 12-month probation period will apply to applicants who are not existing ACTPS permanent employees. For interstate applicants, who are offered a permanent position, support towards relocation costs will be considered in accordance with the ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022.

How to Apply: In your application, please provide statements addressing the Selection Criteria (listed in the Position Description) in no more than five pages. Also include a current curriculum vitae and copy of your Psychology Board of Australia Certificate of Registration and Working with Vulnerable People Check.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joan Webb (02) 6205 9555 EDUClinicalPractice@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.

Secondary School Teachers

Classroom Teacher \$75,443 - \$112,930, Canberra (PN: SST2022)

Gazetted: 06 September 2021

Closing Date: 30 September 2021

Details: We are recruiting and interviewing NOW for roles starting in 2022 so apply today to secure your position for next year. Interviews may be conducted prior to the closing date of this advertisement, please submit your application at your earliest convenience.

Who are We? The ACT Education Directorate has an excellent education system, from pre-school and primary school through to high school and college. Become part of a welcoming, caring, and hard-working system and embrace the challenge of the 21st century where we offer the best of teaching and learning technologies. Teachers- Secondary School The Directorate is looking for Secondary School teachers who are enthusiastic, dedicated and can show innovation with quality learning programs that will cater for the diverse needs and interests of our students.

Future of Education The Future of Education Strategy is a ten year strategy. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on: Strengthened systems to focus on equity with quality Placing students at the centre of their learning Empowering teachers, school leaders and other professionals to meet the learning needs of all students Building strong communities for learning Australia's leading employment conditions for Teachers The ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 (Teaching Staff EA) means teachers in the ACT will be the highest paid and will have some of the best employment conditions in the country. Our Agreement leads the sector in Australia. It includes: Highest wages in Australia and best superannuation benefits in the country Agreed class sizes Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption or permanent care leave.

Why Canberra? The lifestyle In Canberra you can embrace a better work-life balance. Canberran's enjoy getting active with lakes and mountains easily in reach of the city. With everything within an easy 30-minute drive, you'll be able to soak up all Canberra and this region has to offer. Get around without the overwhelm We don't have the same traffic snarls as most other buzzing cities. Canberra is planned to perfection and everyone is close to everything. With less time spent in traffic, you'll have more time for the fun things in life. Canberra's teachers are the highest paid in Australia, and we may assist with your relocation costs. Canberra doesn't care where you've come from, or who you know. When you choose to work in Canberra, it's easy to find like-minded people. Want to know more about Canberra? Why teach in Canberra? Canberra is one of the fastest growing cities in Australia. We've a need for teachers now and into the future. In Canberra you will benefit from: the close proximity of our learning environments making connecting with your colleagues easy career development and professional learning programs tailored to your needs and school context. Your skills and experience Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students. Proven capacity to work as part of a team and the ability to use own initiative and to work independently. Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Requirements for employment: To commence in a permanent teaching position within the ACT Public School system you require the following: To be eligible for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment Current Working with Vulnerable People registration Australian citizenship and/or permanent residency status Business Sponsorship may be offered to suitable candidates that are already in Australia, sponsorship will be considered by the Directorate on an individual basis. You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

Further Information To complete your submission, you will need the following: Your resume Contact details of your referees Your two-page statement: in this statement you must provide practice examples aligned to the Australian Professional Standards for Teachers with an emphasis on the results achieved.

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

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the ACT Public Sector Education Directorate Teaching Agreement 2018-2022 provisions will assess all applications for this position.

Further enquiries can be made at Education Recruitment at email EDUTeachingInCanberra@act.gov.au. For further information about our Directorate and the ACT Public School system visit our website at

www.education.act.gov.au

How to Apply Interviews may be conducted prior to the closing date of this advertisement, please submit your application at your earliest convenience. If you have any questions around your application, then please reach out to us at EDUTeachingInCanberra@act.gov.au and we will happily come back to you.

To apply please submit your application here.

Contact Officer: EDUHR EDUTeachingInCanberra@act.gov.au

School Improvement

Miles Franklin Primary School

Business Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 36970)

Gazetted: 02 September 2021

Closing Date: 16 September 2021

Details: Are you looking for a varied and rewarding role in a dynamic setting? What better place to work than one of our ACT public schools where you can play a vital role in supporting the school community through business leadership and engagement. This role is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include finance and the management of budgets; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and develop plans for business development which includes assisting the school in delivering on its strategic vision and business plan. An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role. Miles Franklin Primary School is in Evatt, ACT. Our enrolment area includes one half of Evatt and we have over 580 students enrolled across four Preschool classes and three classes per year level from Kindergarten to Year Six. We have 40 teaching staff, five in the pedagogical leadership team and 10 support staff. We are an International Baccalaureate school with a school community which is very strong and stable, highly supportive, and values the enduring partnerships that have been developed over many years, especially between the P and C and school. The P and C operates with a separate operations manager who coordinates out of school hours care, the canteen, uniform shop and music program and the school business manager has a close working relationship with them. This is a wonderful opportunity for the successful applicant to gain skills in international payments, lead a harmonious team and continue to build the strong community partnerships.

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: This is a temporary position available immediately until June 2022 with the possibility of 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.

Applications should be submitted via the Apply Now button below.

Contact Officer: Chris Jones (02) 6142 2770 chris.jones@ed.act.edu.au

Service Design and Delivery

Executive Group Manager, Service Design and Delivery

Executive Level 2.2 \$291,186 - \$302,749 depending on current superannuation arrangements, Canberra (PN: E107)

Gazetted: 07 September 2021

Closing Date: 29 September 2021

Details: The Executive Group Manager Service Design and Delivery reports to the Deputy Director-General and is part of the Directorate's Senior Executive Team and Corporate Executive team. The position requires a person with exceptional executive leadership and management skills as well as expertise in service design, continuous improvement, and an understanding of the relationships between the Directorate, Government, Minister, peak bodies, and community. The position requires superior skills in developing and implementing new service models, improvement strategies, program reform and the ability to think strategically. Excellent interpersonal, organisational and communication skills are critical for this role.

