



ACT Government Gazette

Gazetted Notices for the week beginning 11 November 2021

VACANCIES

ACT Audit Office

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

Financial Audit

Financial Auditor

Auditor/Senior Auditor \$66,867 - \$109,334, Canberra (PN: 45810, several)

Gazetted: 17 November 2021

Closing Date: 28 November 2021

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Territory. To achieve this, the Office undertakes a range of activities including financial statements and performance audits.

The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation.

The ACT Audit Office is seeking permanent staff at the Senior Auditor and Auditor (Financial Audits) levels. We are looking for experienced financial statement auditors with the highest level of personal integrity. Candidates are required to demonstrate good accounting and auditing skills, communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny. The Senior Auditor and Auditor will typically work under the guidance and supervision of Assistant Directors and/or Directors and will be responsible for a range of functions including planning and completing assigned financial audit tasks. Staff work within audit teams consisting of auditors, contractors and consultants and are required to maintain effective and constructive relationships with auditees; and to provide professional and technical audit and accounting advice.

Eligibility/Other Requirements: Relevant tertiary professional accounting, audit and information technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications such as accounting, and audit qualifications provided by CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA ANZ) is also highly desirable.

Note: All employees are required to undergo employment screening. This position is a *Position of Trust 1* and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance or be assessed as suitable to obtain this clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

How to Apply: Applicant must provide a written response to the selection criteria of no longer than three pages. Assessment of applicants for the role include review of the written application, interviews, and consideration of referee's comments.

The position will be offered at a Senior Auditor or the Auditor level based on applicant's skills, qualifications and experience.

Applications should be submitted via the Apply Now button below.

Contact Officer: Claire Wu or Saman Mahaarachchi (02) 6207 4245 or (02) 6207 0831 Claire.Wu@act.gov.au or Saman.Mahaarachchi@act.gov.au

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>

Health System Planning and Evaluation

Commissioning Branch and The Community Sector Contracts and Grants unit

Local Hospital Network

Coordination and Support Officer / Contracts Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 45752, several)

Gazetted: 17 November 2021

Closing Date: 24 November 2021

Details: Are you looking for an opportunity to be part of a great team of people who like to laugh as they create high-quality work? We need a couple of brilliant folk who are strong performers, possess drive initiative and excellent communication skills.

If you are professional, well-organised and enjoy working at a fast pace, these may be the roles you've been looking for.

The Health System Planning and Evaluation Division is recruiting two officers for different teams.

1. The Local Hospital Network (LHN) Commissioning Branch has an administrative role which requires skills in managing a whole-of-branch email inbox. It's like the late 1980s are calling all good Tetris players: can you prioritise what comes into the inbox, move it to the right team, respond to rapidly falling emails and make sure everything fits and is completed on time? We're seeking a workflow champion – someone who looks at multiplying email requests and eats them for breakfast. With one hand tied behind their back. While running backwards over ... you get the picture.

You'll also need to provide broad administrative support to the branch, and direct project and governance support to the LHN Governance and Reporting team who have a collaborative relationship with Calvary Public Hospital. Having a sense of humour, being a good team player and being able to manage upwards will be highly valued.

2. The Community Sector Contracts and Grants Unit (CSCGU) position will undertake a range of contract management activities. They will work within existing established frameworks of legislation, principles, work practices and procedures. Experience in procurement and contract management, monitoring, assessing contract compliance and performance is desirable. The position requires stakeholder liaison in relation to contractual matters.

Eligibility/Other Requirements

Pre-employment National Police check.

Experience managing a high-volume workflow and a fast-moving inbox and the ability to hit the ground running and learn as you go. Experience working in a high-pressured time pressured environment and can work under limited direction.

Exceptional communication skills, both oral and written, and the ability to analyse and breakdown complex matters.

Flexible and with the ability to adapt to a fast-moving environment.

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

Notes: The Health System Planning and Evaluation Division are currently working exclusively from home and have been required to work from home for extended periods during the public health emergency. It is expected that this role will commence in a remote working environment.

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

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:

Provide a written response to the selection criteria – (2) page maximum, telling the panel why you are the best person for this role by relating your experience and qualifications.

A current curriculum vitae (CV) including details of work history (roles, timing, responsibilities, achievements); and Contact details of at least two referees.

Applications longer than (2) pages will not be considered.

Have your response to the selection criteria, CV and referee contacts in one document.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sinead Clarke (02) 5124 9351 sinead.clarke@act.gov.au

Digital Solutions Division

Future Capability

Future Capability Hub

Data Analyst, Reporting and Analysis

Information Technology Officer Class 2 \$88,899 - \$101,743, Canberra (PN: 53999)

Gazetted: 17 November 2021

Closing Date: 6 December 2021

Details: Exciting opportunities exist for an Assistant Director and an Information Technical Officer grade 2 (ITO2) to work in the busy dynamic reporting and analysis team. The Assistant Director/ITO2 will primarily support the team in assisting with the successful implementation of a new Notifiable Diseases Management System (NDMS). In addition, the roles will support responding to data requests and developing reports to be used for management decision making and providing accurate analysis of activity data to all levels of ACT Health. This role is crucial for enabling the ACT Health Directorate to provide quality reporting and analysis and ensure successful implementation of NDMS.

The role of the Assistant Director/ITO2 will be fast-paced and challenging, but you'll be contributing to the transformational change in the ACT health system and we promise we'll have a lot of fun along the way.

These positions will sit within the Future Capability Hub but will work for the Information and Data Management (IDM) branch. The IDM branch is responsible for managing the ACT Health Directorate's reporting requirements to national data agencies and Australian governments. This includes activity, performance and costing data. IDM also manages the Directorate's relationships with the national data agencies, is responsible for developing and monitoring a health performance framework and for the delivery of health services across the ACT.

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

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

Notes: This is a temporary position available from 1 December 2021 until 1 December 2022. A Merit Pool will be established from this selection process and will be used to fill similar vacancies over the next 12 months.

How to Apply: Please submit a response which addresses the Selection Criteria located in the Position Description of no more than 3 pages, your current curriculum vitae and the names and contact details of at least two referees, one of which has a good understanding of your technical skills.

Applications should be submitted via the Apply Now button below.

Contact Officer: Katherine Gechter (02) 5124 9127 Katherine.Gechter@act.gov.au

Corporate and Governance

Governance and Risk

Audit, Procurement and Risk

Procurement Coordinator – PurchaseOrder-2-Pay

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53308)

Gazetted: 17 November 2021

Closing Date: 1 December 2021

Details: Governance and Risk Branch is responsible for establishing and maintaining modern and effective governance and risk management frameworks for the Directorate. The Branch has responsibility for risk management, governance and compliance, internal audit, procurement support and freedom of information services.

As part of the Audit, Risk and Procurement team, the Procurement Coordinator - PurchaseOrder-2-Pay (P2P) will manage the project to develop and implement business processes including policies, procedures and training material to support the use of the P2P system across the Directorate. Additional work opportunities may extend into wider procurement and asset processes relevant to the P2P process.

We are looking for a highly motivated individual who can demonstrate the ability to work with limited supervision, communicate and negotiate with staff of all levels and operate with flexibility and a desire to challenge the status quo in a quest for continuous improvement.

Eligibility/Other Requirements

An understanding and/or experience with government procurement processes, including the *Government Procurement Act 2001*, *Government Procurement Regulation 2007* and *Financial Management Act 1996* is desirable.

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 9 months with the possibility of extension up to 12 months. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications should include a supporting statement of no more than two (2) pages addressing the Professional/Technical Skills and Knowledge section and Behavioural Capabilities section of the Position Description, a current curriculum vitae including the contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: CameronJ Smith 02 51249967 cameronj.smith@act.gov.au

Office of the Director General

Communications and Government Relations

Media and Strategic Communication

Senior Director, Strategic Communications and Engagement

Senior Officer Grade A \$153,041, Canberra (PN: 44930)

Gazetted: 15 November 2021

Closing Date: 22 November 2021

Details: The ACT Health Directorate (ACTHD) is responsible for the strategic direction of the ACT Health system. The ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research. The Strategic Communication and Engagement Team in ACT Health is seeking an experienced communications professional, exceptional team leader and a strategic thinker, to lead a busy team that delivers a very busy annual program of complex, dynamic and challenging projects.

You will lead a team and plan and deliver an annual calendar of exciting and important health campaigns and strategies. You will manage a skilled, supportive, creative and enthusiastic team. The position has responsibility for a diverse portfolio of projects, and has a range of great supports available from managers and team members.

We are seeking a dynamic leader who can perform the following duties under limited direction:

Lead and create a strategic approach to devising, delivering and measuring an annual calendar of audience-led communication and community and stakeholder engagement programs.

Engage with stakeholders, executives, ministers and ministerial offices to provide strategic communication and engagement advice and manage input. Steer best practice communication and engagement solutions and achieve effective communication outcomes across the directorate and with stakeholders across the ACT Public Service.

Lead your team and project stakeholders to prepare and design communication methodologies, including appropriate content development, production of materials across a broad range of internal and external channels and platforms.

Support the Executive Branch Manager to lead a positive and enthusiastic team, including supervising staff, mentoring and managing workloads.

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

Eligibility/Other Requirements:

Highly Desirable

Significant experience managing communications and engagement teams

Relevant tertiary qualifications

Note:

The ability to work flexibly with some out of hours work is required

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

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Jo Spencer (02) 512 46568 Jo.Spencer@act.gov.au

Digital Solutions Division

Future Capability

Digital Health Record Hub

Digital Health Record Configuration Support Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: C12339)

Gazetted: 15 November 2021

Closing Date: 1 December 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 comprises approximately 135 staff with administrative, technical, clinical and nursing backgrounds.

Pitch

The Digital Health Record Program is seeking to recruit several Digital Health Record System Configuration Officers. These people will support our teams with configuration tasks within the system. Our Analysts responsible for the core configuration are accredited to configure the system. The System Configuration Officers will be paired with accredited Analysts who would train them to undertake more simple or repetitive system configuration tasks. As this role is quite technical, it is important that you have good attention to detail and the ability to pick up system configuration quickly. System Configuration Officers who meet the quality expectations of the team will be likely to be offered more hours and those that are unable to pick up the required system configuration may not be offered hours (feedback will be provided to you if this is the case).

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: All ACT employees are required to undergo employment screening which includes a police check.

Note: We are looking for casuals available to work around 15-20 hours per week for a period of three months (with the possibility of extension for up to nine months). The hours are flexible, but you would need to be available during working hours at times for training and engagement with our team. The full time salary noted above will be paid pro rata. A merit pool may 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 one page, your curriculum vitae, and contact details of at least two referees.

If you are shortlisted, please note that an aptitude test will be utilised as part of the selection process. Note: selection may be based on the written application, outcome of the aptitude test and referee reports only.

Applications should be submitted via the Apply Now button below.

Contact Officer: Philippa Kirkpatrick (02) 5124 9342 Philippa.Kirkpatrick@act.gov.au

Health Systems, Policy and Research Group

Office of Professional Leadership and Education

Chief Nursing and Midwifery Office

Manager – Clinical Placement Office

Registered Nurse Level 4.3 \$139,701, Canberra (PN: 53859)

Gazetted: 15 November 2021

Closing Date: 29 November 2021

Details: The Clinical Placement Office is looking for an effective, motivated and skilled nurse and/or midwife to join our dedicated team. We work in a fast-paced environment, but we do like to enjoy ourselves at the same time.

The Clinical Placement Office is located in Bowes Street, Woden although at the moment we are working from home.

The successful candidate's principal focus will lead and manage the Clinical Placement Office team to coordinate and facilitate clinical and non-clinical placements for all disciplines across ACT Health. This is a pivotal role in the strategic provision of the future ACT health service workforce. You will lead and implement strategic objectives related to placement provision and provide high level advice to internal and external stakeholders to achieve quality clinical learning opportunities for students and trainees.

Eligibility/Other requirements: Registered or be eligible for registration as a nurse and/or midwife with the Australian Health Practitioner Regulation Agency (AHPRA) without conditions or notations,
Post graduate qualification related to nursing and/or midwifery or education,
Demonstrated senior nursing and/or midwifery experience with a minimum of five years leadership/ management experience,
Undergo a pre-employment Police check.

Note: This is a temporary position available from 27 January 2022 to 25 November 2022, with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applications are required to:

Provide a written response addressing the Professional/Technical Skills and Knowledge and the Behavioural Capabilities (maximum of two pages);

Provide a current curriculum vitae;

Provide details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sian Finch (02) 5124 5127 sian.finch@act.gov.au

Office of the Director-General

Executive Officer, Office of the Director-General

Senior Officer Grade A \$153,041, Canberra (PN: 51396)

Gazetted: 12 November 2021

Closing Date: 19 November 2021

Details: The Office of the Director-General, ACT Health Directorate, is seeking a highly motivated and proactive individual to undertake the role of Executive Officer. This is a diverse and interesting role, and would suit a person who is interested in supporting the effective delivery, governance, and leadership of the Directorate. The Office of the Director-General works closely with the Ministerial and Government Services and Communications and Engagement teams, and across the Directorate, in a dynamic and fast-paced environment. We are a supportive team who work together to meet critical timeframes, while also maintaining an element of fun and laughter in all that we do.

The Executive Officer provides high level executive and administrative support to the Director-General and Office, including coordination and preparation of high-level briefing material for the Director-General's attendance at key meetings, supporting the Director-General in meetings with external stakeholders, and undertaking projects at the request of the Director-General. The position also takes a lead role in managing the Directorate's internal peak governance committee, and collaborates with internal and external stakeholders and key partners to support the effective management of other meetings and forums.

The successful applicant will require excellent administrative and organisational skills, highly developed verbal and written communication skills, the ability to build and maintain supportive working relationships with internal and external stakeholders, and have an understanding of Ministerial, Cabinet and Assembly, and ACT Government processes. The position requires the ability to work with flexibility and efficiency, and a high degree of integrity and trust due to the management of sensitive and confidential information.

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: The Office of the Director-General team are currently working from home and have been required to work from home for extended periods during COVID-19. The ability to work remotely or in a hybrid arrangement (home and office) will be important. It is expected that this role will commence in a remote working environment.

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

How to Apply: You can apply by providing a written statement of no more than two pages addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities in the Position Description, your current curriculum vitae and contact details of two referees, one being your current supervisor.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sallyanne Pini (02) 6205 4689 sallyanne.pini@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

Surgery

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 29950 - 01Z30)

Gazetted: 12 November 2021

Closing Date: 26 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Surgery is responsible for delivering inpatient and outpatient surgical services. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit and specialist surgical ward areas including the Acute Surgical Unit (ASU).

Ward 10A – General Surgical and Ophthalmology, is a 32 bed inpatient unit delivering patient centred care and focus on the management of patients who have had abdominal surgery and require stoma care. Ward 10A is also responsible for the safe patient centred care to trauma patients.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with the ability to manage and prioritise competing issues with a high degree of drive. Strong communication skills to develop and maintain effective partnerships with key internal and external stakeholders.

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

Position Requirements/Qualifications:

Mandatory:

Registered or is eligible for registration as a registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

The successful applicant will need to be available to work Monday to Friday on morning shifts with the opportunity to work one evening shift a week.

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](#).

Desirable:

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

NOTES

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

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

Contact Officer: Manuia Saifoloi (02) 5124 3928 manuia.saifoloi@act.gov.au

Allied Health

Acute Allied Health Service

Physiotherapist Pain Management Unit

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 42429 - 01231)

Gazetted: 12 November 2021

Closing Date: 1 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

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

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

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

The overall functions of the physiotherapist under professional supervision include:

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

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

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

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.

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory:

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

Tertiary qualifications or equivalent in Physiotherapy

Current driver's licence

Other:

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

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

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

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police Check.

Note: This is a temporary part-time position at 22.05 hours per week for a period of 11.5 months with the possibility of extension. The full-time salary noted above will be pro-rata.

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

Contact Officer: Alison Smith (02) 5124 8705 alison.l.smith@act.gov.au

Paediatric Endocrinology and Diabetes Service

Nutrition

Paediatric Diabetes Dietitian

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 48607 - 0123J)

Gazetted: 11 November 2021

Closing Date: 30 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Paediatric Endocrinology and Diabetes Service provides coordinated and integrated care for children, young people and their families with diabetes and other endocrinological conditions. It is an interdisciplinary service delivered under a partnership model in which shared decision making and respectful and sensitive care are central to achieving outcomes. Services are delivered at the Centenary Hospital for Women and Children and Gungahlin Community Health Centre.

