



ACT Government Gazette

Gazetted Notices for the week beginning 07 October 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>

Executive Branch Manager, Public Health Operations
Temporary Vacancy (25 October 2021 to 30 April 2022, with the possibility of extension up to nine months)
ACT Health Directorate
Health Systems, Policy and Research
Position: E1211

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 7 October 2021

The ACT Health Directorate is seeking expressions of interest to fill the role of Executive Branch Manager, Public Health Operations commencing 25 October 2021 to 30 April 2022 (with the possibility of extension up to 9 months).

The ACT Health Directorate is seeking an experienced leader with executive management skills to contribute to strategic planning and decisions associated with the pathway to COVID normal. The occupant must have the ability to influence and lead the implementation and operationalisation of this strategy. We are looking for a collaborative leader who can deliver outcomes, with the ability to work with Government and non-Government stakeholders to deliver outcomes.

A strong understanding of the strategic criticality of effective systems for governance, financial and human resource management and risk management will also be required.

Working within a matrix structure, the Executive Branch Manager will have dual reporting lines including the Deputy Chief Health Officer, to deliver the public health response and to the Chief Operating Officer of the HECC, with respect to people, process and systems. The successful applicant will be responsible for five branches: Quarantine and Wellbeing, Outbreak Response, Surveillance, Support Services, and Operational Planning and Corporate Support.

To apply: Interested candidates are requested to submit an EOI of no more than two pages addressing their suitability for the position against the ACTPS Executive Capabilities, as well as a current curriculum vitae and the name and contact details of two referees to Cherie Hughes at cherie.hughes@act.gov.au by **COB Wednesday 13 October 2021**.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

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

Contact Officer: Cherie Hughes, 0466 415 400, cherie.hughes@act.gov.au

Chief Finance Officer
Temporary Vacancy (asap to 6 April 2022)
ACT Health Directorate
Corporate Services
Position: E1087
(Remuneration equivalent to Executive Level 1.2)
Circulated to: ACTPS Senior Executive List, ACTPS SOGA
Date circulated: 13 October 2021

Expressions of interest from suitably qualified and experienced candidates are being sought to temporarily fill the role of Chief Finance Officer, ACT Health Directorate for up to six months.

The Chief Finance Officer provides strategic leadership and vision to develop the financial maturity of ACT Health Directorate and health funding and performance models. The role will be responsible for managing financial management frameworks, processes and accountabilities and will provide overall leadership and management of the Strategic Finance Branch. The position has responsibility for the provision of sound financial advice to the Director-General and the Minister.

Reporting to the Executive Group Manager, Corporate and Governance, Chief Finance Officer is accountable for the day-to-day management of the financial operations of ACT Health.

The main focus of this role are:

- accounting operations of ACT Health including financial statements and reports, financial risk management and ensure compliance with internal financial and accounting policies and procedures,
- preparation, development and analysis of management accounting and other financial and reporting information, and
- provision of high-quality support and advice services to key stakeholders, budget holders and managers.

If you demonstrate leadership and have experience in financial management, we want to hear from you.

To apply: Please submit no more than a two-page pitch addressing the capabilities and Job Specific criteria, a curriculum vitae and contact details of two referees to John Fletcher via email, john.fletcher@act.gov.au by **5:00pm 19 October 2021**.

Your application will be treated in the strictest of confidence.

Note: Selection may be based on written application and referee reports.

Remuneration: The position attracts a remuneration package ranging from \$225,196 - \$233,809 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,249.

Contact Officer: John Fletcher (02) 5124 9869 john.fletcher@act.gov.au

Digital Solutions Division

Future Capability

Digital Health Record Hub

Technical Specialist, Security and Access

Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 49894)

Gazetted: 13 October 2021

Closing Date: 1 November 2021

Details: The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system.

The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record.

The Digital Health Record Program team comprises of approximately 140 staff with administrative, technical, clinical and nursing backgrounds.

The Digital Health Record Program has an opening for a Technical Specialist (Security and Access). In this role you will be responsible for the security provisions for the Digital Health Record, including defining and implementing access strategies and protocols.

There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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. 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.

The role also requires you to obtain vendor accreditation with Epic. As a result, overnight training will be required (remote training).

Notes: This is a temporary position available immediately until 27 January 2023 with the possibility of an extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Hakan Gultekin (02) 5124 9062 hakan.gultekin@act.gov.au

Digital Solutions Division

Technology Operations

Cyber Security Hub

Assistant Director, Identity and Access

Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53634)

Gazetted: 13 October 2021

Closing Date: 1 November 2021

Details: Are you an ICT Professional with experience working in a diverse, fast-paced environment? Do you have strong technical skill and experience supporting identity, access or security systems in a corporate environment? Digital Solutions Division (DSD) is looking for a qualified individual to join the Cyber Security Hub's Identity and Access Team. You will have oversight of all identity and access services including the corporate identity governance platform, privileged access management and clinical authentication and single sign-on solutions. You will directly be contributing to building, implementing and supporting these services, which are used across the territory in the delivery of healthcare.

You will join the directorate at a time of tremendous change and opportunity, with ACT Health undertaking delivery a new Digital Health Record (DHR) as part of its Digital Health Strategy. As a successful applicant, you will directly shape the delivery of DHR and in the process contribute to the delivery of one of the most significant programs of work that has been undertaken by the ACT Government.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Hakan Gultekin (02) 5124 9062 hakan.gultekin@act.gov.au

Digital Solutions Division

Technology Operations

Cyber Security Hub

Identity and Access Support Officer

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 53633)

Gazetted: 13 October 2021

Closing Date: 1 November 2021

Details: Are you an ICT Professional with experience working in a diverse, fast-paced environment? Do you have strong technical skill and experience supporting identity, access or security systems in a corporate environment? The Digital Solutions Division (DSD) is looking for a qualified individual to join the Cyber Security Hub's Identity and Access Team. You will support identity and access services including the corporate identity governance platform, privileged access management and clinical authentication and single sign-on solutions. You will be directly contributing to implementing and supporting these services, which are used across the territory in the delivery of healthcare.

You will join the directorate at a time of tremendous change and opportunity, with ACT Health undertaking delivery a new Digital Health Record as part of its Digital Health Strategy. The successful applicant will directly shape the delivery of DHR and in the process contribute to the delivery of one of the most significant programs of work that has been undertaken by the ACT Government.

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Hakan Gultekin (02) 5124 9062 hakan.gultekin@act.gov.au

Health System Planning and Evaluation

Executive

Executive Assistant, Health System Planning and Evaluation

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 27560)

Gazetted: 13 October 2021

Closing Date: 3 November 2021

Details: Are you a professional, well-organised person who enjoys a fast-paced environment with competing priorities? Do you want to be part of a dynamic team responsible for the operations of a large Division?

The Health System Planning and Evaluation Division within ACT Health Directorate is recruiting an Executive Assistant to provide timely, accurate, confidential and comprehensive high-level executive support to the Executive Group Manager. You will have strong organisational skills and attention to detail, adaptability and flexibility to accommodate change, and highly developed interpersonal and communication skills.

The Executive Assistant works alongside the Executive Officer to ensure the smooth operation of the office of the Executive Group Manager. You will apply your knowledge, skills and initiative to provide high level executive support in a pressured working environment. We are looking for someone with a positive attitude and cheery disposition who solves problems in a cool and collected manner, even when under pressure.

Key responsibilities of the position are to support the Executive Group Manager, which includes proactive diary and email management, responding to correspondence, coordinating and preparing meeting papers, responding to stakeholder enquiries and processing of invoices, while maintaining efficient and effective office systems.

The Health System Planning and Evaluation Division:

Works across the ACT health sector with public, private and non-government service providers and consumers to identify health service needs, progress and evaluate projects;

Manages, develops, implements and advises on health service planning processes;

Provides strategic input to policy development and review;

Manages the operations of the Ngunnawal Bush Healing Farm;

Manages contracts and funding agreements with non-government organisations; and

Manages commissioning of hospital services in the ACT, including contractual arrangements with Calvary Public Hospital Bruce.

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: The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Experience in providing high-level administrative and Executive Assistant support to a senior executive in a government environment.

Proven ability in a wide range of computer applications including Microsoft Office and HPRM/TRIM correspondence management and tracking.

Sound judgement and the ability to manage sensitive matters appropriately.

Strong attention to detail.

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 two pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees, one of which is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Victoria Kelsey (02) 5124 9908 Victoria.Kelsey@act.gov.au

Health Systems, Policy and Research Group

Public Health Protection and Regulation

Health Protection Service

Pharmaceutical Inspector

Pharmacist Level 2/3 \$81,618 - \$112,028 (up to \$114,956 on achieving personal upgrade), Canberra (PN: 19569)

Gazetted: 11 October 2021

Closing Date: 25 October 2021

Details: The Pharmaceutical Services Section (PSS) within ACT Health has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community. These responsibilities are stipulated under the *Medicines, Poisons and Therapeutic Goods Act 2008* and *Public Health Act 1997*. The section is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion. This includes assessing applications from prescribers for approval to prescribe controlled medicines, and monitoring supplies from pharmacies through its prescription monitoring system.

The section is also responsible for issuing licences and conducting inspections of premises that deal with medicines or poisons in the ACT as well as regulating community pharmacy ownership and premises in the ACT through issue of licences to pharmacy owners and conducting inspections. The section also acts as the Territory Recall Co-ordinator for distributing information to affected parties on behalf of the TGA for recalled medicines and medical devices.

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: Be registered or have applied for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence.

Notes: This is a temporary position available immediately until 2 January 2022 with the possibility of extension up to 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit your curriculum vitae with names of two references, and a maximum two A4 page response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Johns (02) 5124 9257 natalie.johns@act.gov.au

Health Systems, Policy and Research

Health Protection Service

Public Health Regulation and Projects

Policy Officer

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 53363)

Gazetted: 11 October 2021

Closing Date: 18 October 2021

Details: The Public Health Regulation and Projects (PHRaP) section of the Health Protection Service is seeking a Policy Officer to contribute to the development, implementation and evaluation of public health policy and regulation. PHRaP is responsible for the development and implementation of a wide range of policy and regulation items relating to public health e.g. food safety, recreational water quality, insanitary conditions, tobacco control and smoke-free, e-cigarettes and other matters that may impact upon public health.

The advertised role will have a strong focus on work relating to environmental health regulatory policy, including declared public health risk activities under the Public Health Act 1997 and other public health concerns (e.g.

insanitary conditions related to hoarding and domestic squalor, death cap mushrooms, etc). The ideal candidate for this position will have well-developed communication skills, an understanding of risk-based regulation and public health issues, and be able to apply this knowledge in a policy setting.

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:

Applicants must have a tertiary qualification (or equivalent) in a science and/or health related field.

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

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

How to Apply: Please provide a pitch of no more than two pages that demonstrates your capability to perform the duties and responsibilities outlined in the attached Position Description. Please also submit a current curriculum vitae and the contact details of two referees with a thorough knowledge of your work performance. Please ensure one of the referees is your current or most recent supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adam Duffy (02) 5124 9117 adam.duffy@act.gov.au

Digital Solutions Division

Future Capability

Digital Health Record Hub

Workstream (Project) Manager

Senior Information Technology Officer Grade B/Senior Information Technology Officer Grade A \$131,773 - \$153,041, Canberra (PN: 49131, several)

Gazetted: 11 October 2021

Closing Date: 28 October 2021

Overview

The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system.

The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record.

The Digital Health Record Program team comprises approximately 135 staff with administrative, technical, clinical and nursing backgrounds.

Pitch

The Digital Health Record Program has an opening for multiple Workstream (Project) Managers who will take on a role like a Project Manager during the implementation and will continue to manage the workflow after the Digital Health Record goes live. The Workstream (Project) Manager will coordinate a team, communicate with key stakeholders and ensure the implementation progresses according to scope and schedule.

There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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: These are temporary position available immediately until 27 January 2023 with the possibility of an extension and/or permanency. It is important that you can commit to this full period. A merit pool will be

established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. More details can be found in the attached Position Description. Please make sure you address the Selection Criteria relevant to the classification at which you are applying.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sandra Cook (02) 5124 9129 sandra.cook@act.gov.au

Digital Solutions Division

Office of the Chief Information Officer

Executive Assistant

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 48941, several)

Gazetted: 11 October 2021

Closing Date: 28 October 2021

Details: Are you a professional, well-organised person who enjoys a fast-paced environment with competing priorities?

Do you want to be part of a dynamic team responsible for the operations of a large Division?

The Digital Solutions Division within the ACT Health Directorate is recruiting an Executive Assistant to provide timely, accurate, confidential and comprehensive high-level executive support to the Division's Executives. You will have strong organisational skills and attention to detail, adaptability and flexibility to accommodate change, and highly developed interpersonal and communication skills.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to performance reporting and technology capabilities across the ACT public health system. The Digital Solutions Division is responsible for:

- the implementation and support of the Digital Health Strategy,
- management of technology services and projects,
- the development and implementation of a performance reporting framework,
- statutory and intergovernmental reporting requirements,
- management of the relationship and services delivery by technology vendors including Shared Services ICT,
- development, implementation and maintenance of technology policies and procedures, and
- information management and information security.

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 Negative Vetting Level 1 (NV1) security clearance. To be eligible for an NV1 security clearance, you must be an Australian Citizen. If you were not successful in obtaining a security clearance, your employment in the role will not commence. If already commenced, your employment will be terminated.

Notes: There is one permanent full-time and one temporary full-time position for up to 12 months with the possibility of permanency available. 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 is your current manager.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ashleigh Savage 02 5124 9343 Ashleigh.Savage@act.gov.au

Digital Solutions Division

Future Capability

Digital Health Record

Principal Trainer

Senior Officer Grade C/Senior Officer Grade B \$111,887 - \$148,344, Canberra (PN: 49426, several)

Gazetted: 11 October 2021

Closing Date: 28 October 2021

Details: Overview

The Digital Health Record is an exciting initiative that will transform the way health care is provided in ACT public health system.

The Digital Health Record will record all interactions between a person and ACT public health services. This will include Canberra's major hospitals, community health centres and walk-in centres. Clinical, administrative and management staff in partnership with health care consumers will have an important role in optimising and implementing the Digital Health Record.

The Digital Health Record Program team is comprised of approximately 140 staff with administrative, technical, clinical and nursing backgrounds.

Pitch

The Digital Health Record Program has an opening for a Principal Trainer that will work closely with the Director Training Management, Analysts and Workstream (Project) Manager to develop and maintain the training content, as well as policy and procedure documentation. Principal Trainers will also work with the Change Manager to ensure end users are prepared for change. Principal Trainers will be designated to a focus area.

There is no doubt this project will be challenging at times with competing deadlines and priorities. The successful candidate will be able to demonstrate they have previously worked as a positive member of a team, are resilient and can self-manage the demands of a fast-paced job. As timing is critical to the success of this Program, annual leave will be planned and scheduled in advance by the Program Director.

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. 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: This is a temporary position available immediately until 27 January 2023 with the possibility of extension and/or permanency. It is important that you can commit to this full period. A merit pool will be established from this selection process and may be used to fill future vacancies within the Program over the next 12 months.

How to Apply: Please submit a response which addresses the Selection Criteria of no more than three pages, your curriculum vitae, and contact details of at least two referees, one of whom should be your current manager. If you are shortlisted, please note that an aptitude test will be utilised as part of the selection process. Please specify the classification level you are applying for and address the relevant Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maree Koelmeyer on Maree.Koelmeyer@act.gov.au or (02) 5124 9844

Corporate and Governance

People Strategy and Culture

Culture Review Implementation

Senior Program Support Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 41704)

Gazetted: 07 October 2021

Closing Date: 21 October 2021

Details: The Culture Review Implementation Branch is responsible for leading the planning for, and implementation of the recommendations arising from the independent review into the workplace culture in the ACT public health system that was conducted in 2018. The Branch works with stakeholders from across the three organisations that make up the ACT public health system, ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce.

We are looking for a senior officer with strong administrative and coordination experience and skills to support the Branch in achieving its outcomes.

You will undertake the secretariat function for two high profile governance committees, including preparing and distributing meeting papers.

You will undertake project work, research on a range of topics, and prepare briefings, reports and project documents and be involved in procurement and contract management activities.

This is a great opportunity to join an enthusiastic and committed team and lead a high profile and important health system-wide initiative.

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

Note: This is a Temporary position available for an initial period of six months with the possibility of extension up to 12 months. The Culture Review Implementation program is funded until 30 June 2022. Selection may be based on application and referee reports only.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, providing examples from your past experience demonstrating your suitability against the Professional/Technical Skills and Knowledge and Behavioural Capabilities for this role. Please provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Harris (02) 5124 9387 belinda.harris@act.gov.au

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

Corporate and Governance

People Strategy and Culture Branch

People Analytics

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 41703)

Gazetted: 08 October 2021

Closing Date: 15 October 2021

Details: The Culture Review Implementation Branch is responsible for leading the planning for, and implementation of the recommendations arising from the independent review into the workplace culture in the ACT public health system that was conducted in 2018. The Branch works with stakeholders from across the three organisations that make up the ACT public health system, ACT Health Directorate, Canberra Health Services and Calvary Public Hospital Bruce. As the Director, People Analytics, reporting to the Senior Director Program Management, Culture Review Implementation, you will lead and develop a suite of reporting metrics, undertake data analysis and support the development of culture reporting and evaluation.

A primary part of the role is to provide data driven, evidence-based insights and recommendations to build and enhance a health workplace culture across the ACT public health system. You will use your experience and expertise to analyse complex business intelligence issues, examine large datasets and interpret data.

You will be required to analyse simple and complex data from a range of sources, use an evidence-informed approach to assess progress against identified measures to support future program design. You will have an integral role in the development of system-wide organisational health indicators and the associated framework to measure and report on this. To be successful, you will have a diverse range of experience and superior analysis skills using tools such as Power BI, advanced Excel and SPSS and the ability to interrogate large datasets using structured queries. You will be confident in your communication, have strong stakeholder engagement and negotiation skills, and clearly translate technical findings to senior audiences.

Eligibility/Other Requirements:

Desirable:

Previous experience working in complex organisations with a diverse range of stakeholders

Demonstrated experience in the use of SPSS, Power BI and Microsoft Excel, including pivot tables, formulas and data manipulation

Data analytics experience would be highly advantageous

Experience working with data visualisation tools is essential

Well developed analytical thinking, with the ability to identify risks and problem solve

Ability to learn and think innovatively in the analysis and application of data

Notes: This is a temporary position available immediately to 30 June 2022. Selection may be based on application and referee reports only.

How to Apply: Applicants must address the Selection Criteria located in the Position Description, providing relevant examples from your past experience demonstrating your suitability against the Professional/Technical Skills and Knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Belinda Harris (02) 5124 9387 Belinda.Harris@act.gov.au

**Health Systems Policy and Research
Policy, Programs, and Partnerships
Senior Policy Officer**

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 35681)

Gazetted: 07 October 2021

Closing Date: 21 October 2021

Details: Policy, Partnerships and Programs Division (PPP) provides strategic leadership, direction and action that improves the health of our community and ensures our public health system meets our community's needs, now and into the future. PPP delivers strategic health policy advice on issues including primary care, NDIS, workforce, Aboriginal and Torres Strait Islander health, aged care, LGBTQI+, inter-governmental negotiations, mental health, social and emotional wellbeing and suicide prevention, and legal matters.

Working in the Policy, Programs, and Partnerships you will:

Assist in providing strategic policy and project advice to the ACTHD executive and the ACT Government.

Assist to design, develop, implement and evaluate policy and planning initiatives, and programs, in a dynamic environment and under tight timeframes.

Prepare and coordinate complex ministerial and directorate briefings and assist in the drafting of Cabinet submissions, answers to Assembly questions, speeches, briefs for intergovernmental committees, correspondence and other government business, which may relate to local, national or international health issues.

Develop and manage effective business relationships with key internal and external stakeholders

Coordinate input for briefings, and progress current projects and identified outcomes.

Work collaboratively, support diversity initiatives and contribute to the positive team culture of the ACTHD.

To be successful in this position, you will have:

strong written and oral communication skills;

well-developed interpersonal skills;

sound judgement and analytical skills to respond quickly to business needs and meet tight timeframes

an ability to operate in a complex and dynamic environment with minimal supervision.

Eligibility/Other Requirements: The ability to work remotely or in hybrid arrangement (home and office) is important.

Note: This is a permanent position available immediately. The ability to work remotely or in hybrid arrangement (home and office) is important. Please note that Policy, Partnerships and Programs Division are currently working exclusively from home. It is expected that this role will commence in a remote working environment. Selection may be based on application and referee reports only. An order of merit will be established from this process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If you are interested in applying for this position please provide a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities of the position description, your curriculum vitae and contact details of two referees with a thorough knowledge of your work performance. Please ensure that one of the referees is your current or immediate past supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Therese Gehrig (02) 5124 9730 therese.gehrig@act.gov.au

Health Systems, Policy and Research - Public Health, Protection and Regulation

Health Protection Service

COVID Compliance

COVID-19 Public Health Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 49339, several)

Gazetted: 07 October 2021

Closing Date: 14 October 2021

Details: Would you like to be part of team to committed to protecting and promoting the good health of the ACT community through the fostering of safe and healthy environments.

The Health Protection Service (HPS) within ACT Health and Access Canberra are looking to hire enthusiastic individuals to support the vital work of the branch by engaging with the community and business directly. We actively engage in a risk-based approach to compliance across a broad range of industry sectors to build a strong economy, safe community, and sustainable environment. The HPS and Access Canberra COVID Compliance Team

plays a proactive role in supporting businesses' compliance with Public Health Directions by undertaking compliance checks at venues, and by regularly engaging with and educating businesses about their obligations under the Directions. The successful applicants will be required to maintain a high-level of confidentiality, follow procedures accurately, and to exercise sound judgement. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

Mandatory:

Hold a current Driver's Licence

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

Undergo a pre-employment Police check.