High level analytical and negotiating skills, superior judgment in relation to financial management and organisational improvement and the capacity for innovation and value adding are necessary.

The major responsibilities of the Service Design and Delivery Division are:

to deliver high quality education services to the Canberra community

to develop and deliver system-wide strategies to improve teaching policy and practice

the wellbeing of over 50,000 students, including the development and delivery of student engagement services;

the delivery of support services to schools to assist with access to education for students with challenging behaviours and complex needs, students alienated from schooling, Aboriginal and Torres Strait Islander students, and school aged attendees of Bimberi Youth Justice Centre;

to ensure the Directorate's engagement with digital transformation and alignment to the ACT Government's Digital Canberra Concept and resulting business innovation across the Directorate;

ensuring cross-sectoral leadership of policy development and implementation of the Australian Curriculum for Kindergarten to Year 10, including assessment and reporting;

providing executive guidance of the development and delivery of school improvement programs and interventions

for all 89 ACT public schools utilising the national school improvement tool as the core framework; and

engaging with key stakeholders and other government agencies to improve the efficacy of the ACT public education system to deliver high quality education outcomes for all school and students.

Remuneration: The position attracts a remuneration package ranging from \$291,186 - \$302,749 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$231,249.

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

How to Apply: Applications should include a curriculum vitae and supporting claims against the Executive Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jane Simmons (02) 6207 6641 jane.simmons@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

Visitor Services Officer

Administrative Services Officer Class 2 \$59,016 - \$65,167, Canberra (PN: C10928, several)

Gazetted: 07 September 2021

Closing Date: 21 September 2021

Details: We are looking for motivated and passionate people to provide casual frontline visitor service functions and administrative support to Tidbinbilla Nature Reserve and Namadgi National Park Visitor Centres but predominantly based at Tidbinbilla. Duties include working as a part of a small team responsible for the day to day operation of the Visitor Centre, providing information about recreation and tourism activities, retail sales, food and coffee preparation and basic administrative and communication tasks related to the operations of the centre. The successful occupant will require excellent communication skills, problem solving capability and the ability to maintain a strong customer focus.

Eligibility/Other Requirements: Desirable: Candidates that speak a second language.

Proven hospitality skills in a fast-paced environment well regarded.

Other requirements: Current manual driver's licence.

Preparedness to wear a uniform.

Preparedness to work a shift roster including weekends and public holidays (penalty rates apply).

Preparedness to work at any Parks and Conservation Service location as directed.

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

Notes: This position is available from 20 September 2021 until 16 September 2022. We are seeking applications from suitably experienced people who are interested in casual employment. A merit pool will be created for

current and expected vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Jenkins 0408 297 556 Michelle.Jenkins@act.gov.au

Executive Assistant

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 13008)

Gazetted: 07 September 2021

Closing Date: 26 September 2021

Details:

The Team The Senior Leadership Support team is responsible for providing support to the Senior Leadership Team (Executive Group Manager, Executive Branch Manager, Senior Director for Programs) in the Division. The key focus of the team is on supporting the senior leadership group through efficient management of work flow, up-to-date management information, development and use of systems that enhance productivity across the division, facilitating effective coordination of priority tasks across the division, and allowing senior managers to focus on the highest-priority tasks.

The Role You will be working with various teams across the Division, Directorate and Whole of Government to meet the Territory's sustainability and climate change policies and targets.

Your responsibilities will be: Provide a range of high level confidential administrative support functions to the Senior Leadership Team 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. Effectively coordinate the diverse range of matters submitted for Senior Leadership Team'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 Senior Leadership Team. Contribute to improving processes and office systems relevant to the Senior Leadership Team and division. Monitor the editorial quality of documents submitted to, or distributed on behalf of, the Senior Leadership Team. Liaise effectively with key internal and external stakeholders to provide timely advice and information to meet business objectives and address operational service delivery issues. Monitor correspondence, including emails and workflow to ensure deadlines are met and matters are attended to in a timely manner. Coordinate and schedule interviews, scribes and assist in processing recruitment requests. Other duties as directed. Maintain records in accordance with the Territory Records Act 2002. Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect, Equity and Diversity framework.

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

How to Apply: Applicants should submit a supporting statement of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

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

Assistant Director, Urban Design and Planning Policy Reform

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 44632)

Gazetted: 08 September 2021

Closing Date: 27 September 2021

Details: The Planning System Review and Reform Project (PSRRP) team in the Environment, Planning and Sustainable Development Directorate is seeking highly motivated, experienced and suitably qualified person to fill the role of Assistant Director, Urban Design and Planning Policy Reform. The PSRRP team is part of the Planning and Urban Policy Division which has responsibility for strategic planning and development of city-wide urban policies and design controls that underpin planning for future urban growth, land supply, major infrastructure and the character and built form of the city. This role will require you to contribute to the reform of the ACT planning system through developing and delivering robust and innovative urban design and strategic planning input to

policies, programs and projects, provide urban design advice and testing, and lead projects. This role requires management of policy development and projects, working with small project teams, and representing the Directorate in communication with a range of stakeholders both internally and externally. Candidates should have proven experience working on a range of planning and design projects at a variety of scales and in an urban planning context. Candidates should have strong oral and written communication skills, ability to use supporting programs to deliver urban design input, and experience managing urban design/planning projects.

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

Eligibility/Other Requirements: Tertiary qualifications and significant work experience in urban design, urban planning, planning policy reform or a related field are highly desirable.