The Nutrition service provides individual consultations for children and young people with diabetes and their families and carers. As a dietitian, you will be required to provide clinical assessment, intervention and support to patients with diabetes and pre-diabetes. You will be an integral part of the Paediatric Endocrinology and Diabetes

Service, collaborating with Endocrinologists, Diabetes Nurse Educators, and Diabetes Social Workers to provide interdisciplinary care for people with complex diabetes.

The Diabetes Dietitian will be operationally responsible to the Service Coordinator in the Paediatric Endocrinology and Diabetes Service in the Division of Women, Youth and Children. You will report professionally to the Director of Allied Health in the Division of Women, Youth and Children.

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

1. Strong organisational skills with a high degree of drive
2. Flexible approach to work including the ability to embrace challenges and provide innovative solutions to problems.
3. Highly conscientious and professional in all aspects of work
4. Ability to work within an interdisciplinary team environment

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of three years' experience working professionally in paediatric diabetes nutrition is preferred.

- Provide evidence of tertiary qualifications in Nutrition and Dietetics or equivalent and demonstrate eligibility for membership of Dietitians Australia.
- Be registered under the Working for Vulnerable People Act.
- 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 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.
- Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

NOTES

This is a part-time position available at 14:07 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: Rosemary Young (02) 5124 4007 Rosemary.young@act.gov.au

Allied Health

Acute Allied Health Services

Dietitian

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 50847 - 01Z10)

Gazetted: 11 November 2021

Closing Date: 25 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/>
Overview of the work area and position:

The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services. Services include;

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under supervision, you will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of initiative.

Flexible and adaptive approach to work.

Strong interpersonal skills and confidence with communicating across a range of stakeholders

Position Requirements/Qualifications:

Relevant undergraduate or postgraduate qualification in Nutrition and Dietetics or equivalent and a minimum of three years' experience working professionally in Dietetics is preferred.

Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

Hold a current driver's license.

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](#).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Be registered under the *Working for Vulnerable People Act*.

Comply with Canberra Health Services 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.

Note: 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: Andrew Slattery (02) 5124 2544 Andrew.Slattery@act.gov.au

Infrastructure and Health Support Services

Operational Support Services

Client Services

Operational Support Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53868 - 01YZX)

Gazetted: 11 November 2021

Closing Date: 25 November 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.

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/>. Within Infrastructure and Health Support Services (IHSS), Operational Support Services (OSS), is responsible for the provision of a range of Client Services (CS) to support the operations across various Canberra Health Services (CHS) locations. The branch is committed to the CHS values, role and vision.

Under the broad direction from the Director of Client Services, the Operational Support Officer will be responsible for strategic management of the day to day requirements of all teams within CS and OSS more broadly, including but not limited to coordination of correspondence and organisational requests, human resource and financial management, and providing advice and responses to matters related to the business portfolios.

The Operational Support Officer is expected to have an understanding of all areas of OSS, work collaboratively with other business units across CHS and be supportive and flexible in leading the changing priorities of the business portfolios.

This position will be based at Canberra Hospital with occasional travel required to other Canberra Health Services sites.

About You

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Behavioural Capabilities

Strong organisational skills with a high degree of drive

Ability to lead by example, support others and demonstrate integrity

Lead change, discover and analyse opportunities for improvement.

Position Requirements/Qualifications:

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Robyn Jensen 512 49774 robyn.jensen@act.gov.au

Rehabilitation Aged and Community Services

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22525 - 01Z0X)

Gazetted: 11 November 2021

Closing Date: 30 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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, Village Creek Centre in Kambah.

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 independently and as part of a multidisciplinary team

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

High level leadership skills

High level communication skills and a strong self-directed learning ethic.

Position Requirements/Qualifications:

Relevant nursing qualifications and a minimum of two years' experience working professionally in Acute Geriatrics setting is preferred. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Ability to work 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](#).

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.

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

NOTES

This is a temporary position available for a period of ten months. Selection may be based on application and referee reports only.

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

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

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Case Manager, Drug and Alcohol Sentencing List (DASL)

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 45168, several - 01Z6M)

Gazetted: 12 November 2021

Closing Date: 26 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

The Alcohol and Drug Services (ADS) is a part of the division of MHJHADS, which is contemporary, evidence, based service providing high quality alcohol and other drug services that are guided by the principles of harm minimisation. The ADS provides a range of specialist services for people affected by alcohol and other drug use incorporating 6 areas including:

Opioid Treatment Services

Medical Services

Consultation and Liaison Service

Withdrawal Management Service

Police and Court Drug Diversion Service

Counselling and Treatment Services

The Drug and Alcohol Sentencing List (DASL) are seeking case managers to work with clients referred for assessment, case management and referral to treatment to address alcohol and drug use and associated issues. It involves liaising with services within the Alcohol and other Drug (AOD) Sector, justice services and other stakeholders as required.

Successful applicants require recent clinical experience, knowledge of the AOD sector and issues impacting on this client group, excellent communication skills and ability to work as part of a multidisciplinary team. Experience in or working understanding of the ACT Judicial system is highly desirable.

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:

You will have a demonstrated track record of working in a multi-disciplined team environment.

Supporting and contributing to a healthy workplace that embraces diversity.

Encouraged to participate in collaborative teamwork.

Comply with all the applicable regulatory and legislative requirements set out for such a role.

Position Requirements/Qualifications:

Certificate IV in Alcohol and Other Drug Studies; or a tertiary Qualification with 4 Core competencies in AOD studies or working towards this.

Previous experience working in AOD services highly desirable.

Current driver's license

Ability to work within a multi-disciplinary team, work across multiple sites and adapt quickly and flexibly to a changing environment.

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:

Be registered under the Working for Vulnerable People Act.

Undergo a pre-employment Police check.

Comply with ACT Health occupational screening requirements related to immunisation.

Notes: These are temporary positions available for 11 months with the possibility of extension. Appointment may be made by written application only.

Contact Officer: Jennifer Harland 0413312841 Jennifer.A.Harland@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Director of Allied Health

Allied Health Manager

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 17603 - 01YV0)

Gazetted: 12 November 2021

Closing Date: 30 November 2021

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 provides support to youth and adults via inpatient and outpatient settings, community health centres, justice health facilities and other community settings, including people's homes.

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

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

The Adult Mental Health Rehabilitation Unit (AMHRU), located at the University of Canberra Hospital, is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The Adult Mental Health Day Service (AMHDS) is located adjacent to AMHRU and focuses on the delivery of recovery-focused interventions with people living in the community to help enhance their quality of life and/or improve their functional status. The AMHDS offers a variety of programs, including several group-based interventions and other specialist services that target people who are experiencing moderate to severe mental health conditions. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders.

The Allied Health Manager is responsible for oversight, evaluation and quality improvement of Allied Health services provided within the AMHRU and AMHDS. The role also provides clinical leadership, supervision, and mentoring of Allied Health Staff at AMHDS and AMHRU. The Allied Health Manager is an integral part of the senior management team for UCH Mental Health Rehabilitation Services working collaboratively with the Assistant Director of Nursing, Clinical Nurse Consultant, and consultant psychiatrists. This full-time leadership role is a great opportunity for an experienced senior clinician to stretch themselves and explore their passion for health service management. The successful applicant will require considerable expertise and applied knowledge in mental health settings. This position oversees a friendly and motivated team who are committed to high quality, evidence-based, multidisciplinary mental health rehabilitation.

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

Behavioural Capabilities

Ability to manage confidential and sensitive information.

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

High-level interpersonal, communication and team building skills appropriate to work in a multidisciplinary clinical environment.

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.

Position Requirements/Qualifications:

For Occupational Therapy:

Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.

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

For Social Work:

Degree in Social Work

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

Registration under the ACT Working with Vulnerable People Act 2011.

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

For Psychology:

Be registered or eligible for general registration with Psychology Board of Australia

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

Highly Desirable:

Be approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police check.

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

Contact Officer: Bronwyn Thomson 5124 0150 BronwynE.Thomson@act.gov.au

Clinical Services

Rehabilitation Aged and Community Services

Nursing

Geriatric Care Coordinator

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22231 - 01Z2Y)

Gazetted: 12 November 2021

Closing Date: 26 November 2021

Our Vision: creating exceptional health care together

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Our Values: Reliable, Progressive, Respectful and Kind

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POSITION OVERVIEW

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Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and Village Creek Centre in Kambah. The new hospital, the University of Canberra Hospital (UCH) is part of the planned network of health facilities designed to meet the needs of our ageing and growing population. Geriatric acute and sub-acute services are provided in two units Wards 11A/B at Canberra Hospital by multi-disciplinary teams. The Geriatric Care Coordinator works between the two wards and the primary role is to lead and coordinate safe, appropriate, and timely discharge of patients working with other health professionals in the multi-disciplinary team. The Geriatric Care Coordinator works closely with the Clinical Care Coordinators on 11A/B and reports to the CNC's of these wards for any issues.

Applications are invited from innovative and committed Registered nurses to work in Geriatric Care Coordinator role. Geriatric Care Coordinator works between the two wards and the primary role is to lead and coordinate safe, appropriate, and timely discharge of patients working with other health professionals in the multi-disciplinary team.

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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) qualifications with a minimum of 2 years' experience in geriatric setting preferred.

Hold a current driver's licence.

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

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

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

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Operational Director

Senior Officer Grade A \$153,041, Canberra (PN: 25981 - 01Z6F)

Gazetted: 12 November 2021

Closing Date: 9 December 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

An exciting opportunity exists for a driven and strategic leader to fill the position of Operational Director for Justice Health Services (JHS) within the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) division. JHS provides health service to detention centres to ensure patients are given a treatment to recovery or provided a pathway towards prevention. JHS provides services to individuals in the courts, custody, youth detention and community settings, including those at the Alexander Maconochie Centre (AMC) and Bimberi Youth Justice Centre. This is a great opportunity to work with a multidisciplinary team and alongside a senior leadership team, to deliver exceptional health care to vulnerable members of our community. As a Senior Manager of the broader Canberra

Health Services team, you will also have opportunities to be involved in some of the exciting activities and opportunities occurring within the organisation including the Canberra Hospital Expansion, implementation of the new Digital Health record, as well as local initiatives including model of care review and interagency collaborations. Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' home. These services include:

Territory Wide Mental Health Services (TWMHS)

Adult Community Mental Health Services (ACMHS)

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

ABOUT YOU

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Behavioural Capabilities

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

Strong organisational skills with a high degree of drive

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

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

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications (or equivalent) in health or a related discipline are essential.

Be registered under the Working for Vulnerable People Act.

Desirable:

Postgraduate qualifications in management field are highly desirable

Current Driver's license.

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Katrina Rea (02) 5124 1577 Katrina.M.Rea@act.gov.au

Acute Allied Health Services

Physiotherapy

Physiotherapist

Health Professional Level 1 \$64,531 - \$84,544, Canberra (PN: 29651, several - 01248)

Gazetted: 12 November 2021

Closing Date: 26 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.

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/>

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

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

The overall functions of the physiotherapist under professional supervision include:

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

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision, and professional development is provided through team structures, clinical supervision sessions, competency-based skills assessments, on the job training, and internal and external professional development opportunities.

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 clients' needs.

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications (or equivalent) in Physiotherapy.

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

Desirable:

Current drivers' licence.

Other:

The successful applicant will need to be available to participate in overtime, restricted on-call and shift rosters to support 7-day service delivery.

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 Canberra Health Services credentialing and scope of practice requirements for allied health professionals; and

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

Note: These are temporary trainee position's available for a period of 12 months. You will be required to participate in an overtime, restricted on-call and shift rosters. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Joeline Parker 5124 2154 Joeline.Parker@act.gov.au

Medicine

Emergency Department

Administration Team Leader

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

Gazetted: 12 November 2021

Closing Date: 19 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/> The Division of Medicine provides a range of medical specialties. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

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

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

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.

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.

Note: Previous candidates will be considered and need not reapply.

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: Sarah Ryan (02) 5124 4115 sarah.ryan@act.gov.au

Acute Allied Health Services

Physiotherapy

Physiotherapist Women's Health

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 20241 - 01Z4B)

Gazetted: 12 November 2021

Closing Date: 26 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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

Acute Allied Health Services (AAHS) Physiotherapy provide services to a range of clients in acute inpatient and specialised outpatient settings. Our Women's Health physiotherapists provide a range of physiotherapy services including childbirth and postnatal education, inpatient obstetric and gynaecology physiotherapy, women's health outpatient musculoskeletal management and gynaecological services at Centenary Hospital for Women and Children.

Our Women's Health physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe, high quality patient care.

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

The overall functions of the physiotherapist under professional supervision include:

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

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

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

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.

Effective communication and interpersonal skills.

Position Requirements/Qualifications:

Mandatory:

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

Tertiary qualifications or equivalent in Physiotherapy.

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

Current driver's licence.

Desirable:

Relevant experience in Women's Health Physiotherapy.

Other:

The successful applicant will need to be available for occasional 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.

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police Check.

Note: A merit selection list from this recruitment round may be used to fill temporary, permanent or casual vacancies within 12 months.

Contact Officer: Mel Ryan 51247383 Mel.Ryan@act.gov.au

Rehabilitation, Aged and Community Services

Allied Health

Community Care Clinical Educator

Community Care Clinical Educator

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 33350 - 0124R)

Gazetted: 12 November 2021

Closing Date: 26 November 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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 CHS providing multidisciplinary rehab, aged and community-based care across a range of settings. Our staff are committed to the delivery of health services that reflect the Canberra Health Service's vision and CHS is committed to supporting staff in their professional journey.

RACS services work collaboratively with patients, clients, and individuals, involving their carers and family, as well as other services within and external to ACT Health.

Community Care Physiotherapy services are offered from community health centres across the ACT. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

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 and initiative.

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

Strong interpersonal and communication skills and confidence communicating across a range of media.

Critical thinking skills and ability to form defensible conclusions based on evidence and sound judgement.

Position Requirements/Qualifications:

Degree in Physiotherapy

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

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

Current Driver licence.

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

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

Completed (or be in the process of completing) a relevant postgraduate qualification or accredited course.

Prior to commencement successful candidates will be required to:

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

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

Undergo a pre-employment National Police Check.

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

Contact Officer: Dominic Furphy 0419 167 722 Dominic.Furphy@act.gov.au

Rehabilitation, Aged and Community Services

Executive Office

Operations Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 35667 - 01YKP)

Gazetted: 12 November 2021

Closing Date: 26 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

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. Our staff are committed to the delivery of health services that reflect Canberra Health Service's values: Progressive, Respectful, Reliable and Kind.

The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Service's network of health facilities designed to meet the needs of our ageing and growing population.

The main duties of an Executive Officer are coordination and preparation of government business including briefings and correspondence, internal minutes, cabinet submissions and assembly material, and divisional business and projects.

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 clients' needs

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

Position Requirements/Qualifications:

Relevant experience in a complex healthcare environment is desirable.

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

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

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

Undergo a pre-employment National Police Check.

Contact Officer: Jo Morris (02) 5124 5116 jo.morris@act.gov.au

eHealth and Informatics

Executive Assistant

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 53994 - 0127S)

Gazetted: 15 November 2021

Closing Date: 1 December 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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Chief Information Officer (CIO) is responsible for CHS Digital Strategy and governance, information systems operations, ICT projects, business intelligence, non-clinical digital records and the on-going optimisation of clinical and administrative systems.

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

You will be an outstanding communicator, able to drive collaboration and inclusion.

You focus on quality and continual improvement, by taking a structured approach to your work, planning ahead and seeking feedback.

Your resilience will see you through the challenges and help you navigate the dynamic nature of the job.

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.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Nasa Walton 5124 0358 nasa.walton@act.gov.au

Acute Allied Health Services

Physiotherapy

Allied Health Assistant

Allied Health Assistant 2 (Qualified) \$55,730 - \$62,047 (up to \$63,894 depending on qualification level), Canberra (PN: 48428, several - 0127B)

Gazetted: 16 November 2021

Closing Date: 30 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

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

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

Allied Health Assistants may work across a range of areas in the acute care setting across inpatient and outpatient speciality areas. All work performed by an AHA is delegated by and performed under the supervision of a qualified AHP.

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

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills

Effective communication and interpersonal skills

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

Position Requirements/Qualifications:

Mandatory:

Relevant Certificate IV in Allied Health Assistance or equivalent qualifications

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

Current driver's licence

Other:

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

NOTES

There are several positions available. There is one permanent full time vacancy and two temporary full time vacancies available for up to 11 months with possibility of extension. You will be required to participate in an overtime roster.