Skills/experience needed:

You will be required to work outside of business hours – such as evening and weekends – as well as during the standard working day.

You will have experience in, or the willingness and ability to, undertake compliance audits, inspections and investigations.

You will be flexible in how you approach your work and be able to plan and prioritise workflow both individually and in a team environment.

You will provide support to the team where required.

Personal Attributes:

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

Sound communication skills and interpersonal skills

Strong organisational skills with a high degree of drive

Adaptability and flexibility to accommodate change and provide responsive services to meet public health objectives.

Note: There are several temporary positions available immediately until 30 June 2022, with the possibility of extension up to 12 months. This selection process may be used to fill future identical short-term vacancies over the next 12 months in other agencies such as Access Canberra.

How to Apply: Please submit a written application of no more than two pages addressing the selection criteria. Please also submit a curriculum vitae. Referee reports may be requested. Selection may be based on application and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Radomir Krsteski (02) 5124 9103 radomir.krsteski@act.gov.au

Health Systems Policy and Research

Deputy Director-General

Executive Level 3.3 \$380,177 - \$395,725 depending on current superannuation arrangements, Canberra (PN: E1070)

Gazetted: 08 October 2021

Closing Date: 18 October 2021

Details: Qualified and experienced candidates are being sought to temporarily fill the role of Deputy Director-General, ACT Health Directorate for a period of up to 12 months followed by the possibility of an offer of a long-term contract in the position. Reporting to the Director-General, this key leadership role has responsibilities across health policy, strategy and research. The role is also responsible for significant cross-government collaboration on major issues such as the health-related issues associated with the COVID-19 pandemic response.

Remuneration: The position attracts a remuneration package ranging from \$380,177 to \$395,725 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$310,970.

Note: This is a temporary position available for a period of up to 12 months, however, after the initial period there is the potential for the successful candidate to be offered a long-term contract. Selection may be based on written application and referee reports only.

How to Apply: Provide your curriculum vitae, a two page application aligned to the position's Executive Capabilities and why you are the best person for this role plus the contact details for two referees by **18 October 2021**.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Cross (02) 6205 5335 rebecca.cross@act.gov.au

ACT Integrity Commission

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

Corruption Prevention and Education

Assistant Director, Corruption Prevention

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 47432)

Gazetted: 13 October 2021

Closing Date: 1 November 2021

Details: Are you looking to make a real and practical difference with your work? Do you enjoy a challenge? A career at the ACT Integrity Commission may be what you're looking for...

The Commission

The ACT Integrity Commission (the Commission) is Australia's newest anti-corruption agency. We are an independent body and law enforcement agency with powers under the *Integrity Commission Act 2018* to **investigate, expose and prevent** corruption and foster public confidence in the integrity of government.

The team

Corruption prevention and education are core functions of the Commission. Within the broad scope of the Commission's corruption prevention and education work, we focus on research and analysis, awareness and education, and outreach and engagement.

We work collaboratively with ACT Government directorates and our federal, state, and territory counterparts in Australia's anti-corruption commissions. This enables us to understand the current and emerging corruption threats facing the ACT Government and the broader ACT community. Understanding the environment allows us to develop best-fit anti-corruption products and services to strengthen the integrity of government.

The Commission's ability to deliver its corruption prevention and education functions effectively is contingent on establishing and maintaining strong relationships with key stakeholders across the ACT public sector and the ACT Community.

The role

As the Assistant Director, Corruption Prevention you will play a key role in delivering the Commission's corruption prevention and education functions.

Your research and analysis of current and emerging corruption vulnerabilities, coupled with strong evidence-based recommendations for corruption risk mitigation, will ensure the ACT public sector is best-placed to detect and prevent corruption.

Your engagement with the public sector, ACT community and business groups through the delivery of specialised and bespoke advice, education and public-speaking opportunities, will strengthen the integrity and good reputation of the Commission, and the ACT government.

Collaboration is an essential part of what we do. You will work closely with other Commission staff colleagues and our anti-corruption agency colleagues across Australia to better understand the scope and nature of public sector corruption - ensuring the Commission's corruption prevention and education work is intelligence-led and targeted to where it will have the greatest impact.

Further information on what you will do can be found in the position Description.

Eligibility/Other Requirements:

Section 50 of the *Integrity Commission Act 2018* provides that the Commissioner must not appoint a person as a member of staff of the Commission if the person is or has, in the 5 years immediately before the day of the proposed appointment, been an ACT public servant.

The successful applicant will be required to obtain and maintain a Commonwealth security clearance at the Negative Vetting Level 1 (NV1) classification.

A full driver's licence is preferred but not essential.

The position may involve some domestic travel.

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: Applications must include:

A current curriculum vitae

A written response (a pitch) of no more than one A4 page which:

demonstrates that you have the capabilities outlined in the 'What you require' section of the position description, and

outlines why you believe you are the best person for the position.

If you are unable to submit your application online please contact the Senior Director, Corruption Prevention and Education on (02) 6205 1937 or at prevention@integrity.act.gov.au.

Note: if you are shortlisted for further assessment, you may be asked to prepare a short presentation for the selection panel to further demonstrate your capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nick Kimpton (02) 6205 1937 prevention@integrity.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

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Clinical Manager

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 49493 - 01Y64)

Gazetted: 12 October 2021

Closing Date: 29 October 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/> Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

CAMHS Acute Services teams are made up of multidisciplinary mental health professionals provide assessment and treatment within a recovery framework.

This role will be to conduct assessment, risk assessments, and safety planning with children and young people with mental health issues that present to The Canberra Hospital, and to provide support to HP1 clinicians.

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.

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:

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

Position Requirements/Qualifications:

Mandatory for all disciplines:

Relevant degree in social work/psychology/occupational therapy qualifications and a minimum of one years' post-qualification experience working professionally in respective field.

A current Driver's Licence.

Occupational Therapists must be registered or eligible for registration with Occupation Therapy Board of Australia and eligible for professional membership of Occupational Therapy Australia.

Psychologists must be registered or be eligible for general registration as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA).

Social workers must have professional membership or be eligible for professional membership of the Australian Association of Social Workers (AASW) and must have registration under the *ACT Working with Vulnerable People Act 2011*

Highly desirable for all disciplines:

- Experience working with children, young people, and adults with a Mental Illness.
- The successful applicant will need to be available for occasional after-hours work, with access to time off in lieu.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

NOTES

An order of merit list will be established from this process to fill identical vacancies at level over the next 12 months. Selection may be based on application and referee report only.

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

Contact Officer: Delia O'Shea 0435 652 168 Delia.O'Shea@act.gov.au

Cancer stream administration

CHS Chief Operating Officer Clinical Services

CHS Cancer and Ambulatory Services

Administration Officer

Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (PN: 12650)

Gazetted: 07 October 2021

Closing Date: 21 October 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/>

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services, and palliative care through inpatient, outpatient, and community settings. The division is also responsible for the support functions for ambulatory and community health including the Central Intake team, central outpatients, Walk-in Centres and transcription.

The Administration Officers work with the wider to provide administrative support to the Division for people accessing cancer services.

ABOUT YOU

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

Behavioural Capabilities

Flexible and organised with an ability to thrive in a busy and dynamic environment

A passion to provide administration support and a professional work ethic

A commitment to customer service with an ability / previous history of providing excellent administration support

Position Requirements/Qualifications:

Relevant experience of working in administration.

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

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

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.

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

Contact Officer: Mandy Willingham (02) 5124 8309 Mandy.Willingham@act.gov.au

Rehab, Aged and Community Service

Rehabilitation

Brindabella Day and Ambulatory Rehabilitation Services Rehabilitation Coordinator

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 20293)

Gazetted: 07 October 2021

Closing Date: 26 October 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/> Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: reliable, progressive, respectful and kind.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Services' network of health facilities designed to meet the needs of our ageing and growing population.

Brindabella Day and Ambulatory Rehabilitation Services provides Allied Health led interprofessional rehabilitation and health promotion through a number of ambulatory and community-based services including Brindabella Day and Ambulatory Rehabilitation service, Motor Neuron Disease service, Vestibular Rehabilitation, Rehabilitation at Home, and the Falls and Falls injury prevention service.

The Rehabilitation Coordinator provides leadership in clinical rehabilitation service delivery and performance ensuring excellence in rehabilitation practice. The Rehabilitation Coordinator leads the delivery of high quality, patient centred rehabilitation within all Brindabella Services; coordinates rehabilitation for consumers, with increased focus on those with complex needs; and has a service leadership role within CHS' Motor Neurone Disease service.

This position(s) maybe required to participate in overtime, on call and/or rotation roster.

A merit list will be created to fill any vacancies that may arise within the next 12 months.

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, adaptability and flexibility, and a high degree of initiative to accommodate and lead change.

Strong interpersonal skills and ability to communicate across a range of stakeholders and media.

Strong analytical and problem-solving skills and capacity to positively respond to clinical and operational data.

Position Requirements/Qualifications:

Essential:

Be registered as a Health Professional with the Australian Health Practitioner Regulation Agency (AHPRA); or Membership with relevant professional board/association for Non-AHPRA registered professions
a minimum of 5 years' experience working professionally within a rehabilitation and/or community setting
Current driver licence

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

Highly desirable:

Post-graduate qualification, or working towards attainment, in a relevant field

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 Police check.

Contact Officer: Michelle Bennett (02) 5124 0079 michelle.bennett@act.gov.au

Clinical Services

Rehabilitation Aged and Community Services

Rapid Assessment of Deteriorating Aged at Risk

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 17535)

Gazetted: 07 October 2021

Closing Date: 21 October 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/>
Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. The University of Canberra Public Hospital (UCH) is part of the Canberra Health Service's planned network of health facilities designed to meet the needs of our ageing and growing population.

The RADAR Team is a multi-disciplinary team that provides assessment and clinical management to older adults residing in the ACT. This team consists of Geriatricians, Advance Trainee Registrars, Registered Nurses, Occupational Therapist and Social Worker. Clients are referred by a number of areas both in the hospital and the community, including the GP's, who have a deteriorating elderly patient who can potentially be managed at home, thus avoiding unnecessary hospital admissions. Clients recently discharged from Canberra Hospital are also referred to RADAR for a follow up if necessary.

The RADAR RN level 2 position works closely with Geriatricians, RN's and the Allied Health team, and in conjunction with other health professionals to provide safe, appropriate, and timely care of patients in the community. The RN 2 will actively contribute to provision of short-term assessment and management of elderly clients who are living in the community in collaboration with other team members.

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 and ability to lead a small team.

Able to work independently using advanced clinical knowledge of the elderly person

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

Position Requirements/Qualifications:

Relevant be eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) with a minimum of 3 years' experience in geriatric setting preferred.

A current driver's license is mandatory.

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.

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

Contact Officer: Mercy Lukose 0432 131 084 mercy.lukose@act.gov.au

Clinical Services

New Graduate Social Worker

Health Professional Level 1 \$64,531 - \$84,544, Canberra (PN: 40161)

Gazetted: 07 October 2021

Closing Date: 21 October 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/> Exciting opportunities to work as a new graduate social worker in several teams across inpatient, outpatient and community settings:

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

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

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

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from acute crisis support through to treatment, rehabilitation, recovery and harm minimisation. Services are delivered at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and other community settings including people's homes. These services include (and are not limited to):

Alcohol and Drug Services.

Child and Adolescent Mental Health Services.

Community Mental Health Services.

Justice Health Services.

Mental Health Inpatient Services.

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

Successful applicants will be part of a large network of social workers. You will have access to internal training and education targeted at early career allied health professionals, as well as clinical supervision to support development of your social work skills and professional identity.

The successful applicants will be employed as a full-time Health Professional Level 1 Social Worker in one of our multidisciplinary teams for 12 months.

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

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

Ability to manage confidential and sensitive information.

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

Commitment to achieving positive outcomes.

Position Requirements/Qualifications:

Mandatory:

Tertiary qualification in Social Work.

Be registered (or eligible for registration) with the Australian Association of Social Workers (AASW).

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

Current driver's licence.

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.

Depending on the team the position is in, some new graduate social workers may be required to participate in overtime, weekend, after-hours, on call, and/or shift work with a rotating roster.

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.

Note: This is a temporary position available for 12 months. Selection may be based on written application and referee reports only.

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

Clinical Services

Women, Youth and Children

Administration Officer- WYC Outpatient Services

Administrative Services Officer Class 2 \$59,016 - \$65,167, Canberra (PN: 24892)

Gazetted: 07 October 2021

Closing Date: 21 October 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/> Canberra Health Services' Division of Women's, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Health Services, Community Health Centres, client's homes, schools and Child and Family centres.

The position provides administrative and general office support to the Women Youth and Children Department with duties including booking appointments, referral management, screening telephone calls, organisational and time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health-based IT systems including ACTPAS and Clinical Portal. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women, Youth and Children's Management team as necessary.

Duties

Under limited direction of the administration Manager, you will perform administrative and general office support to the Women Youth and Children Department with duties including booking appointments, referral management, screening telephone calls, organisational and time management skills with an ability to liaise effectively with staff at all level. You will:

Under general direction provide reception duties such as scheduling, booking, billing and coordination of medical records to ensure the provision of a high-quality customer/patient outpatient service.

Maintain appropriate records and input information into ACT Health IT systems relevant to the unit.

Knowledge of the Medical Benefits Schedule and ability to apply this knowledge into practice. Maintain appropriate records and input information into ACT Health, TCH and Outpatient databases and IT systems relevant to the unit.

Perform reception and phone duties as per the ACT Public Service customer service standards (1999), including customer service code of practice and best practice telephone standards, best practice counter standards and best practice complaints handling standards.

Comply with and implement Workplace Diversity, Occupational Health and Safety, and Industrial Democracy principles and practices, and display a commitment to The Canberra Hospital's Values.

Undertaking other duties appropriate to this level of classification which contribute to the operation of the section with the delivery of high-quality person and family centred, safe and high quality patient care.

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

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 a high degree of drive.

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

Position Requirements/Qualifications:

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

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Stephanie Edwards 512 47677 stephanie.edwards@act.gov.au

Cancer and Ambulatory Support

Oncology/Immunology

Registered Nurse Level 2

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 15659)

Gazetted: 07 October 2021

Closing Date: 21 October 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/>

An exciting opportunity exists for an enthusiastic Registered Nurse to undertake this position within the Oncology Outpatient Unit. Expressions of interest are invited from suitably qualified Registered Nurses to fill this dynamic and rewarding position. The unit is seeking a highly motivated team member who is patient focused and interested in developing their Oncology and chronic illness knowledge.

The division of Cancer and Ambulatory Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health.

The Oncology Outpatient Unit treats patients with malignant and non-malignant solid tumours. The unit also functions as a day infusion centre for a variety of other medical disorders. The successful applicant will be working with chemotherapy agents, immunotherapies, blood products and central venous access devices. The successful candidate will be provided with full support from our dedicated and highly experienced team.

Excellent interpersonal communication skills and the ability to work effectively within a team are essential for this position. It is essential for the candidate to have previous chemotherapy knowledge.

Duties

Under limited direction of the CNC you will be working with chemotherapy agents, immunotherapies, blood products and central venous access devices

Provide comprehensive, direct patient care including education, clinical assessment, and administration of chemotherapy to any Day Treatment Unit patient.

Review, develop and implement policies, procedures and practices in accordance with evidence-based practice and requirements for accreditation.

Participate in Oncology team meetings and provide education, mentoring and support to new or less experienced staff.

Provide timely and effective communication to patients and their families/carers to ensure understanding of care delivery to achieve best practice health outcomes.

Actively participate in and promote a culture of continuous quality improvement that is evidenced based in accordance with the CHS Quality and Clinical Governance Framework.

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

About You

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Behavioural Capabilities

Patient focused

Ability to work well with a team

Eager to learn

Position Requirements/Qualifications:

Relevant Oncology qualifications and a minimum of four years' experience working professionally in Oncology/Infusion centres is preferred.

eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA)

The successful applicant may need to be available for occasional weekend work.

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.

Undergo a pre-employment National Police check.

Note: This is a temporary position available for a period of 12 months.

Contact Officer: Liset De Koeijer 5124 8457 liset.dekoeijer@act.gov.au

Chief Executive Officer

Medical Services

Executive Director of Medical Services

Simulation Technician

Technical Officer Level 4 \$88,899 - \$101,743, Canberra (PN: 31276)

Gazetted: 07 October 2021

Closing Date: 21 October 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/>

This position of Simulation CDN reports to the Simulation Lead and sits within the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) of Canberra Health Services.

MOSCETU has responsibility for:

- The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program including welfare and support.
- Manage the recruitment, rostering and administration related to the Junior Medical workforce.
- The Simulation Unit provides assistance for clinicians to practice skills and processes in a safe learning environment. Simulation allows practice of both technical and non-technical skills without the fear of causing harm. Simulation is able to enhance the confidence of learners, boost morale, and improves patient safety and outcomes. The Simulation Unit is responsible for assisting with and supporting the development, implementation, and evaluation of simulation.
- 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 ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Executive Director Medical Services, MOSCETU, Canberra Health Services Chief Executive Officer and ACT Health's Director-General. The Medical Education Unit (MEU) sits within the Medical Officer Support, Credentialing, Employment and Training Unit at Canberra Hospital. The MEU oversees the training and supervision of medical officers in their first and second postgraduate years in accordance with the requirements of the Canberra Region Medical Education Council (CRMEC).

ABOUT YOU

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Behavioural Capabilities

Excellent troubleshooting and analysis skills.

Strong organisational skills with a high degree of drive.

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

Good interpersonal and oral communication skills.

Position Requirements/Qualifications:

Relevant tertiary qualifications or equivalent experience in Electronics is desirable. Working professionally in Simulated Education is preferred.

Hold a current Driver's Licence.

Be registered under the Working for Vulnerable People Act.

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.

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

Contact Officer: Tracey Quade (02) 5124 3889 tracey.quade@act.gov.au

Renal Dialysis

Chief Operating Officer Clinical Services

Medicine

Administrative Officer- Renal Dialysis

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 10768)

Gazetted: 07 October 2021

Closing Date: 21 October 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/>

The CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services.

Under general direction this position provides administrative support to the Renal service and its staff, including booking and scheduling patient appointments, inpatient admission and discharge, billing of services rendered and patient record management whilst providing a high level of customer service.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of emotional intelligence and drive.

Ability to respond to and prioritise competing and often urgent requests in a calm and efficient manner.

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

Position Requirements/Qualifications:

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

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: Kylie Farrell (02) 5124 2821 kylie.farrell@act.gov.au

Chief Operating Officer Clinical Services

Cancer and Ambulatory Services

Medical Physics Associate

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 13469)

Gazetted: 08 October 2021

Closing Date: 22 October 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/>

The Medical Physics and Radiation Engineering (MPRE) department at Canberra Health Services is composed of medical physics specialists in radiation oncology, nuclear medicine, and radiology giving our department a collegial diversity of medical physicists working together. The team is responsible for safety and quality in the use of medical radiation. They contribute technical and scientific support to clinical and research staff enabling efficient use of resources for the diagnosis, treatment and research of disease using medical radiation.

The successful candidate will assist the team in the delivery of state-of-the-art radiotherapy for our cancer patients. Equipment includes four Varian linear accelerators with capabilities for Volumetric Modulated Arc Therapy (VMAT), stereotactic radiotherapy, and motion mitigation techniques. We use the Aria oncology information system which is cloud hosted. Other treatment services include superficial x-ray therapy and brachytherapy.

In 2021/22 we will commission a new treatment planning system for multiple metastasis stereotactic radiosurgery (Eclipse HyperArc) along with an Edge linear accelerator. We are also starting work on deformable registration and knowledge-based planning. It is expected that the successful applicant will play a key role in supporting the medical physics commissioning work for the abovementioned items as well as working as a valued team member carrying out the job duties stated below.

Our team participates in Trans-Tasman Radiation Oncology Cooperative Group (TROG) trials, and the department is accredited to train diagnostic radiology and radiation oncology medical physics registrars. Our team members have active collaborations with University of Sydney, University of New South Wales and the Australian National University. We are also actively participating in machine learning and artificial intelligence projects related to radiotherapy with the OZCAT (Australian Computer Aided Theranostics) group.

ABOUT YOU

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Behavioural Capabilities

An inquisitive mind and aptitude for problem solving,

Comfortable to work both in teams and individually,

An interest in gathering and interpreting/analysing data and communicating insights gained.

Position Requirements/Qualifications:

Mandatory

Hold a higher degree (M. Sc. or higher) majoring in physics, preferably radiation physics, from an accredited university.

Hold or be eligible for an ACT Radiation Licence.

The successful applicant will 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](#).

Desirable

Hold a PhD in Physics.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

NOTES

This is a temporary position available for 12 months. This is a part-time position available at 22:05 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: Benjamin Cooper (02) 5124 5300 Ben.cooper@act.gov.au

Chief Executive Officer

Medical Services

Pharmacy

Lead Pharmacist - Dispensary

Pharmacist Level 4 \$118,525 - \$127,598, Canberra (PN: 26204)

Gazetted: 08 October 2021

Closing Date: 27 October 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/>

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Working within the Pharmacy Services' Quality Use of Medicines, Research and Education team, the Medication Safety and Quality Pharmacist will lead, manage and coordinate efforts to improve the safety and quality of medicines use across the Canberra Hospital and Health Services.

The pharmacy team charter is “Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community”.

The Pharmacy Department at Canberra Health Services (CHS) is looking for a talented, dynamic and highly motivated individual to fulfill this role. The department is progressive and forward thinking, optimising the use of technology, and looking to progress extended scope roles for pharmacists and technicians across key areas of the organisation. The department already runs a successful SHPA accredited residency program and has an excellent intern training program.