Notes: This is a temporary position available for a period of 12 months. Selection may be based on application and referee reports only. This position is located in a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a two-page pitch demonstrating your suitability for the role and responding to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Bennett (02) 6205 4877 jamesp.bennett@act.gov.au

Visitor Services Officer

Administrative Services Officer Class 2 \$59,016 - \$65,167, Canberra (PN: C10928, various)

Gazetted: 07 September 2021

Closing Date: 21 September 2021

Details: We are looking for motivated and passionate people to provide casual frontline visitor service functions and administrative support to Tidbinbilla Nature Reserve and Namadgi National Park Visitor Centres but predominantly based at Tidbinbilla. Duties include working as a part of a small team responsible for the day to day operation of the Visitor Centre, providing information about recreation and tourism activities, retail sales, food and coffee preparation and basic administrative and communication tasks related to the operations of the centre. The successful occupant will require excellent communication skills, problem solving capability and the ability to maintain a strong customer focus.

Eligibility/Other Requirements: Desirable:

Candidates that speak a second language.

Proven hospitality skills in a fast-paced environment well regarded.

Other requirements:

Current manual driver's licence.

Preparedness to wear a uniform.

Preparedness to work a shift roster including weekends and public holidays (penalty rates apply).

Preparedness to work at any Parks and Conservation Service location as directed.

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 position is available from 20 September 2021 until 16 September 2022. We are seeking applications from suitably experienced people who are interested in casual employment. A merit pool will be created for current and expected vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Jenkins 0408 297 556 Michelle.Jenkins@act.gov.au

Executive Assistant

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 13008)

Gazetted: 07 September 2021

Closing Date: 24 September 2021

Details: The Team The Senior Leadership Support team is responsible for providing support to the Senior Leadership Team (Executive Group Manager, Executive Branch Manager, Senior Director for Programs) in the Division. The key focus of the team is on supporting the senior leadership group through efficient management of work flow, up-to-date management information, development and use of systems that enhance productivity across the division, facilitating effective coordination of priority tasks across the division, and allowing senior managers to focus on the highest-priority tasks.

The Role You will be working with various teams across the Division, Directorate and Whole of Government to meet the Territory's sustainability and climate change policies and targets. Your responsibilities will be: Provide a range of high level confidential administrative support functions to the Senior Leadership Team 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. Effectively coordinate the diverse range of matters submitted for Senior Leadership Team'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 Senior Leadership Team. Contribute to improving processes and office systems relevant to the Senior Leadership Team and division. Monitor the editorial quality of documents submitted to, or distributed on behalf of, the Senior Leadership Team. Liaise effectively with key internal and external stakeholders to provide timely advice and information to meet business objectives and address operational service delivery issues. Monitor correspondence, including emails and workflow to ensure deadlines are met and matters are attended to in a timely manner. Coordinate and schedule interviews, scribes and assist in processing recruitment requests. Other duties as directed. Maintain records in accordance with the Territory Records Act 2002. Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect, Equity and Diversity framework.

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

How to Apply: Applicants should submit a supporting statement of not more than two A4 pages outlining their skills and experience relevant to the role. A copy of a current curriculum vitae and contact details of at least two relevant referees is to be provided.

Applications should be submitted via the Apply Now button below.

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

Corporate Services and Operations

Finance, Information and Assets

Director, Procurement and Contracts

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 36749)

Gazetted: 06 September 2021

Closing Date: 13 September 2021

Details: The Business Services and Sustainability team is a small multiskilled team which offers support to the Directorate with procurement and contract activities; fleet; sustainability; security; property and facilities management. Under general direction, undertake work as required to support the Senior Director, Business Services and Sustainability to manage procurement and contracts for the Environment, Planning and Sustainable Development (EPSD) Directorate, in accordance with the ACT Government Procurement policies and procedures. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Relevant experience in the Public Sector at local, state or federal level.

Extensive experience in procurement and contract management.

Experience in financial systems.

Note: This is a temporary position available from 29 September 2021 until 4 March 2022 with the possibility of extension up to 12 months and/or permanency. This position will work in 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. 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. Current and former ADF members are encouraged to apply.

How to Apply: Please submit a written application of no more than two pages, addressing the Selection Criteria, along with your current curriculum vitae, listing two referees and their contact details. There is a limit of 10MB and 10 documents per application in the online application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Janet Boyd (02) 6207 0773 Janet.Boyd@act.gov.au

**Director – External Budgets, Projects Reporting and Cost Accounting
Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 44759)**

Gazetted: 03 September 2021

Closing Date: 21 September 2021

Details: An existing opportunity exists for a motivated individual to join Environment, Planning and Sustainable Development Directorate as Director of External Budgeting, Projects Reporting and Cost Accounting. Within this role you will be responsible for leading a team to ensure quality business cases and costings are developed for work proposed by the directorate, working with the business areas and various executives. The role is responsible for delivery of the external budget for the directorate, the Budget Statement and the Statement of Performance. Additionally, the role is responsible for development of costing models and project cost accounting for the directorate, working closely with business areas to assist in delivery of large projects. An ideal candidate is well organised and can deal with managing simultaneous pieces of work. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply

Eligibility/Other Requirements: Highly Desirable:

- Qualifications in Accounting or a related field.
- Full membership or progress towards membership of CPA Australia or Chartered Accountants Australia and New Zealand
- Relevant Government experience in external budgeting or a related field.

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 works within an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: To apply for the role please complete online a form and include a two-page pitch and a current curriculum vitae. The pitch should outline your experiences which you could bring to this role and address the Selection Criteria as detailed within the Position Description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Stuart Wall (02) 6205 0760 Stuart.Wall@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

Corporate and Strategic Services

Corporate Information System

Senior Director, Corporate Information Systems

Senior Officer Grade A \$153,041, Canberra (PN: 31062)

Gazetted: 07 September 2021

Closing Date: 28 September 2021

Details: ACT Courts and Tribunal (ACTCT) comprises of the ACT Supreme Court, ACT Magistrates Court and the ACT Civil and Administrative Tribunal. ACTCT is looking for a leader to manage its Corporate Information Systems (CIS) section of the organisation. The role leads the Business Intelligence Unit, Library, the Integrated Courts Management System (ICMS) and has daily interactions with Senior Executives of ACTCT. Desired skills include leadership, relationship management and technical knowledge of business information management systems.