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

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

Acute Allied Health Services

Exercise Physiology Department

Allied Health Assistant

**Allied Health Assistant 2 (Qualified) \$55,730 - \$62,047 (up to \$63,894 depending on qualification level),
Canberra (PN: 22882 - 01272)**

Gazetted: 16 November 2021

Closing Date: 30 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 Exercise Physiology Department is based within Acute Allied Health Services and provides Exercise Physiology services and interventions to a range of clients in an inpatient and outpatient setting. The Exercise Physiology Department specialises in the provision of clinical exercise prescription and lifestyle modification for individuals with chronic disease and/or injury. The Department also provides support to the School Kids Intervention Program, Cardiac Rehabilitation and Heart Function Rehabilitation Programs.

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

This position will be required to work flexibly across the provided services. The Exercise Physiology Allied Health Assistant may, with guidance have limited supervisory responsibilities for Allied Health Assistant students or guidance of new staff.

ABOUT YOU

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Position Requirements/Qualifications:

- Certificate IV in Allied Health Assistance or equivalent.
- Current driver's licence desirable.
- Previous experience in a hospital/clinical setting and/or exercise setting.
- Have an understanding of how the National Standards and Quality Health Service (NSQHS) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the CHS Exceptional Care Framework, Clinical Governance Framework, Partnering With Consumers Framework and all other related frameworks.

Prior to commencement successful candidates will be required to:

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

- Comply with Canberra Health Services credentialing and scope of clinical practice requirements for Allied Health Professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made.

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

Note: This is a temporary position available for a period of 11 months with possibility of extension and/or permanency. A merit list may be established from this recruitment round, which may be used to offer similar permanent, temporary, or casual contracts within the next 12 months.

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

Contact Officer: Dave Turner (02) 5124 3616 dave.turner@act.gov.au

Acute Allied Health Services

Physiotherapy

Physiotherapist

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 20314, several - 01Z7N)

Gazetted: 15 November 2021

Closing Date: 29 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

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

The overall functions of the physiotherapist under professional supervision include:

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

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision, and professional development is provided through team structures, clinical supervision sessions, competency-based skills assessments, on the job training, and internal and external professional development opportunities.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive

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

Effective communication and interpersonal skills

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications (or equivalent) in Physiotherapy.

Be registered (or eligible for registration) with the Physiotherapy Board of Australia.

At least one year of full-time equivalent work experience as a physiotherapist.

Desirable:

Current drivers' licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Comply with Canberra Health Services credentialing and scope of practice requirements for allied health professionals; and

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

NOTES

There are several permanent and temporary positions available for 11 months. An order of merit list will be established from this process to fill identical vacancies at level over the next 12 months. You will be required to participate in an overtime, restricted on-call and shift rosters

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

Contact Officer: Katie Vine (02) 5124 2154 Katie.Vine@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Clinician

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 31010 - 01Z6U)

Gazetted: 15 November 2021

Closing Date: 22 November 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services, and
- Rehabilitation and Specialty Mental Health Services

The Alcohol and Drug Services (ADS) is a part of the division of MHJHADS, which is contemporary, evidence, based service providing high quality alcohol and other drug services that are guided by the principles of harm minimisation. The ADS provides a range of specialist services for people affected by alcohol and other drug use incorporating 6 areas including:

Opioid Treatment Services

Medical Services

Consultation and Liaison Service

Withdrawal Management Service
Police and Court Drug Diversion Service
Counselling and Treatment Services

The Drug and Alcohol Sentencing List (DASL) is seeking a Health Professional to work with clients referred for assessment, case management and referral to treatment to address alcohol and drug use and associated issues. Successful applicants require recent clinical experience, knowledge of the AOD sector and issues impacting on this client group, excellent communication skills and ability to work as part of a multidisciplinary team. Experience in or working understanding of the ACT Judicial system is highly desirable.

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

1. Be flexible, adaptable, and comfortable with a changing working environment.
2. Strong organisational skills including excellent written and oral communication
3. Ability to analyse information and make decisions to complete tasks with minimal supervision
4. High level skills and the ability to develop and maintain networks across ACT Health with external parties
5. Ability to manage confidential and sensitive information

Position Requirements/Qualifications:

Mandatory:

For Social Work:

- Tertiary qualification in Social Work
- Eligibility for membership of the Australian Association of Social Workers
- If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in Canberra Health Services facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

For Psychology:

- Be registered or be eligible for general registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Highly Desirable:

- Psychology Board of Australia endorsement or eligibility for endorsement as Principal and/or Secondary supervisor for 4+2 Internship program

For Counselling

- Eligible qualification pathways

Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

- (i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

- (ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

- (iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course

AND

- (i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

(ii) Three-year part-time ANZAP training in the Conversational Model.

- Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.
- If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Desirable:

- Current Drivers Licence

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.
- Reference checks

NOTES

This is a temporary position available for 11 months.

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

People and Culture

HR Advisor

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 28368 - 0122S)

Gazetted: 15 November 2021

Closing Date: 2 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 People and Culture Division is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services.

Working closely with other Canberra Health Services Division's the People and Culture portfolio delivers strategically aligned workforce solutions in areas including change management, diversity and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards and recruitment.

The Division also plans, designs, communicates and monitors Canberra Health Services's Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable Canberra Health Services to deliver on its strategic agenda. Quality expert advice and support is provided through the People Strategy and Services integrated teams.

Canberra Health Services People and Culture are looking for an enthusiastic and experienced Human Resources (HR) practitioner. The successful applicant will be responsible for providing advice and assistance to HR Business Partners, Managers and Executives about the employment framework, managing workplace issues and general HR matters.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate competing demands.

Sound communication, liaison and negotiation skills.

Experience and skill in being an effective team collaborator and contributing to successful team dynamic.

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: Jim Tosh 0434 845 669 jim.tosh@act.gov.au

Allied Health

Clinical Educator, Clinical Physiology

Health Professional Level 4 \$111,887 - \$120,436, Canberra (PN: 28558 - 01YTB)

Gazetted: 12 November 2021

Closing Date: 1 December 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

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Canberra, more than just the most vaccinated city in the world! With one of the highest restaurants and café per capita in the world, there is always somewhere new to tempt your tastebuds. If the outdoors is more your scene, there's mountains, snow and surf all right at your doorstep. Canberra is so much more than politics, so if you're considering a change in scenery the ACT has a lot to offer. Visit “visitcanberra.com.au” to gain an idea about the experiences we have to offer in Australia's capital.

An attractive opportunity exists for an experienced or developing Clinical Educator for Clinical Physiology to join Canberra Health Services (CHS) within the Allied Health Clinical Education Unit (AHCEU), based at the Canberra Hospital.

What does a Clinical Educator do?

The Clinical Educator role's core business is to coordinate allied health student placements and learning and development opportunities for Clinical Physiology staff, in consultation with Senior Managers and Profession Leads.

The mandatory requirements of the position requires relevant qualifications and be experienced in one (or more) of the following fields: Cardiac Science, Neurophysiology, Respiratory Science and Sleep Science. These disciplines specialise in the physiological measurement and function for the diagnosis, treatment, and prevention of disease, and undertake research to further the evidence base. Clinical Physiologists are part of multi-disciplinary healthcare teams, including medicine, nursing, other allied health, researchers, and the patient. The Clinical Physiology disciplines are self-regulated professions, with accreditation provided through the Australian Council for Clinical Physiologists Limited.

What we need from you:

Relevant qualification and experience in the field of Clinical Physiology

A strong interest and experience in teaching, mentoring and supervising

Strong organisational skills with a high degree of drive and the ability to work collaboratively

Adaptability and flexibility to accommodate change and provide responsive service

What we offer:

Competitive remuneration

An energetic, supportive and dynamic team environment

Attractive Fringe benefits

Relocation support

Flexible working arrangements

Flexible role design to include clinical education and clinical work at the successful candidate's preference

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 position sits within the Allied Health Clinical Education Unit (AHCEU), based at the Canberra Hospital and reports through the Allied Health Clinical Education Co-ordinator. The team consists of other clinical educators within specific professions, and the Interprofessional Learning Coordinator. The Clinical Educator provides support and coordination for clinical student placements in Clinical Physiology; provides leadership and coordination of the education and mentoring of staff and students; and provides a consultative role across allied health and contributes as a senior staff member to their field of professional speciality.

This position is suited to an experienced or developing Clinical Physiologist who leads with commitment, can create solutions, demonstrates agility, communicates effectively, collaborates with purpose and is accountable for quality outcomes.

If you are interested and would like further information about the role, Jo Cole, Clinical Education Coordinator would be happy to discuss, you can contact her on 0466 334 578 or via email at Jo.Cole@act.gov.au.

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 clients' needs.

The ability to work collaboratively.

Position Requirements/Qualifications:

Mandatory:

A Bachelor degree in a clinical physiology discipline or an equivalent science degree with a strong clinical physiology component.

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:

Be eligible for accreditation through the Australian Council for Clinical Physiologists (ACCP) Limited.

Be eligible for membership with one (or more) of the following professional associations:

Professional membership level with Professionals in Cardiac Science Australia (PiCSA)

Ordinary membership level with Australia and New Zealand Sleep Science Association (ANZSSA).

Ordinary membership level with Australian New Zealand Society of Respiratory Science (ANZSRS)

Full member or accredited membership level Association of Neurophysiological Technologists of Australia Inc. (ANTA)

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 the 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: Jo Cole (02) 5124 7959 jo.cole@act.gov.au

People and Culture

Assistant Director, HR Advice and Business Partnerships

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 41960 - 01234)

Gazetted: 15 November 2021

Closing Date: 1 December 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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

Canberra Health Services are looking for an enthusiastic and experienced Human Resources (HR) practitioner. The successful applicant will be responsible for leading a team to provide advice and assistance to HR Business Partners, Managers and Executives, with significant experience in case managing complex workplace issues. This position provides an opportunity to lead and implement business-focused improvements to HR services in a supportive team environment.

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 People and Culture Division is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services.

Working closely with other Canberra Health Services Division's the People and Culture portfolio delivers strategically aligned workforce solutions in areas including change management, diversity and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards and recruitment.

The Division also plans, designs, communicates, and monitors Canberra Health Services' Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable Canberra Health Services to deliver on its strategic agenda. Quality expert advice and support is provided through the People Strategy and Services integrated teams.

Canberra Health Services People and Culture are looking for an enthusiastic and experienced Human Resources (HR) practitioner. The successful applicant will be responsible for leading a team to provide advice and assistance to HR Business Partners, Managers and Executives about the employment framework, managing complex workplace issues and general HR matters.

About You

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

Behavioural Capabilities

Strong organisational skills with a high degree of drive.

Adaptability and flexibility to accommodate competing demands.

Sound communication, liaison and negotiation skills.

Experience and skill in leading an effective team leader and contributing to building a successful team dynamic.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Contact Officer: Jim Tosh 0434845669 jim.tosh@act.gov.au

Clinical Services

Medicine

Emergency Department Nurse

Registered Nurse Level 1 \$67,984 - \$90,814, Canberra (PN: 22313, several - 01Z3N)

Gazetted: 12 November 2021

Closing Date: 1 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

An opportunity exists for motivated and enthusiastic Registered Nurses to apply for a temporary position with the potential for an extension and/or permanent in the Emergency Department at Canberra Hospital.

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

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

ABOUT YOU

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Behavioural Capabilities

Ability to work independently and as part of a multidisciplinary team

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

High level leadership skills

High level communication skills and the ability to critically think

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

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

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

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

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

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

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

NOTES

There are several temporary positions available for 11 months, with the possibility of extension and/or permanency.

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

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

Clinical Services

Medicine

Clinical Development Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22538 - 01Z30)

Gazetted: 15 November 2021

Closing Date: 1 December 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.

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within CHS. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

Permanent appointment are being sought from dynamic, highly motivated and experienced nurses to work in an educational role within the Emergency Department.

This challenging role requires an RN with demonstrated expert knowledge and highly developed interpersonal skills, to undertake the responsibility of teaching and supporting nursing staff, student nurses and Defence medics in the workplace. This position entails being approachable, demonstrating excellent communication skills, having a passion for sharing knowledge and educating others.

If you are committed to providing quality care, use evidence to guide your nursing practice, enjoy teaching, mentoring and supporting staff as part of your professional development we would welcome your application. Applicants will be required to demonstrate a sound knowledge of adult learning principles to support ongoing education. Post Graduate qualification in a critical care nursing specialty or clinical teaching is highly desirable. The successful applicants will be required to work on a roster basis, Monday to Friday, morning and evening shifts only.

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

Ability to work independently and as part of a multidisciplinary team.

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

High level leadership skills.

High level communication skills and the ability to critically think.

Position Requirements/Qualifications:

Mandatory:

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

Desirable:

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

Or

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

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.

Note: This is a part-time permanent position available at 32 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Nicole Slater 0434 845 187 Nicole.Slater@act.gov.au

Emergency Department

Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (PN: 53992, several - 01Z6V)

EMU Billing Officer

Administrative Services Officer Class 2/3 \$59,016 - \$71,963, Canberra (PN: 53992, several - 01Z6V)

Gazetted: 15 November 2021

Closing Date: 29 November 2021

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

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

The Emergency Department at Canberra Hospital sees over 90 000 patients per annum. In such a busy department, the administrative team provides support to medical, nursing and allied health staff. Within the Emergency Medicine Unit (EMU), the Billing Officer is responsible for patient admissions and administrative support to the staff in that area.

ABOUT YOU

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

Behavioural Capabilities

Strong communication skills, written and verbal

Excellent customer service skills

Ability to work in a fast-paced environment

Position Requirements/Qualifications:

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.

NOTES

There are several temporary part-time positions available at 25:73 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: Ashley Young (02) 5124 3309 Ashley.R.Young@act.gov.au

Oral Health Services

Laboratory

Dental Laboratory Technician

Health Professional Level 2 \$68,809 - \$94,461, Canberra (PN: 40977 - 01Z74)

Gazetted: 15 November 2021

Closing Date: 29 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

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. These services include dental assessments, preventive and restorative treatments and health promotion. Staff work from community health centres and outreach facilities. Under the direction of the Dental Laboratory Manager, the Dental Technician is primarily responsible for provision of high-quality Dental Laboratory services as part of a multidisciplinary team. This involves the application of knowledge, skills, professional judgment and initiative in the delivery of routine Dental Laboratory services, providing individual or group service delivery whilst promoting and delivering positive patient outcomes.

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

Well-developed critical thinking and self-reflection skills

Promote a commitment to high quality customer service principles, practices and attributes

High level of professionalism

Position Requirements/Qualifications:

Mandatory:

Tertiary qualifications (or equivalent) in Dental Technology or equivalent.

Desirable:

Two years' work experience as a qualified Dental Technician.

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.

Notes: This is a temporary part-time position available at (22.05) hours per week for three months with the possibility of extension and/or permanency. The above full-time salary will be pro-rata.

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

Contact Officer: Christine Hezkial (02) 5124 1280 Christine.hezkial@act.gov.au

Clinical Services

Nursing and Midwifery

Medical Emergency Team

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 51393 - 01Z3S)

Gazetted: 12 November 2021

Closing Date: 26 November 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

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 emergency team (MET) works in collaboration with the Intensive Care Unit to provide frontline emergency response to patients experiencing an acute deterioration.

The MET nursing team, work in collaboration with medical staff to stabilise and treat patients undergoing an acute deterioration and the provision of an Outreach response for patients at risk of deterioration within the inpatient wards and outpatient ambulatory care settings at Canberra Health 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

Strong leadership skills and role modelling behaviours consistent with CHS vision and values.

Strong organisational skills with a high degree of drive.

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

Position Requirements/Qualifications:

Relevant tertiary qualifications and a minimum of 5 years' experience working professionally in critical care nursing is preferred.

The successful applicant will need to have unconditional registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

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 Police check.

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

Contact Officer: Jillian Davis (02) 5124 3275 jillian.davis@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Service

Registered Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 14114, several - 01Z4H)

Gazetted: 12 November 2021

Closing Date: 26 November 2021

Details: Our Vision: creating exceptional health care together

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In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

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

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

- 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

There are several temporary positions available for six months with the possibility of extension at part-time hours at 24 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee report only.