The Pharmacy Department at Canberra Health Services (CHS) is looking for a talented, dynamic and highly motivated individual to fulfill this role. The department is progressive and forward thinking, optimising the use of technology, and looking to progress extended scope roles for pharmacists and technicians across key areas of the organisation. The department already runs a successful SHPA accredited residency program and has an excellent intern training program.

The 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 position holder will integrate into the CHS Pharmacy team and will provide a range of pharmacy services on a rostered basis.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of personal drive

Strong leadership skills and high degree of self-motivation

High level customer service skills

Ability to maintain high work standards and accuracy

Position Requirements/Qualifications:

Full pharmacist registration with the Australian Practitioner Regulation Agency (AHPRA) no restrictions on scope of practice.

Minimum of five years hospital pharmacy experience.

Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy experience are highly desirable.

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

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.

Registration under the *ACT Working with Vulnerable People Act 2011*.

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.

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

Contact Officer: Keat Gan (02) 5124 2118 keat.gan@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Allied Health Central Management

Clinical Supervisor – Occupational Therapy

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 37791)

Gazetted: 08 October 2021

Closing Date: 26 October 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

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The Division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a clinical division of Canberra Health Services. The Division provides a range of health services directly and through partnerships with community organisations. The services provided range from acute crisis support through to treatment, rehabilitation, recovery and harm minimisation. Services are provided across a range of inpatient and outpatient settings across the ACT.

The Clinical Supervisor – Occupational Therapy – position reports to the Principal Occupational Therapist, MHJHADS and is based in the Office of the Director of Allied Health.

The successful candidate will provide clinical supervision to Occupational Therapists and other Allied Health staff consistent with Canberra Health Services (CHS), MHJHADS and Occupational Therapy Board of Australia policies, procedures and standards. They will have high level knowledge, expertise and skills in the provision of occupational therapy services and will be expected to apply this knowledge both to discipline specific and broader allied health contexts. In addition, the successful applicant will be expected to demonstrate a well developed understanding of quality and safety systems and a commitment to meeting standards and managing job demand. The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and relevant professional discipline Code of Conduct.

Duties

Under limited direction of the Principal Occupational Therapist you will:

Provide clinical supervision, clinical expertise and clinical leadership to Occupational Therapists (and other allied health clinicians as directed) working in MHJHADS in accordance with the requirements of Occupational Therapy Board of Australia Supervision Guidelines and Standards, the MHJHADS Clinical Supervision Procedure and the CHS Operational Guideline for Clinical Supervision for Allied Health Clinicians.

Exercise independent professional judgement in solving problems and managing cases where principles, procedures and techniques require expansion, adaptation or modification.

Be responsible to the Principal Occupational Therapist to ensure an integrated clinical supervision service for Occupational Therapists within MHJHADS, including the coordination of supervision plans for Occupational Therapy supervisors and supervisees within MHJHADS and the dissemination of information about clinical supervision to Occupational Therapists.

Complete clinical supervision records to standards required and meet reporting and data collection requirements.

Provide reports to the Principal Occupational Therapist on both systemic and individual issues identified through supervision that impact on the safety and quality of care for consumers.

Participate in clinical supervision, continuing professional development and education and performance review processes. Actively promote and facilitate research and/or quality projects to support the development of evidence based clinical supervision.

Consult and liaise with the Clinical Educator, Profession Lead and relevant educational institutions in relation to clinical teaching, curriculum development and research relevant to clinical supervision. Contribute to the planning, development and evaluation of supervision programs and services.

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

About You

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Behavioural Capabilities

Ability to mentor and guide diverse teams and external parties 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:

Relevant degree (or recognised equivalent) in Occupational Therapy and registered with the Occupational Therapy Board of Australia. A minimum of five years' experience in occupational therapy practice is preferred.

The successful applicant will:

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.

Note: This is a temporary part time position available at 7.35 hours per week up until 28 July 2023 with the possibility of extension.

Contact Officer: Rebecca Phillips 02 5124 1664 Rebecca.Phillips@act.gov.au

Operational Support Services

Protective Services

Senior Security Officer

Health Service Officer Level 6 \$61,498 - \$64,144, Canberra (PN: 53570, several - 01XBC)

Gazetted: 13 October 2021

Closing Date: 27 October 2021

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

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POSITION OVERVIEW

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General Duties which provides a dynamic capability to deter, detect and respond to security episodes. This may mean working as a lone Security Officer in an area or at a site where a higher level of decision making is required.

Control Room / Pass Office which operates comprehensive electronic security systems including access control (electronic and mechanical), cameras, alarm monitoring, radio systems, intercoms and phones in a high-paced environment. A high degree of ICT knowledge is required to perform this role.

ABOUT YOU

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Behavioural Capabilities

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

Emotional maturity and resilience

Exceptional conflict management and resolution

Ability to work within protocols, processes and use initiative

Professionalism, a strong moral compass, and teamwork.

Position Requirements/Qualifications:

The successful applicant must (mandatory):

Possess a Certificate II in Security Operations and an ACT Security Licence

Possess an unencumbered ACT Driver Licence (or equivalent)

Be prepared to wear a uniform and work a shift roster, weekends, public holidays or night shifts at any Canberra Health Services worksite on an 'as needs' basis

Be able to complete a continuous 500m run comprising of a series of five 100m laps, with stair ascent and descent of 10 steps at the end of each lap, and a 20m dummy drag, in under 5 minutes on an annual basis

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

Be willing to be, and remain, vaccinated against vaccine-preventable diseases during their employment

Attain a Certificate III in Security Operations with the following competencies within the first 12 months of employment:

Monitor security from control room

Restrain persons using handcuffs

Control persons using baton.

The successful applicant should (desirable):

Possess a high degree of ICT knowledge in order to operate comprehensive electronic security systems which include access control, cameras, alarm monitoring, radio systems, intercoms and phones

Possess a sound understanding of providing security services in a healthcare setting.

Possess 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 the CHS Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious diseases.

NOTES: There are several full-time permanent and temporary positions available for a period of 12 months. An order of merit list will be established from this process to fill identical vacancies at level over the next 12 months.

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

Contact Officer: Chris Mooney (02) 5124 5145 chris.mooney@act.gov.au

Office of the CEO

Clinical Trials Support Unit

Clinical Trials Co-ordinator

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 13155)

Gazetted: 11 October 2021

Closing Date: 27 October 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/> The Clinical Trials Support Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 1000 participants. These trials are either Pharmaceutical Sponsored trials, while others are Observational or Investigator Led trials that are funded by grants such as the National Health and Medical Research Council.

The Clinical Trials Coordinator provides key support to and coordination of clinical research projects undertaken by the Clinical Trials Support Unit at Canberra Hospital. The projects will vary and may involve the evaluation of interventional therapies in randomised controlled trials. The main responsibilities of the Clinical Trials Coordinator will be to act as “key” person for all aspects of planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration of other clinical trial staff. They will act as a contact responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. They work is under the general direction of the Director of Clinical Trials and Manager of Clinical Trials.

Duties

Under limited direction of the Clinical Trials Manager, you will perform Clinical Trial Co-ordinator duties for the Clinical Trials Support Unit. You will be responsible for:

The co-ordination and daily conduct of Multicentre Phase 1, Phase 2 and Phase 3 clinical trials, and local research in collaboration with local Investigators.

Preparation of documentation and budgets for ethics and governance submissions.

Preparation of study materials, such as information sheets and advertisements.

Assist in the identification, recruitment, screening, assessment, randomisation and follow up of participating patients, including study specified scheduling of investigations and treatments.

Preparation and maintenance of clinical notes and data entry into electronic case report forms and updating relevant databases.

Liaise with clinical trial sponsors, monitors and associated medical, nursing, pharmacy, imaging and pathology staff.

Willingness to develop within the Clinical Trial Coordinator role, by continuing professional education and attending research and investigator meetings

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

About You

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Behavioural Capabilities

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 clients' needs.

Strong organisational skills with a strong work ethic.

Position Requirements/Qualifications:

Be registered or be eligible for registration as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Academic knowledge or practical experience of clinical trials coordination is preferred.

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

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:

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 available for a period of 12 months with the possibility of extension. Part-Time hours will be considered and the full time salary noted above would be paid pro rata.

Contact Officer: Katherine Johnson (02) 5124 2811 katherine.johnson@act.gov.au

Medicine

Emergency Department

Administration Team Leader

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 53403, several - 01YKZ)

Gazetted: 13 October 2021

Closing Date: 21 October 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

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

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

ABOUT YOU

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Behavioural Capabilities

Perform well in a high-pressure environment.

Strong organisational skills with a strong work ethic.

Be proactive, enthusiastic, and a strong communicator.

Position Requirements/Qualifications:

Previous supervisory experience within a high-pressure environment is desirable but not essential.

The successful applicant must have the ability to work on a 24 hour, 7 days a week rotating roster.

Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential.

Knowledge of the Emergency Department Information System (EDIS) is desirable but not essential.

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.

Contact Officer: Sarah Ryan (02) 5124 4115 Sarah.Ryan@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Secure Mental Health Services

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 19788 - 01YEE)

Gazetted: 12 October 2021

Closing Date: 29 October 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/> Dhulwa Mental Health Unit (DMHU) and the Gawanggal Mental Health Unit (GMHU) provide 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 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 into the community setting. GMHU provides a range of contemporary, community focused rehabilitation interventions, programs, and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the GMHU has 10 beds for community transition. Both units are managed by the Forensic Mental Health Service program in the MHJHADS Division.

These positions will provide senior nursing leadership for the clinical and administrative operations across both the DMHU and GMHU. This includes the day-to-day management of nursing care and the allocation of human and material resources to ensure the provision of safe, efficient, cost effective, high quality health care services.

ABOUT YOU

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

Behavioural Capabilities

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

Strong organisational skills with a high degree of drive;

Adaptability and flexibility to accommodate change; and

Provide responsive services to meet clients' needs.

Position Requirements/Qualifications:

Mandatory:

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

Minimum 4 years' experience working in a Mental Health clinical role.

Strong understanding of mental health services and demonstrated advanced clinical knowledge, skills and experience in the area of practice.

Desirable:

Holds or is working towards post-graduate qualification in Mental Health Nursing.

Experience working within a Forensic Mental Health setting is highly desirable.

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.

Prior to commencement successful candidates will be required to:

Obtain 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.

Approve for reference checks

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

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

Contact Officer: Eric Agyemang-Duah (02) 5124 1863 eric.k.agyemang-duah@act.gov.au

Women Youth Children Community Health Programs

Canberra Maternity Options Service

Clinical Nurse Midwife Manager

Registered Midwife Level 3.2 \$122,360, Canberra (PN: 44706 - 01YIP)

Gazetted: 12 October 2021

Closing Date: 29 October 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/> Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to women, children and families.

The Canberra Maternity Options Service (CMOS) sits with the Maternal and Child Health service within Women Youth Children Community Health Programs. CMOS provides a single point of access to public maternity services within the ACT, providing the first antenatal appointment at 10 – 14 weeks of pregnancy. The woman is allocated to a care model appropriate to her health needs, preference and availability of the model of maternity care and hospital of care. This ensures women have access to the 'right care at the right time in the right place.'

This is a full time role that provides clinical and professional leadership and to support staff to achieve excellence in clinical practice, working collaboratively with stakeholders and the multidisciplinary team to provide a quality service for pregnant women accessing public maternity services in the ACT

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Kindness

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

The capacity to remain calm while simultaneously managing and prioritising multiple issues.

Position Requirements/Qualifications:

Unconditional registration as a Midwife and Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) is essential.

A minimum of 5 years' experience working professionally in midwifery and graduate qualifications, or working towards same, in a relevant and related field e.g. Child and Family Health Nursing, Primary Healthcare or Leadership and Management is preferred.

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.

Undergo a pre-employment National Police Check.

Hold a current Drivers licence

Contact Officer: Louise Murphy (02) 5124 1701 louise.murphy@act.gov.au

Clinical Services

Woman's, Youth and Children

Clinical Support and Projects

Neonatology Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29989 - 01YIT)

Gazetted: 12 October 2021

Closing Date: 29 October 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 focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Department of Neonatology is the only tertiary level 5-6 Neonatal Unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualised family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Together with a small team of Clinical Development Nurses you will support nursing staff in both NICU and SCN to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education will be provided across morning and evening shifts, seven days a week.

ABOUT YOU

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Behavioural Capabilities

Strong organisational skills with a high degree of drive,

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

An ability to work respectfully in partnership with a range of stakeholders while, simultaneously demonstrating leadership.

Position Requirements/Qualifications:

Relevant Post-graduate qualifications in Neonatal Nursing, Certificate IV in Workplace Assessment and a minimum of two years' experience working professionally in neonatology nursing is preferred.

The successful applicant will need to be available for morning, evening and weekend 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.

Prior to commencement successful candidates will be required to:

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

Undergo a pre-employment National Police check.

Note: This is a temporary part-time position at 32 Hours per week for a period of six months with the possibility of extension. This position is part-time at (32:00) hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Fiona Cameron (02) 5124 7737 fiona.cameron@act.gov.au

ACT Pathology

Specimen Reception

Chief Scientist

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 50096 - 01YIM)

Gazetted: 12 October 2021

Closing Date: 29 October 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/> ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at eight other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

The Specimen Reception department within ACT Pathology is responsible for the triaging, data entering, and distribution of all specimens received into pathology, 24 hours, 7 days per week.

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 developed leadership skills with a strong emphasis on human resource management.

Strong organisational skills with a high degree of drive.

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

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

Qualifications:

Mandatory

Tertiary qualifications in Medical Laboratory Science or other relevant science related field.

Minimum of 5 years' experience working in a clinical diagnostic laboratory

Position Requirements

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).

The successful applicant will need to be available for occasional weekend and after-hours work and participate in an on-call roster.

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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

Undergo a pre-employment National Police Check.

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

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

ACT Pathology

Administration

Quality Manager

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 28481 - 01YIL)

Gazetted: 12 October 2021

Closing Date: 28 October 2021

Our Vision: creating exceptional health care together.

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

Our Values: Reliable, Progressive, Respectful and Kind.

Position Overview

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Public Hospital operating 24 hours, 7 days a week all year round and Collection Centres located at seven other sites. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

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: 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 Medical Laboratory Science or a health-related field

NATA internal audit course of equivalent or willingness to undertake such a course

Be registered or be eligible for registration with the Australian Council for the Certification of the Medical Laboratory Scientific Workforce (ACCMLSW).

Have an understanding of National Association of Testing Authorities (NATA) accreditation requirements.

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

Undergo a pre-employment National Police Check.

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

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

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Opioid Treatment Service

Registered Nurse- Opioid Treatment Service

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 42437 - 01YJS)

Gazetted: 12 October 2021

Closing Date: 26 October 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/> Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include:

Rehabilitation and Speciality Services

Adult Community Mental Health Services

Adult Acute Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporate six areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

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

Under supervision of the Team Leader, the Registered Nurse role at this level is responsible for the provision of sound clinical services and interventions to clients of Alcohol and Drug Services. This includes participation in quality management and improvement initiatives to promote optimal service delivery, and the maintenance of professional competencies. The Registered Nurse position is supported by a cohesive and multi-disciplinary team. This position(s) maybe required to participate in overtime, and/or rotation roster.

ABOUT YOU

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Behavioural Capabilities

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

Displays critical thinking skills based on evidence and sound judgement.

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

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

Position Requirements/Qualifications:

Relevant registration through the Australian Health Practitioner Regulation Agency (AHPRA).

A certificate or post graduate qualification in a relevant field.

At least 12 months recent experience in an Alcohol and Drug facility and a sound understanding of Alcohol and Other Drugs.

Hold a current driver's licence.

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

NOTES

This is a part-time position available at 32 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only.

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

Contact Officer: Belinda Robson (02) 5124 2591 Belinda.Robson@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Principal Social Worker

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 23844 - 01YGY)

Gazetted: 12 October 2021

Closing Date: 29 October 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/> Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from acute crisis support through to treatment, rehabilitation, recovery and harm minimisation. Services are delivered at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, and other community settings including people's homes. These services include (and are not limited to):

Alcohol and Drug Services

Child and Adolescent Mental Health Services

Community Mental Health Services

Justice Health Services

Mental Health Inpatient Services

The Office of the Director of Allied Health, MHJHADS provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Principal Social Worker position reports to the Assistant Director of Allied Health, MHJHADS.

The successful candidate will monitor and maintain social work professional standards for MHJHADS, provide strategic input on social work specific matters, advocate on behalf of the social work profession in general, and provide timely advice regarding workforce issues consistent with ACT Health, Canberra Health Services, MHJHADS and Australian Association of Social Workers procedures and standards. They will have high level knowledge, expertise and skills in the provision of social work services and will be expected to apply this knowledge both to discipline specific and broader allied health matters across MHJHADS. In addition, the successful applicant will be expected to demonstrate a well-developed understanding of quality and safety systems and a commitment to meeting standards and managing job demand.

The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and the Australian Association of Social Workers Code of Ethics.

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

It is expected that the successful candidate will have the following attributes and abilities:

Ability to mentor and guide diverse teams and external parties 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:

Relevant tertiary Social Work Qualifications - a Bachelor's or Master's 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 five years' experience working professionally in Social Work is preferred with experience in mental health or related settings highly desirable.

The successful applicant will have access to flex time, and

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with 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 part-time position available at 29:04 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: Rosy Winter 0407 171 541 rosy.winter@act.gov.au

Clinical Services

Territory Wide Mental Health Services

Registered Nurse level 3.1

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 24858, several - 01YHY)

Gazetted: 12 October 2021

Closing Date: 28 October 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/>

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.

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-focussed and/or harm minimisation approach.

Territory Wide Mental Health Services (TWMHS) includes the Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) service. HAART and PACER provide assessment and intervention for acute mental health presentations

Relevant to this position HAART 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 as an extended hour's service, operating seven days a week from 08:00 to 22:00 and the position holder will be required to work a rotating roster including morning, evening and weekend shifts, on call arrangements and public holidays.

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).

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

Good customer service skills to provide helpful and professional experiences to people who access the service.

Administration skills to be able to provide quality work outputs.

Organisational skills to be able to manage workload.

Flexibility and initiative to be able to work effectively within a multidisciplinary team.

Position Requirements/Qualifications:

Relevant qualifications Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum of three years' experience working professionally in mental health services.

The successful applicant will need to have a current driver's licence.

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

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 referee report from current or previous line manager (if previous within the last 18 months).

Contact Officer: Peter Sheils (02) 51242212 peter.sheils@act.gov.au

Women Youth and Children

Paediatrics

Paediatric Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 42056 - 01YK5)

Gazetted: 12 October 2021

Closing Date: 29 October 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

This recruitment is for a permanent fulltime position (part time hours considered). We are looking for someone who would be flexible to work in both Paediatric Day Stay and Paediatric Outpatients Clinics, depending on roster needs.

The successful applicant will need to be available work Monday to Friday morning shifts, which comprise various start and finishing times. The Day Stay and Outpatients Clinics are open 7 am – 1830 hours, Monday to Friday.

Therefore, there are no weekends or public holidays shifts.

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 Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence-based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs.

The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy.

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

We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. You will meet undergraduate and post graduate nursing, allied health and medical students who are studying to gain qualifications, and we greatly value our strong.

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, including simultaneously managing and prioritising multiple issues, with a high degree of drive

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

An ability to work respectfully in partnership with a range of stakeholders while simultaneously demonstrating leadership.

Position Requirements/Qualifications:

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

The successful applicant will need to be available rotational shift work roster which includes 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

This recruitment is for a permanent fulltime position (part time hours considered). We are looking for someone who would be flexible to work in both Paediatric Day Stay and Paediatric Outpatients Clinics, depending on roster needs.

The successful applicant will need to be available work Monday to Friday morning shifts, which comprise various start and finishing times.

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

Contact Officer: Sarah Reeves (02) 5124 7373 sarah.reeves@act.gov.au

Chief Operating Officer Clinical Services

Rehabilitation, Aged and Community Services

Qualified Dental Assistant

Dental Assistant Level 2 \$59,021 - \$69,011, Canberra (PN: 25920, several - 01YKL)

Gazetted: 13 October 2021

Closing Date: 1 November 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/> Oral Health Services is in the Division of Rehabilitation, Aged and Community Services and offers a range of public dental services to the community including:

- Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.
- Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.
- Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Whilst providing services that include, preventative dental interventions and health promotion, emergency dental care, restorative and prosthetic dental care and some orthodontic interventions for eligible clients.

These services are delivered in the community to:

- Gungahlin Health Centre
- Belconnen Health Centre
- Civic Health Centre
- Phillip Health Centre
- Tuggeranong Health Centre
- Alexander Maconochie Centre
- Mobile Dental Clinics

The successful applicant will be required to work at all Oral Health Services (OHS) service delivery locations.

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

Compassion

High level of customer service

Be proactive, enthusiastic and a strong communicator

Reliability

Position Requirements/Qualifications:

Certificate III in Dental assisting or Certificate IV in Dental assisting.

Be registered under the *ACT Working With Vulnerable People Act*.

Drivers 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](#).

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 temporary positions available for 12 months.

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

Contact Officer: Carmen Connellan 0438 286 944 Carmen.Connellan@act.gov.au

Chief Operating Officer Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Mental Health Clinician

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 48125 - 01Y15)

Gazetted: 13 October 2021

Closing Date: 1 November 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

Territory Wide Mental Health Services (TWMHS) includes the Home Assessment and Acute Response Team (HAART) and the Police Ambulance Clinician Early Response (PACER) service. HAART and PACER provide assessment and intervention for acute mental health presentations

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.