The ACTCT 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: Please send in your application addressing the desired Skills, Behavioural Capabilities in the Position Description (less than three pages) and your curriculum vitae with referee contact details. Evidence of qualifications will be required at a later stage if you are shortlisted.

Applications should be submitted via the Apply Now button below.

Contact Officer: Yew Ho (02) 6207 5821 Yew.Ho@courts.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.

Corporate Services

Communications and Engagement

Assistant Director, Indigenous Engagement and Internal Communications

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52365)

Gazetted: 07 September 2021

Closing Date: 14 September 2021

Details: This role is a unique opportunity to design a new approach in leading Indigenous engagement and corporate communications projects for our Directorate. As the Assistant Director, Indigenous Engagement and Internal Communications, you will deliver best practice communications and engagement projects in line with JACS priorities and cultural protocols. Responsible for assisting staff to build knowledge of First Nations protocols and issues, this role will provide strategic advice, participating in stakeholder briefings and organising cultural education across the Directorate. With a focus on building staff engagement, you will also deliver a range of corporate communications projects and manage the JACS Internal Communications team, working with innovation to ensure that JACS staff receive timely and accurate information. Working with executives and officers across the directorate, ACT public service, and key stakeholder groups, you will use your strong communication skills to foster cooperative and collaborative approaches to achieve outcomes that align with whole of government directions and plans, adding a cultural lens when needed.

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

Notes: This is a temporary position available until 30 June 2022. 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 should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager). In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Erin Emery (02) 6207 8462 Erin.Emery@act.gov.au

ACT Corrective Services

Office of the Commissioner

Executive Assistant

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 10299)

Gazetted: 07 September 2021

Closing Date: 21 September 2021

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the vacancy of Executive Assistant (ASO4) within the Office of the Commissioner. As the Executive Assistant to the Commissioner, ACTCS, you will provide high level organisational and practical support to assist the Commissioner to exercise their functions. This will include maintaining the Commissioner's schedule and diary, efficient and effective office systems and demonstrating high quality customer service. The successful candidate will be the first point of contact for enquiries to the Commissioner and will maintain effective liaison between ACTCS and JACS Executive Officers, other directorates and external organisations. Further to this, the successful candidate will provide

secretariat and minute-taking support in meetings as required, general office management activities and arranging travel and accommodation bookings. To be successful, you will have strong administrative and organisational skills, the ability to prioritise workloads, attention to detail and also possess excellent customer service and communication skills.

Eligibility/Other Requirements: The successful candidate will be required to undergo a National Police Check. Relevant experience and/or qualifications in executive support/office management is desirable. Driver's Licence is desirable.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Nicola McNulty (02) 6205 4805 nicola.mcnulty@act.gov.au

ACT Courts and Tribunal

Assistant Director, ACAT (Energy and Water)

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 55116)

Gazetted: 03 September 2021

Closing Date: 29 September 2021

Details: Would you like to use your people skills to lead a small team that assists Canberrans experiencing issues with energy and water utilities? Do you thrive in a fast-paced team environment, with internal drive to provide outstanding client experiences, in a changing workplace environment? The ACT Civil and Administrative Tribunal (ACAT) is seeking a dedicated, resilient, and enthusiastic person to perform the role of Assistant Director, ACAT (Energy and Water). We are seeking someone with:

excellent people skills

a desire to make client service delivery better

embraces change... and can take others with them on the journey

The role will see you responsible for delivering high quality client focused registry services for ACAT's energy and water section. You will lead and manage a small team, oversee data and information management, assist in the development and management of a new case management system, seek to continuously improve procedures to make things work better, contribute to and develop submissions on behalf of ACAT, and use your skills to develop and maintain important partnerships and working relationships. If this sounds like the job for you, we want to hear from you! This is a new position, so you will be given the opportunity to lead and mould this team to prepare it for the challenges that arise ahead!

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 may involve engagement with community and industry outside of normal business hours. While we are a Tribunal, you do not need a law degree to be part of our team.

How to Apply: Applicants should provide a curriculum vitae, a personal pitch (the pitch is to be a maximum of two pages) and details of two referees (one of which must be your current supervisor/manager).

In your personal pitch, please explain why you are the best person for the job and how you meet all the (1) Professional / Technical Skills and Knowledge, and (2) Behavioural Capabilities; outlined in the "What you require" section of the selection documentation. Specific examples should be provided where appropriate.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brenton Hutchison (02) 6207 1438 brenton.hutchison@act.gov.au

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Director, Victim Support ACT

Senior Officer Grade A \$153,041, Canberra (PN: 50502)

Gazetted: 06 September 2021

Closing Date: 20 September 2021

Details: The ACT Victims of Crime Commissioner is seeking an outstanding strategic thinker with excellent

management and communication skills to lead Victim Support ACT within the ACT Human Rights Commission. Duties of the Director include: Managing the dynamic delivery of frontline support, advocacy and financial assistance to victims of crime. Working closely with justice agencies and other community and government stakeholders to ensure Victim Support offers a responsive and accessible service for clients with diverse needs. Directly overseeing Victim Support's Aboriginal and Torres Strait Islander outreach program. Leading the implementation of recommendations arising from the ACT Government's March 2021 review of Victim Support services.

If you want to work in a collaborative, fast-paced team where there is significant opportunity for initiative and innovation, this role is for you.

The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position contact officer.

Notes: This position is available immediately. Selection may be based on application and referee reports only.