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

Contact Officer: Sally Billington (02) 5124 7966 sally.billington@act.gov.au

Allied Health

Rehabilitation Aged and Community Services

Dietitian

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 40209 - 01Z6X)

Gazetted: 16 November 2021

Closing Date: 30 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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/>

Overview of the work area and position:

The Nutrition Department is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services. Services include;

Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary

Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of Canberra Health Services Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under supervision, you will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

ABOUT YOU

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

Behavioural Capabilities

Strong organisational skills with a high degree of initiative.

Flexible and adaptive approach to work.

Strong interpersonal skills and confidence with communicating across a range of stakeholders

Position Requirements/Qualifications:

Relevant undergraduate or postgraduate qualification in Nutrition and Dietetics or equivalent and a minimum of three years' experience working professionally in Dietetics is preferred.

Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

Hold a current driver's license.

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.

Be registered under the *Working for Vulnerable People Act*.

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 position may be required to participate in overtime, on call, and rotation roster. Some weekend and public holiday duty will be required. The position is based at The University of Canberra Hospital however will be required to work across Canberra Health Services sites and undertake patient home visits. A 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: Andrew Slattery (02) 5124 5135 andrew.slattery@act.gov.au

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

Child and Adolescent Mental Health Services (CAMHS) – Eating Disorders Clinical Hub

Eating Disorders Clinical Hub Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 55197 - 0127J)

Gazetted: 15 November 2021

Closing Date: 2 December 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

Under current Public Health Emergency Directions all Canberra Health Services staff are required to have received at least one COVID-19 vaccination dose by 29 October and be fully vaccinated by 1 December 2021.

In order to be eligible for employment with Canberra Health Services you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/> Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

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

Director of Nursing

Director of Allied Health

Territory Wide Mental Health Services

Community Mental Health Services

Alcohol and Drug Services (ADS)

Child and Adolescent Mental Health Services (CAMHS)

Justice Health Services (JHS)

The Eating Disorder Clinical Hub is an Eating Disorder Service and is part of the Child and Adolescent Mental Health (CAMHS) Program within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS). The Hub is a specialist community based centralised service for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The Hub's core business includes, assessment and treatment, consultation and liaison, education and training and system integration to strengthen eating disorders services across the Territory.

The Hub is seeking a dynamic and experienced Registered Nurse level 2 to undertake the role of the duty officer. Under the direction of the Senior Manager, the Registered Nurse will provide expertise in referral management and mental health eating disorder assessment including risk and physical assessment. Other key responsibilities will include system co-ordination, ability to provide brief individual and group interventions and education and training programs to promote healthy eating and living behaviours within a recovery orientated framework.

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.

The successful applicant will be based within The Hub.

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

- Commitment to achieving positive outcomes for all people and their families and carers.
- Ability to respond to and prioritise competing demands in a calm and efficient manner while maintaining high work standards.
- High level written and oral communication skills. Additionally, ability to communicate at different levels with multiple stakeholders i.e. from consumers to other health professionals.

Position Requirements/Qualifications:

Mandatory:

- Tertiary qualifications in Nursing.
- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Must hold a current driver's license.
- Experience in mental health.

Highly desirable for all disciplines:

- Experience and or knowledge of Eating Disorders
- 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 Safety 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.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.
- Be available for weekend and on call work when necessary.

NOTES

This is a part-time temporary position available at 32 hours per week for six months with a possibility of extension 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: Kirsten Stafford (02) 5124 1652 Kirsten.Stafford@act.gov.au

Canberra Institute of Technology

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

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

Corporate Services

Human Resources

People, Performance and Culture

Manager – People, Performance and Culture

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 55272)

Gazetted: 17 November 2021

Closing Date: 1 December 2021

Details: Who We Are

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. With the launch of the CIT Strategic Compass – Futures 2025, CIT is set to lead an adaptable workforce of continuous learners into the future.

The People, Performance and Culture team sits within CIT Human Resources and works collaboratively with the Senior Director Human Resources, to deliver a strategic approach to people development and retention, with a focus on building capability, induction for new employees and retention strategies.

What You Will Do

You will be responsible for a range of strategic Human Resource project work focusing on maintaining an engaging learning and development calendar, designing and delivering context specific training, reviewing the current induction program, coordinating recognition strategies and implementing proactive wellbeing initiatives. This role has a strong focus on reviewing and contemporising each stage of the employment life cycle to ensure that CIT's employees are adaptable, contemporary and align with a high-performance culture.

What We Require

To thrive in the role, you will have an in-depth understanding of contemporary best practice Human Resource principles and be able to contextualise them to the CIT environment. You will possess strong communication, negotiation and exploration skills to not only understand the landscape you work within, but the impact the work has on the wider CIT ecosystem. You will have the ability to drive and influence change at both a micro and macro level. 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.

Notes: This is a temporary position available immediately for 14 months.

How to Apply: After reviewing the Position Description, please provide a response of no more than 300 words to each of the criteria written in the 'Selection Criteria' section 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: Kelly Small (02) 6207 3436 Kelly.Small@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

Access Canberra

Compliance and COVID 19 Response Branch

Event and Business Coordination Team

Team Leader - Event and Business Coordination Team

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 35590)

Gazetted: 16 November 2021

Closing Date: 23 November 2021

Details: Do you have a passion to support local business? How about providing advice and guidance to support safe and successful events? Do you work well in a team and individually and proactively look for solutions to problems? Are self-motivated and able to multi-task?

Then this may be the opportunity for you! The Event and Business Coordination (EBC) Team through a coordinated case management approach, foster strong working relationships across government and with external to government stakeholders. This service is provided to ensure timely coordination of approval processes and continuous liaison with event organisers.

EBC also provide a pathway solution service for more complex businesses wanting to establish in Canberra. EBC works closely with the licensing and regulatory areas of Access Canberra and across the ACT Government to support local business discover and navigate the various approvals and endorsements relevant to business. 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.

Skills/experience needed:

You will have strong communication skills and the confidence to engage and educate businesses and event organisers.

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.

You will have experience with maintaining collaborative relationships with stakeholders working towards common goals.

Eligibility/Other Requirements

You must hold a current C class driver's license.

Highly desirable to have an understanding of current regulatory requirements for event approvals or the ability to quickly acquire such knowledge.

Highly desirable to have an understanding of the current regulatory requirements for establishing a new business or the ability to quickly acquire such knowledge.

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

How to Apply:

Applications must include a copy of your current curriculum vitae and two referee reports (one from your current manager or supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Nathan Buckley (02) 6205 3461 nathan.buckley@act.gov.au

Access Canberra

Construction, Utilities and Environment Protection

Environment Protection Authority

Environment Protection Officer (Water Regulation)

Technical Officer Level 3 \$77,011 - \$87,032, Canberra (PN: 26737)

Gazetted: 11 November 2021

Closing Date: 25 November 2021

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The Directorate facilitates the implementation of government priorities and drives many new initiatives, including

Access Canberra which provides a range of ACT Government shopfront and regulatory services. The Directorate is also responsible for Shared Services which provides financial, ICT and HR support across Government. The Director-General of CMTEDD is also the Head of Service.

DIVISION OVERVIEW

What we do

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

Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We actively engage in a risk and harm approach to compliance across a broad range of industry sectors to build a strong economy, safe community and sustainable environment.

Who we are

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?"

What we offer

Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.

The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.

A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.

The Team you will work in:

The Environment Protection Authority (EPA) is the primary environmental regulator for the ACT. Our Mission is to protect and enhance the well-being of the environment and community as the ACT's primary environmental regulator.

Our Vision is a sustainable environment for future generations.

The EPA is responsible for a range of environment protection issues including air and water quality, hazardous materials, contaminated sites and environmental noise. We administer the *Environment Protection Act 1997*, the *Water Resources Act 2007*, *Clinical Waste Act 1990* and the *Lakes Act 1976*.

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:

Under general direction:

Assist in administering and reviewing Environmental Authorisations, Agreements and Licences issued under legislation administered. Including reviewing compliance reports and sampling results and preparing documents relating to these matters.

Undertake inspections, including water sampling and make recommendations relating to applications and licences under the legislation administered.

Investigate less complex issues and complaints relating to environment protection and water resources management issues including taking measurements, samples, photographs

Liaise with industry and the community to implement education strategies to encourage the adoption of best environmental management practices.

Provide technical advice on water regulation and environment protection matters where necessary.

Perform the duties of an authorised officer under the legislation administered.

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.

SELECTION CRITERIA

Your suitability for this position will be assessed based on your skills, knowledge and behaviour in relation to the duties/responsibilities listed above. Please refer to the advertising materials for information on how to apply.

Skills

Good interpersonal skills.

Good written and oral communication skills.

Knowledge

Knowledge and/or experience in natural resource management generally with knowledge of water resources and environment protection issues an advantage.

Behaviour

Proven ability to:

undertake basic compliance and/or audit activities.

inspect receiving environments and infrastructure related to water abstraction.

provide technical advice on environmental issues, especially relating to water matters.

work as part of a team and contribute to a positive team culture.

perform under minimal supervision.

Eligibility/Other Requirements:

Current ACT or equivalent driver's licence.

Relevant qualifications or experience in environment/natural resources/compliance is highly desirable.

Note: This is a temporary part-time position available at 22.05 hour per week for a period of six months, with the possibility of extension for up to 12 months. The full time salary noted above will be paid pro rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. This position does not involve direct supervision of staff. This position may be required to be on an after-hours roster.

How to Apply: Please review the Position Description for details about this role and its duties/responsibilities. Your application will be assessed against the Selection Criteria of the skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description.

To apply, please ring the contact officer for a chat and then send us:

your two page pitch giving us examples that show you have the skills, knowledge and behaviours making you the best person for this role.

your current curriculum vitae.

contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sara McIntyre (02) 6207 2144 Sara.McIntyre@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.

Access Canberra

Engagement, Compliance and COVID19 Response

COVID Compliance Team

Engagement and Compliance Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 48987, several)

Gazetted: 11 November 2021

Closing Date: 25 November 2021

Details: Would you like to support our community and business navigate the COVID-19 restrictions and support community safety? Do you have strong interpersonal skills and have the ability to educate and engage with local businesses? Do you work well in a team and individually and proactively look for solutions to problems? Do you enjoy a mix of field-based work as well as office work?

Then this may be the opportunity for you! Access Canberra plays a proactive role in supporting businesses' compliance with the Public Health Direction by undertaking proactive checks at venues and engaging and educating businesses. To date Access Canberra has undertaken over 15,000 proactive business engagements. The role of this team is critical as it enables businesses to operate, and our community to attend them, safely.

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 be confident to engage and educate businesses through strong communication skills.

You will have experience in, or the ability to, undertake compliance audits, inspections and investigations at a similar level is ideal.

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.

You will have experience working in an operational Directorate/agency.

You must hold a current full driver licence.

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

Notes: These are temporary positions available until 30 June 2022 with a possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position 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: If this sounds like you, then in no more than 500 words tell us what skills and knowledge you will bring to this role. Applications, including a copy of your current curriculum vitae and two referee reports (one from your current manager or supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalie Lawton (02) 6207 2919 natalie.lawton@act.gov.au

Digital, Data and Technology Solutions

Customer Engagement Services

Service Assurance

Print Manager

Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 39247)

Gazetted: 11 November 2021

Closing Date: 18 November 2021

Details: Service Assurance is seeking a highly knowledgeable Print Manager. The purpose of this position is to manage the operational delivery of our printing and imaging as a service contract with Ricoh which includes install, replacement, relocation and disposal of devices, billing enquiries, and continuous improvement for business processes. We're looking for:

A positive person with a can-do attitude. The Print Manager must be able to manage relationships with their team, DDTS and with the vendor, Ricoh, to ensure business continuity.

A mentor to assist the team with the progression of service and incident requests within Digital, Data and Technology Solutions (DDTS) ITSM tool (ServiceNow) and with the provider.

Someone who can develop effective relationships with all business areas and DDTS that contribute to a successful Whole of Government managed print service.

Excellent written and verbal skills to be able to provide support and have discussions with directorates about their print requirements.

An outside the box thinker to continuously improve Ricoh billing and ensure devices are being charged correctly.

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 four months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from the 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 addressing the 'What you will do' and 'Behavioural Capabilities' section of the Position Description, and your curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Theodore Merkoureas (02) 6207 9855 Theodore.Merkoureas@act.gov.au

Access Canberra

Engagement, Compliance and COVID19 Response

COVID Compliance Team

Senior Engagement and Compliance Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 48991, several)

Gazetted: 11 November 2021

Closing Date: 25 November 2021

Details: Would you like to support our community and business navigate the COVID-19 restrictions and support community safety? Do you have strong interpersonal skills and have the ability to educate and engage with local businesses? Do you work well in a team and individually and proactively look for solutions to problems? Do you enjoy a mix of field-based work as well as office work?

Then this may be the opportunity for you! Access Canberra plays a proactive role in supporting businesses' compliance with the Public Health Direction by undertaking proactive checks at venues and engaging and educating businesses. To date Access Canberra has undertaken over 15,000 proactive business engagements. The role of this team is critical as it enables businesses to operate, and our community to attend them, safely.

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 be confident to engage and educate businesses through strong communication skills.

You will have experience in, or the ability to, undertake compliance audits, inspections and investigations at a similar level is ideal.

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.

You will have experience working in an operational Directorate/agency.

You must hold a current full driver licence.

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. 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.

Notes: These are temporary positions available until 30 June 2022 with a possibility of extension and/or permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: If this sounds like you, then in no more than 500 words tell us what skills and knowledge you will bring to this role. Applications, including a copy of your current curriculum vitae and two referee reports (one from your current manager or supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Tony Spasenoski (02) 6207 9729 tony.spasenoski@act.gov.au

Shared Services and Property Group

ACT Property Group

Estate and Procurement Management

Assistant Director, Asset, Estate and Aquatics Management - ACT Property Group

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 36046, several)

Gazetted: 12 November 2021

Closing Date: 1 December 2021

Details: ACT Property Group are seeking two team members who know and understand how buildings and properties work, planning for and managing a building lifecycle and what a good asset management plan looks like. One role will be filled for 12 months with the possibility of permanency and the second role will be filled for 3 months with the possibility of extension.

The people in these roles provide strategic and technical advice and management of a broad property portfolio. This includes operating at the strategic level with asset management planning and overseeing or consulting on operational level activities including overseeing upgrades projects and maintenance plans. The role will have responsibility for overseeing a range of properties including office buildings, municipal depots, community facilities, aquatic centres, child care centres and other functions. The role may also have responsibility for ensuring delivery of and reporting on the property upgrades and capital works program.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Government's delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services

and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

ACT Property Group are committed to continuing to improve its services in government property management to customers and stakeholders. This position will be part of the Estate and Procurement Management team managing a portfolio of properties and estate based asset management.

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

Eligibility/Other Requirements:

Hold or have the capacity to obtain White Card and Asbestos Awareness.

a current driver's licence (car)

Tertiary or advanced Qualifications in property/asset management, building trades, project management and/or procurement or relevant fields is highly desirable

Notes: There are two positions available. One for up to 12 months with the possibility of permanency, and one for three months with the possibility of extension. This position works in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

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

A current resume/curriculum vitae (CV) including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Shaw (02) 6205 9937 Tania.Shaw@act.gov.au

Digital, data and Technology Solutions

Customer Engagement Services Branch

Business Operations Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 14673)

Gazetted: 12 November 2021

Closing Date: 1 December 2021

Details: Reporting directly to the Senior Director, ICT, this role is responsible for a small team delivering service offerings to ESA including the management of service requests, application portfolio management and documentation, business system improvement, asset lifecycle management and effective resource management to support inhouse projects.

A typical day may include:

Manage and co-ordinate the provision of DDTS, CESB business services for the Emergency Services Agency (ESA) including oversight of service requests, access control, software licensing, deployments, and performance reporting.

Manage and co-ordinate ICT activities to limit the impact to ESA portfolio operations. This includes coordination of the ITIL process of change, problem and incident management.

Will take primary responsibility for the delivery of tier 3 project delivery/management activities to the Directorate, delivering small scale projects and complex service requests.

Assist ESA with their development and maintenance of the application portfolio documentation, security plans and risk plans.

Provide advice and support for the strategic management of ESA business systems and application life cycle management across the portfolio by partnering with ESA to identify new initiatives, business system and software upgrades and infrastructure upgrades.

Liaise with stakeholders to review business system support, determine future needs, and develop agreed service performance indicators.

Undertake continuous quality improvement activities for the section including process review, documentation, and compliance reviews.

This position does involve direct supervision of staff.

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.