PACER is a tri-service mental health co-response capability which works in partnership with ACT Policing and ACT Ambulance Services and provides a Police Officer, Ambulance Paramedic, and senior Mental Health Clinician who provide a timely mobile response to people experiencing mental health crisis.

The successful candidate will work across both HAART and PACER roles.

PACER and HAART operate seven days a week, including weekends and public holidays, and the position holder will be required to work a rotating roster of 8 and 10-hour shifts, including on call arrangement overnight.

The position reports to the HAART Manager and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists, Medical Officers, and Allied Health Assistants)

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 respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.

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

Have excellent interpersonal skills and the ability to communicate effectively with consumers, family/carers, colleagues and emergency service and hospital personnel, particularly in crisis situations.

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of three years' (ideal five years') post experience working professionally in mental health is preferred.

Mandatory:

Approved tertiary qualifications or equivalent in nursing and be registered or be eligible for registration with the Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

The successful applicant will need to have a current driver's licence.

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

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.

Highly Desirable:

Approved as a Mental Health Officer under the *Mental Health Act 2015*, or eligible to be approved as a Mental Health Officer.

Desirable:

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

Experience in working in partnership with emergency services personnel that promotes a spirit of cooperation and collaboration, and respect for each other's philosophy, priorities, knowledge, skills, and experience.

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.

Gain and maintain a NV1 National Security Clearance. If a clearance is not granted or maintained your employment in the role will not commence or, if already commenced, will be reassessed.

NOTES

A merit pool will be established from this process to fill identical vacancies at level over the next 12 months.

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

Contact Officer: Peter Sheils (02) 5124 9152 peter.sheils@act.gov.au

Infrastructure and Health Support Services

Executive Branch Manager, Facilities Director

Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E1214)

Gazetted: 11 October 2021

Closing Date: 25 October 2021

Details: Canberra Health Services (CHS) is seeking a suitably skilled Facilities Director who will be engaged on a long-term contract for a period of five years.

The Facilities Director reports to the Executive Group Manager, Infrastructure and Health Support Services (IHSS) and is responsible for facility and strategic asset management across the portfolio of Canberra Health Services properties and all assets required to support CHS operations such that timely and safe care can be provided to the community.

The role will ensure that maintenance and strategic asset management of Canberra Health Services properties and equipment are aligned to CHS's strategic objectives and will lead and promote a positive team culture of collaboration and continuous improvement within the IHSS Group and the wider CHS organisation.

The position requires a thorough understanding of facilities and asset management, people management and capital asset project delivery within the private and public sector.

CHS is seeking a critical thinker, with knowledge of key policy, financial and political drivers and the capacity to positively challenge requests, as appropriate, providing appropriate alternate strategic decisions or options within legislative, government and Directorate frameworks, standards and guidelines.

Remuneration: The position attracts a remuneration package ranging from \$254,933 - \$264,885 depending on the 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: Applicants should provide a copy of a curriculum vitae and selection criteria addressing your skills and experience against the Executive Capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Colm Mooney (02) 5124 8737 colm.mooney@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

CIT Education and Training Services

CIT Yurauna Centre

CIT Yurauna Centre

Student Support and Administration

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 45636)

Gazetted: 11 October 2021

Closing Date: 25 October 2021

Details: Experience the Difference, Make the Difference at Canberra Institute of Technology (CIT) Yurauna. Are you qualified and experienced in your vocation? Are you interested in working with people to support them to make their dreams a reality? If you can empower others, have strong work ethics, administration skills as well as experienced working with Aboriginal and Torres Strait Islander people, then you may be the person for this role.

We are seeking potential people that are engaging, organised, adaptable and a team player that can work without direction and have excellent communication skills. This role will be to recruit and support students into programs.

At CIT Yurauna we are privileged to work with students to support them to overcome barriers to complete their courses to gain qualifications for employment outcomes. If you believe that you could fit this role, please apply describing how and what you would bring to this role.

Eligibility/Other Requirements:

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

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

For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Current drivers' licence.

Desirable: Qualifications in Business Administration would be highly regarded.

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

Applications should be submitted via the Apply Now button below.

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

CIT Education and Training Services

CIT Yurauna Centre

CIT Yurauna Centre

Student Success and Administration

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 50861)

Gazetted: 11 October 2021

Closing Date: 25 October 2021

Details: Experience the Difference, Make the Difference at Canberra Institute of Technology (CIT) Yurauna. Are you qualified and experienced in your vocation? Are you interested in working with people to support them to make their dreams a reality? If you can empower others, have strong work ethics, administration skills as well as experienced working with Aboriginal and Torres Strait Islander people, then you may be the person for this role. We are seeking potential people that are engaging, organised, adaptable and a team player that can work without direction and have excellent communication skills. This role will be to recruit and support students into programs. At CIT Yurauna we are privileged to work with students to support them to overcome barriers to complete their courses to gain qualifications for employment outcomes. If you believe that you could fit this role, please apply describing how and what you would bring to this role.

Eligibility/Other Requirements:

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

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

For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Current drivers' licence.

Desirable: Qualifications in Business Administration would be highly regarded.

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

Applications should be submitted via the Apply Now button below.

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

Education and Training Services

CIT Trade Skills

Automotive, Metals and Logistics

Automotive and Metals - Administration Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 52607)

Gazetted: 11 October 2021

Closing Date: 18 October 2021

Details: Canberra Institute of Technology (CIT) is seeking a self-motivated individual with high level administrative skills to work within the Trade Skills Automotive, Metals Department.

The role as a digital resource content developer encompasses, high level computer skills using Word, Excel, CDX, eLearn, along with knowledge of Vocational Education and Training (VET) and apprenticeships is desirable. The successful candidate will possess a proven ability to work independently and as part of a team.

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

Note: The position being offered will be for 12 months with the possibility of an extension not exceeding five years. Selection may be based on application and referee reports only.

How to Apply: Please submit a written response of no more than two pages addressing the Selection Criteria. Your suitability will be assessed based on your skills and knowledge in relation to the selection criteria outlined in the position description. Please provide two referee reports along with a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Evan Street (02) 6207 3814 evan.street@cit.edu.au

Education and Training Services

College Director

Manager Education Level 2 \$153,727, Canberra (PN: 38322)

Gazetted: 08 October 2021

Closing Date: 27 October 2021

Details: Canberra Institute of Technology (CIT) is a dynamic, connected, and diverse vocational education and training (VET) institute and is a Territory Authority established under the *Canberra Institute of Technology Act 1987*.

CIT plays a major role in the development of the ACT's future workforce in building the skill base of the economy. Its core business is the design and facilitation of high-quality vocational programs, training and education and services to meet the needs of a diverse customer base – locally, nationally, and internationally.

CIT is looking for creative thinkers who can help design and manage within an organisation that is changing to meet the needs of tomorrow's students.

In this role you will lead a CIT College and actively deliver against CIT's Strategic Compass through our Evolving Together framework.

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:

Adult Learning and Development qualifications, as well as leadership and management, business, or commerce related bachelor level qualifications and/or relevant industry specialisation are desirable.

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

Note: Applications are invited for various College Director positions for both permanent and temporary filling. An order of merit will be established from this selection process and may be used to fill future identical permanent and temporary vacancies over the next 6-12 months.

How to Apply: Applicants should submit a written response, a current curriculum vitae, and names of two referees.

Applications against the Roles and Responsibilities of the Position should outline why the applicant is the best fit for the role and the contribution they believe they can make to CIT's objectives within the Strategic Compass.

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Whale (02) 6207 8960 andrew.whale@cit.edu.au

Education and Training Services

CIT Trade Skills

Plumbing

Plumbing Teacher

Teacher Level 1 \$78,538 - \$104,793, Canberra (PN: 51723, several)

Gazetted: 07 October 2021

Closing Date: 26 October 2021

Details: CIT is seeking to fill two permanent full-time, two temporary full-time 12 month contracts with the possibility of extension up to 5 years and casual contracts as required. These will be in the role of Teacher Level 1 in the CIT Plumbing department, CIT Trade Skills College, located at Fyshwick Campus.

The successful applicants will work as part of the Plumbing team to ensure consistently high education and training outcomes to a range of learner cohorts .

The successful applicant will need a strong background in the Plumbing industry and in Vocational Education and Training.

Eligibility/Other Requirements:

QUALIFICATIONS AND EXPERIENCE:

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

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

New Teacher Level 1.1 to Teacher Level 1.6 with Vocational Education and Training (VET) responsibilities must: hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs (Enterprise Trainer - Presenting Skill Set and/or Enterprise Trainer - Mentoring Skill Set and/or Enterprise Trainer and/or Assessor Skill Set) and complete the full qualification within 18 months of engagement and be supervised by a suitably qualified person. All employees at Teacher Level 1.7, 1.8, Teacher Level 2 and Manager Education Level 1 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Mandatory Licensing

Possess the following ACT Construction Occupation Licences or Jurisdictional equivalent.

Advanced Sanitary Drainer

Sanitary Plumber

Advanced or General Gasfitter

Industry Experience

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

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

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: There are two permanent full-time and two temporary full-time 12 month contracts with the possibility of extension up to 5 years which may be streamlined should they be required longer term available. Casual positions will also be offered as required. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. within the Plumbing department.

How to Apply: Please provide a written response to the Selection Criteria, provide a current resume and two referee reports. Copies of Qualifications upon request.

Applications should be submitted via the Apply Now button below.

Contact Officer: Adrian Clarke (02) 6205 2280 Adrian.Clarke@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

Executive Branch Manager, Support Grants (Systems and Processes)

Temporary Vacancy (asap to 7 January 2022 with possibility of extension up to nine months)

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

Position: E1212

Remuneration equivalent to Executive Level 1.2

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 7 October 2021

The COVID-19 Business Support Grants were established to support small businesses in the ACT who have faced a significant loss in revenue as a result of the COVID-19 public health measures.

As Executive Branch Manager, you will oversee the systems and processes that have been established to administer the COVID-19 Business Support Grants. You will have significant experience in program management, with a focus on delivering a streamlined customer experience supported by sound ICT program management. You will lead teams responsible for systems administration, network design and systems reporting, and work closely with Shared Services for all payment of grants and reporting. The Business Support Grants are being administered using the SmartyGrants platform.

The role requires strong leadership and demonstrated experience in delivering outcomes in a fast-paced multi-stakeholder environment.

To apply: Interested candidates should submit a one-page Expression of Interest and current curriculum vitae (including the contact details of two referees) to Anita Perkins via email, anita.perkins@act.gov.au by **COB Wednesday 13 October 2021**.

Note: Selection may be based on written application and referee reports only and is open to current ACTPS employees.

Remuneration: The position attracts a remuneration package ranging from \$225,196 - \$233,809 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,249. Contact Officer: Anita Perkins (02) 6205 0035 anita.perkins@act.gov.au

Executive Branch Manager, Business and Innovation

Temporary Vacancy (asap to 28 January 2022 with possibility of extension)

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

Position: E891

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS SOGA

Date circulated: 7 October 2021

Be part an experienced executive leadership team focusing on priorities that will contribute to the ACT's economic recovery from the COVID-19 pandemic.

The Business and Innovation Branch is central to the ACT Government's jobs growth and economic recovery agenda and works to deliver on the government's objective of diversifying and strengthening the ACT economy to create a vibrant community for Canberrans and for people visiting Canberra.

As Executive Branch Manager your priorities for the next three months include working with industry, vocational and higher education on workforce attraction, international student return, Aboriginal and Torres Strait Islander Business Support and establishing the Cyber Hub in the ACT.

To apply: Interested candidates should submit a one-page Expression of Interest and current curriculum vitae (including the contact details of two referees) to Kate Starick via email, kate.starick@act.gov.au by **COB**

Wednesday 13 October 2021.

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. Contact Officer: Kate Starick (02) 6205 9828 kate.starick@act.gov.au

Policy and Cabinet

Economic and Regional Policy Branch

Planning, Infrastructure and Environment

Director, Planning, Infrastructure and Regional Development

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 49990)

Gazetted: 13 October 2021

Closing Date: 27 October 2021

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes. The Economic and Regional Policy Branch supports the Government to develop its strategic objectives and provides advice to the Chief Minister, Head of Service and Cabinet on policy proposals and new initiatives. The Branch also undertakes strategic projects and monitors and reports on Directorates' progress towards implementing the Government's strategic objectives.

The Planning, Infrastructure and Environment team in Economic and Regional Policy Branch provides whole of Government policy advice and support in relation to transport, infrastructure, economic development, planning, housing, environment, land and Auditor-General matters. In addition, the Branch leads the ACT Government's regional and cross-border engagement and policy development, as well as coordinating ACT Government services in Jervis Bay Territory.

The Director will be responsible for contributing to the Planning, Infrastructure and Environment Team and support the Senior Director to build strong relationships across the public service and with key external stakeholders to provide whole of government governance support and strategic policy advice to Executive and Ministers in relation to Cabinet matters and Government priorities within the Team's portfolio 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

Notes: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. 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 staff are working partially on-site and partially from home.

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

A two-page pitch that tells the selection committee about your ability to perform the advertised role. The pitch should demonstrate that you possess the capabilities detailed in the "What you Require" section of the Position Description.

A current curriculum vitae including contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Glen Hassett (02) 6205 5346 Glen.Hassett@act.gov.au

Access Canberra

Construction Utilities and Environment Protection

Utilities Technical Regulation

Regulatory Officer (Electrical Engineering)

Technical Officer Level 4 \$88,899 - \$101,743, Canberra (PN: 49569)

Gazetted: 13 October 2021

Closing Date: 1 November 2021

Details: The Utilities Technical Regulation (UTR) team supports the ACT Government Technical Regulator through provision of advice on a broad range of issues related to the technical regulation of licensed and unlicensed utilities. This ensures that essential services such as electricity, gas and water are delivered to the ACT community in a safe and reliable way. Further information on UTR is available at

www.accesscanberra.act.gov.au/s/article/utilities-technical-regulation-tab-overview

UTR is seeking a Technical Officer for supporting engagement with licensed and unlicensed utilities and undertake technical analysis to assist with the development and delivery of regulatory projects, including audits and operating certificate applications.

In addition to relevant knowledge and experience in the electrical and energy sector, the successful candidate must have well developed communication skills and be able to work with a multi-disciplinary team to provide clear advice to the Technical Regulator, Minister and a range of stakeholders.

Eligibility/Other Requirements: An engineering degree (electrical, or demonstrably relevant engineering degree) or a degree in the physical sciences is required for this position.

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

How to Apply: Applications addressing responses to selection criteria as well as a curriculum vitae and two referees are sought from applicants with suitable experience in government processes, particularly regulation, which is applicable to the regulation of licensed and/or unlicensed regulated utilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amarjot Rathore (02) 6205 4712 Amarjot.Rathore@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

Technical Services Delivery

Director, Technical Services Delivery

Senior Information Technology Officer Grade B \$131,773 - \$148,344, Canberra (PN: 14347)

Gazetted: 12 October 2021

Closing Date: 19 October 2021

Details: The Technical Services Delivery team is seeking an experienced leader to join our team. In this role you will lead and manage a team in the co-ordination and provision of support for one or more of the following core infrastructure/platforms in an enterprise environment:

Microsoft Office 365.

Azure / AWS Cloud Technologies including Azure DevOps.

Microsoft Server Operating Systems and related infrastructure.

Microsoft SQL Server.

Microsoft IIS, Azure WebApps.

Microsoft Systems Centre Operations Manager (SCOM).

VMware vSphere ESX including vCenter.

Commvault Data Protection Suite.

Network Attached Storage (NAS) and Storage Area Network (SAN).

In this role, you will be a key influencer across the organisation and draw on your experience and ability to deal with all stakeholders including executives. You and your team will be responsible for defining the strategic roadmap and providing management and support of the core infrastructure / platform services delivered by your team.

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

Note: This is a temporary position available immediately up until the 17 April 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. Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description for further details about the role and the capabilities required to perform the duties and responsibilities of the position.

Please submit a written response of up to two pages, contact details for at least two referees and a current Curriculum Vitae. Your pitch should detail your experience, skills and qualifications against the "What you require" section of the position description.

Applications should be submitted via the Apply Now button below.

Contact Officer: Robert Torley (02) 6207 8457 Robert.Torley@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: 11 October 2021

Closing Date: 3 November 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:

Desirable

Tertiary qualifications in a relevant field.

Note: This is a temporary position available for a period of two years with possibility of extension and/or permanency. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. 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: Anita Cairnduff (02) 6207 4985 Anita.Cairnduff@act.gov.au

Corporate

Workforce Strategy, Business Support and Information Governance

Strategic Recruitment

Assistant Director, Strategic Recruitment

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53593)

Gazetted: 12 October 2021

Closing Date: 29 October 2021

Details: Who we are

The Workforce Strategy, Business Support and Information Governance branch provides HR and other business advice and support to Chief Minister Treasury and Economic Development Directorate (CMTEDD). Our team is focussed on being a valued business partner in recruitment strategy and coaching, contractor management, entry level programs, job analysis, capability frameworks and providing other HR expertise.

What you will do

You will be responsible for collaborating with business leaders to provide ongoing coaching and strategic advice on recruitment, contractor management and other talent management initiatives. You will take the lead on the development and end to end delivery of various entry level programs. Accountabilities will also include overseeing and advising on specialist and executive engagements.

What we require

To thrive in the role, you will need to have successfully managed a complex recruitment portfolio in a large corporate or government department and organisation-wide end-to-end recruitment projects. You will also need

extensive knowledge of the talent market and a solid understanding of different talent sourcing methods for specialties such as ICT, Finance and/or executive positions.

You will be exceptional at establishing and maintaining effective and diverse business partnerships, and your expert influencing skills will be heavily relied on to ensure key people and business outcomes. You will excel in this position if you have an improvement mindset and are resilient and adaptable to changing circumstances while managing multiple priorities and demands.

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: Jennifer Jordan (02) 6205 3230 Jennifer.Jordan@act.gov.au

**Digital, Data and Technology Services
customer Engagement Services Branch**

ICT Operations Officer

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 28550)

Gazetted: 12 October 2021

Closing Date: 28 October 2021

Details: As an Information and Communication Technology (ICT) Operations Officer you will possess a keen mind and an eagerness to assist our clients within the Justice and Community Safety ACT Emergency Services Agency (ESA) to advise and deliver the ICT services that Digital, Data and Technology Solutions Group provide. We are after someone who can provide good customer service and enjoys working in a team, with the added benefit of being based at Fairbairn with our customer base.

A typical day may include:

Provide technical support for, and participate in, the development, implementation and on-going maintenance, fault diagnosis and the identification of remedial action for a range of Emergency Services Agency infrastructure and communication technologies and services in an ITIL based environment. These include:

ACT government radio networks and terminal equipment which includes portable and vehicle radios.

ESA Communications Centre consoles, workstations and facilities

Onsite server rooms/data facilities

ESA systems, including Mobile Data Terminals and Computer Aided Dispatch

ACT Government ICT services

Provide field support to ESA operations and other ACT Government directorates including in the field technical support to units operating interstate during bushfire and other disaster responses.

Liaise closely with multiple ACT Government directorates, ESA services and vendors for the provision and maintenance of ICT and radios.

Document and work within administrative and user policies and processes in relation to systems supported by the team, including access control, maintenance activities, procuring new ICT services, refresh of aged equipment and asset lifecycle management.

Undertake project related activities, individually or as a team member, particularly in the areas of information and communications technologies including analysis of requirements, procurement and implementation.

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 be successful, you will possess good interpersonal and communication skills necessary to build effective working relationships with a diverse range of internal and external stakeholders. You will have a flexible mindset and enjoy the challenge of being presented with different problems every day. You will be able to effectively self manage, prioritise tasks, and escalate problems when needed.

Travel between sites may be required and a driver's licence (C class) is essential.

This position provides 24/7 On-call services and the successful applicant will be expected to provide 24/7 On-call services for one week in every five weeks or as reasonably requested. These services may be provided remotely and on site across the ACT to resolve ICT issues with ESA's critical systems in ESA facilities and vehicles.

Notes: This is a temporary position available from 19 November 2021 until 11 March 2022 with the possibility of extension. A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months.

How to Apply: Your application should include the following:

1. Two page response to the following questions:

Give an example of when you have had to manage a critical and/or urgent technical issue to resolution.

Give an example of when you have solved a problem for a client that required you to liaise and negotiate with other teams.

Responses should consider the requirements as described in the position description.

2. Current curriculum vitae including previous relevant experience, training and qualifications and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Karen Carlton (02) 6207 2335 Karen.Carlton@act.gov.au

Corporate

Corporate Management

Governance and Audit

Assistant Director, Audit and Compliance

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 32067)

Gazetted: 11 October 2021

Closing Date: 25 October 2021

Details: Are you committed to improving processes in Government? Are you a paragon of integrity? If so, then you may enjoy the challenge of working in a fast-paced environment, working to tight deadlines all within a supportive and diverse team environment. As an Assistant Director, Audit and Compliance, within Corporate Management, you will be challenged and rewarded working on a variety of topics with multiple business areas across Chief Minister, Treasury and Economic Development Directorate (CMTEDD). The day to day includes, but is not limited to; supporting the Chief Internal Auditor, liaising with a wide range of business units to assess compliance; completing and reviewing draft compliance review reports; and carrying out Audit and Risk Committee secretariat duties.

The Audit and Compliance team is a high performing team operating with impartiality and integrity. The unit ensures all work is conducted objectively and respectfully. Corporate, is a progressive division that regularly looks at ways in which we can improve the way we work. This could mean that you may be able to work on some exciting new projects to better deliver our services.

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, culturally diverse people and those who identify as LGBTIQ and current and former members of the ADF are encouraged to apply.