How to Apply: Review the Position Description and provide a written pitch of up to two pages. The pitch should demonstrate your ability to perform the role considering the required professional/technical skills, knowledge and behavioural capabilities. Please also provide a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Heidi Yates (02) 6205 2222 Heidi.Yates@act.gov.au

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

ACAT Deputy Legal Registrar

ACT Courts and Tribunal Legal 1 \$68,810 - \$138,585, Canberra (PN: 42669)

Gazetted: 06 September 2021

Closing Date: 20 September 2021

Details: The ACT Civil and Administrative Tribunal (ACAT) is seeking an experienced legal officer to be a member of a legal team working closely with ACAT members and registry to deliver dispute resolution services to the ACT community. The ACAT Deputy Legal Registrar is responsible for: Supporting the ACAT Registrar and registry staff through guidance and advice on ACAT procedure and law. Conducting conferences and other listings as required. Undertaking case work and management of applications across ACAT's jurisdictions. Providing advice and guidance to a range of stakeholders as well as developing and managing positive working relationships. Provide advice to senior managers of ACTCT on the implications of new policy proposals or legal developments and the options for implementation of legislative amendments, developing and overseeing the implementation of policies, practices, systems, and processes.

Eligibility/Other Requirements: Have a degree in laws of an Australian territory institution, or a comparable overseas qualification, which, in the opinion of the Chief Executive Officer and Principal Registrar, is appropriate to the duties of the office. Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory. Demonstrated knowledge of practice and procedure in the areas of law within the jurisdiction of the ACT Civil and Administrative Tribunal, or the ability to quickly acquire this knowledge.

Note: This is a temporary position available immediately up to 28 February 2022, with the possibility of extension up to 12 months. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants should submit a two-page Expression of Interest, addressing the key position requirements as set out in the Position Description, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kristy Carter (02) 6205 9984 Kristy.Carter@act.gov.au

ACT Emergency Services Agency

Commissioner's Office

Agency Collaboration

Executive and Ministerial Support Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 34225)

Gazetted: 02 September 2021

Closing Date: 16 September 2021

Details: The ACT Emergency Services Agency (ESA) has an exciting opportunity for a highly motivated person to join our 'team of teams' as an Executive and Ministerial Support Officer. In this position you will assist in the coordination of the ESA's Ministerial Services. This includes the drafting of briefs, correspondence, documents for submission to Cabinet and the ACT Legislative Assembly, Freedom of Information requests, Honours and Awards nominations, and other briefing material as required.

Eligibility/Other Requirements: Demonstrated experience in drafting written communications, including Ministerial and Cabinet correspondence and briefings.

Demonstrated ability to undertake research and analysis and interpret legislation, regulations and other guideline materials.

Well-developed communication skills, including the ability to liaise, negotiate and consult with stakeholders to meet Ministerial and Cabinet deadlines.

A working knowledge and understanding of Cabinet, Ministerial, Parliamentary and machinery of Government process is desirable.

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

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

How to Apply: Interested applicants are requested to submit a two-page pitch outlining their claims against the Position Description. Applicants are also asked to include a current curriculum vitae and the names of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Frank Marando (02) 6207 0367 Frank.MarandoESA@act.gov.au

Emergency Services Agency

Chief Officer, ACT Fire and Rescue

Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E348)

Gazetted: 08 September 2021

Closing Date: 24 September 2021

Details: Interested in making your mark by contributing to a safer community as part of a collaborative, responsive executive team in this vital emergency services agency?

ACT Fire and Rescue (ACTFandR) provides the ACT with response capability in all areas of firefighting, rescues and incidents involving hazardous material and chemical, biological and radiological events. Reporting to the Commissioner of ACT Emergency Services Agency, this key appointment strategically leads ACTFandR to deliver responsive, contemporary and efficient urban firefighting and rescue services.

The role will appeal to someone seeking an executive level appointment as part of a forward-thinking leadership group where ownership and innovation are encouraged. With significant strategic and operational leadership experience within urban fire services, your political astuteness, diplomacy, resilience and capacity to build positive relationships across key stakeholder groups will enable you to contribute to the Agency's next level of growth and success. Sound like you?

The ACT Government is committed to creating great workplaces with positive cultures that demonstrate respect, equity and diversity for all employees.

Remuneration: The position attracts a remuneration package ranging from \$254,933 - \$264,885 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$199,039.

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: For further information and to apply visit rosemaryhardham.com.au or contact Rosemary Hardham on (03) 8648 6552.

Contact Officer: Rosemary Hardham (03) 8648 6552 www.rosemaryhardham.com.au

Transport Canberra and City Services

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

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

Coordinator Tree Assets

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 18126)

Gazetted: 08 September 2021

Closing Date: 4 October 2021

Details: Can you see the forest for the trees? If so, you can help make a difference as a valued member of Urban Treescapes. The Coordinator Tree Assets is responsible for the planning, development, and implementation of tree removal, tree planting, and young tree establishment programs. This position also coordinates community engagement processes associated with the above activities and manages contractors undertaking the above services. Please see the position description for further information about the role. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Notes: This is a temporary position available for a period up to two years with the possibility of extension. This position is part-time at (22:03) hours per week and the full-time salary noted above will be pro-rata. This position is based within a workplace designated for Activity Based Working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applications should include:

A statement of no more than four pages addressing the 'What you require' and 'Compliance requirements/qualifications' sections in the Position Description

A current curriculum vitae

Contact details of at least two referees

Applications should be submitted via the Apply Now button below.

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

Contact Officer: Carma Sweet (02) 6207 7158 carma.sweet@act.gov.au

Light Rail Operations

Executive Assistant

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 35982)

Gazetted: 07 September 2021

Closing Date: 23 September 2021

Details: This Executive Assistant position works to the Executive Branch Managers for Planning and Delivery and Light Rail Operations and is responsible for providing high-quality executive support, including diary management, arranging and scheduling meetings and appointments, managing telephone calls, and actioning emails and enquiries in an approachable, prompt and efficient manner.

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

This is an integral position supporting the Transport Canberra leadership team. We are looking for someone with great written and oral communication skills as well as excellent stakeholder management organisational skills, the ability to work under pressure and liaise with staff at all levels of the Directorate. The role also requires discretion and professionalism to be exercised at all times.

There is the potential to work flexibly with manager approval and you'll have an opportunity to learn about many aspects of the Transport Canberra business as part of a friendly and engaging team.