Notes: A Merit Pool will be established from this selection process and may be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Your application should include the following:

1. Two page response to the following questions:

Give an example of when you managed an ICT Project or application upgrade to a successful conclusion, explaining any challenges encountered and how you overcame them.

Give an example of when you managed the provision of operational services to a demanding client and explain how you met or exceeded customer expectations.

Give an example of where you managed the outcome of services of a team including how you managed the team priorities.

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

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

Revenue Management

Compliance

Assistant Director - Compliance

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 10576, several)

Gazetted: 15 November 2021

Closing Date: 29 November 2021

Details: The ACT Revenue Office is seeking an intelligent and innovative person committed to raising the funds necessary to support the provision of high quality services to all Canberrans. Positions are available in the Compliance area of the Revenue Office and this process may be used to fill other positions in the Revenue Office as they become available. The role involves dealing professionally with taxpayers to ensure compliance with the ACT's tax laws, including through taxpayer engagement and education as well as compliance investigations and enforcement. Successful candidates will be able to read, understand and apply legislation and undertake work to a high degree of attention to detail and accuracy. The ability to think holistically and strategically is essential as is the ability to work both independently and as part of a 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.

Notes: There are several permanent positions available and one temporary position available immediately until December 2022. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit no more than a two-page pitch addressing the Selection Criteria, a curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Amalos (02) 6207 0100 paul.amalos@act.gov.au

Access Canberra

Engagement Compliance and COVID 19 Response

COVID 19 Compliance

Data Officer/Analyst

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 50145)

Gazetted: 15 November 2021

Closing Date: 29 November 2021

Details: Are you a whiz at puzzles? Do you get a sense of accomplishment from complex projects? Access Canberra's Engagement, Compliance and COVID-19 Response branch is looking for a talented individual to assist with data capture, analysis and reporting. The role will be responsible for assisting in creating field ready data capture systems through the use of Esri GIS systems and reporting on the field works of Access Canberra's COVID compliance inspectors. The role will require an agile, timely and detailed oriented applicant who will require a level of flexibility to adapt to the ongoing changes of the COVID-19 pandemic.

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

Basic experience in the use of formulas or coding is preferred.

Experience using ESRI ArcGIS software would be an advantage.

Full driver's licence is essential.

Notes: This is a temporary position available until 30 June 2022 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. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Send through a copy of your curriculum vitae including two completed referee reports and a 'pitch' of no more than one page outlining why you are interested in the opportunity and how your skills and experiences will be of benefit to the team and the COVID-19 response.

Applications should be submitted via the Apply Now button below.

Contact Officer: Drazen Persic (02) 6207 6990 drazen.persic@act.gov.au

Access Canberra

Engagement Compliance and COVID-19 Response

COVID Compliance Team

Assistant Director COVID Compliance

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 48624, several)

Gazetted: 11 November 2021

Closing Date: 25 November 2021

Details: Would you like to support our community and business navigate the COVID-19 restrictions and support community safety? Do you have strong interpersonal skills and have the ability to educate and engage with local businesses? Do you work well in a team and individually and proactively look for solutions to problems? Do you enjoy a mix of field-based work as well as office work?

Then this may be the opportunity for you! Access Canberra plays a proactive role in supporting businesses' compliance with the Public Health Direction by undertaking proactive checks at venues and engaging and educating businesses. To date Access Canberra has undertaken over 15,000 proactive business engagements. The role of this team is critical as it enables businesses to operate, and our community to attend them, safely.

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 be confident to engage and educate businesses through strong communication skills.

You will have experience in, or the ability to, undertake compliance audits, inspections and investigations at a similar level is ideal.

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.

You will have experience working in an operational Directorate/agency.

You must hold a current full driver licence.

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

Eligibility/Other Requirements: You must hold a current full driver licence.

Notes: These are temporary positions available until 30 June 2022 with a possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: If this sounds like you, then in no more than 500 words tell us what skills and knowledge you will bring to this role. Applications, including a copy of your current curriculum vitae and two referee reports (one from your current manager or supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Drazen Persic (02) 6207 6990 drazen.persic@act.gov.au

Economic Development

Events ACT

Senior Sponsorships and Partnerships Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 52877)

Gazetted: 15 November 2021

Closing Date: 2 December 2021

Details: Do you love the buzz of festivals and events and want to join a dynamic team of marketing and events specialists who are vital to the success of Canberra's event scene? As the Senior Sponsorships and Partnerships Officer at Events ACT, you will have the opportunity to create partnerships and secure sponsorships to enhance and ensure the success of Canberra's major and community events.

As part of the marketing team, you will put your strategic, interpersonal and negotiation skills to work as you design and implement plans to identify, secure and manage sponsors and partners for Events ACT. You will use your understanding of the local and national events environment and industry, and insight into commercial trends and practices in sponsorship, to inform your strategy.

You will work closely with the campaign managers to develop exciting activations for sponsors to deliver at our major events that complement and contribute to the successful presentation and delivery of major anchor events and community events managed by Events ACT.

Your ability to hit the ground running and effectively manage your time will be a key asset in this role as you work closely with partners, sponsors and internal stakeholders to support the delivery of multiple projects at a time. Events ACT recognises the fundamental role our people play in our success. While this is a fast-paced role you will be supported to thrive and grow your skills. Our ideal candidate will be passionate about collaboration and feel strongly about building on the supportive high performing culture we have developed here.

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:

Sound knowledge and understanding of the local and national sponsorship market and the events industry.

A minimum of two years' experience in sponsorship sales, partnership and relationship management and stakeholder experience.

A qualification in marketing, advertising, PR, communications or related discipline is highly desirable.

Current Australian driver's license.

Flexibility to work weekends and evenings on occasion and during key event periods.

Notes: This is a permanent position available immediately. A merit pool may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position is in a workplace designed for activity-based working (ABW). Under ABW arrangements, officers do not have a designated

workstation/desk. 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: If this sounds like you, please send your curriculum vitae and an application.

Applications should clearly address the Selection Criteria including the Professional/Technical skills and Behavioural Capabilities, and be no longer than three pages telling us why you are the right person for the job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sarah Marks (02) 6205 9728 Sarah.Marks@act.gov.au

Access Canberra

Construction, Utilities and Environmental Protection

Lease Compliance and Occupational Licensing

Senior Fee Compliance Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 15351)

Gazetted: 17 November 2021

Closing Date: 24 November 2021

Details: The Construction, Utilities and Environmental Protection Branch of Access Canberra are seeking motivated and capable individuals to join the Lease Compliance and Occupational Licensing Team to support the Lease Compliance functions performed by the team.

The Lease Compliance Team within the Lease Compliance and Occupational Licensing Team (LCOL) is responsible for compliance activities in relation to building and development covenants contained within Crown leases, the covenants require leaseholders to commence development and complete development within specified timeframes. Lease holders are in breach if they fail to comply. The team is also responsible for the processing of Extension of Time applications and the issuing of Commercial Compliance Certificates under the *Planning and Development Act 2007* and *Planning and Development Regulations 2008*.

The Lease Compliance Team, work alongside the Occupational Licensing Team who are responsible for the processing of licences and registrations under a variety of legislation including the *Construction Occupations (Licensing) Act 2004*, the *Architects Act 2004* and the *Work Health and Safety Act 2011*. The team performs these functions on behalf of statutory officers: the Construction Occupations Registrar, the ACT Architects Board and the Regulator of Work Health and Safety.

LCOL also responds to formal complaints made under the *Construction Occupations (Licensing) Act 2004* or the *Planning and Development Act 2007* and Regulations.

If you are looking to work in a team that values flexibility and is committed to demonstrating the ACTPS Values while delivering good regulatory outcomes for the community then we would like to hear from you.

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

Notes: This is a temporary position until 4 March 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. This position will be based 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: Please submit a written application of no more than two pages, responding to the required Selection Criteria in the Position Description. Please provide a current curriculum vitae, and one completed referee report.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Zsuzsa (02) 6205 1342 rachel.zsuzsa@act.gov.au

Digital Data and Technology Services

Technology Services

Security

Security Business Support Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 39761)

Gazetted: 16 November 2021

Closing Date: 30 November 2021

Details: DOTS Security is seeking a permanent Security Business Support Officer (ASO5), reporting to the ACT Chief Information Security Officer (CISO).

As part of DOTS Security you will be responsible for the day-to-day operational and administrative tasks required in running a dynamic, business-oriented team that provides Whole of Government security services for information assets and critical business functions, including operations, investigations, governance, risk management and compliance auditing.

The role requires strong written and verbal communication skills, integrity and confidentiality, strong time management and organisational skills, ability to work under changing circumstances and a focus on business outcomes. You will work in a diverse, inclusive, and supportive team of professionals who are strongly committed to modelling ACT Public Service values and behaviours.

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

Candidates must have a pre-employment National Police check and must possess or have the ability to obtain an NV1 security clearance.

How to Apply:

Please attach the following to your application:

Your curriculum vitae;

Names and contact details of two professional referees; and

A written application or pitch of no more than two pages, providing evidence of your suitability for the role.

Include specific examples of your experience, including details of the context, actions you took and specific outcomes you achieved. Refer to the Position Description for further details of what is required to succeed in this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Julian Valtas (02) 6207 1008 julian.valtas@act.gov.au

Corporate

People and Capability

Safety and Wellbeing

Work Health and Safety Coordinator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53830)

Gazetted: 16 November 2021

Closing Date: 30 November 2021

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) People and Capability Branch is seeking a highly organised and capable person to fulfil the role of WHS Coordinator. While the role is essentially a safety coordination role, we are seeking someone who is highly motivated to achieve outcomes and results in a dynamic and busy environment while supporting a range of different business units across the Directorate to implement CMTEDD's Work Health and Safety Management System.

As a key role supporting Executives and business units across the Directorate, the successful applicant will have excellent communication, liaison and negotiation skills and is able to work closely with Executives and a range of different stakeholders.

To be successful in this role, you will have a strong desire to learn new skills, motivation to achieve outcomes and results, excellent problem-solving skills and be able to work collaboratively in a small team environment.

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

Eligibility/Other Requirements

Safety qualifications and experience are desirable however the organisation is seeking someone with strong organisational skills, drive and passion and will support the successful candidate to gain a Certificate IV in WHS if they do not currently have this qualification.

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

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: Applicants are asked to provide a pitch of no more than two pages outlining your qualifications and experience against the Selection Criteria. Please provide a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Raphaela Higginbotham (02) 6205 0290 raphaela.higginbotham@act.gov.au

Access Canberra

Compliance and COVID 19 Response Branch

Event and Business Coordination Team

Assistant Director - Event and Business Coordination Team

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 36626)

Gazetted: 16 November 2021

Closing Date: 23 November 2021

Details: Do you have a passion to support local business? How about providing advice and guidance to support safe and successful events? Do you work well in a team and individually and proactively look for solutions to problems? Are self-motivated and able to multi-task?

Then this may be the opportunity for you! The Event and Business Coordination (EBC) Team through a coordinated case management approach, foster strong working relationships across government and with external to government stakeholders. This service is provided to ensure timely coordination of approval processes and continuous liaison with event organisers.

EBC also provide a pathway solution service for more complex businesses wanting to establish in Canberra. EBC works closely with the licensing and regulatory areas of Access Canberra and across the ACT Government to support local business discover and navigate the various approvals and endorsements relevant to business.

Skills/experience needed:

You will have strong communication skills and the confidence to engage and educate businesses and event organisers.

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.

You will have experience with maintaining collaborative relationships with stakeholders working towards common goals.

You must hold a current full driver licence.

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:

You must hold a current C class driver's license.

Highly desirable to have an understanding of current regulatory requirements for event approvals or the ability to quickly acquire such knowledge.

Highly desirable to have an understanding of the current regulatory requirements for establishing a new business or the ability to quickly acquire such knowledge.

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

How to Apply: Applications must include a copy of your current curriculum vitae and two referee reports (one from your current manager or supervisor).

Applications should be submitted to the Contact Officer.

Contact Officer: Nathan Buckley (02) 6205 3461 Nathan.Buckley@act.gov.au

OneGov Service Centre

ACT Property Group

Finance and Systems - ACT Property Group

Director, Business Process Improvements

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 54209)

Gazetted: 16 November 2021

Closing Date: 30 November 2021

Details: This position will develop and lead a program of process innovation and business improvement initiatives for the ACT Property Group Finance and Systems team, with a strong focus on reviewing and improving the organisation's systems and processes that drive greater service excellence, cost efficiencies and adherence to compliance, operational standards and efficiencies across the services provided by the team.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other Requirements:

Tertiary qualifications in accounting and membership of, or progression towards, CPA or CA status is highly desirable.

Experience in property management business processes is highly desirable.

Notes: This is a temporary position available for six months with a possibility of an extension. Selection may be based on application and referee reports only. This position is based in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. 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 review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your demonstrated Skills, Experience, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description.

Please submit the following:

A two page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in "What you Require" section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

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

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Margaret McKay (02) 6205 8695 Margaret.McKay@act.gov.au

Economic Development

Skills Canberra

JobTrainer

JobTrainer Program Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53810)

Gazetted: 16 November 2021

Closing Date: 23 November 2021

Details: Are you excited by supporting the implementation of strategic programs that benefit the ACT community and economy? Skills Canberra is looking for a motivated and conscientious person to join the team as the JobTrainer Program Officer. The JobTrainer program is an initiative established in 2020, under agreement with the Australian Government, to provide free vocational education and training (VET) to young people aged 17-24 and job seekers in areas of employment growth following the COVID-19 crisis. To be successful in this role you must be effective in working in a fast paced and at times, pressured environment. You will need experience in supporting program development and implementation, strong written and organisational skills, and a desire to build and maintain quality relationships with a range of internal and external stakeholders.

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

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

How to Apply: Please submit a two-page pitch outlining how your skills, knowledge and behaviour, in relation to the duties/responsibilities listed in the Position Description make you the best person for this role. Please also submit your curriculum vitae and contact details of two recent referees.

Applications should be submitted via the Apply Now button below.

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

Shared Services and Property Group

ACT Property Group

Corporate Governance - ACT Property Group

Governance and Training Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 46704)

Gazetted: 16 November 2021

Closing Date: 30 November 2021

Details: This role provides support for corporate governance, recruitment and human resources in the branch, and drives the professional development and good governance aspects of the business. A key responsibility of this role is ensuring we meet our corporate obligations. The role coordinates staff development, with a focus on the implementation of competency-based training and recognition in the property management business. Supporting and developing our staff ensures that we can deliver great services to our customers and stakeholders.

ACT Property Group provides expert property management and maintenance services to the ACT Government and the community. The Group manages and maintains buildings and property that enable the ACT Government to provide Government and community services. The group supports the ACT Governments delivery of its services through flexible, efficient and cost-effective accommodation solutions and property services. Community services and support are also enabled through the provision of properties to community organisations at affordable rental rates. ACT Property Group operates on a fee for service basis with a requirement to provide a dividend to government.

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

Eligibility/Other Requirements

This position requires a current driver's licence.

Qualification/s in Government, Business or Management are highly desirable.

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

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

Please submit the following:

A two-page pitch that tells the selection committee about your ability to perform the advertised role (knowledge, experience, skills, behaviour) and why you are the best person for this role. The pitch should:

Show that you have the capabilities in “What you Require” section of the Position Description including Professional/Technical Skills and Knowledge, and Behavioural Capabilities.

Demonstrate your capacity to perform the duties and responsibilities detailed in “What You Will Do” at the specified classification including examples of how you have done this in the past.

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

A current curriculum vitae including details of work history (roles, timing, responsibilities, achievements), professional memberships and qualifications, and

Contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Shaw (02) 6205 9937 Tania.Shaw@act.gov.au

Policy and Cabinet

Economic and Regional Development

Planning, Infrastructure and Environment

Policy Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 39604)

Gazetted: 17 November 2021

Closing Date: 25 November 2021

Details: Policy and Cabinet is seeking applications from self-starting policy officers bringing knowledge and enthusiasm and looking to become a valuable member of a high-performing team. Although this advertised position is in the Planning, Infrastructure and Environment team within the Economic and Regional Policy Branch, further policy officer vacancies at the ASO5 classification may be filled across other branches in Policy and Cabinet. 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 the Jervis Bay Territory.

This position may be of interest to applicants who have recently completed the 2021 ACT Public Service Graduate program.