Notes: Selection may be based on application and referee reports only. A merit list will be established from this process to fill identical vacancies at level over the next 12 months. This position works in an activity-based workplace (ABW) structure. Under ABW arrangements, officers will not have a designated workstation/desk.

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

A completed application form;

A statement of claims against the Selection Criteria that outlines your experience and/or abilities against the requirements (Professional/Technical Skills and Knowledge; and Behavioural Capabilities) in relation to the stated duties outlined in the Position Description;

A current curriculum vitae; and

the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Baker (02) 6207 9913 Julie.Baker@act.gov.au

Access Canberra

Engagement, Compliance and COVID-19 Response

Communication and Community Education

Director Communication and Community Education

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 50116)

Gazetted: 11 October 2021

Closing Date: 18 October 2021

Details: Are you a communications professional with a relentless drive to provide clear information to our community and to business – in the way they want to receive it?

Have a knack at working collaboratively with all stakeholders to ensure the audience is at the centre of all you do?

Do you think creatively and push the boundaries in how information is presented to achieve cut-through and effect behaviour change?

Then we want you!

Access Canberra is on the hunt for an experienced and motivated communication professional, someone who is a strategic thinker and a good stakeholder manager, to help a busy team deliver on multiple priorities simultaneously.

You will be joining a great, supportive and enthusiastic team and will work autonomously and with strong support from executive.

If you're successful, your role in the team will be to develop, deliver and improve content to support the way Access Canberra engages and educates industry to achieve positive outcomes – as well as many other professional challenges!

This is a great opportunity to work in a diverse, challenging, and dynamic organisation where each day you will have the opportunity to do something different – so get in quick to express your interest now!

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

Notes: This is a temporary position available from November 2021 for up to 12 months with the possibility of extension to backfill maternity leave.

How to Apply: To apply for this role please submit a **maximum two-page pitch** addressing the skills, knowledge and behaviours listed in the selection criteria, along with your curriculum vitae and details of two referees, one of which should have worked **for you**. Applicants who have recently applied for this role will be considered as part of the selection process.

Applications should be submitted via the Apply Now button below.

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

Corporate

Workforce Strategy, Business Support and Information Governance Branch

Change Management

Assistant Director- Change Management

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 39377)

Gazetted: 11 October 2021

Closing Date: 25 October 2021

Details: Do you have experience in Change Management? Have a passion for the people side of change? You will be joining a small enthusiastic, supportive and driven team.

Who we are

The Corporate Division provides advice and support to various business units within Chief Minister Treasury and Economic Development Directorate (CMTEDD). The Change Management team provides advice on both minor and major change activities. The team has a strong focus on providing quality support aligned to the Enterprise Agreements, ensuring that managers and staff are well supported through coaching and resources to transition through any change.

What you will do

The immediate responsibility of the role is enabling the successful implementation of a strategically critical HR Transformation initiative. The role will have a focus on engaging and collaborating with internal stakeholders to deliver and coordinate communication and change activities across the organisation in line with strong governance principles.

What we require

To be successful in the role you will need to have delivered or coordinated strategic Change Management activities within a complex corporate or government environment. You will need to be a strong communicator who can draft messaging, facilitate regular workshops across the organisation, and ensure change artefacts are kept up to date. You will be exceptional at establishing and maintaining effective and diverse business partnerships to ensure successful business outcomes.

For more information on the key capabilities for the role, please review the attached Position Description.

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

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

How to Apply: After reviewing the “What you will do” and “What you require” sections in the Position Description, please provide a two 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.

Applicants should also provide a current curriculum vitae and details of two referees as part of their application.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ellen Somerville (02) 6207 6678 Ellen.Somerville@act.gov.au

Finance and Budget Group

Various

Analyst

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 36372, several)

Gazetted: 08 October 2021

Closing Date: 22 October 2021

Details: Are you looking for an exciting opportunity to work across a wide range of issues in the ACT Government? Do you enjoy working in a dynamic and team orientated environment, applying strategic thinking, communication and critical analysis skills to achieve outcomes?

Do you want to help develop and manage budgets, advise Government on policy and financial issues, work with a range of agencies on financial reporting issues and contribute to the production of the ACT Government’s financial statements?

ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for permanent and temporary staff to fill Analyst positions. These positions provide a great opportunity to see the inside workings of Government, and to contribute to the development of key policy priorities including planning and oversight of investment in infrastructure and government services in the ACT.

The successful applicants will join a small team undertaking a variety of work, such as: review of business cases and reports; undertaking complex research and analysis; developing advice about financial and performance outcomes, cost pressures and unspent funds; and identifying service delivery issues in the context of legislative, policy, community and operational drivers. Analysts also assist to develop annual budget papers; collaborate on research and analysis projects; and liaise with people in the directorate and across other parts of the ACT Government.

We are looking for people who are good communicators and team players and can work to tight deadlines across competing priorities. We need people who are proficient with Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues. We will help you learn our in-house budget and reporting systems, including TM1.

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 or post graduate qualifications in business, accounting, commerce, economics, finance or a similar field are highly desirable or, alternatively, tertiary qualifications in another field combined with strong numeracy skills gained through experience in financial analysis and reporting is highly desirable.

Notes: There are permanent positions and temporary positions ranging between two weeks and up to 12 months with 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. If you do not wish to be placed in the merit pool, please indicate this with the contact officer. These positions are based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rowena Mele (02) 6205 0068 rowena.mele@act.gov.au

Digital, Data and Technology Solutions

Technology Services Branch

ICT Security

ICT Security Analyst

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 14376)

Gazetted: 08 October 2021

Closing Date: 27 October 2021

Details: The Technology Service Branch (TSB) within Digital, Data, and Technology Solutions (DDTS) is recruiting for an ICT Security analyst that will be part of a larger team of ICT Security operations specialists. As an ICT Security analyst, you will be a member of the ICT Security operations team focussing on supporting security systems, vulnerability assessment processes and providing advice to support project and change activities within the organisation. This role provides operational support for the security of the ACT Government ICT environment. The ICT security analyst will work with a diverse range of on-premises and cloud platforms and technologies to support secure operations of ICT, audit and compliance programmes. The role will support a wide variety of customers and other stakeholders internally and promote positive security outcomes.

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

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.

Duties and Responsibilities:

Perform the duties of an ICT security analyst, including administration of ICT Security systems, conducting audits, vulnerability assessment, security incident response and contributing to development of policies, processes and security awareness training.

Administer appropriate security controls and cloud platform technologies to meet required compliance for the control of risk for ACT Government infrastructure and business systems hosted on-premise and in internally managed cloud environments, with a focus on continuous improvement.

Represent ICT Security in internal and external projects, providing specialist security advice and leadership aligned with policy and ICT Security strategic direction. Effectively liaise and collaborate with a variety of stakeholders, including Shared Services, directorate staff and external vendors.

Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

This position may involve direct supervision of staff.

Selection Criteria:

Demonstrated understanding of and experience in managing an ICT security environment including Windows, UNIX, Apple (Mac and iOS); cloud platforms (Microsoft Azure/ Office 365); Internet and network protocols; Security Incident and Event Management (SIEM), Intrusion Prevention Systems; Internet proxy and/or content filtering systems; Spam filtering; Mobile Device Management system; and digital forensic tools.

Demonstrate knowledge of security and privacy related legislation, policy and processes, preferably within a public-sector environment.

Demonstrated high level written and verbal communication skills, including the ability to effectively influence and negotiate with a variety of stakeholders and manage competing priorities and deadlines.

High level conceptual and analytical skills and an ability to provide advice on security issues with an agency or whole of government focus.

Eligibility/Other Requirements:

Current AGSVA NV1 security clearance or ability to obtain and hold an AGSVA NV1 security clearance is mandatory.

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

How to Apply: Applications should include an up to date copy of your curriculum vitae and must address the selection criteria (in a maximum of two pages) below:

Demonstrated understanding of and experience in managing an ICT security environment including Windows, UNIX, Apple (Mac and iOS); cloud platforms (Microsoft Azure / Office 365); Internet and network protocols; Security Incident and Event Management (SIEM), Intrusion Prevention Systems; Internet proxy and/or content filtering systems; Spam filtering; Mobile Device Management system; and digital forensic tools.

Demonstrate knowledge of security and privacy related legislation, policy and processes, preferably within a public-sector environment.

Demonstrated high level written and verbal communication skills, including the ability to effectively influence and negotiate with a variety of stakeholders and manage competing priorities and deadlines.

High level conceptual and analytical skills and an ability to provide advice on security issues with an agency or whole of government focus.

Applications should be submitted via the Apply Now button below.

Contact Officer: Ryan Daniel (02) 6207 5792 Ryan.Daniel@act.gov.au

Corporate

Workforce Strategy, Business Support and Information Governance

Human Resources Advisor - Recruitment

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 36257)

Gazetted: 08 October 2021

Closing Date: 15 October 2021

Who we are

The Workforce Strategy, Business Support and Information Governance Branch provides Human Resources and other business advice and support to the Chief Minister Treasury and Economic Development Directorate (CMTEDD). Our team is committed to being a valued business partner in recruitment strategy and coaching, contractor management, entry level programs, capability frameworks and other specialist HR services.

What you will do

You will be responsible for co-ordinating and administering various Human Resources activities and initiatives. These will be mostly recruitment and selection focused, and a large part of the job will be engaging with leaders and staff to answer queries and provide accurate and timely information. You will also organise and provide support to the participants of various entry level programs, such as Graduates, ASBAs and Trainees.

What we require

To thrive in the role, you will need to have advanced administration skills and knowledge of contemporary corporate or government HR practices and trends. Your ability to consolidate information from different sources and draft communication and documents is critical.

You will be exceptional at establishing and maintaining effective relationships and your ability to collaborate with a variety of people will be heavily relied on. You will excel in this position if you are resilient, flexible and able to adapt to changing circumstances while managing multiple priorities and demands.

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

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

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two 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: Jennifer Jordan (02) 6205 3230 jennifer.jordan@act.gov.au

Finance and Budget Group

Various

Analyst

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 12075, several)

Gazetted: 08 October 2021

Closing Date: 22 October 2021

Details: Are you looking for an exciting opportunity to work across a wide range of issues in the ACT Government? Do you enjoy working in a dynamic and team orientated environment, applying strategic thinking, communication and critical analysis skills to achieve outcomes?

Do you want to help develop and manage budgets, advise Government on policy and financial issues, work with a range of agencies on financial reporting issues and contribute to the production of the ACT Government's financial statements?

ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for permanent and temporary staff to fill Analyst positions. These positions provide a great opportunity to see the inside workings of Government, and to contribute to the development of key policy priorities including planning and oversight of investment in infrastructure and government services in the ACT.

The successful applicants will join a small team undertaking a variety of work, such as: review of business cases and reports; undertaking complex research and analysis; developing advice about financial and performance outcomes, cost pressures and unspent funds; and identifying service delivery issues in the context of legislative, policy, community and operational drivers. Analysts also assist to develop annual budget papers; collaborate on research and analysis projects; and liaise with people in the directorate and across other parts of the ACT Government.

We are looking for people who are good communicators and team players and can work to tight deadlines across competing priorities and who are willing to work extended hours in periods of high demand to address organisational needs. We need people who are proficient with Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues. We will help you learn our in-house budget and reporting systems, including TM1.

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 or post graduate qualifications in business, accounting, commerce, economics, finance or a similar field are highly desirable or, alternatively, tertiary qualifications in another field combined with strong numeracy skills gained through experience in financial analysis and reporting are highly desirable.

Notes: There are permanent positions and temporary positions ranging between two weeks and up to 12 months with 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. If you do not wish to be placed in the merit pool, please indicate this with the contact officer. These positions are based in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please provide a curriculum vitae, contact details of two referees, and a short statement (no more than two pages) outlining how your Skills, Qualifications and Experience make you an ideal candidate for the role. You should consider both the Duties/Responsibilities of the position and the Selection Criteria in drafting your statement.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rowena Mele (02) 6205 0068 rowena.mele@act.gov.au

Digital, Data and Technology Solutions

Strategic Business Branch

Portfolio Delivery Office

Program Manager

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 16337)

Gazetted: 07 October 2021

Closing Date: 2 November 2021

Details: The Program Manager role is part of a multi-disciplinary team within Strategic Business Branch, Portfolio Delivery Office. This role will be required to lead and manage a team of project managers and other professionals, responsible for delivering a variety of ICT and business projects across the organisation. You will be required to coordinate and support a suite of project delivery activities, including program and project outcomes, quality assurance, budgets, resource management and governance, on behalf of ACT Government Directorates. This position is the senior contact point for all key stakeholders in relation to project activities. To be successful in this position, you will have a proven record in successful program delivery, exercising both initiative and judgement in the interpretation of Programme Management practices and procedures; provide detailed technical, professional and governance advice in relation to complex problems.

Eligibility/Other Requirements:

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

Highly Desirable:

PRINCE2 or relevant project management qualifications.

Managing Successful Programs qualifications.

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

How to Apply:

- Please submit a written response of no more than two pages. The response should be written in the form of a pitch, providing evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements. Your pitch should also address your ability and experience and what you can bring to the role.
- 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

Workforce Capability and Governance

Professional Standards Unit

Investigator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 32540)

Gazetted: 07 October 2021

Closing Date: 21 October 2021

Details: Do you have great communication skills? Are you an engaging, detail orientated and self-motivated people person? Do you have an interest in employee relations and/or investigation? The Professional Standards Unit are seeking applications to join our team of investigators undertaking workplace conduct investigations to provide support to the ACT Public Sector Standards Commissioner.

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.

Note: This is a temporary position for six months with a possibility of extension up to 12 months and/or permanency. Selection may be based on application and referee reports only. A merit pool may be established to fill identical vacancies in the next 12 months. Our workforce is currently working remotely wherever possible. The successful candidate will be provided information on how to safely and effectively work remotely. A gradual return to the workplace is anticipated at a later date.

How to Apply: Applicants are required to submit a two-page pitch outlining their Skills, Experience and Suitability based on the 'What you require' capabilities set out in the Position Description. Please send your pitch, your current curriculum vitae and contact details of two referees (one should be a current supervisor) to the Contact Person.

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Tasker (02) 6205 1708 natalie.tasker@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

The Office of the Coordinator-General for Family Safety

Executive Officer

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 40203)

Gazetted: 12 October 2021

Closing Date: 19 October 2021

Details: The OCGFS is seeking an Executive Officer to provide high level support for the CGFS and lead the executive support function of the office. The successful applicant will likely have extensive experience in similar roles and will need to be able to hit the ground running. An understanding and appreciation for the work of the office will be highly regarded, you will need empathy as the issues are sensitive and a balance of policy and coordination aptitude will be welcomed. A good sense of humour, resilience and adaptability are necessary to manage a large volume of government business in this priority area for the ACT Government.

Eligibility/Other Requirements:

Previous experience in a similar role and an understanding of the issues related to domestic, family, and sexual violence will be highly regarded.

Notes: This is a temporary position available for six months with the possibility of extension up to 12 months and/or permanency. A Merit Pool may be established from this selection process to be used to fill future identical vacancies. Selection may be based on application and referee reports only.

How to Apply: Please submit a pitch of no more than three pages along with your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Windeyer Kirsty.Windeyer@act.gov.au Kirsty.Windeyer@act.gov.au

Housing ACT

Executive, Government and Engagement

Strategic Engagement

Senior Communication Officer/s

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 43984, several)

Gazetted: 12 October 2021

Closing Date: 2 November 2021

Details: Housing ACT Executive, Government and Engagement Services is looking for two Senior Communication Officers to join our team.

The positions will assist the Director, Strategic Engagement to manage internal and external strategic communication and engagement activities for Housing ACT, with particular focus on the Growing and Renewing Public Housing program.

With a high degree of initiative and a focus on quality outcomes, you will collaborate with a range of peers and stakeholders to deliver a high volume of communication and engagement activities.

Excellent written and verbal communication skills are critical to achieve positive outcomes across a range of responsibilities. The successful applicant will have strong organisation skills with a resilient, flexible approach to working in a fast-paced environment.

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 two-page pitch outlining your skills, knowledge and behaviours against the position duties. Please also include details of at least two referees and a current curriculum vitae.

Contact Officer: Sharni Silver (02) 6205 3188 Sharni.Silver@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Health and Safety Officer - Bimberi Residential Services

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 46894)

Gazetted: 12 October 2021

Closing Date: 5 November 2021

Details: Bimberi Residential Services is seeking a highly motivated individual with excellent leadership, advocacy and communication skills to join the team as Health and Safety Officer, Bimberi Residential Services.

The Health and Safety Officer is a key role that is responsible for leading, facilitating and implementing the Bimberi Residential Services Work, Health and Safety framework. The role will also be responsible for providing high level policy and legislative advice and technical expertise to ensure the safety and wellbeing of employees, clients, visitors and contractors at Bimberi Youth Justice Centre, Narrabundah House and Franklin House. They will also assist with preparing and coordinating, high level briefing papers, ministerial briefs, correspondence and reports in relation to Bimberi Residential Services projects and commitments.

The Health and Safety Officer will work closely with lead organisations and stakeholders to ensure best practice approaches in managing safety and wellbeing issues/matters.

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

Eligibility/Other Requirements

Possession of a current driver's licence.

First Aid Certificate or willingness to attend training.

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.

Tertiary qualifications in Work Health and Safety at Certificate IV or Diploma level and experience as a Safety Advisor is highly desirable.

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

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

Supporting statement addressing each of the Selection Criteria should be limited to 400 words per criteria:

Current curriculum vitae; and a

Current Working with Vulnerable People card.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Gardiner (02) 6207 8801 kim.gardiner@act.gov.au

Child and Youth Protection Services

Bimberi Residential Services

Training Officer - Bimberi Residential Services

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 46586)

Gazetted: 12 October 2021

Closing Date: 4 November 2021

Details: Bimberi Residential Services is seeking a highly motivated individual with excellent leadership, advocacy and communication skills to join the team as Training Officer, Bimberi Residential Services.

The Training Officer is a key role that is responsible for the design, development and delivery of high-quality training and development programs for staff across Bimberi Residential Services. It is also responsible for providing support to the Deputy Centre Manager in the management and implementation of the Bimberi Residential Services Professional Development Framework; including the monitoring and reporting on training outcomes.

The Training Officer is responsible for developing and delivering training, resources, tools and processes that embed organisation policy into practice. The position will contribute to research, analysis and implementation of strategies and methodologies to improve the effectiveness of Bimberi Residential Services. The role is required to prioritise competing work demands, liaise and work collaboratively with internal and external stakeholders and to demonstrate flexibility and teamwork in ensuring the aims of the division are achieved.

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

Eligibility/Other Requirements:

Experience in preparation and delivery of online and face to face training modules.

Expertise in the use of ICT business systems and applications used to develop training modules.

Possession of a current driver's licence and Senior First Aid Certificate.

Working with Vulnerable People (Background Checking) ACT 2011 will be required. For further information on Working with Vulnerable People registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Highly desirable qualifications and experience:

Relevant tertiary qualifications and experience in adult training and development and/or eligibility for continued enrolment in relevant tertiary qualifications e.g: Certificate IV in Training and Assessment or similar.

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

How to Apply: Applications are sought from potential candidates that should include;
supporting statement addressing each of the criteria should be limited to 400 words per criteria:
current curriculum vitae; and a
current Working with Vulnerable People card.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kim Gardiner (02) 6207 8801 Kim.Gardiner@act.gov.au

Executive Branch Manager, Family Safety

Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E1127)

Gazetted: 11 October 2021

Closing Date: 25 October 2021

Details: The Community Services Directorate has an exciting opportunity to join the Family Safety Branch for a long-term contract of five years.

The Office of the Coordinator-General for Family Safety supports the Coordinator General. The Office leads and improves an informed, capable, and connected response to address domestic and family violence in the ACT. The Office provides strategic leadership coordination, policy analysis and innovation expertise to drive cultural change and system reform. The role of the Office includes developing new and sustainable ways of working across government and community that focuses on intervening earlier, reducing barriers to access, joining up and integrating services, responding to diverse needs, maximising collective impact and holding perpetrators to account.

The Executive Branch Manager, Office of the Coordinator-General for Family Safety will support and represent the Coordinator-General for Family Safety, liaising with government and non-government stakeholders to ensure effective consultation and engagement processes are in place. The Executive Branch Manager will also provide strategic policy advice to inform office priorities; have oversight of the Office's responsibilities for ACT reporting on implementation of agreed recommendations and strategies, including national commitments; and develop key whole of government outcomes to drive cultural change.

To be successful in this role, you will have extensive experience in human services program management and service delivery as well as an understanding of the relationships between the Directorate, Government, portfolio Ministers and community agencies and peak bodies. You will also be able to demonstrate superior management and leadership capabilities and the ability to think strategically as well as excellent interpersonal, organisational and communication skills.

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

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

How to Apply: Please submit a two-page written response detailing your skills and experience against the executive capabilities along with your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirsty Windeyer (02) 6207 6213 kirsty.windeyer@act.gov.au

Housing ACT

Executive, Government and Engagement

Assistant Director Government Business

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 07510)

Gazetted: 08 October 2021

Closing Date: 15 October 2021

Details: The Executive, Government and Engagement team is responsible for the coordination and management of Ministerial, Assembly and Cabinet business and strategic engagement and communications for Housing ACT within the Community Services Directorate.

The team operates in a fast-paced work environment across the division. The team supports the Housing ACT Executive, is customer focused and delivers high level support and advice, quality control, coordination, engagement and internal and external communication services.

A career development opportunity is available at the SOG C level for four months with the possibility of extension/permanency.

If you are highly motivated, a team player and dedicated to excellence please let us know your interest.

The Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Notes: This is a temporary position available for four months with the possibility of extension and/or permanency. The position may be filled on application only and referee reports as required. If you require further information, please contact Kate Boljkovac via Teams or on 0477 238 458.