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

Note: This is a temporary position available immediately for a period of nine months with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. 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: Submit a curriculum vitae and pitch addressing demonstrated experience in the following criteria: Provide high level effective and efficient support services for executives and senior management in fast-paced working environments.

Well-developed administration, organisational and problem-solving skills with a demonstrated ability be proactive, flexible and manage competing priorities to meet deadlines.

Understanding of the use of Microsoft Office applications and records management systems in a government environment. Experience of Objective Document Management System and Workflows is desirable.

Well-developed interpersonal and communication skills, both written and oral, and the demonstrated ability to work with internal and external stakeholders at all levels while demonstrating sound judgement and discretion.

Ability to collaborate in a clear, concise and articulate manner, and develop effective working relationships within Transport Canberra.

Applications should be submitted via the Apply Now button below.

Contact Officer: Shelley Kennedy (02) 6207 6787 ShelleyA.Kennedy@act.gov.au

APPOINTMENTS

ACT Health

Administrative Services Officer Class 5 \$82,506 - \$87,331

Tyson Pitt, Section 68(1), 7 September 2021

Canberra Health Services

Administrative Services Officer Class 3 \$66,867 - \$71,963

Moir Stewart: 85359337, Section 68 (1), 30/08/2021

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

Adenike Balogun, Section 68(1), 6 September 2021

Medical Imaging Level 2 \$68,809 - \$94,461

Emma Cooke, Section 68(1), 4 September 2021

Registered Nurse Level 2 \$94,409 - \$100,061

Alyssa Daniel, Section 68(1), 9 September 2021

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

Anju Devi, Section 68(1), 6 September 2021

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

Alvan Eziana, Section 68(1), 6 September 2021

Health Service Officer Level 3 \$53,886 - \$55,637 (Retention Point CHS Only \$55,731)

Douangkeo Falanh, Section 68(1), 2 September 2021

Assistant in Nursing \$52,301 - \$54,070

Anita Hirst, Section 68(1), 6 September 2021

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

Biji Karukapallil Joseph, Section 68(1), 2 September 2021

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

Damanpreet Kaur, Section 68(1), 6 September 2021

Assistant in Nursing \$52,301 - \$54,070

Amar Khadka, Section 68(1), 6 September 2021

Assistant in Nursing \$52,301 - \$54,070

Jayd Kinder, Section 68(1), 6 September 2021

Assistant in Nursing \$52,301 - \$54,070

Ephraim Laate, Section 68(1), 6 September 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Jaime Locke, Section 68(1), 6 September 2021

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

Toni Nolan, Section 68(1), 2 September 2021

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

Pinky Philip, Section 68(1), 6 September 2021

Assistant in Nursing \$52,301 - \$54,070

Pabitra Pokhrel Sapkota, Section 68(1), 2 September 2021

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

Kara Rawnsley, Section 68(1), 6 September 2021

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

Dana Robertson, Section 68(1), 30 August 2021

Administrative Services Officer Class 2 \$59,016 - \$65,167

Vanessa Robinson, Section 68(1), 6 September 2021

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

Emily Rowbotham, Section 68(1), 6 September 2021

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

Matthew Ryan, Section 68(1), 6 September 2021

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

Aby Skaria, Section 68(1), 6 September 2021

Administrative Services Officer Class 2/3 \$59,016 - \$71,963

Bobby Taseski, Section 68(1), 2 September 2021

Administrative Services Officer Class 4 \$74,237 - \$80,381

Kathleen Tate, Section 68(1), 9 September 2021

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

Camilla Tursun, Section 68(1), 9 September 2021

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

Xiaojuan Wang, Section 68(1), 6 September 2021

Canberra Institute of Technology

Teacher Level 2 \$111,936

Aliesha Martin, Section 68(1), 9 August 2021

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$66,867 - \$71,963

Jesse Batten, Section 68(1), 31 August 2021

Information Technology Officer Class 1 \$71,963 - \$81,917

John Cullen, Section 68(1), 2 September 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Hongyi Ji, Section 68(1), 31 August 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Pushpa KC RANABHAT, Section 68(1), 3 September 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Janet Kennedy, Section 68(1), 31 August 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Felicity Knott, Section 68(1), 30 August 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Owen Petrunia, Section 68(1), 31 August 2021

Senior Officer Grade A \$153,041

Jillian Prideaux, Section 68(1), 6 September 2021

Senior Officer Grade C \$111,887 - \$120,436

Shreyoshi Rakshit, Section 68(1), 6 September 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Samuel Vogt, Section 68(1), 1 September 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Renata Whaiapu, Section 68(1), 31 August 2021

Community Services

Administrative Services Officer Class 6 \$88,899 - \$101,743

Noelle Collier, Section 68(1), 7 September 2021

Education

School Assistant 2/3 \$50,184 - \$61,194

Jacqueline Collins, Section 68(1), 27 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Mauren Dale, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Jessica Hewitt, Section 68(1), 25 August 2021

School Assistant 2 \$50,184 - \$55,413

Sarah McGavin, Section 68(1), 25 August 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Kerrie Smith, Section 68(1), 9 September 2021

School Assistant 4 \$68,175 - \$73,820

Luke Tarlington, Section 68(1), 9 September 2021

School Assistant 2/3 \$50,184 - \$61,194

Yuxuan Xu, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Jacob Reid, Section 68(1), 25 August 2021

School Assistant 2 \$50,184 - \$55,413

Eileen Muscat, Section 68(1), 26 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Alison Hutchison, Section 68(1), 27 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Catherine Weston, Section 68(1), 1 September 2021

School Assistant 2 \$50,184 - \$55,413

Isabelle Mackay-Sim, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Rebecca Kirpson-Colley, Section 68(1), 25 August 2021

School Assistant 2 \$50,184 - \$55,413

Jacqueline Sampson, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Khaing Htun, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Anjali Gosai, Section 68(1), 25 August 2021