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

Notes: This is a temporary position available immediately until April 2022 with the possibility of extension up to 12 months and/or permanency. This position operates in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk. Following recent COVID-19 restrictions staff are continuing to work from home on a temporary basis. A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please review the attached Position Description for details of the duties and responsibilities for this role. Applicants should submit:

A one-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 and details of any relevant qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Dean Davies (02) 6205 9220 Dean.Davies@act.gov.au

Revenue Management

Operations

Customer Service Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 41590, several)

Gazetted: 17 November 2021

Closing Date: 24 November 2021

Details: We are looking for a capable and driven team member to join the Operations Team at ACT Revenue. If you are motivated, have excellent customer service, telephone and data entry skills and enjoy working as part of a team in a fast-paced environment, please apply.

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

Notes: There are several permanent and temporary positions available. Temporary positions will be offered initially for six months with the possibility of permanency or extension. 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 no more than a two-page pitch addressing the selection criteria, a curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joanne Darnell (02) 6205 9124 Joanne.Darnell@act.gov.au

Access Canberra

Engagement Compliance and COVID-19 Response

COVID Compliance

Director COVID Compliance Team

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 50334)

Gazetted: 15 November 2021

Closing Date: 29 November 2021

Details: Access Canberra plays a proactive role in supporting businesses' compliance with the Public Health Direction by undertaking proactive checks at venues and engaging and educating businesses. Access Canberra has undertaken over 15,000 proactive business engagements. The role of this team is critical as it enables businesses to operate, and our community to attend them, safely.

Reporting to the Senior Direction, Communication and Community Education you will lead and small yet dynamic who supports regulated business and industry compliance with COVID-19 public health directions through an engage, educate, and enforce model of regulation.

We are looking for someone who can demonstrate sound judgement in the delivery of operational matters within a regulatory context, provide high level advice to ACT Government and ACT Public Sector stakeholders on regulatory and operations matters, prepare high quality reports and correspondence, and promote positive culture in the workplace.

If this sounds like you, then in no more than 500 words tell us what skills and knowledge you will bring to this role. Applications, including a copy of your current CV and two referee reports (one from your current manager or supervisor).

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

Previous experience in a regulatory environment is highly desirable.

Full Driver's license is essential.

Notes: This is a temporary position available until 30 June 2022 with a possibility of extension and/or permanency. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If this sounds like you, then in no more than 500 words tell us what skills and knowledge you will bring to this role. Applications, including a copy of your current CV and two referee reports (one from your current manager or supervisor).

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachael Short (02) 6205 3614 rachael.short@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

Housing ACT

Infrastructure and Contracts

Contracts and Business Operations

Contract Operations Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 03453)

Gazetted: 15 November 2021

Closing Date: 22 November 2021

Details: The Infrastructure and Contracts Branch of Housing ACT is looking for a motivated Contract Operations Officer to join our busy Contracts and Business Operations team. The position occupant will be expected to demonstrate the ability to think outside the box in an operational environment and possess well-developed interpersonal, organisational and communication skills.

The position occupant will be expected to build and maintain relationships, both within Government and outside. We are looking for people with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders.

The Contract Management Team carries a significant workload which can change rapidly in response to the needs of the contract, and team members must be able to effectively manage multiple issues at once. Consequently, it is important that you can identify / prioritise issues and suggest practical solutions, including knowing when to escalate matters.

The position will be responsible for contributing to projects associated with contract management of both the Total Facilities Management and the Energy Efficiency Improvement Scheme contracts. This includes contributing to the management and monitoring of the governance and operational sides of the contracts using analytics of trends and data to arrive at informed and evidence-based conclusions.

More information can be found in the Position Description.

Eligibility/Other Requirements: Formal qualifications in a related field or equivalent experience is highly regarded.

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

How to Apply: Applicants should submit their application addressing the Selection Criteria of no more than two (2) A4 pages, plus curriculum vitae and referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: James Ceraolo (02) 6207 3467 James.Ceraolo@act.gov.au

Housing ACT

Client Services

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 38711, several)

Gazetted: 11 November 2021

Closing Date: 30 November 2021

Details: The Client Services Branch of Housing ACT is seeking highly motivated people for temporary Tenant Support and Community Connection Officer positions and Team Leader positions that are currently available in our Tenant Experience team.

The Team Leader positions are responsible for providing leadership and developing and managing work performance within a Tenant Experience team. The occupants of these positions will be responsible for coordinating tenancy management and community development across the portfolio and establishing networks and community linkages to ensure quality of service and outcomes for clients. These positions require high level organisational skills, well developed interpersonal and communication skills and the ability to effectively prioritise work and meet deadlines. Team Leaders in the Client Services Branch require a flexible work attitude and may be required to work in other business units across the branch as needed.

The Tenant Support and Community Connections Officer roles provide specialist advice, information, support and case management to public housing tenants who may be experiencing issues impacting on their ability to maintain their tenancy. The role also involves developing collaborative working relationships with community service organisations, internal and external stakeholders to assist clients to access appropriate housing and community support services. As part of the Tenant Experience team these positions play an important role in the mentoring and training of Housing Managers particularly associated with the complex client needs. The occupants of these positions are required to have an understanding and experience in working with clients with complex needs and a commitment to innovation and flexible service responses to assist clients to achieve better housing and social outcomes.

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

Eligibility/Other Requirements:

Additional requirements:

Current driver's licence.

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

Desirable, but not essential, qualification and experience:

Relevant tertiary qualifications in Leadership, Management, Social Work, Community Development or a related field are desirable but not essential.

Notes: These are temporary vacancies for six months with the possibility of extension and or permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please submit your written response of no more than two pages addressing the Skills, Knowledge and Behaviours in the Position Requirements, a current curriculum vitae and the details of two current referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Matt Barry (02) 6205 4284 Matt.Barry@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.

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Family Engagement Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 07829)

Gazetted: 11 November 2021

Closing Date: 30 November 2021

Details: Bimberi Residential Services is seeking an experienced, committed and suitably qualified person to permanency fill the Family Engagement Officer role.

The Family Engagement Officer is designed to assist with the engagement of young people and their families and to promote Aboriginal and Torres Strait Islander practices and perspectives, in the day to day functions across Bimberi Residential Services. The role also is involved in promoting initiatives and developing innovative approaches to meeting client and program needs.

The successful applicant will have an opportunity to work within a multidisciplinary team to ensure a holistic statutory service response to all children and young people, including Aboriginal and Torres Strait Islander young people. They will engage and liaise with a range of internal and external stakeholders including young people, their families, community agencies, government services, legal representatives, courts and tribunals. The suitable

applicant will also have experience in working with families and stakeholders and a desire to work within a management team that is committed to providing positive outcomes for young people.

The role is focussed on delivering the best possible outcomes for children and young people through responsive client services underpinned by trauma informed best practice. The Family Engagement Officer will support the provision of quality care, support and welfare services, developmental and rehabilitation programs for clients, provide leadership and promote a commitment to the delivery of services and support systems for residents.

Bimberi Residential Services focuses on delivering child-centred, evidence-based and developmentally appropriate, human rights compliant support to children, young people and their families. It is comprised of Bimberi Youth Justice Centre (BYJC) and Bimberi Community Residential Services (BCRS) (including Narrabundah House Indigenous Supported Residential Facility and Franklin House) .

BYJC is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts.

BCRS provides supported accommodation to young men, aged between 15 and 18 years old. Both facilities operate 24 hours a day, 7 days a week.

The Family Engagement Officer will be required to work Monday to Friday standard business hours.

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:

Essential experience and requirements:

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

Desirable qualifications and experience:

Qualification in the behavioural sciences, social work or related disciplines highly desirable.

Demonstrated outcomes and previous experience in this area will be highly regarded.

Notes: 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. 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: Chelsea Gutterson (02) 6207 3512 Chelsea.Gutterson@act.gov.au

Housing ACT

Client Services Branch

Gateway Services

Assistant Director, Growth and Renewal and Allocations

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 37711)

Gazetted: 11 November 2021

Closing Date: 30 November 2021

Details: An exciting opportunity is available to be part of the Growth and Renewal Program as the Assistant Director of the Tenant Relocation, Growth and Renewal Program.

The Growth and Renewal Program supports the work of the Housing ACT Strategy and its goal to strengthen social housing assistance by increasing the supply of quality public housing to the Canberra community. It aims to deliver the right mix of homes across Canberra and create a diverse portfolio to provide more choice for those in need of housing assistance.

The occupant of this position will work closely with Tenant Relocation Officers, and support public housing tenants to relocate from identified sites. The successful applicant will need to demonstrate a knowledge and

understanding of the role public housing has in the community, a proven ability to work independently and as part of a team in a busy operational environment and have excellent interpersonal, organisational and communication skills.

Eligibility/Other Requirements:

Current driver's licence.

Experience in using a range of Information Technology (IT) business and office applications.

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

Desirable, but not essential, qualification and experience:

Qualifications in Social Housing and Homelessness or relevant studies.

How to Apply: A maximum of two pages, addressing the position requirements should be submitted to apply for this position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alexandra Groves (02) 6207 1251 Alexandra.Groves@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.

Cultural Facilities Corporation

Canberra Theatre Centre

Front of House

Assistant Front of House Manager

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 3563b)

Gazetted: 12 November 2021

Closing Date: 19 November 2021

Details: We are looking for an experienced entrepreneurial self-starter who is passionate about customer service and sales in a performing arts environment.

You will have and depth understanding and knowledge of events, hospitality including Food and Beverage, inventory control management, and venue booking systems.

To be successful in this role you will be a proactive, team leader with the ability to supervise, train, manage and mentor a large pool of casual employees and delegate tasks as directed by the Front of House Manager.

This role has a demanding nature and as such you will need to be skilled multitasker and expert in managing people in a changing environment.

Eligibility/Other Requirements: Minimum 4 years' experience in hospitality and events preferably in a Performing Arts Venue. You will need to be available to work evening and weekend hours and be in call if necessary.

Note: Recruitment may be based on application and referee report only.

How to Apply: Applicants must provide a Pitch Statement (one page maximum, 500 words minimum) addressing the Selection Criteria and indicating what you would bring to this role, along with a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carole Arulantu (02) 6243 5766 carole.arulantu@act.gov.au

Director of Public Prosecutions

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 Director Public Prosecutions

Legal

Prosecutor Grade 3

Prosecutor Grade 3 \$131,514 - \$145,427, Canberra (PN: 17498, several)

Gazetted: 11 November 2021

Closing Date: 25 November 2021

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under *the Public Sector Management Act 1994*, to assist the Director.

The duties of the position include to prosecute more complex summary hearings and committals; appear in mention lists in the Magistrate's Court and Supreme Court; act as instructing solicitor in complex trials in Supreme Court; prosecute simpler trials, sentencing proceedings and appeals in the Supreme Court; appear in more complex coronial inquests; and mentor junior prosecutors.

The ACT DPP 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 will either be admitted or eligible to practice as a Barrister and or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria. The combined response to all Selection Criteria should be no more than 4 pages in length (12 point, single spacing).

This recruitment process is being conducted simultaneously with a Grade 4 round. Accordingly, the interview process for Grade 3 and 4 may be conducted together. However, if you seek to be considered for both positions (Grade 3 and 4), you will need to submit two applications, one for each position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Hiscox (02) 6207 5399 Joel.Hiscox@act.gov.au

ACT Director Public Prosecutions

Legal

Prosecutor Grade 4 Supervising Lawyer

Prosecutor Grade 4 \$151,394 - \$162,309, Canberra (PN: 43752, several)

Gazetted: 11 November 2021

Closing Date: 25 November 2021

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under *the Public Sector Management Act 1994*, to assist the Director.

The duties of the position include to appear in more complex matters in the Magistrates, Children's and Coroners Courts and conduct trials, sentences and appeals in the Supreme Court; lead and manage a team responsible for the conduct of prosecutions, inquests and other related matters; and act as supervisor and mentor to prosecution and paralegal / support staff and give guidance on difficult questions of criminal law and practice.

The Office of the Director of Public Prosecutions 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 will either be admitted or eligible to practice as a Barrister and or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

How to Apply: Applicants are asked to please provide your curriculum vitae and statements addressing the Selection Criteria. The combined response to all Selection Criteria should be no more than 4 pages in length (12 point, single spacing).

This recruitment process is being conducted simultaneously with a Grade 3 round. Accordingly, the interview process for Grade 3 and 4 may be conducted together. However, if you seek to be considered for both positions (Grade 3 and 4), you will need to submit two applications, one for each position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Joel Hiscox (02) 6207 5399 Joel.Hiscox@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 Performance and Improvement

South and Weston

Canberra College

Executive Assistant

School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 48207)

Gazetted: 15 November 2021

Closing Date: 22 November 2021

Details: The Executive Assistant role directly supports the leadership and management responsibilities of the Executive team at Canberra College. The position is seeking a dynamic person with excellent interpersonal skills, with the capacity to show initiative and be adaptive to support the daily needs of the college.

Canberra College is in the Woden business precinct, providing comprehensive Year 11 and 12 programs for students. With over 1200 students, the college promotes an inclusive and inspiring learning culture for all. Students undertake the full range of BSSS courses and a comprehensive range of Vocational courses and training pathways. The college also hosts the Big Picture Program and the CC Cares Program for young mothers. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements:

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

First Aid Certificate or a willingness to undertake appropriate training.

Notes: Selection may be based on application and referee reports only.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae 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: Christopher Brown (02) 6142 3288 christopher.brown@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.

School Improvement

North /Gungahlin

Amaroo School

SLC Inclusion Support, Student Engagement and Wellbeing

School Leader C \$130,338, Canberra (PN: 49365)

Gazetted: 11 November 2021

Closing Date: 25 November 2021

Details: Amaroo School is seeking an enthusiastic, dynamic and innovative SLC to lead the Inclusion Support, Student Engagement and Wellbeing team.

This is a whole school role with particular focus on years 7-10.

Please refer to the job description in the application package.

Eligibility/Other Requirements:

A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification.

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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: Your application includes:

Curriculum Vitae,

Statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and

Two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Gai Beecher (02) 6142 1266 Gai.Beecher@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.

Design Technology (Woodwork, Metalwork) - Canberra

Classroom Teacher \$75,443 - \$112,930, Canberra (PN: Design Technology (Woodwork, Metalwork) - Canberra)

Gazetted: 12 November 2021

Closing Date: 29 November 2021

- Salary up to \$112,930 (dependent on experience) +11.5% super
- Opportunity to have a career without needing to move towns every 3 to 5 years
- Reimbursement of reasonable relocation costs up to \$12K plus dependents allowance

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

Who are We?

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

Design Technology Teachers

We are looking for teachers who are passionate in delivering in the following areas:

- Woodwork
- Metalwork
- Other design technologies

If you are enthusiastic, dedicated and can show innovation with quality learning programs that will cater for the diverse needs and interests of our students apply today.

Future of Education

The Future of Education Strategy is a ten year strategy. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

- Strengthened systems to focus on equity with quality
- Placing students at the centre of their learning
- Empowering teachers, school leaders and other professionals to meet the learning needs of all students
- Building strong communities for learning

Australia's leading employment conditions for Teachers

The ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 (Teaching Staff EA) means teachers in the ACT will be the highest paid and will have some of the best employment conditions in the country. Our Agreement leads the sector in Australia. It includes:

- Highest wages in Australia and best superannuation benefits in the country
- Agreed class sizes
- Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption or permanent care leave.

Why Canberra?

The lifestyle In Canberra you can embrace a better work-life balance. Canberran's enjoy getting active with lakes and mountains easily in reach of the city. With everything within an easy 30-minute drive, you'll be able to soak up all Canberra and this region has to offer.

Get around without the overwhelm We don't have the same traffic snarls as most other buzzing cities. Canberra is planned to perfection and everyone is close to everything. With less time spent in traffic, you'll have more time for the fun things in life.

Canberra's teachers are the highest paid in Australia, and we may assist with your relocation costs. Canberra doesn't care where you've come from, or who you know. When you choose to work in Canberra, it's easy to find like-minded people.

Why teach in Canberra

Canberra is one of the fastest growing cities in Australia. We've a need for teachers now and into the future. In Canberra you will benefit from:

- the close proximity of our learning environments making connecting with your colleagues easy
- career development and professional learning programs tailored to your needs and school context

Your skills and experience

- Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.
- Proven capacity to work as part of a team and the ability to use own initiative and to work independently.
- Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Requirements for employment

To commence in a permanent, temporary or casual teaching position within the ACT Public School system you require the following:

- Eligibility for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment
- Current Working with Vulnerable People registration
- Australian citizenship or permanent residency status or appropriate visa with work rights
- In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, teachers working in:
 - schools that cater for children under 12 (preschool to year 6 schools)
 - specialist schools
 - flexible learning programs, and
 - early childhood education and care services (including out of school hours care)
- P-10 schools where they share a campus with those younger years.
- High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

Under the public health direction, a worker must not work at an ACT School or Early Childhood Education and Care facility in the Australian Capital Territory without providing evidence of vaccination status or evidence of exemption.