How to Apply: To apply, please submit a two page statement against the capability headings outlining why you are the person for position, keeping in mind the duties and responsibilities. Please also submit a curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Kate Boljkovac (02) 6207 5105 Kate.Boljkovac@act.gov.au

Cultural Facilities Corporation

Historic Places

Assistant Director, Visitor Engagement and Interpretation

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 9014)

Gazetted: 08 October 2021

Closing Date: 25 October 2021

Details: ACT Historic Places is seeking an innovative Assistant Director who will position Lanyon Homestead, Cathorpes' House, and Mugga Mugga Cottage as leading educational, museum and cultural tourism destinations. You will lead the Visitor Engagement and Interpretation Team in the areas of research, exhibitions, publication, education, public programs, visitor, and commercial services to deliver engaging curatorial programming, high-quality cultural and interpretative experiences, and exceptional visitor services. This position is central to broadening our audiences and creating opportunities for our visitors and communities to connect with their cultural heritage and Canberra's history.

Eligibility/Other Requirements:

- Relevant tertiary qualifications (such as in Arts, History, Education, Cultural Heritage or Museum Studies) are desirable.
- A current driver's licence essential.
- First Aid Certificate (or willingness to obtain one)
- Working with Vulnerable People Registration (or willingness to register) For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

How to Apply: Applicants must submit a current curriculum vitae and a written response to the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anna Wong (02) 6207 9192 anna.wong@act.gov.au

Education

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

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

School Improvements

North Canberra and Gungahlin

Margaret Hendry School

Business Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 41317)

Gazetted: 13 October 2021

Closing Date: 20 October 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 administration team is a part of this role.

Margaret Hendry School is an Innovative Learning Environment supporting the academic, social, emotional, and physical development of children aged birth – 12 years of age through a wraparound care model. Learning is highly personalised; children are supported through a collaborative approach to teaching and learning and the wider community are actively involved in delivering culturally responsive and inclusive learning experiences. As a school still in establishment phase, it is essential for the successful applicant to create the conditions for psychological safety for the team, develop systems and processes to provide stability in times of uncertainty, to intentionally develop and progress cultural maturation of the administration team and school board in partnership with the senior leadership team and manage ongoing project and building works.

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

A First Aid Certificate or a willingness to undertake appropriate training. Experience in a business-related role. Financial qualification or relevant experience.

Notes: This is a temporary position available immediately until 26 January 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 as outlined in the Position Description, together with your curriculum vitae and contact details 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: Kate Woods (02) 6142 2800 Kate.Woods@ed.act.edu.au

ACT Schools - Government

School Improvement

Throsby School

Front Office and Administration Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 53345)

Gazetted: 12 October 2021

Closing Date: 24 October 2021

Details: Do you want to be part of the opening of Canberra's newest Preschool to year 6 school? Are you looking for a diverse and rewarding role in a dynamic setting? Is a community-focus and setting up best practice business processes in line with organisation policies and relevant legislation some of your strengths?

If you answered yes to those questions, we have an exciting opportunity for you. Canberra's newest school, located in Throsby and opening for the 2022 school year is looking for a well-organised and thorough team-player for the Front Office, School Secretary, Administration and Receipting Officer role.

The successful applicant will play a vital role in providing service and support to the school community and is the first point of contact for all visitors to the school. The position will support the Business Manager, Principal and administrative team in providing excellent customer service and solution focussed support to the school community. The role is responsible for assisting with financial requirements including but not limited to receipting payments, bank reconciliation and initiation of purchase orders/invoices.

Key to this role is a high standard of customer service and well-developed interpersonal skills, including the ability to communicate effectively with various people such as staff, parents/carers and the ability to relate to students. You will need to work effectively as part of a team while also using initiative and working independently when necessary, applying strong organisational skills and the ability to set priorities and meet deadlines.

Eligibility/Other Requirements:

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

Desirable: A First Aid Certificate or a willingness to undertake appropriate training. As is a financial qualification and/or relevant experience in a business-related role.

Notes: 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 (Professional/Technical Skills and Knowledge and Behavioural Capabilities) as detailed in the position description, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacob Mimilidis (02) 6207 7508 Jacob.Mimilidis@act.gov.au

ACT Schools - Government

School Improvement

Throsby School

Executive Assistant and Enrolments Officer

Administrative Services Officer Class 4 \$74,237 - \$80,381, Canberra (PN: 52638)

Gazetted: 12 October 2021

Closing Date: 24 October 2021

Details: Do you want to be part of the opening of Canberra's newest Preschool to year 6 school? Are you looking for a diverse and rewarding role in a dynamic setting? Is a community-focus and setting up best practice business processes in line with organisation policies and relevant legislation some of your strengths?

If you answered yes to those questions, we have an exciting opportunity for you. Canberra's newest school, located in Throsby and opening for the 2022 school year is looking for an enthusiastic and driven Executive Assistant and Enrolments Officer to join our Front Office team.

In this role, the successful applicant will coordinate and oversee workflow and support the smooth operation of the Principal's office and school executive staff through diary management, coordinating meetings, developing presentations and supporting school events. The role will also work closely with the Principal and School Business Manager to manage and coordinate student enrolments functions and processes including data entry, absences and student records.

Key to this role is the ability to advise on and implement effective office management practices, proficiency in the use of a variety of computer applications, databases and spreadsheets and an organised mind balanced with the ability to maintain productive relationships with various school and community stakeholders.

Eligibility/Other Requirements:

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

Desirable: A First Aid Certificate or a willingness to undertake appropriate training. As is a financial qualification and/or relevant experience in a business-related role.

Notes: 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 (Professional/Technical Skills and Knowledge and Behavioural Capabilities) as detailed in the Position Description, together with your curriculum vitae and names of two referees before the closing date. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant Skills, Knowledge and Behavioural capabilities as required.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jacob Mimilidis (02) 6207 7508 Jacob.Mimilidis@act.gov.au

Service Design and Delivery

Student Engagement

Student Engagement Speech Language Pathologist

Health Professional Level 1/2/3 \$64,531 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 50153, several)

Gazetted: 08 October 2021

Closing Date: 26 October 2021

Details: Speech Language Pathologist – Health Professionals Level 1/2/3

Better conditions, Better lifestyle – Be a Health Professional in Canberra

Work in high performing inter-professional teams and with experienced colleagues

Highly Valued, Family Friendly, Supportive of Work-Life Balance

Join ACT Education as an Speech Language Pathologist and enjoy a career making a difference within our Education system for students. The Directorate's Allied Health Team (including speech pathologists, occupational therapists, physiotherapists, psychologists and social workers) has continued to grow over recent years which shows how much our work is valued by our school communities and our Directorate. We are now expanding our team again and have positions for suitably qualified Health Professionals with a range of years of experience. Full and part-time positions are available and will be offered on 12-month temporary basis, with the possibility of permanency. Positions are available at Health Professional 1, 2 and 3 levels and with opportunities to work as part of a centralised support team or directly in schools.

The *Future of Education* strategic plan, highlights the need for high performing Allied Health teams with its core key principles:

Recognising that our allied health professionals' partner with teachers, school leaders and families to reorientate schools as multi-service environments.

Supports for learning and wellbeing are available and provided to students.

Empowering professionals, teachers and school leaders to meet the learning needs of all students.

Be part of the continued growth of Allied Health School Support Services

With Canberra being one of the fastest growing areas in Australia the ACT needs more Health Professionals now and into the future. This growth presents more opportunities within our unique Directorate:

The ACT Education Directorate offers career and promotion opportunities for Health Professionals that can meet your professional needs and preferences. Roles are available in the Schools, Allied Health Student Engagement Teams, Flexible Education, and Targeted Support.

You can drive from one end of town to the other in 40 minutes.

Canberra is 90 minutes from the snow, 90 minutes to the Coast, a 3-hour drive to Sydney and a short flight to most eastern seaboard and southern major capital cities.

The Roles

Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your Allied Health career will also benefit from a move to the ACT Education Directorate. As a highly valued part of the Student Engagement and School teams you will have the opportunity to contribute to the development, implementation and evaluation of programs and interventions which support schools assist students participate in school according to their unique abilities. Your role may include delivering teacher training, strengthening school capacity, developing support programs and best practice adjustments and intervention for students who have a

range of learning difficulties and disabilities. You will have opportunities to develop your clinical skills with a range of student needs within mainstream and specialist school teams as well as the Allied Health Student Engagement Team.

Be rewarded now and into your future

The current Health Professionals Enterprise Agreement continues to support Health Professionals in providing high-quality services in our Education Directorate. The Agreement includes a range of excellent work and leave conditions including flexible working arrangements and attractive remuneration and superannuation conditions as well as the availability of additional purchased leave and other salary sacrifice options.

Even more benefits to working for us

Flexibility During Uncertain Times

Interview appointments are flexible and can be conducted virtually

Your commencement date can be negotiated to account for border restrictions or relocation timelines

Generous Relocation Reimbursement

For those relocating to Canberra for these Health Professional positions a generous reimbursement, of up to \$12,000 for singles/couples and \$2000 per dependant, is offered for relocation expenses. Relocation expenses will be reimbursed to the successful applicant in accordance with Clause C18 of the Health Professional Enterprise Agreement 2018-2021

Your skills and experience

Qualifications as an Occupational Therapist with demonstrated ability to work with all students, including those with disability, learning difficulties, complex needs and/or trauma background.

Outstanding interpersonal skills

Proven capacity to work as part of a team and the ability to use own initiative and to work independently and with supervision (appropriate to your career progression)

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.

Eligibility/Other Requirements:

Tertiary qualifications in Speech Pathology.

Eligibility for membership with Speech Pathology Australia.

Mandatory

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

Highly Desirable

Current driver's licence essential including access to a private vehicle.

Motor Vehicle Allowance provided for travel where vehicles are covered by comprehensive car insurance.

Note: This is a temporary position available for a period of 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill similar vacancies over the next 12 months. Placements will be offered on the basis of organisational/profession need, Health Professional Level of available vacancy and applicants' availability. Full time and part time hours will be considered. Selection may be based on application and referee reports only.

***Relocation allowances may be available for suitable candidates in accordance with C18 – Reimbursement of Reasonable Relocation Expenses, *ACT Public Sector Health Professional Enterprise Agreement 2018 -2021*.

How to Apply:

INTERESTED IN APPLYING?

If you are interested in making a difference to the outcomes of our children and young people, we encourage you to submit an application. To enable us to assess your merit, your application should include your:

1.current curriculum vitae.

Your curriculum vitae is your introduction to the selection committee and includes personal details, professional experience, and qualifications. It may also contain a list of publications, presentations, awards or honours, affiliations with professional associations and community interests relevant to the capabilities. The format may be chronological and/or functional. A chronological curriculum vitae starts with your most recent experience. A functional curriculum vitae concentrates on what has been achieved, rather than the positions held. Focus on relevant achievements rather than merely describing the duties of positions held.

2.Individual response to the Selection Criteria.

In four pages or less your Statement of Claims against the Selection Criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

3. Two Referees

Provide two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. It may also be necessary to go to additional referees. Referees will not be contacted without your knowledge

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 SDDRecruitment@act.gov.au

Service Design and Delivery

Student Engagement

Student Engagement Occupational Therapist

Health Professional Level 1/2/3 \$64,531 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 36992, several)

Gazetted: 08 October 2021

Closing Date: 26 October 2021

Details: Occupational Therapists – Health Professionals Level 1/2/3

Better conditions, Better lifestyle – Be a Health Professional in Canberra

Work in high performing inter-professional teams and with experienced colleagues

Highly Valued, Family Friendly, Supportive of Work-Life Balance

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The *Future of Education* strategic plan, highlights the need for high performing Allied Health teams with its core key principles:

Recognising that our allied health professionals' partner with teachers, school leaders and families to reorientate schools as multi-service environments.

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You can drive from one end of town to the other in 40 minutes.

Canberra is 90 minutes from the snow, 90 minutes to the Coast, a 3-hour drive to Sydney and a short flight to most eastern seaboard and southern major capital cities.

The Roles

Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your Allied Health career will also benefit from a move to the ACT Education Directorate. As a highly valued part of the Student Engagement and School teams you will have the opportunity to contribute to the development, implementation and evaluation of programs and interventions which support schools assist students participate in school according to their unique abilities. Your role may include delivering teacher training, strengthening school capacity, developing support programs and best practice adjustments and intervention for students who have a range of learning difficulties and disabilities. You will have opportunities to develop your clinical skills with a range

of student needs within mainstream and specialist school teams as well as the Allied Health Student Engagement Team.

Be rewarded now and into your future

The current Health Professionals Enterprise Agreement continues to support Health Professionals in providing high-quality services in our Education Directorate. The Agreement includes a range of excellent work and leave conditions including flexible working arrangements and attractive remuneration and superannuation conditions as well as the availability of additional purchased leave and other salary sacrifice options.

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Interview appointments are flexible and can be conducted virtually

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Generous Relocation Reimbursement

For those relocating to Canberra for these Health Professional positions a generous reimbursement, of up to \$12,000 for singles/couples and \$2000 per dependant, is offered for relocation expenses. Relocation expenses will be reimbursed to the successful applicant in accordance with Clause C18 of the Health Professional Enterprise Agreement 2018-2021.

Your skills and experience

Qualifications as an Occupational Therapist with demonstrated ability to work with all students, including those with disability, learning difficulties, complex needs and/or trauma background.

Outstanding interpersonal skills

Proven capacity to work as part of a team and the ability to use own initiative and to work independently and with supervision (appropriate to your career progression)

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.

Eligibility/Other Requirements:

Tertiary qualifications in Occupational Therapy.

Current professional registration: Occupational Therapist registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with the relevant Workplace Health and Safety standards.

Current drivers licence essential, including access to a private vehicle for work purposes.

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

Note: This is a temporary position available for a period of 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill similar vacancies over the next 12 months. Placements will be offered on the basis of organisational/profession need, Health Professional Level of available vacancy and applicants' availability. Full time and part time hours will be considered. Selection may be based on application and referee reports only.

***Relocation allowances may be available for suitable candidates in accordance with C18 – Reimbursement of Reasonable Relocation Expenses, *ACT Public Sector Health Professional Enterprise Agreement 2018 -2021*.

How to Apply:

INTERESTED IN APPLYING?

If you are interested in making a difference to the outcomes of our children and young people, we encourage you to submit an application. To enable us to assess your merit, your application should include your:

1.current curriculum vitae.

Your curriculum vitae is your introduction to the selection committee and includes personal details, professional experience, and qualifications. It may also contain a list of publications, presentations, awards or honours, affiliations with professional associations and community interests relevant to the capabilities. The format may be chronological and/or functional. A chronological curriculum vitae starts with your most recent experience. A functional curriculum vitae concentrates on what has been achieved, rather than the positions held. Focus on relevant achievements rather than merely describing the duties of positions held.

2.Individual response to the Selection Criteria

In four pages or less your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is in your

interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

3. Two Referees

Provide two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection process, and the panel may request a written or verbal referee report. It may also be necessary to go to additional referees. Referees will not be contacted without your knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 Amie.Corrigan@act.gov.au

Service Design and Delivery

Student Engagement

Student Engagement Social Worker

Health Professional Level 1/2/3 \$64,531 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 37338, several)

Gazetted: 08 October 2021

Closing Date: 26 October 2021

Details: Social Workers – Health Professionals Level 1/2/3

Better conditions, Better lifestyle – Be a Health Professional in Canberra

Work in high performing inter-professional teams and with experienced colleagues

Highly Valued, Family Friendly, Supportive of Work-Life Balance

Join ACT Education as a Social Worker and enjoy a career making a difference within our Education system for students. The Directorate's Allied Health Team (including speech pathologists, occupational therapists, physiotherapists, psychologists and social workers) has continued to grow over recent years which shows how much our work is valued by our school communities and our Directorate. We are now expanding our team again and have positions for suitably qualified Health Professionals with a range of years of experience. Full and part-time positions are available and will be offered on 12-month temporary basis, with the possibility of permanency. Positions are available at Health Professional 1, 2 and 3 levels and with opportunities to work as part of a centralised support team or directly in schools.

The *Future of Education* strategic plan, highlights the need for high performing Allied Health teams with its core key principles:

Recognising that our allied health professionals' partner with teachers, school leaders and families to reorientate schools as multi-service environments.

Supports for learning and wellbeing are available and provided to students.

Empowering professionals, teachers and school leaders to meet the learning needs of all students.

Be part of the continued growth of Allied Health School Support Services

With Canberra being one of the fastest growing areas in Australia the ACT needs more Health Professionals now and into the future. This growth presents more opportunities within our unique Directorate:

The ACT Education Directorate offers career and promotion opportunities for Health Professionals that can meet your professional needs and preferences. Roles are available in the Schools, Allied Health Student Engagement Teams, Flexible Education, and Targeted Support.

You can drive from one end of town to the other in 40 minutes.

Canberra is 90 minutes from the snow, 90 minutes to the Coast, a 3-hour drive to Sydney and a short flight to most eastern seaboard and southern major capital cities.

The Roles

Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your Allied Health career will also benefit from a move to the ACT Education Directorate. As a highly valued part of the Student Engagement and School teams you will have the opportunity to contribute to the development, implementation and evaluation of programs and interventions which support schools assist students participate in school according to their unique abilities. Your role may include delivering teacher training, strengthening school capacity, developing support programs and best practice adjustments and intervention for students who have a range of learning difficulties and disabilities. You will have opportunities to develop your clinical skills with a range of student needs within mainstream and specialist school teams as well as the Allied Health Student Engagement Team.

Be rewarded now and into your future

The current Health Professionals Enterprise Agreement continues to support Health Professionals in providing high-quality services in our Education Directorate. The Agreement includes a range of excellent work and leave conditions including flexible working arrangements and attractive remuneration and superannuation conditions as well as the availability of additional purchased leave and other salary sacrifice options.

Even more benefits to working for us

Flexibility During Uncertain Times

Interview appointments are flexible and can be conducted virtually

Your commencement date can be negotiated to account for border restrictions or relocation timelines

Generous Relocation Reimbursement

For those relocating to Canberra for these Health Professional positions a generous reimbursement, of up to \$12,000 for singles/couples and \$2000 per dependant, is offered for relocation expenses. Relocation expenses will be reimbursed to the successful applicant in accordance with Clause C18 of the Health Professional Enterprise Agreement 2018-2021

Your skills and experience

Qualifications as a Social Worker with demonstrated ability to work with all students, including those with disability, learning difficulties, complex needs and/or trauma background.

Outstanding interpersonal skills

Proven capacity to work as part of a team and the ability to use own initiative and to work independently and with supervision (appropriate to your career progression)

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.

Eligibility/Other Requirements:

Tertiary qualifications in Social Work.

Current professional registration: Social worker membership with the Australian Association of Social Workers or eligibility for membership.

Current drivers licence essential, including access to a private vehicle for work purposes.

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

Note: This is a temporary position available for a period of 12 months with the possibility of permanency. A merit pool will be established from this selection process and may be used to fill similar vacancies over the next 12 months. Placements will be offered on the basis of organisational/profession need, Health Professional Level of available vacancy and applicants' availability. Full time and part time hours will be considered. Applicants may be selected on application and referee reports only.

***Relocation allowances may be available for suitable candidates in accordance with C18 – Reimbursement of Reasonable Relocation Expenses, *ACT Public Sector Health Professional Enterprise Agreement 2018 -2021*.

How to Apply:

INTERESTED IN APPLYING?

If you are interested in making a difference to the outcomes of our children and young people, we encourage you to submit an application. To enable us to assess your merit, your application should include your:

Current curriculum vitae

Your curriculum vitae is your introduction to the selection committee and includes personal details, professional experience, and qualifications. It may also contain a list of publications, presentations, awards or honours, affiliations with professional associations and community interests relevant to the capabilities. The format may be chronological and/or functional. A chronological Resumé starts with your most recent experience. A functional curriculum vitae concentrates on what has been achieved, rather than the positions held. Focus on relevant achievements rather than merely describing the duties of positions held.

Individual response to the Selection Criteria

In four pages or less your Statement of Claims against the selection criteria should summarise how your skills, personal qualities and experiences would enable you to fulfil the responsibilities of the position. It is in your interests to present your application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

3. Two Referees

Provide two referees with a thorough knowledge of your work performance and outlook. Ensure that one of the referees is your current or immediate past supervisor. Referees may be contacted at any time during the selection

process, and the panel may request a written or verbal referee report. It may also be necessary to go to additional referees. Referees will not be contacted without your knowledge

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 Amie.Corrigan@act.gov.au

Office for Schools

South Canberra/Weston Network

Narrabundah Early Childhood School

Koori Preschool Assistant

School Assistant 3 \$56,858 - \$61,194, Canberra (PN: 30880)

Gazetted: 07 October 2021

Closing Date: 21 October 2021

Details: Narrabundah Early Childhood School (NECS) is seeking a dynamic, motivated co-educator (Learning Support Assistant) to join our team to deliver excellent results with particular expertise in Aboriginal and Torres Strait Islander education. Working as part of an education team and a commitment to collaborating with families is critical at NECS. NECS is an ACT Public School. We are a small community focussed school, specialising in early childhood education and care. Approximately 24% of our children identify as Aboriginal or Torres Strait Islander. Koori preschool operates Wednesday – Friday during school terms. The applicant must be able to work in a 60% capacity (8.30am – 3.30pm), Wednesday to Friday. The Koori preschool teaching team work in collaboration with the wider preschool team aligned with whole school priorities. This is an Aboriginal and Torres Strait Islander identified position.

Eligibility/Other Requirements

Mandatory:

Must have current ACT Working with Vulnerable People registration.

Must have an ACEQA approved Certificate III in Education and Care or equivalent ACEQA approved qualification.