School Assistant 3 \$56,858 - \$61,194

Elina Voutilainen, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Wendy Troung, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Nicholas Neeson, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Natalie Walker, Section 68(1), 25 August 2021

School Assistant 2 \$50,184 - \$55,413

Catherine Jetter, Section 68(1), 25 August 2021

School Assistant 2 \$50,184 - \$55,413

Haley Keogh, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Theresa Small, Section 68(1), 25 August 2021

School Assistant 3 \$56,858 - \$61,194

Grace Ophel, Section 68(1), 27 August 2021

School Assistant 2 \$50,184 - \$55,413

Karyn Heitmann, Section 68(1), 1 September 2021

School Assistant 2/3 \$50,184 - \$61,194

Marie Lee, Section 68(1), 25 August 2021

School Assistant 3 \$56,858 - \$61,194

Michelle Fisher, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Madhavilatha Vuyyuru, Section 68(1), 25 August 2021

School Assistant 2 \$50,184 - \$55,413

Sandra Halgren, Section 68(1), 31 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Kristy Richardson, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Jo Cumberland, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Kerry Sturgeon, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Kerry Roberts, Section 68(1), 25 August 2021

School Assistant 3 \$56,858 - \$61,194

Tracey Lalor, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Conor Crisp, Section 68(1), 25 August 2021

School Assistant 3 \$56,858 - \$61,194

Robyn McKenzie, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Hayden Styman, Section 68(1), 26 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Janelle Tennent, Section 68(1), 25 August 2021

School Assistant 2 \$50,184 - \$55,413

Cathy Kolobaric, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

David Gottwald, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Erin Flux, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Sandra Cusack, Section 68(1), 25 August 2021

School Assistant 2 \$50,184 - \$55,413

Daniela Agresta, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Rachel Percival, Section 68(1), 25 August 2021

School Assistant 2/3 \$50,184 - \$61,194

Wendy Saunders, Section 68(1), 25 August 2021

Environment, Planning and Sustainable Development

Professional Officer Class 2 \$88,899 - \$101,743

Sarah May, Section 68(1), 27 August 2021

Justice and Community Safety

Administrative Services Officer Class 5 \$82,506 - \$87,331

Alicia Beauchamp, Section 68(1), 8 September 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Cherie Evans, Section 68(1), 6 September 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Karen Flick, Section 68(1), 27 August 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Christine Kearney, Section 68(1), 27 August 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Sarah Lawrence, Section 68(1), 8 September 2021

Senior Officer Grade B \$131,773 - \$148,344

Byron Little, Section 68(1), 1 September 2021

Administrative Services Officer Class 6 \$88,899 - \$101,743

Adam O'Day, Section 68(1), 6 September 2021

Administrative Services Officer Class 3 \$66,867 - \$71,963

Ewelina Tauer-Tukalska, Section 68(1), 28 August 2021

Transport Canberra and City Services

Administrative Services Officer Class 5 \$82,506 - \$87,331

Wim De Beckker, Section 68(1), 8 September 2021

General Service Officer Level 3/4 \$52,441 - \$57,268

Steven Bowles, Section 68(1), 1 September 2021

General Service Officer Level 3/4 \$52,441 - \$57,268

Peter Foster, Section 68(1), 1 September 2021

General Service Officer Level 3/4 \$52,441 - \$57,268

Vincenzo Mamone, Section 68(1), 1 September 2021

General Service Officer Level 3/4 \$52,441 - \$57,268

Shane Mecham, Section 68(1), 1 September 2021

General Service Officer Level 3/4 \$52,441 - \$57,268

Neil Phillips, Section 68(1), 1 September 2021

TRANSFERS

Canberra Health Services

Karen Lowe

From: Registered Nurse Level 2 100,061

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 28409) (Gazetted)

Independent Competition and Regulatory Commission

Alison Rowe

From: Administration Services Officer Class 6 \$88,899 - \$101,743

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Independent Competition and Regulatory Commission, Canberra (PN. 09718) (Gazetted 8 July 2021)

Transport Canberra and City Services

Michelle Corlett

From: Senior Officer Grade C \$111,887

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade C \$111,887 - \$120,436

Transport Canberra and City Services, Canberra (PN. 38901) (Gazetted 23 June 2021)

PROMOTIONS

ACT Health

Communicable Disease Control

Pauline Bailey

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

ACT Health

To: Registered Nurse Level 2 \$94,409 - \$100,061

ACT Health, Canberra (PN. 04831) (Gazetted 12 July 2021)

**Digital Solutions Division
Future Capability
Digital Health Record Technical Hub
Luke Burdack**

From: Senior Information Technology Officer Grade C \$111,887 - \$120,436
ACT Health
To: †Senior Information Technology Officer Grade B \$131,773 - \$148,344
ACT Health, Canberra (PN. 49864) (Gazetted 22 July 2021)

**Digital Solutions Division
Technology Operations
Support, Diagnostic and Integration Systems Hub
Wanting Liu**

From: Administrative Services Officer Class 2 \$59,016 - \$65,167
ACT Health
To: Administrative Services Officer Class 5 \$82,506 - \$87,331
ACT Health, Canberra (PN. 35295) (Gazetted 5 May 2021)

**Digital Solutions Division
Technology Operations
Support, Diagnostic and Integration Systems Hub
Margaret Walsh**

From: Administrative Services Officer Class 3 \$66,867 - \$71,963
ACT Health
To: Administrative Services Officer Class 5 \$82,506 - \$87,331
ACT Health, Canberra (PN. 41770) (Gazetted 5 May 2021)

Canberra Health Services

Deanna Adam
From: Administrative Services Officer Class 3 \$66,867 - \$71,963
Canberra Health Services
To: Administrative Services Officer Class 4 \$74,237 - \$80,381
Canberra Health Services, Canberra (PN. 29471) (Gazetted 2 August 2021)

Lynette Chairuka
From: Health Professional Level 2 \$68,809 - \$94,461
Canberra Health Services
To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 29459) (Gazetted 14 April 2021)