Failure to provide such evidence may prevent or cause the withdrawal of any offer of employment.

You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

Further Information

To complete your submission, you will need the following:

- Your resume
- Contact details of your referees
- Your two-page statement: in this statement you must provide practice examples aligned to the Australian Professional Standards for Teachers with an emphasis on the results achieved.

A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the ACT Public Sector Education Directorate Teaching Agreement 2018-2022 provisions will assess all applications for this position.

Contact:

For any questions regarding this recruitment process please contact:

Education Recruitment on (02) 6205 5000 or EDUTeachingInCanberra@act.gov.au.

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

www.education.act.gov.au/home.

How to Apply

If you're interested in applying for a teaching role with the Education Directorate in Canberra please click [here](#).

Primary School Teachers - Canberra

Classroom Teacher \$75,443 - \$112,930, Canberra (PN: Primary School Teachers - Canberra)

Gazetted: 12 November 2021

Closing Date: 29 November 2021

Salary up to \$112,930 (dependent on experience) +11.5% super

Opportunity to have a career without needing to move every 3 to 5 years

Reimbursement of reasonable relocation costs up to \$12K plus dependents allowance

Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your teaching career will also benefit from a move to the ACT Education Directorate teaching service.

Who are We

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

Teachers- Primary School

The Directorate is looking for Primary School teachers - Kindergarten to Year 6 who are enthusiastic, dedicated and can show innovation with quality learning programs that will cater for the diverse needs and interests of our students.

Future of Education

The Future of Education Strategy is a ten-year strategy. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

Strengthened systems to focus on equity with quality

Placing students at the centre of their learning

Empowering teachers, school leaders and other professionals to meet the learning needs of all students

Building strong communities for learning

Australia's leading employment conditions for Teachers

The ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 (Teaching Staff EA) means teachers in the ACT will be the highest paid and will have some of the best employment conditions in the country. Our Agreement leads the sector in Australia. It includes:

Highest wages in Australia and best superannuation benefits in the country

Agreed class sizes

Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption or permanent care leave.

Why Canberra?

The lifestyle In Canberra you can embrace a better work-life balance. Canberran's enjoy getting active with lakes and mountains easily in reach of the city. With everything within an easy 30-minute drive, you'll be able to soak up all Canberra and this region has to offer.

Get around without the overwhelm We don't have the same traffic snarls as most other buzzing cities. Canberra is planned to perfection, and everyone is close to everything. With less time spent in traffic, you'll have more time for the fun things in life.

Canberra's teachers are the highest paid in Australia, and we may assist with your relocation costs. Canberra doesn't care where you've come from, or who you know. When you choose to work in Canberra, it's easy to find like-minded people.

Why teach in Canberra

Canberra is one of the fastest growing cities in Australia. We've a need for teachers now and into the future. In Canberra you will benefit from:

the close proximity of our learning environments making connecting with your colleagues easy
career development and professional learning programs tailored to your needs and school context

Requirements for employment

To commence in a permanent, temporary, or casual teaching position within the ACT Public School system you require the following:

Eligibility for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment

Current Working with Vulnerable People registration

Australian citizenship or permanent residency status or visa with appropriate work rights

In accordance with the *Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021*, teachers working in:

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

Under the public health direction, a worker must not work at an ACT School or Early Childhood Education and Care facility in the Australian Capital Territory without providing evidence of vaccination status or evidence of exemption.

Failure to provide such evidence may prevent or cause the withdrawal of any offer of employment.

You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

Further Information

To complete your submission, you will need the following:

Your resume

Contact details of your referees

Your two-page statement: in this statement you must provide practice examples aligned to the Australian Professional Standards for Teachers with an emphasis on the results achieved.

A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the ACT Public Sector Education Directorate Teaching Agreement 2018-2022 provisions will assess all applications for this position.

Contact: Education Recruitment on (02) 6205 5000 or EDUTeachingInCanberra@act.gov.au

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

www.education.act.gov.au/home

How to Apply: If you're interested in applying for a teaching role with the Education Directorate in Canberra, please "[click here](#)"

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

Contact Officer: Education Recruitment (02) 6205 5000 EDUTeachingInCanberra@act.gov.au

Early Childhood Educators - Canberra

Executive Level Classroom Teacher \$75,443 - \$112,930, Canberra (PN: Early Childhood Educators - Canberra)

Gazetted: 12 November 2021

Closing Date: 29 November 2021

Salary up to \$112,930 (dependent on experience) +11.5% super

Opportunity to have a career without needing to move every 3 to 5 years

Reimbursement of reasonable relocation costs up to \$12K plus dependents allowance

Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your teaching career will also benefit from a move to the ACT Education Directorate teaching service.

Who are We

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

Teachers – Early Childhood Educators

Our teachers specialising in Early Childhood Education will help to deliver programs to our youngest students, from 3 years old attending our Preschools through to those in Kindergarten and into Years 1 and 2.

The Education Directorate has a wide range of schools delivering Early Childhood Education to our youngest students:

Koori Preschools that have a strong focus on Aboriginal and Torres Strait Islander identity and culture

Early Childhood Schools providing wrap around services from Preschool to Year 2 collocated with our Primary Schools

Preschools operating both on joint and separate campuses to our Primary schools

Future of Education

The [Future of Education Strategy](#) is a ten-year strategy. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

Strengthened systems to focus on equity with quality

Placing students at the centre of their learning

Empowering teachers, school leaders and other professionals to meet the learning needs of all students

Building strong communities for learning

Australia's leading employment conditions for Teachers

The [ACT Public Sector Education Directorate \(Teaching Staff\) Enterprise Agreement 2018-2022](#) (Teaching Staff EA) means teachers in the ACT will be the highest paid and will have some of the best employment conditions in the country. Our Agreement leads the sector in Australia. It includes:

Highest wages in Australia and best superannuation benefits in the country

Agreed class sizes

Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption or permanent care leave.

Why Canberra?

The lifestyle In Canberra you can embrace a better work-life balance. Canberran's enjoy getting active with lakes and mountains easily in reach of the city. With everything within an easy 30-minute drive, you'll be able to soak up all Canberra and this region has to offer.

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Why teach in Canberra

Canberra is one of the fastest growing cities in Australia. We've a need for teachers now and into the future. In Canberra you will benefit from:

the close proximity of our learning environments making connecting with your colleagues easy
career development and professional learning programs tailored to your needs and school context

Requirements for employment

To commence in a permanent, temporary, or casual teaching position within the ACT Public School system you require the following:

Eligibility for Professional Teacher registration with the [ACT Teacher Quality Institute](#) prior to commencing employment

Current Working with Vulnerable People registration

Australian citizenship or permanent residency status or visa with appropriate work rights

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, teachers working in:

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

Under the public health direction, a worker must not work at an ACT School or Early Childhood Education and Care facility in the Australian Capital Territory without providing evidence of vaccination status or evidence of exemption.

Failure to provide such evidence may prevent or cause the withdrawal of any offer of employment.

You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

Further Information

To complete your submission, you will need the following:

Your resume

Contact details of your referees

Your two-page statement: in this statement you must provide practice examples aligned to the Australian Professional Standards for Teachers with an emphasis on the results achieved.

A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the ACT Public Sector Education Directorate Teaching Agreement 2018-2022 provisions will assess all applications for this position.

Contact: Education Recruitment on (02) 6205 5000 or EDUTeachingInCanberra@act.gov.au

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How to Apply: If you're interested in applying for a teaching role with the Education Directorate in Canberra, please "[click here](#)"

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Contact Officer: Education Recruitment (02) 6205 5000 EDUTeachingInCanberra@act.gov.au

Disability Educators – Canberra

Classroom Teacher \$75,443 - \$112,930, Canberra (PN: Disability Educators – Canberra)

Gazetted: 12 November 2021

Closing Date: 29 November 2021

Salary up to \$112,930 (dependent on experience) +11.5% super

Opportunity to have a career without needing to move every 3 to 5 years

Reimbursement of reasonable relocation costs up to \$12K plus dependents allowance

Bring your passion for teaching students with a disability or with additional needs to Canberra. With roles starting from now until 2022 now is the time to apply.

Who are We?

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

Teachers – Disability Educator

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

Future of Education

The Future of Education Strategy is a ten-year strategy. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

Strengthened systems to focus on equity with quality

Placing students at the centre of their learning

Empowering teachers, school leaders and other professionals to meet the learning needs of all students

Building strong communities for learning

Australia's leading employment conditions for Teachers

The ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 means teachers in the ACT will be the highest paid and will have some of the best employment conditions in the country. Our Agreement leads the sector in Australia. It includes:

Highest wages in Australia and best superannuation benefits in the country

Agreed class sizes

A reduction in face to face teaching hours to ensure ongoing professional development for teachers and quality learning for students across the ACT.

Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption or permanent care leave.

Why Canberra?

The lifestyle In Canberra you can embrace a better work-life balance. Canberran's enjoy getting active with lakes and mountains easily in reach of the city. With everything within an easy 30-minute drive, you'll be able to soak up all Canberra and this region has to offer.

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Why teach in Canberra

Canberra is one of the fastest growing cities in Australia. We've a need for teachers now and into the future. In Canberra you will benefit from:

the close proximity of our learning environments making connecting with your colleagues easy

career development and professional learning programs tailored to your needs and school context

Your skills and experience

Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.

Proven capacity to work as part of a team and the ability to use own initiative and to work independently.

Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Requirements for employment

To commence in a permanent, temporary or casual teaching position within the ACT Public School system you require the following:

Eligibility for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment

Current Working with Vulnerable People registration

Australian citizenship or permanent residency status or visa with appropriate work rights

In accordance with the *Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021*, teachers working in:

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

Under the public health direction, a worker must not work at an ACT School or Early Childhood Education and Care facility in the Australian Capital Territory without providing evidence of vaccination status or evidence of exemption.

Failure to provide such evidence may prevent or cause the withdrawal of any offer of employment.

You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position.

Further Information

To complete your submission, you will need the following:

Your resume

Contact details of your referees

Your two-page statement: in this statement you must provide practice examples aligned to the Australian Professional Standards for Teachers with an emphasis on the results achieved.

A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the ACT Public Sector Education Directorate Teaching Agreement 2018-2022 provisions will assess all applications for this position.

Contact: Education Recruitment on (02) 6205 5000 or email EDUTeachingInCanberra@act.gov.au

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

www.education.act.gov.au/home

How to Apply: If you're interested in applying for a teaching role with the Education Directorate in Canberra please ["click here"](#)

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

Contact Officer: Education Recruitment (02) 6205 5000 EDUTeachingInCanberra@act.gov.au

School Performance and Improvement

South and Weston Network

Yarralumla Primary School

Learning Support Assistant

School Assistant 3 \$56,858 - \$61,194, Canberra (PN: 33065, several)

Gazetted: 11 November 2021

Closing Date: 25 November 2021

Details: Yarralumla Primary School is a bilingual school where students learn the Australian Curriculum 50% in English and 50% in Italian. It caters for approximately 460 children from the ages of 3 to 12 through a variety of programs that include a K – 6 specialised Italian bilingual program, an English stream, a pre-school program (4 year olds), a Montessori Stage one program (3 to 5 year olds) and a small group space (K-6), previously an LSUA.

The school promotes the belief that all children have a right to develop, grow and learn in a society where each individual is valued and respected; where each individual in turn, values, respects and contributes positively to others and the environment which we all share. The school also values diversity and fosters an inclusive learning environment.

The learning support assistant provides personal, physical and educational support to students with additional needs and/or intellectual and/or physical disabilities. This is performed under general supervision and direction from the teacher. The successful applicant will have the capacity to work in a small group space with students with autism, intellectual disability and 1:1 support. Be HAAS trained to assist with feeding, changes (using a hoist) and monitoring a child with diabetes.

Eligibility/Other Requirements:

First Aid Certificate or a willingness to undertake appropriate training.

HAAS trained in feeding, changes (with a hoist) and diabetes.

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

Notes: This is a temporary part-time position available at (6:25) hours per week. It is available from 27 January 2022 until 26 January 2023 with the possibility of extension. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Applicants should provide written responses that address the numbered Selection Criteria located in the Position Description. Limit responses to 300 words (max) per criteria. Please also attach a current curriculum vitae; and a list of referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rohan Evans (02) 6142 3252 Rohan.Evans@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.

Graduate Teachers - Canberra

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

Gazetted: 12 November 2021

Closing Date: 29 November 2021

- Recently or about to graduate from your teaching degree or masters?
- Reimbursement of reasonable relocation costs up to \$12K plus dependents allowance

Are you next generation of educators who want to make a difference? Start your career in Canberra. With market leading new educator support including mentoring and reduced contact hours. Now is the time to apply.

Who are We?

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

Graduate and New Educators

We are looking for teachers who have recently (previous three years) or who will graduate before January 2022, who are enthusiastic, dedicated and are passionate about making a difference to our students.

Australia's leading employment conditions for Teachers

Teachers in the ACT will be the highest paid and will have some of the best employment environments in the country. It includes:

- Dedicated new educator program with mentoring and professional development supported by reduced contact hours
- Be paid amongst the highest wages in Australia including the best superannuation benefits in the country
- Better support for teachers
- Safe and supportive workplaces
- Agreed class sizes

Why Canberra?

The lifestyle In Canberra you can embrace a better work-life balance. Canberran's enjoy getting active with lakes and mountains easily in reach of the city. With everything within an easy 30-minute drive, you'll be able to soak up all Canberra and this region has to offer.

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Canberra's teachers are the highest paid in Australia, and we may assist with your relocation costs. Canberra doesn't care where you've come from, or who you know. When you choose to work in Canberra, it's easy to find like-minded people.

Requirements for employment

You are invited to apply now even if you are not currently eligible, noting that you must meet all the above requirements before commencing in a teaching position:

- To be eligible for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment
- Current Working with Vulnerable People registration
- Australian citizenship /or permanent residency status
- Compliance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021.

Further Information

To apply for our Graduate recruitment round you will need to be completing your teaching qualification before January 2022 or have completed your course within the last three years.

To complete your submission, you will need the following:

- Your resume
- Your practical placement reports
- Contact details of your referees
- Your two-page statement: in this statement you must provide practice examples aligned to the Australian Professional Standards for Teachers with an emphasis on the results achieved.

A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the ACT Public Sector Education Directorate Teaching Agreement 2018-2022 provisions will assess all applications for this position.

Contact: Education Recruitment on (02) 6205 5000 or email EDUTeachingInCanberra@act.gov.au

How to Apply

If you are interested in applying for a teaching role with the Education Directorate in Canberra please click [here](#).

Office for Schools

North/Gungahlin

Black Mountain School

School Leader C - Black Mountain School

School Leader C \$130,338, Canberra (PN: 30517, several)

Gazetted: 11 November 2021

Closing Date: 25 November 2021

Details: Black Mountain School caters for students with disability in years 7-12 from the northside of Canberra. We are a centre for excellence in education and take pride in providing deeply personalised, student centred learning for all students. At Black Mountain School we are committed to providing rigorous, authentic, hands on learning experiences at the point of need for each student. Our staff are central to this culture and we are committed to providing an environment where staff wellbeing is seen as a critical component of student learning. Black Mountain School provides a framework of professional supervision and development for all staff within an innovative interprofessional model of practice.

Black Mountain School is seeking a resilient, flexible, positive, solutions focused school leader, committed to the 'student at the centre' and invested in supporting the adults that support our students.

Leadership responsibilities include, but are not limited to:

Support the leadership team to implement and achieve the school strategic plan and annual action plan.

Provide strong, collaborative leadership in evidence-based pedagogical practices, curriculum and formative assessment. Coach and mentor as required.

Collaborate and foster productive relationships with all members of an interprofessional school team, the school community and external stakeholders.

Eligibility/Other Requirements:

minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview

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.