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.

Highly desirable:

An awareness of, or experience with, trauma informed practice.

Desirable:

ACEQA approved First Aid qualification or willingness to undertake appropriate training.

Notes: This position is permanent part-time at (18:45) hours per week and the full-time salary noted above will be pro-rata. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are to provide a current curriculum vitae, statement of claims based on the Knowledge, Skills and abilities outlined in the Selection Criteria located in the Position Description (maximum 3 pages) and two referees. For more information about this opportunity, please contact the contact officer.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julie Dixon (02) 6142 3828 julie.dixon@ed.act.edu.au

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

Service Design and Delivery

Digital Strategy, Services and Transformation

Assistant Director, Branch Communications and Support

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 42894)

Gazetted: 07 October 2021

Closing Date: 14 October 2021

Details: This is a critical leadership position that has an influential role in representing the customer's digital and technology needs within the Directorate and will be actively involved in all facets of the branches communication and support processes. The role is central to facilitating the smooth running of the Branch by co-ordinating and managing Ministerial, Executive and Customer correspondence and responses from the Branch. The role will also support Branch performance reporting and monitoring to report to the Executive.

Our ideal candidate takes ownership of issues and has, or can demonstrate the ability to have, an overall perspective on business issues, events, activities and an understanding of their wider implications and long-term impact in the education sector.

You can 'wear multiple hats' and juggle priorities, be resilient and tactful, are passionate about what you do and committed to making a difference.

Note: This is a temporary position available immediately up until 4 January 2022, with the possibility of extension up to 12 months or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply:

In two pages or less tell us:

why you want the role;

what you would bring to the role and what you would get out of it; and

describe an achievement that you are most proud of.

A current curriculum vitae,

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Kelly Bartlett (02) 6207 5663 kelly.bartlett@act.gov.au

Business Services

Executive Branch Manager, People and Performance

Executive Level 1.4 \$254,933 - \$264,885 depending on current superannuation arrangements, Canberra (PN: E222)

Gazetted: 11 October 2021

Closing Date: 25 October 2021

Details: The Education Directorate has a long-term vacancy from December 2021 to December 2026 to fill the position of Executive Branch Manager, People and Performance.

The Executive Branch Manager, People and Performance is responsible for planning, developing, co-ordinating and implementing human resources strategies, policies and processes for the Directorate to optimise use of human resources in achieving corporate goals. The Executive Branch Manager is responsible for working with senior colleagues to build the workforce capability of all staff and to improve business productivity and learning outcomes.

The position reports to the Executive Group Manager Business Services and provides the Director-General and Senior Executive Team with strategic advice across the full range of human resource management functions.

As a leader in the Business Services Division, the Executive Branch Manager will contribute to the design and delivery of significant human resources improvement initiatives aligned with the directions and priorities of the Directorate's Strategic Plan.

The goals of the Strategic Plan 2018 – 2021 are:

Build a united leadership team

Demonstrate evidence informed decision making

Foster our learning culture

Invest early

Create schools where students love to learn.

To undertake the role successfully, the candidate must possess the following attributes:

A visionary, astute and resilient leader with a passion for education.

High level intellectual and analytical skills, with the ability to evaluate and report clearly on complex educational human resource issues, strategic financial and operational issues and to lead and manage the Directorate in implementing the Government's education agenda.

Ability and commitment to working collaboratively across Directorate for outcomes.

A commitment to a collaborative style with a track record of whole-of-government solutions.

High level skills in working with unions and strong proven experience in Industrial Relations.

Technologically literate to meet the challenges of a connected world.

Political sensitivity and astuteness.

Sophisticated understanding of the demands of public sector accountability.

Systems thinker.

A level of personal drive, energy and commitment.

A commitment to learning and fostering development of people.

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 candidate will be engaged under a performance-based contract for a period of five years. Prospective applicants should be aware that 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. All applications must be submitted to Shared Services.

Applications should be submitted via the Apply Now button below.

Contact Officer: Meghan Oldfield (02) 6207 5716 meghan.oldfield@act.gov.au

School Improvement Group

Principal - Various ACT Public Schools

School Leader A 3 \$173,364 - \$200,133, Canberra (PN: Principals - Various ACT Schools)

Gazetted: 07 October 2021

Closing Date: 21 October 2021

Early Childhood and Primary

Arawang Primary School (SLA1) P01815

Neville Bonner Primary School (SLA2) P29141

O'Connor Cooperative School (SLA1) P16020

Taylor Primary School (SLA1) P04149

High School and Combined (P-10)

Harrison School P-10 Executive Principal (SLA3) P11098

Lyneham High School (SLA2) P01667

College

Canberra College (SLA2) P45307

Lake Tuggeranong College (SLA2) P45295

Narrabundah College (SLA1) P45291

Job Description: See the School Leader Application Package.

Eligibility/Other Requirements:

Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

How to Apply:

Please submit your curriculum vitae (two pages), statement of claims based on the leadership capabilities outlined in the Position Description (maximum six pages), contact information for two referees and Application Coversheet. Applicants will submit a single application identifying the Principal position/s you are applying for. You will need to clearly identify the Principal positions you wish to apply for within the introduction section of the statement of claims (refer How to Apply below) as well as on the Application Coversheet.

The aim of a written response is to provide the selection panel with clear, concise information and evidence about your demonstrated suitability and potential to perform the role effectively. Before you start your written response, check the format and style that is being requested as this may differ from other formats and styles you've prepared previously. Any written response should be persuasive with evidence-based examples to demonstrate your abilities. Questions about individual school leader positions should be directed to the Contact Officer. This can help when preparing your submission as the contact officer will provide more detailed information about the position. Conducting research about the Directorate, the ACT Government and the ACT Public Service before making a submission may also provide you with insights to help make your responses more relevant.

Assessment:

Joint Selection Committees (JSC) for each sector i.e. Early Childhood/Primary, High School/Combined (P-10), and College will be established to assess applicants. Membership of JSCs and assessment of applicants i.e. shortlisting,

interview and referees will be in accordance with the *ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022* and Procedures for filling school leader positions.

Note: Given ongoing COVID-19 pandemic applicants should anticipate interviews will be conducted online.

Applications should be submitted via the Apply Now button below.

Service Centre Team Leader

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 44257)

Gazetted: 11 October 2021

Closing Date: 25 October 2021

Details: Digital Strategy, Services and Transformation (DSST) Branch provides services to the Directorate in identifying, developing and managing appropriate information and technical resources for corporate and school staff as well as students. This includes managing and providing advice and business and technical support on Teaching and Learning systems, Business and Administration systems, Information and Communication Technology (ICT) programs and relevant policies and procedures. To provide this support we have a Service Centre, for which we are currently seeking a Team Leader.

The role involves a range of responsibilities including providing excellent customer service and support via a range of channels, managing the workload and reporting requirements of the service centre as well as providing a range of assistance to the overarching team in regard to the team's deliverables.

To be successful in this role you will have skills in service delivery; exceptional organisation skills and initiative to manage multiple priorities and demands; excellent stakeholder relationship skills to work collaboratively with schools and team members; and well-developed communication skills with an ability to be responsive and efficient.

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.

Education Directorate 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.

Eligibility/Other Requirements:

The ideal candidate will have excellent customer service skills, with a demonstrated knowledge of service centre operations.

ITIL Qualifications will be well regarded.

An understanding of the Education environment is desirable.

Notes: This is a temporary position available until 30 April 2022 with the possibility of permanency.

Under the current COVID-19 restrictions many staff are currently working from home with limited access to on-site working. Please discuss any concerns around these arrangements with the contact officer.

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

How to Apply: Please provide a two-page statement addressing:

How your skills align to this role;

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

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

A current curriculum vitae with contact details for at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jodie Crawford (02) 6207 1946 Jodie.Crawford@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

Environment

Conservation Planning and Policy Branch

Parks Planning and Policy

Assistant Director, Parks Planning and Policy

Senior Professional Officer Grade C \$111,887 - \$120,436, Canberra (PN: 55120)

Gazetted: 13 October 2021

Closing Date: 27 October 2021

Details: The Parks Planning and Policy Section of the Environment, Planning and Sustainable Development Directorate is responsible for preparing statutory management plans for conservation reserves to protect biodiversity, and promote appropriate recreational, educational and scientific uses within reserve areas. The section also prepares policies, plans and strategies for the management of key natural resources in reserves, reviews existing reserve management plans and prepares implementation reports.

All processes require the preparation of associated documents, advice to the Minister and extensive stakeholder and public consultation.

The section also provides conservation advice to the ACT Government on a broad range of government policies and strategies.

What we are looking for

A committed, enthusiastic person to work in a small team and partner with the community to protect, conserve and enhance the natural and cultural values of the ACT.

A team player, who will participate with other members of the team to foster a culture of respect, innovation, collaboration and integrity.

A person with demonstrated experience in natural resource management and a sound knowledge of conservation planning issues related to the ACT.

A person with excellent written and oral communication skills, project management skills and experience in preparing documents related to the management of public land reserves, and

A person with excellent facilitation skills who will develop and maintain effective relationships with multiple stakeholders.

Eligibility/Other Requirements:

Tertiary qualifications in a relevant field of natural resource management, environmental planning or related discipline

A current manual driver's licence.

Note: This is a temporary position available immediately until 30 June 2022 with the possibility of extension up to 12 months. This position is required to work within 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 vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please send your curriculum vitae, details of two referees, and a response addressing the Selection Criteria (detailed in the Position Description) with no more than half a page per criteria. Applications that do not address the Selection Criteria will not be assessed.

Applications should be submitted via the Apply Now button below.

Contact Officer: Brian Prince (02) 6207 2125 Brian.Prince@act.gov.au

Environment, Heritage and Water

Conservation Research

Deputy Director, Conservation Research

Senior Professional Officer Grade B \$131,773 - \$148,344, Canberra (PN: 53277)

Gazetted: 13 October 2021

Closing Date: 27 October 2021

Details: This is an exciting opportunity to join a dynamic and committed team in ACT Government. We are seeking a new Deputy Director of the Conservation Research branch, a small and highly collaborative scientific team within the Environment, Heritage and Water Division. In order to underpin and promote evidence-based management, policy and decision making, we undertake a range of research and monitoring programs primarily focused on ACT biodiversity, threats, and conservation/management interventions; provide expert advice into a wide range of Government approval, licensing, operational and planning processes; advise on and implement threatened species and ecological community recovery plans; and carry out fisheries management.

With minimal direction, this position will have key responsibilities as follows:

Strategic oversight and implementation of Branch operations to ensure efficient, effective and safe working arrangements across multiple sites;

Provide effective management and leadership of an ecological science program within the CR branch. This could involve various areas of disciplinary expertise, within the constraints of ensuring complementarity with other programs across the Branch, but must include expertise in the vegetation ecology of the ACT;

Contributing to strategic planning and management for the branch;

Provide expert ecological, statistical and experimental design expertise to support the work of CR staff.

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

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in ecology, environmental science, natural resource management or similar field.

Extensive relevant experience in a leadership role.

Current manual driver's licence.

Highly Desirable:

Extensive experience in experimental design and statistical analysis.

Extensive experience in the ACT or other government environment/NRM agencies.

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

How to Apply: Please provide a short (two-three page) document that includes a response to each Selection Criteria. A covering letter is not required. You are very welcome to call the contact officer to discuss this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rosie Cooney (02) 6205 0023 Rosie.Cooney@act.gov.au

Planning and Urban Policy

Building Reform

Senior Director

Senior Officer Grade A \$153,041, Canberra (PN: 53519)

Gazetted: 11 October 2021

Closing Date: 25 October 2021

Details: Environment Planning and Sustainable Development Directorate (EPSDD) Building Reform is seeking a motivated and energetic policy professional to lead the ongoing development and implementation of policies and programs in priority areas for the ACT Government. Leading a multi-disciplinary team, the role of Senior Director will be responsible for building policy and reform projects. This position requires excellent policy, legislative development and time management skills and experience in strategic policy and regulatory reforms is highly desirable.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or demonstrated equivalent industry/professional experience at a senior level in a policy role, with a commitment to ongoing professional development are highly desirable.

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

How to Apply: A two page pitch, addressing the selection criteria, together with a curriculum vitae and details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Bethel Sendaba (02) 6205 0030 Bethel.Sendaba@act.gov.au

Statutory Planning

Leasing Services

General Lease Administration Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 40730)

Gazetted: 08 October 2021

Closing Date: 22 October 2021

Details: The Statutory Planning Division is seeking a motivated and energetic person to work as a general lease administration officer in Leasing Services.

The successful candidate will:

Process, assess and determine development applications and undertake other tasks associated with the delivery of development outcomes.

Assist with the granting and associated lease administration processes of Crown leases and licences including the assessment of further lease applications, land rent payout applications, consent to transfer applications and the interpretation of Crown leases, in accordance with the requirements of the relevant legislation and the Territory Plan.

Provide exceptional customer service and advice to development proponents, community and industry in relation to the development application process and lease administration, including in writing, over the phone, over the counter and in the pre-development and post-development stages.

Contribute to a culture of constant improvement and innovation by both suggesting and listening to new ways of working which improve services to the community and other stakeholders and implementing those solutions.

Draft various documents to a high standard including but not limited to Notice of Decisions, approval documents and correspondence to tight deadlines and managing a number of priorities in conjunction with supporting your supervisor/manager and the executive. This includes the timely circulation of documents, the collation of agency responses, the storage and electronic filing of documents, and the routine management of data and records in accordance with the *Territory Records Act 2002*.

Undertake other tasks, as directed.

Eligibility/Other Requirements: Experience or qualifications in Urban Planning, Law or Government/Lease Administration would be an advantage.

Notes: A Merit Pool will be established from this selection process and will be used to fill identical vacancies over the next 12 months. Please note, this position will be in a 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: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability, including contact details of at least two referees and a current curriculum vitae.

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

Contact Officer: Aaron Oshyer (02) 6205 8394 Aaron.Oshyer@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 and Operations

Executive Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 39532)

Gazetted: 07 October 2021

Closing Date: 10 October 2021

Details: Are you interested in an opportunity to work with the Chief Operating Officer Executive support team?

The role is fundamental in supporting the COO in delivering against a range of deliverables for the Directorate.

To be competitive for this role you will need to be highly organised, thrive in a dynamic workplace, and have high level coordination, communication, and stakeholder management skills.

You will need to demonstrate a high degree of energy, independence, resilience, and confidentiality, while being adaptive in the workplace to meet requirements in a fast-paced environment.

The duties of the role include reviewing and coordinating multiple projects and priorities for the COO across the division, the Directorate and Whole of Government. The successful applicant should be able to demonstrate an understanding and ability to 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.

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

Notes: This is a temporary position available from 10 November 2021 until 4 July 2022 with the possibility of extension up to 12 months. This position is part of a workplace designed for activity-based working (ABW). Under

ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on written application and referee reports only.

How to Apply: If this sounds like you, send your pitch of no more than two pages telling us why you're the right person for the advertised job and a current curriculum vitae with contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Craig Simmons (02) 6207 9737 Craig.Simmons@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 Human Rights Commission

Victims of Crime Commissioner

Intermediary Program

Intermediary

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53198)

Gazetted: 13 October 2021

Closing Date: 5 November 2021

Details: The ACT Victims of Crime Commissioner is seeking a highly motivated Senior Intermediary and Intermediaries to work in the Intermediary Program.

Intermediaries are accredited professionals and independent *officers of the court*. They provide specialised advice at police investigative interviews, to lawyers and at court to facilitate the giving of evidence by vulnerable witnesses.

The intermediary role primarily involves effectively facilitating communication between: witnesses and police; and

witnesses, lawyers and others at court during the criminal trial process.

The duties of an Intermediary include, but are not limited to:

assessing witnesses' communication needs and directly advising police and courts about how to communicate with witnesses to ensure provision of their best evidence, including through providing comprehensive written reports on individual witnesses' communication needs prior to them giving evidence;

contributing technical expertise and experience to assist the continued delivery of the ACT Intermediary Program, including assisting with the development of program guidance and policies, and providing training and support to other program intermediaries and a range of criminal justice stakeholders;

maintaining strong relationships with key stakeholders including police, legal professionals, and the judiciary to continue delivering a highly effective and responsive Program; and

the Senior Intermediary will lead discrete bodies of work related to Program operation and continued improvement. They will also work closely with the Intermediary Program Director and other Senior Intermediary, to contribute to Program planning, implementation, monitoring and development including the development of Program guidelines and policy documents.

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 a disability are encouraged to apply.

Eligibility/Other Requirements: These are challenging roles, which will require the successful candidates to work closely with vulnerable witnesses, police, legal professionals and the judiciary. If you want to work in a collaborative, fast-paced environment to deliver a ground-breaking access to justice program in the ACT, this is the role for you.

Note: The Intermediary Program has SOGB, SOGC and ASO6 intermediary roles available. We encourage candidates to consider applying for multiple roles across these classifications, as relevant to your skills and experience. These permanent full time roles are available immediately. A Merit Pool will be established from each selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. If you are a person with a disability and would like assistance to apply for this position, please contact the position Contact Officer.

How to Apply: See the attached role descriptions for further information regarding duties and responsibilities.

Interested applicants should prepare a two-page pitch addressing the Selection Criteria and illustrating how your

abilities, experience and qualifications make you the best person for this role. Please upload your pitch, along with your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Cilesio (02) 6207 5510 Laura.Cilesio@act.gov.au

**ACT Human Rights Commission
Victims of Crime Commissioner
Intermediary Program
Intermediary**

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 52883)

Gazetted: 13 October 2021

Closing Date: 5 November 2021

Details: The ACT Victims of Crime Commissioner is seeking a highly motivated Senior Intermediary and Intermediaries to work in the Intermediary Program.

Intermediaries are accredited professionals and independent *officers of the court*. They provide specialised advice at police investigative interviews, to lawyers and at court to facilitate the giving of evidence by vulnerable witnesses.

The intermediary role primarily involves effectively facilitating communication between: witnesses and police; and

witnesses, lawyers and others at court during the criminal trial process.

The duties of an Intermediary include, but are not limited to:

assessing witnesses' communication needs and directly advising police and courts about how to communicate with witnesses to ensure provision of their best evidence, including through providing comprehensive written reports on individual witnesses' communication needs prior to them giving evidence;

contributing technical expertise and experience to assist the continued delivery of the ACT Intermediary Program, including assisting with the development of program guidance and policies, and providing training and support to other program intermediaries and a range of criminal justice stakeholders;

maintaining strong relationships with key stakeholders including police, legal professionals, and the judiciary to continue delivering a highly effective and responsive Program; and

the Senior Intermediary will lead discrete bodies of work related to Program operation and continued improvement. They will also work closely with the Intermediary Program Director and other Senior Intermediary, to contribute to Program planning, implementation, monitoring and development including the development of Program guidelines and policy documents.

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 a disability are encouraged to apply.

Eligibility/Other Requirements: These are challenging roles, which will require the successful candidates to work closely with vulnerable witnesses, police, legal professionals and the judiciary. If you want to work in a collaborative, fast-paced environment to deliver a ground-breaking access to justice program in the ACT, this is the role for you.

Note: The Intermediary Program has SOGB, SOGC and ASO6 intermediary roles available. We encourage candidates to consider applying for multiple roles across these classifications, as relevant to your skills and experience. These permanent full time roles are available immediately. A Merit Pool will be established from each selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. If you are a person with a disability and would like assistance to apply for this position, please contact the position Contact Officer.

How to Apply: See the attached role descriptions for further information regarding duties and responsibilities.

Interested applicants should prepare a two-page pitch addressing the Selection Criteria and illustrating how your abilities, experience and qualifications make you the best person for this role. Please upload your pitch, along with your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Cilesio (02) 6207 5510 Laura.Cilesio@act.gov.au

**ACT Human Rights Commission
Victims of Crime Commissioner
Intermediary Program
Senior Intermediary**

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 44376)

Gazetted: 13 October 2021

Closing Date: 5 November 2021

Details: The ACT Victims of Crime Commissioner is seeking a highly motivated Senior Intermediary and Intermediaries to work in the Intermediary Program.

Intermediaries are accredited professionals and independent *officers of the court*. They provide specialised advice at police investigative interviews, to lawyers and at court to facilitate the giving of evidence by vulnerable witnesses.

The intermediary role primarily involves effectively facilitating communication between: witnesses and police; and

witnesses, lawyers and others at court during the criminal trial process.

The duties of an Intermediary include, but are not limited to:

assessing witnesses' communication needs and directly advising police and courts about how to communicate with witnesses to ensure provision of their best evidence, including through providing comprehensive written reports on individual witnesses' communication needs prior to them giving evidence;

contributing technical expertise and experience to assist the continued delivery of the ACT Intermediary Program, including assisting with the development of program guidance and policies, and providing training and support to other program intermediaries and a range of criminal justice stakeholders;

maintaining strong relationships with key stakeholders including police, legal professionals, and the judiciary to continue delivering a highly effective and responsive Program; and

the Senior Intermediary will lead discrete bodies of work related to Program operation and continued improvement. They will also work closely with the Intermediary Program Director and other Senior Intermediary, to contribute to Program planning, implementation, monitoring and development including the development of Program guidelines and policy documents.

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 a disability are encouraged to apply.

Eligibility/Other Requirements: These are challenging roles, which will require the successful candidates to work closely with vulnerable witnesses, police, legal professionals and the judiciary. If you want to work in a collaborative, fast-paced environment to deliver a ground-breaking access to justice program in the ACT, this is the role for you.

Note: The Intermediary Program has SOGB, SOGC and ASO6 intermediary roles available. We encourage candidates to consider applying for multiple roles across these classifications, as relevant to your skills and experience. These permanent full time roles are available immediately. A Merit Pool will be established from each selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. If you are a person with a disability and would like assistance to apply for this position, please contact the position Contact Officer.