Caroline Holmes
From: Health Professional Level 2 \$68,809 - \$94,461
Canberra Health Services
To: Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 28714) (Gazetted 23 July 2021)

Chief Minister, Treasury and Economic Development

**Policy and Cabinet
Office of The Coordinator General – COVID-19 Non-health response
Commonwealth-State Relations
Edwin Crump**
From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development, Canberra (PN. 52820) (Gazetted 26 July 2021)

Procurement ACT

Procurement Policy and Capability Branch

Procurement Development Section

Julijana Desa

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 51909) (Gazetted 20 May 2021)

Revenue Management

Operations

Ahror Hamraev

From: Administrative Services Officer Class 3 \$66,867 - \$71,963

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 05246) (Gazetted 22 June 2021)

Commercial Services and Infrastructure

Shared Services

Payroll Services

Napha Hengst

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development, Canberra (PN. 53217) (Gazetted 4 June 2021)

Corporate

Corporate Management

Concierge and Building Services Team

Karen Jahne

From: Administrative Services Officer Class 3 \$66,867 - \$71,963

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 50349) (Gazetted 27 April 2021)

Julianne O'Brien

From: Senior Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$131,773 - \$148,344

Chief Minister, Treasury and Economic Development, Canberra (PN. 55295) (Gazetted 5 August 2021)

Policy and Cabinet

Cassia Payne

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$82,506 - \$87,331

Chief Minister, Treasury and Economic Development, Canberra (PN. 35283) (Gazetted 28 April 2021)

Workplace Safety and Industrial Relations

Injury Management

Syed Rizvi

From: Child and Youth Protection Professional Level 2 \$75,012 - \$100,983

Community Services

To: Administrative Services Officer Class 6 \$88,899 - \$101,743
Chief Minister, Treasury and Economic Development, Canberra (PN. 39184) (Gazetted 27 July 2021)

Access Canberra

Licensing and Registrations

Samantha Swale

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 40416) (Gazetted 19 July 2021)

Workplace Safety and Industrial Relations

Injury Management

Julie-anne Wales

From: Administrative Services Officer Class 4 \$74,237 - \$80,381

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development, Canberra (PN. 25799) (Gazetted 27 July 2021)

Commercial Services and Infrastructure

Shared Services

Payroll Services

Samantha Willumsen

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$111,887 - \$120,436

Chief Minister, Treasury and Economic Development, Canberra (PN. 49987) (Gazetted 4 June 2021)

Community Services

Children, Youth and Families

Business Support

Natalija Bogojevic

From: Child and Youth Protection Professional Level 3 \$103,735 - \$109,018 (up to \$114,160 on achieving a personal upgrade)

Community Services

To: †Senior Officer Grade C \$111,887 - \$120,436

Community Services, Canberra (PN. 02293) (Gazetted 23 June 2021)

Housing ACT

Client Services

Tenant Experience

James Ceraolo

From: Senior Officer Grade C \$111,887 - \$120,436

Community Services

To: †Senior Officer Grade B \$131,773 - \$148,344

Community Services, Canberra (PN. 37045) (Gazetted 7 May 2020)

Education

School Performance and Improvement

North and Gungahlin Network

Turner School

Jessica Engele

From: \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 53120) (Gazetted 22 April 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.

Service Design and Delivery

Digital Strategy, Services and Transformation

Andrea Fabricante

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Education

To: †Senior Officer Grade C \$111,887 - \$120,436

Education, Canberra (PN. 44265) (Gazetted 29 July 2021)

School Performance and Improvement

Tuggeranong

Fadden Primary School

Sally Giorgio

From: Administrative Services Officer Class 2 \$59,016 - \$65,167

Transport Canberra and City Services

To: Administrative Services Officer Class 3 \$66,867 - \$71,963

Education, Canberra (PN. 50400) (Gazetted 21 July 2021)

School Performance and Improvement

Belconnen Network

Southern Cross Early Childhood School

Emily Hartley

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 33826) (Gazetted 5 August 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.

Environment, Planning and Sustainable Development

Environment

ACT Parks and Conservation

Parks and Partnerships

Lizabeth Collier

From: General Service Officer Level 5/6 \$58,133 - \$63,979

Environment, Planning and Sustainable Development

To: Park Ranger 1 \$66,867 - \$71,963

Environment, Planning and Sustainable Development, Canberra (PN. 13428) (Gazetted 29 October 2020)

Justice and Community Safety

Corporate

People and Workplace Strategy

Daniel Ingram

From: Senior Officer Grade C \$111,887 - \$120,436

Canberra Health Services

To: †Senior Officer Grade B \$131,773 - \$148,344

Justice and Community Safety, Canberra (PN. 50084) (Gazetted 11 February 2021)

**Emergency Services Agency
People, Culture and Training
Health and Fitness
Anthony Walker**

From: FB6 (Station Officer) \$113,626

Justice and Community Safety

To: †Senior Officer Grade B \$131,773 - \$148,344

Justice and Community Safety, Canberra (PN. 46868) (Gazetted 9 July 2021)

Transport Canberra and City Services

**City Services
Infrastructure Delivery and Waste
Infrastructure Delivery
Steven Hare**

From: Infrastructure Officer 4 \$132,911 - \$151,004

Transport Canberra and City Services

To: †Infrastructure Manager/Specialist 2 \$182,667

Transport Canberra and City Services, Canberra (PN. 38351) (Gazetted 15 June 2021)

**City Services
Development Coordination
Development Planning - traffic team
Nethmei Senarath**

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$112,145 - \$123,104

Transport Canberra and City Services, Canberra (PN. 11531) (Gazetted 24 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.

Worksafe ACT

**Executive
Dawn Nixon**

From: Administrative Services Officer Class 6 \$88,899 - \$101,743

Worksafe ACT

To: †Senior Officer Grade C \$111,887 - \$120,436

Worksafe ACT, Canberra (PN. 51832) (Gazetted 13 July 2021)