How to Apply: See the attached role descriptions for further information regarding duties and responsibilities.

Interested applicants should prepare a two-page pitch addressing the Selection Criteria and illustrating how your abilities, experience and qualifications make you the best person for this role. Please upload your pitch, along with your curriculum vitae and the contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Laura Cilesio (02) 6207 5510 Laura.Cilesio@act.gov.au

**Emergency Services Agency
ACT Ambulance Service
Ambulance Operations
Graduate Paramedic Intern**

Graduate Paramedic Intern \$75,404 plus penalties, Canberra (PN: 09274, several)

Gazetted: 12 October 2021

Closing Date: 11 November 2021

Details: About the Australian Capital Territory Ambulance Service (ACTAS)

ACTAS is responsible for providing emergency and non-emergency ambulance services to the ACT community. Our emergency operations comprise Graduate Paramedic Interns, Ambulance Paramedics and Intensive Care Paramedics who consistently achieve exceptionally high patient satisfaction scores. As part of the ACT Emergency Services Agency we work closely with the other emergency services 24 hours a day, 7 days a week.

ACTAS operates a modern fleet of emergency ambulances, non-emergency patient transport vehicles and a range of specialist assets including 4WD, single response and multi-purpose vehicles. In addition to our ground vehicles, ACTAS also provides Intensive Care Paramedics to the SouthCare Toll rescue helicopter. Each month ACTAS attends to in excess of 5,000 incidents in the ACT region.

The role:

ACTAS is seeking applications from recently graduated (or soon to graduate) paramedics to join the service in the position of Graduate Paramedic Intern. To be successful in your application you will:

Be a registered paramedic with Ahpra (or eligible to obtain registration),

Have successfully completed (or due to complete) a bachelor's degree in Paramedical Science (or equivalent) that will enable registration as a paramedic in Australia,

Be a team player capable of embracing the ACTAS leadership framework, and

Meet all criteria stated in the Position Description.

The location:

Well serviced by major shopping precincts, universities, sporting centres and an international airport, the Canberra region has everything that you need for you and your family to make yourselves at home. More than half of the ACT is protected as a nature reserve meaning that bushwalks, mountain bike trails, waterfalls, rivers and spectacular lookouts are all within easy reach of the CBD. Want to venture further afield? The hustle and bustle of Sydney, the tranquillity of the NSW south coast or the excitement of the snow country are all within easy driving distance. More information on the region can be found at <https://visitcanberra.com.au/>.

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: There are several positions available. 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. Current and former ADF members are encouraged to apply.

Inclusion Statement:

We welcome people with experience from the community, public and private sectors able to meet the technical, physical and aptitude capability requirements of this role. We believe the more diverse our knowledge base is, the better our results will be.

If you are an Aboriginal or Torres Strait Islander, a veteran, identify as LGBTIQ+, or if you bring the life experience of a culturally and linguistically different background, we are especially welcoming of your application.

How to Apply: Application:

In order to apply you will need the following documents:

A current curriculum vitae (not more than two pages),

Your response to the professional and behavioural capabilities within the position description (maximum two pages, minimum size 11 font, normal margins),

Evidence of vaccinations,

Proof of holding a Class C (or equivalent) driver's licence and a demerits transcript (not older than three months old at the time of submission), including a scanned copy of both sides of your driving licence.

Academic transcript from a relevant qualification that will allow registration as a paramedic with Ahpra (once qualified), and

a demerit points transcript from the relevant motor registry authority in your state, territory or country which is no more than three months old;

Completed Statutory Declaration and Medical Consent forms.

If you can see yourself working with ACTAS then please follow the link.

Applications should be submitted via the Apply Now button below.

Contact Officer: Barbara Stephens 02 62078482 jacsactasrecruitment@act.gov.au

ACT Human Rights Commission

Discrimination, Health Services, Disability and Community Services Commissioner

Senior Conciliator and Review Officer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53396)

Gazetted: 12 October 2021

Closing Date: 28 October 2021

Details: The ACT Human Rights Commission is an independent agency established by the *Human Rights Commission Act 2005*. The role of the ACT Human Rights Commission is to resolve complaints and promote rights, including to:

- provide an independent, fair and accessible process for resolving individual complaints;
- promote service improvement;
- promote the human rights and welfare of people; and
- foster understanding of particular legislation.

The ACT Human Rights Commission is seeking an experienced, highly motivated person with excellent communication and interpersonal skills to join our team as a Senior Conciliator and Review Officer. The Senior Conciliator and Review Officer will manage a caseload of complex complaints across multiple jurisdictions including discrimination, health services, disability and community services.

The role also involves the investigation and conciliation (alternative dispute resolution) of complaints and undertaking legal research and policy and project work.

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

Eligibility/Other Requirements:

Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804position. Relevant tertiary qualifications in law or health are highly desirable.

Qualifications and experience in statutory conciliation/alternative dispute resolution are desirable

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

How to Apply: Applicants should submit a 'pitch' of no more than two pages describing how your Knowledge, Experience and Qualifications meet the Professional/Technical Skills and Knowledge and the Behavioural Capabilities of the role, as described in the Position Description. Please also provide your curriculum vitae and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alison Murley (02) 6205 4102 Alison.Murley@act.gov.au

Corporate

Strategic Finance

Assistant Director, Senior Management Accountant

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 45668, several)

Gazetted: 11 October 2021

Closing Date: 18 October 2021

Details: Strategic Finance is seeking a motivated, well organised person who can work independently and as a team member to effectively perform the role and functions of Assistant Director, Senior Management Accountant. They should possess a good understanding and have experience in public sector budget processes and financial frameworks, management accounting skills, excellent analytical ability and are client focused with high-level communication skills.

Strategic Finance is responsible for the analysis of current and emerging economic and financial issues, assisting in the development of the Directorate's budget strategy and specific budget proposals, providing advice on financial performance and trends, and assisting managers with business specific financial needs.

The successful applicant will be required to:

- assist in the development and coordination of the Directorate's internal and external budget process and annual financial statements;
- undertake financial analysis and budget costings;
- financial and performance management reporting and forecast;

assist in ensuring compliance with Treasury guidelines, statutory reporting and other legislation requirements and timeframe; and

liaise and negotiate with other agencies as required.

Note: These are temporary position's available for six months with a possibility of extension up to 12 months. A merit list will be formed to fill any future vacancies within the next 12 months.

How to Apply: Potential candidates should include a supporting statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities which can be found in the Position Description, a current curriculum vitae including the details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Mark Timbrell (02) 6207 0211 mark.timbrell@act.gov.au

Corporate Services

Governance and Business Improvement

Ministerial Services Unit

Assembly Liaison Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 51835)

Gazetted: 08 October 2021

Closing Date: 22 October 2021

Details: JACS (Justice and Community Safety) Ministerial Services Unit is seeking an enthusiastically organised individual to join the team as its Assembly Liaison Officer (ALO).

Reporting to the Assistant Director, Assembly Coordination and Reporting, the ALO is responsible for the swift coordination of all material required to support our four ministers in the 10th ACT Legislative Assembly. The ideal candidate will have excellent interpersonal and communication skills, a sound sense of humour and the ability to work autonomously under pressure to meet varied deadlines and competing priorities.

The position requires a high level of attention to detail and the ability to work collaboratively to foster trusting and productive relationships with a broad range of stakeholders. The time is now to strike on this opportunity and...assemble...the materials required as we begin the process of supporting our new ACT Executive in the 10th ACT Legislative Assembly.

Eligibility/Other Requirements

An understanding of Cabinet, ministerial, ACT Legislative Assembly and machinery-of-government processes is desirable.

Experience in the high-level operation of HPE Content Manager (i.e. TRIM) is desirable.

Notes: This is a temporary position available from 4 January 2022 up to 25 February 2022 with the possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: 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: Chris Bartram (02) 6207 6791 chris.bartram@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra

Bus Operations

Executive Business Officer, Bus Operations

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: A11763)

Gazetted: 12 October 2021

Closing Date: 19 October 2021

Details: As the Executive Business Officer, Bus Operations you will manage the Executive Branch Managers diary and emails as well as providing high level administrative support across the Bus Operations Branch. Working to the Assistant Director, Bus Operations you will be responsible for the oversight of Branch financial and HR management activities. You will assist in the drafting of correspondence including briefs and ministerial responses.

The position also works closely with the Executive Officer to the Director-General and the Director-General to ensure the efficient and effective operation of the Office. The position provides high level executive and administrative support to the Director-General in particular high level diary management and co-ordination as a backfill arrangement when the nominal occupant is on leave.

To succeed in this position, you will be required to have a can-do, team oriented, agile approach to your work. You will be based at the Dickson office but willing to work from several sites across the Branch including operational sites such as bus depots.

Eligibility/Other Requirements

Australian Citizenship

Knowledge of the operations of the Transport Canberra and City Services Directorate would be an advantage.

Experience in providing high level Executive support.

Experience in managing sensitive and classified information

This position is a Designated Security Assessed Position and therefore, if you are selected for this position you will be required to gain and maintain a Negative Vetting 1, National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Notes: Selection may be based on application and referee reports only.

How to Apply: To apply, please submit your current curriculum vitae, contact details of two referees and a two page pitch addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Heidi Stephenson (02) 6205 5043 heidi.stephenson@act.gov.au

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

APPOINTMENTS

ACT Health

Senior Officer Grade A \$153,041

Phillip Burns, Section 68(1), 11 October 2021

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

Sanju George, Section 68(1), 14 October 2021

Senior Officer Grade B \$131,773 - \$148,344

Sandra Muecke, Section 68(1), 7 October 2021

Canberra Health Services

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

Marolyn Ayyong, Section 68(1), 7 October 2021

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

Anja De Ruijter, Section 68(1), 7 October 2021

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

Muhammad Khan, Section 68(1), 11 October 2021

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

Yolanda Lourey, Section 68(1), 14 October 2021

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

Sophie Momot, Section 68(1), 7 October 2021

Health Service Officer Level 5 \$58,589 - \$61,498

Joshua Morgan, Section 68(1), 14 October 2021

Technical Officer Level 1 \$60,942 - \$63,894

Richelle Ninness, Section 68(1), 14 October 2021

Health Service Officer Level 5 \$58,589 - \$61,498

Kyle Thompson, Section 68(1), 14 October 2021

Health Service Officer Level 3/4/5 \$53,886 - \$61,498

Lacelle Tomayo, Section 68(1), 13 October 2021

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

Kwong Chung: 85791111, Section 68 (1), 08/10/2021

Health Service Officer Level 3/4 \$53,886 - \$57,766

Emelio Agnello: 84703415, Section 68 (1), 11/10/2021

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

Jezrelle Dela Paz: 86131561, Section 68 (1), 11/10/2021

Senior Officer Grade B \$131,773 - \$148,344

Patrick Wells: 84884260, Section 68 (1), 11/10/2021

Health Service Officer Level 3 \$53,886 - \$55,637

Janjira Promroeng: 86208696, Section 68 (1), 14/10/2021

Staff Specialist – Senior Specialist Band, \$183,172 - \$247,471

Ankit Jain: 86130358, Section 68(1), 30 September 2021

Chief Minister, Treasury and Economic Development

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

Joanne Abramovic, Section 68(1), 14 October 2021

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

Anh Bui, Section 68(1), 11 October 2021

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

Leah Fatiaki, Section 68(1), 14 October 2021

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

Christopher Gallagher, Section 68(1), 12 October 2021

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

Mitchell Graham, Section 68(1), 5 October 2021

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

Lisa Gray, Section 68(1), 14 October 2021

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

Helen Grocott, Section 68(1), 12 October 2021

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

Seon Ae Lockie, Section 68(1), 11 October 2021

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

Ashley Maloney, Section 68(1), 14 October 2021

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

Rowan McLarnen, Section 68(1), 14 October 2021

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

Kate McNally, Section 68(1), 8 October 2021

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

Kieran Monger, Section 68(1), 8 October 2021

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

Debbie Rock, Section 68(1), 7 October 2021

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

Corrinda Williams, Section 68(1), 12 October 2021

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

Ming Zhong, Section 68(1), 14 October 2021

Community Services

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

Sara Bravini, Section 68(1), 11 October 2021

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

Daisy Khant, Section 68(1), 14 October 2021

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

Karlya Parnell, Section 68(1), 18 October 2021

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

Debbie Wray, Section 68(1), 8 October 2021

Education

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

Michelle Bower, Section 68(1), 11 October 2021

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

Jodie Muir, Section 68(1), 5 October 2021

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

James Wardle, Section 68(1), 11 October 2021

Environment, Planning and Sustainable Development

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

Ei Morioka, Section 68(1), 11 October 2021

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

Vilas Patel, Section 68(1), 18 October 2021

Justice and Community Safety

Prosecutor Associate \$74,237 - \$76,511

Colin Balog, Section 68(1), 18 October 2021

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

Courtney Bellemore, Section 68(1), 11 October 2021

Prosecutor Grade 1 - 2 \$80,621 - \$126,027

Gretta Cuthel, Section 68(1), 19 October 2021

Prosecutor Associate \$74,237 - \$76,511

Hannah Mitchell, Section 68(1), 18 October 2021

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

James Morris, Section 68(1), 20 October 2021

Prosecutor Associate \$74,237 - \$76,511

Archita Sreekumar, Section 68(1), 11 October 2021

Major Projects Canberra

Senior Officer Grade B \$131,773 - \$148,344

Samin Pedram, Section 68(1), 18 October 2021

TRANSFERS

Chief Minister, Treasury and Economic Development

Tamara West

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 42493) (Gazetted 13 August 2021)

Community Services

Peita Bonato

From: Senior Officer Grade A \$153,041

ACT Health

To: Senior Officer Grade A \$153,041

Community Services, Canberra (PN. 31298) (Gazetted 27 August 2021)

PROMOTIONS

ACT Health

**Health System Planning and Evaluation
Local Hospital Network Commissioning Branch
Governance and Reporting
Sinead Clarke**

From: Administrative Services Officer Class 6 \$88,899 - \$101,743
ACT Health
To: †Senior Officer Grade C \$111,887 - \$120,436
ACT Health, Canberra (PN. 53668) (Gazetted 30 August 2021)

**Digital Solutions Division
Technology Operations
Lauren East**

From: Senior Officer Grade B \$131,773 - \$148,344
Canberra Institute of Technology
To: †Senior Officer Grade A \$153,041
ACT Health, Canberra (PN. 44640) (Gazetted 21 May 2021)

**Digital Solutions Division
Technology Operations
Various**

Damian Fuller
From: Senior Information Technology Officer Grade C \$111,887 - \$120,436
Chief Minister, Treasury and Economic Development
To: †Senior Information Technology Officer Grade B \$131,773 - \$148,344
ACT Health, Canberra (PN. 53579) (Gazetted 13 August 2021)

**Digital Solutions Division
Technology Operations
Clinical and Administrative Systems Hub
Casey Hayne**

From: Administrative Services Officer Class 2/3 \$59,016 - \$71,963
Canberra Health Services
To: Information Technology Officer Class 1 \$71,963 - \$81,917
ACT Health, Canberra (PN. 53597) (Gazetted 11 August 2021)

**Corporate and Governance
Governance and Risk
Audit, Risk and Procurement
Cameron Smith**

From: Senior Officer Grade B \$131,773 - \$148,344
ACT Health
To: †Senior Officer Grade A \$153,041
ACT Health, Canberra (PN. 52527) (Gazetted 12 August 2021)

Canberra Health Services

**Clinical Services
Shahla Cowans**

From: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services
To: †Registered Midwife Level 3.1 \$108,237 - \$112,691

Canberra Health Services, Canberra (PN. 29518) (Gazetted 19 August 2021)

Clinical Services

XUEJING HUANG

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 28376) (Gazetted 11 March 2021)

Canberra Health Services

Annie Levido

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

Canberra Health Services

To: Registered Midwife Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 22257) (Gazetted 6 September 2021)

Vanessa Robinson

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 19213) (Gazetted 16 July 2021)

Canberra Health Services

Kristi-Lee Vaughan

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45316) (Gazetted 8 September 2021)

Canberra Institute of Technology

CIT Education and Training Services

Library and Learning Services

Elizabeth Finlay

From: Professional Officer Class 1 \$62,767 - \$87,032

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 54240, several) (Gazetted 12 August 2021)

CIT Education and Training Services

Library and Learning Services

Rachel Karasick

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

Transport Canberra and City Services

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

Canberra Institute of Technology, Canberra (PN. 54242) (Gazetted 12 August 2021)

CIT Corporate Services

Michael Micieli

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 34272) (Gazetted 23 September 2021)

Chief Minister, Treasury and Economic Development

Shared Services

Lisa Baker

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 44701) (Gazetted 23 July 2021)

Workforce Capability and Governance

Whole of Government Industrial Relations and Public Sector Employment

Teneisha Bhalla

From: Graduate Administrative Assistant \$74,237 - \$76,511

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN:52863) (Gazetted 26 August 2021)

Access Canberra

Licence and Registration

Business Support and Training

Jacqueline Dunster

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. 01870) (Gazetted 6 July 2021)

Shared Services

Strategic Finance

Financial Services

Kevin Escobia

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. 52369) (Gazetted 26 November 2021)

Shared Services

Strategic Finance

Financial Services

Anushka Kumar

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. 52371) (Gazetted 26 November 2020)

Digital, Data and Technology Solutions

ICT Strategic Business

Contracts and Licensing

Inge Pieterse

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. 41538) (Gazetted 16 August 2021)

Carla Udvardi

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. 54097) (Gazetted 6 August 2021)

Shared Services

Partnership Services

Service Centre/HR and Finance Service Desk

Katie Voysey

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. 05406) (Gazetted 29 June 2021)

Community Services

Family Safety

Emma Lewis

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

Community Services

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

Community Services, Canberra (PN. 38552) (Gazetted 27 July 2021)

Housing ACT

Policy and Business Transformation

Business Solutions

Penelope Neuendorf

From: Manager Education Level 1 \$129,740

Canberra Institute of Technology

To: †Senior Officer Grade A \$153,041

Community Services, Canberra (PN. 33454) (Gazetted 28 June 2021)

Education

Service Design and Delivery

Learning and Wellbeing Policy and Design

Aboriginal and Torres Strait Islander Education

Ben Johnston

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

Education

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

Education, Canberra (PN. 40485) (Gazetted 17 September 2021)

School Operations

North and Gungahlin Network

Neville Bonner Primary School

Brittney Philips

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 51094) (Gazetted 4 June 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 Delivery and Design

Learning, Wellbeing Policy and Design

Inclusive Education

Rowena Van Ballegooyen

From: School Leader C \$130,338

Education

To: Senior Officer Grade B \$131,773 – 148,344

Education, Canberra (PN:33861) (Gazetted 04 May 2021)

Environment, Planning and Sustainable Development

Corporate Services and Operations

Finance, Information and Assets

Strategic Finance

Ella Caitcheon

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

ACT Health

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

Environment, Planning and Sustainable Development, Canberra (PN. 15486) (Gazetted 20 July 2021)

Environment

ACT Parks and Conservation Service

National Parks and Catchments / Tidbinbilla Nature Reserve

Bradley Moxon

From: Technical Officer Level 1 \$60,942 - \$63,894

Environment, Planning and Sustainable Development

To: Technical Officer Level 2 \$65,966 - \$75,539

Environment, Planning and Sustainable Development, Canberra (PN. 40973) (Gazetted 12 August 2021)

Justice and Community Safety

ACT Corrective Services

Community Operations

Community Operations

Vanessa Akyol-Quinn

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

Justice and Community Safety

To: †Senior Officer Grade A \$153,041

Justice and Community Safety, Canberra (PN. 39826) (Gazetted 14 July 2021)

Emergency Services Agency

People, Culture and Training and Capability Support and Coordination

Devarany Karpay

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 50999) (Gazetted 3 May 2021)

Security and Emergency Management

Office of the Commissioner

Laila Kazak

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

Justice and Community Safety

To: †Senior Officer Grade B \$131,773 - \$148,344

Justice and Community Safety, Canberra (PN. 51418) (Gazetted 31 March 2021)

ACT Human Rights Commission

Victims of Crime Commissioner

Victim Support ACT

Katherine Taplin

From: Senior Officer Grade B \$131,773 - \$148,344

Justice and Community Safety

To: †Senior Officer Grade A \$153,041

Justice and Community Safety, Canberra (PN. 50502) (Gazetted 6 September 2021)

Transport Canberra and City Services

City Services

City Presentation

Place Management

Andrew Hudson

From: General Service Officer Level 7 \$65,966 - \$69,661

Transport Canberra and City Services

To: Technical Officer Level 3 \$77,011 - \$87,032

Transport Canberra and City Services, Canberra (PN. 10330) (Gazetted 21 July 2021)

Chief Operating Office

Legal and Contracts

Samantha Irons

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 43119) (Gazetted 21 September 2021)

City Services

City Presentation

Place Management

DANIELLE MCMAHON

From: General Service Officer Level 5/6 \$58,133 - \$63,979

Transport Canberra and City Services

To: Technical Officer Level 3 \$77,011 - \$87,032

Transport Canberra and City Services, Canberra (PN. 32092) (Gazetted 21 July 2021)

City Services

City Presentation

Place Management

Yogesh Vashist

From: General Service Officer Level 5/6 \$58,133 - \$63,979

Transport Canberra and City Services

To: Technical Officer Level 3 \$77,011 - \$87,032

Transport Canberra and City Services, Canberra (PN. 33887) (Gazetted 21 July 2021)

CORRIGENDA

Community Services

Permanent appointment for Leith Felton-Taylor AGS: 87288501 gazetted 30/09/2021, date of effect should be 28/09/2021.