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schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

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How to Apply: Please submit your curriculum vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Applications should be submitted via the Apply Now button below

Contact Officer: Kyrie Douch (02) 6124 1400 Kyrie.Douch@ed.act.edu.au

Secondary School Teachers - Canberra

Classroom Teacher \$75,443 - \$112,930, Canberra (PN: Secondary School Teachers - Canberra)

Gazetted: 12 November 2021

Closing Date: 29 November 2021

- Salary up to \$112,930 (dependent on experience) +11.5% super
- Opportunity to have a career without needing to move towns every 3 to 5 years
- Reimbursement of reasonable relocation costs up to \$12K plus dependents allowance

Apart from the improved lifestyle that comes from living in Canberra, the world's most liveable city, your teaching career will also benefit from a move to the ACT Education Directorate teaching service.

Who are We

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Teachers- Secondary School

The Directorate is looking for Secondary School teachers who are enthusiastic, dedicated and can show innovation with quality learning programs that will cater for the diverse needs and interests of our students. All teachers are welcome to apply noting we have several specialisations that are in high demand:

- Mathematics
- Science
- English
- History and Social Sciences
- Design Technology
- Engineering and Robotics
- PE and Outdoor Education

Future of Education

The Future of Education Strategy is a ten year strategy. Launched in August 2018, the strategy sets the ACT Government's long-term vision through a roadmap that outlines how all students in all schools will benefit from an improved education delivery over the next decade. It focuses on:

- Strengthened systems to focus on equity with quality
- Placing students at the centre of their learning
- Empowering teachers, school leaders and other professionals to meet the learning needs of all students
- Building strong communities for learning

Australia's leading employment conditions for Teachers

The ACT Public Sector Education Directorate (Teaching Staff) Enterprise Agreement 2018-2022 (Teaching Staff EA) means teachers in the ACT will be the highest paid and will have some of the best employment conditions in the country. Our Agreement leads the sector in Australia. It includes:

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- Agreed class sizes
- Paid employer superannuation contributions on the first 12 months of unpaid birth leave, bonding leave, primary care giver leave, adoption or permanent care leave.

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- the close proximity of our learning environments making connecting with your colleagues easy
- career development and professional learning programs tailored to your needs and school context

Your skills and experience

- Demonstrated ability to develop and implement inclusive and effective teaching and learning strategies to engage and improve educational outcomes for a diverse range of students.
- Proven capacity to work as part of a team and the ability to use own initiative and to work independently.
- Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with Cultural Integrity and the Directorate's Work Health and Safety policies, procedures and roles and responsibilities.

Requirements for employment

To commence in a permanent, temporary or casual teaching position within the ACT Public School system you require the following:

- Eligibility for Professional Teacher registration with the ACT Teacher Quality Institute prior to commencing employment
- Current Working with Vulnerable People registration
- Australian citizenship or permanent residency status or appropriate visa with work rights
- In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, teachers working in:
 - schools that cater for children under 12 (preschool to year 6 schools)
 - specialist schools
 - flexible learning programs, and
 - early childhood education and care services (including out of school hours care)
 - P-10 schools where they share a campus with those younger years.
- High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

Under the public health direction, a worker must not work at an ACT School or Early Childhood Education and Care facility in the Australian Capital Territory without providing evidence of vaccination status or evidence of exemption.

Failure to provide such evidence may prevent or cause the withdrawal of any offer of employment.

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Further Information

To complete your submission, you will need the following:

- Your resume
- Contact details of your referees
- Your two-page statement: in this statement you must provide practice examples aligned to the Australian Professional Standards for Teachers with an emphasis on the results achieved.

A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the ACT Public Sector Education Directorate Teaching Agreement 2018-2022 provisions will assess all applications for this position.

Contact

For any questions regarding this recruitment process please contact:

Education Recruitment on (02) 6205 5000 or EDUTeachingInCanberra@act.gov.au

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

www.education.act.gov.au/home

How to Apply

If you're interested in applying for a teaching role with the Education Directorate in Canberra please click [here](#).

School Performance and Improvement

Belconnen Network

University of Canberra High School Kaleen

Youth Support Work Officer

School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 36525)

Gazetted: 15 November 2021

Closing Date: 29 November 2021

Details: The University of Canberra High School Kaleen is looking for an enthusiastic and dedicated person to join our Student Wellbeing Team. Working independently and as part of a collaborative team to develop, implement, manage and evaluate programs aimed at engaging young people in learning and developing their social and emotional wellbeing.

UC High School Kaleen is medium sized Year 7 to 10 High School with 500 students and over 50 staff located in Belconnen. Our enrolment area includes Kaleen, Giralang, Lawson and McKellar.

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.

Note: This is a temporary position available for a period of 12 months with the possibility of permanency. Selection may be based on application and referee reports only. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria (professional skills and knowledge and behavioural capabilities), 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: Greg Stirling (02) 6142 0490 greg.stirling@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 and Services Transformation

Project Coordinator

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 37135)

Gazetted: 15 November 2021

Closing Date: 1 December 2021

Details: This role will ensure projects are delivered in accordance to the Whole of Government standards, that priorities are managed, and that the quality of projects are delivered in an efficient and fit for purpose manner. You will support engagement with Directors, corporate senior leaders, service managers and external stakeholders to ensure their complex needs are understood, prioritised, and incorporated into Directorate plans with progress communicated throughout the delivery process.

Our ideal candidate takes ownership of issues and will 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.

Ideally you will have proven ability to manage planned outcomes within tight timeframes, build relationships, communicate effectively and influence stakeholders in an Education context.

Eligibility/Other Requirements: Formal qualifications in a related field or equivalent experience is highly regarded.

Note: This is temporary position available immediately for a period of 12 months with the possibility of permanency. An order of merit will be established from this selection process. To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools).

specialist schools.

flexible learning programs, and

early childhood education and care services (including out of school hours care).

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate. Selection may be based on application and referee reports only.

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

why you want the role;

what you would bring to the role and what you would get out of it; and

about 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: Taymore Tabbah (02) 6207 5896 Taymore.Tabbah@act.gov.au

School Performance and Improvement

South and Weston

Canberra College

Youth Support Worker - Canberra College

School Assistant 4 \$68,175 - \$73,820, Canberra (PN: 44367)

Gazetted: 11 November 2021

Closing Date: 18 November 2021

Details: Canberra College caters for students from Year 11 to Year 12 and is in the Woden Valley. The school promotes an enriching, safe, respectful and supportive environment where students are educated together in an inclusive mainstream and specialist environment. Canberra College offers modern learning approaches including various specialist learning spaces, including facilities that support students engaged in theatre and performing arts, hospitality and food services, automotive industry, design and graphics, textiles and fashion design, metal products and information technology.

The school promotes inclusive practices and has an emphasis on valuing each student and working to meet their individual needs. The school partners with families to provide academic and wellbeing support for students. The college provides a range of programs that reflect the diversity of pathways our students can pursue. Pathways of learning include Tertiary, Accredited and Vocational courses where nationally recognised training packages and Australian School Based Apprenticeships can be included. All students complete an educational package which leads to the award of an ACT Senior Certificate. Courses are delivered through traditional and contemporary classes or targeted programs. These speciality programs include a Big Picture Academy, Futures Program, International Student Program and CCCares.

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

Eligibility/Other Requirements: Prior to commencing in this role, a 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. Certificate IV or Tertiary qualification in Youth Work or a related field is preferred.

Highly Desirable: First Aid Certificate or a willingness to undertake appropriate training.

Unrestricted ACT Medium Ridged (MR) Licence or the ability to obtain.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please submit your response of no more than two pages addressing the Selection Criteria, together with your curriculum vitae 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. Selection may be based on application and referee reports only.

Contact Officer: Rachael Radvanyi (02) 6142 3288 Rachael.Radvanyi@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.

Applications should be submitted via the Apply Now button below.

Service Design and Delivery

Learning Wellbeing Policy and Design

Wellbeing and Inclusion

Director - Gender Equality

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 44212)

Gazetted: 15 November 2021

Closing Date: 2 December 2021

Details: This role is a new and exciting opportunity to lead a team responsible for the detailed development and implementation of the ACT Education Directorate's approach to gender equality and inclusion in ACT public schools. The successful candidate will develop the policy setting that fosters gender equality and inclusion in ACT public schools, along with professional learning, strategies, programs and other supports that will increase the gender equality and inclusion capability of school-based staff.

They will lead a team of coaches who will support schools to deliver contemporary gender and inclusion practice and develop teacher capability to ensure students have the skills, knowledge, and attitudes to engage in respectful relationships and to reject attitudes and/or behaviours that lead to gender-based violence in our community. They will work closely with schools to ensure that respectful relationships, sexuality and consent education meets student needs.

They will also work closely with community-based organisations and experts who provide support on contemporary issues of gender equality and inclusion. The team will host events and gather student voice to ensure that the approach to gender equality reflects student needs.

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

Eligibility/Other Requirements: In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

How to Apply: If you are interested in this position, we encourage you to submit an application. To enable us to assess your merit, your application should include your:

Current Curriculum Vitae

Individual response to the selection criteria (maximum two pages)

Two Referees

Proof of COVID-19 vaccination status.

Applications should be submitted via the Apply Now button below.

Contact Officer: Alex Dance (02) 6205 9680 Alex.Dance@act.gov.au

School Performance and Improvement

North and Gungahlin Network

Majura Primary School

Business Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 51598)

Gazetted: 17 November 2021

Closing Date: 1 December 2021

Details: Are you looking for a great opportunity to take on a big, 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.

Majura Primary School is a large and growing inner North Canberra preschool to year six with a passionate and engaged parent community. The schoolwork's with all stakeholders to ensure that personalised and differentiated programs are developed to meet the needs of all learners.

The school is looking for an innovative and effective school leader to support the school improvement agenda through best practice business systems and processes.

This role is an active member of the school leadership team, overseeing the operations of the school business, and is accountable to the ACT Education Directorate in meeting relevant legislative requirements. Responsibilities include finance and the management of budgets; coordination of Government business requests, management and monitoring of contracts and leases, managing relationships with partners and vendors, identify opportunities and develop plans for business development which includes assisting the school in delivering on its strategic vision and business plan.

An ability to think critically will be vital in providing informed advice to the Principal to minimise risks, ensure compliance, to strategically ensure the most effective use of resources and to offer advice and solutions for business operations including identifying issues and following established protocols. Excellent communication and customer service skills will be essential. The Business Manager plays an integral role within the school community and the school improvement agenda, ensuring the school is a safe, happy and positive environment where students love to learn. They provide valuable, enabling support to the Principal while working collaboratively with the school leadership team and the school community to support student outcomes. Responsibility for leading, mentoring and managing the non-teaching support staff of the school also falls within the expectations of this role.

Eligibility/Other Requirements

Mandatory:

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 the following link: <https://www.accesscanberra.act.gov.au/s/>

Desirable

A First Aid Certificate or a willingness to undertake appropriate training.

Experience in a business-related role and financial qualifications and/or relevant experience.

Notes: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

Applications should be submitted via the Apply Now button below.

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

Service Design and Delivery

Student Engagement

Black Mountain School

Physiotherapist - Black Mountain School

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 54143)

Gazetted: 15 November 2021

Closing Date: 3 December 2021

Details: This recruitment process is seeking allied health staff for Black Mountain School. Black Mountain School are seeking a physiotherapist to be part of an exciting new initiative whereby Allied Health Professionals will be an integral part of teaching and learning teams. Successful applicants will work directly with teachers and students to provide an integrated allied health lens to help inform individual student and whole class programs. This role will be a part of an interprofessional in school team and will directly support the physical needs of students in order to increase access to curriculum. This role will be responsible for planning, implementing and reporting on physiotherapy programs across the school.

Employment in the Student Engagement branch also provides successful applicants the opportunity to move between school settings and other education allied health teams to further develop their skillset.

Eligibility/Other Requirements:

Tertiary qualification or equivalent in Physiotherapy.

Current registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for membership with the Australian Physiotherapy Association.

Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards.

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

Current drivers licence is essential.

Note: This is a temporary position available from 24 January 2022 for a period of 12 months, with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

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specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: In three 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. Please also include a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 amie.corrigan@act.gov.au

Service Design and Delivery

Student Engagement

Black Mountain School

Occupational Therapist - Black Mountain School

Health Professional Level 1/2 \$64,531 - \$94,461, Canberra (PN: 54141, several)

Gazetted: 15 November 2021

Closing Date: 3 December 2021

Details: Black Mountain School are seeking Occupational Therapists to be part of an exciting new initiative whereby Allied Health Professionals will be an integral part of teaching and learning teams. Successful applicants will work directly with teachers and students to provide an integrated allied health lens to help inform individual student and whole class programs. These roles will be a part of an interprofessional in-school team that directly supports students to enhance their access to, and participation in all aspects of school life and engagement in the curriculum. New and recent graduates are encouraged to apply for these positions and appropriate close supervision will be provided.

Successful applicants who successfully complete 12 months at the HP1 level and are assessed as satisfactory, will be supported to progress to HP2 level. A minimum of 12 months experience is required to apply for a HP2 position. Employment in the Student Engagement branch also provides successful applicants the opportunity to move between school settings and other education allied health teams to further develop their skillset.

Eligibility/Other Requirements:

Tertiary qualification or equivalent in Occupational Therapy.

Current registration as an Occupational Therapist 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 relevant Workplace Health and Safety standards.

Eligibility for Membership with the Australian Occupational Therapy Association.

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: There are several temporary positions available from 24 January 2022 for a period of 12 months, with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

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flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: In three 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. Please also provide a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 amie.corrigan@act.gov.au

Service Design and Delivery

Student Engagement

Black Mountain School

Occupational Therapist - Black Mountain School

Health Professional Level 3 \$97,177 - \$102,397 (up to \$107,476 on achieving a personal upgrade), Canberra (PN: 54142)

Gazetted: 15 November 2021

Closing Date: 2 December 2021

Details: Black Mountain School are seeking Occupational Therapists to be part of an exciting new initiative whereby Allied Health Professionals will be an integral part of teaching and learning teams. Successful applicants will work directly with teachers and students to provide an integrated allied health lens to help inform individual student and whole class programs. These roles will be a part of an interprofessional in-school team that directly supports students to enhance their access to, and participation in all aspects of school life and engagement in the curriculum. New and recent graduates are encouraged to apply for these positions and appropriate close supervision will be provided.

Employment in the Student Engagement branch also provides successful applicants the opportunity to move between school settings and other education allied health teams to further develop their skillset.

Eligibility/Other Requirements:

Tertiary qualification or equivalent in Occupational Therapy.

Current registration as an Occupational Therapist 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 relevant Workplace Health and Safety standards.

Eligibility for Membership with the Australian Occupational Therapy Association.

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 from 24 January 2022 for a period of 12 months, with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)
specialist schools
flexible learning programs, and
early childhood education and care services (including out of school hours care)
P-10 schools where they share a campus with those younger years.
High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: In three 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. Please also include a current curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Amie Corrigan (02) 6205 1310 amie.corrigan@act.gov.au

Office for Schools

South Weston Network

School Leader B- Lyons Early Childhood School

School Leader B \$151,757, Canberra (PN: 25233)

Gazetted: 15 November 2021

Closing Date: 29 November 2021

Details: Lyons Early Childhood School is looking for a highly motivated School Leader B to join our leadership team. The successful applicant will take an active role in many facets of the school's operation including coaching experienced and new educators, supervising a teaching team and administration staff, as well as promoting the strengths of the school model in the community.

They will:

Lead the development of a data profile that informs learning and teaching, as well as strategic decision making across the school

Focus on developing a strong school community that supports high quality learning and care for birth to 8-year-old children

Lead further implementation of the school's PLC model to build teacher efficacy in using formative assessment to drive differentiated learning

Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students; and demonstrate outstanding skills in connecting with the whole school community.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

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

The committee will use the standard selection techniques in accordance with the principals of merit including, short listing, interviewing and refereeing, not necessarily in this order, to determine a list of suitable applicants. These standard selection techniques may be supplemented by other assessment techniques that the selection committee considers necessary. The committee may ask questions about how you have handled previous situations or tasks involving similar capabilities to those of the position, the results achieved, your reflections and approach to the outcome.

Applicants with specific requirements to enable access to, or participation in, the interview process should inform the contact officer prior to interview

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

*schools that cater for children under 12 (preschool to year 6 schools)

*specialist schools

*flexible learning programs, and

*early childhood education and care services (including out of school hours care)

*P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

Notes:

How to Apply: Questions about individual school leader positions should be directed to the relevant Contact Officer. This can help when preparing your submission as the contact officer be able to share with you more detailed information about the position, allowing you to tailor your response.

Conducting some research about the Directorate, the ACT Government and the ACT Public Service before making a submission can also provide you with insights to help make your responses more relevant.

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.

Please submit your Curriculum Vitae, statement of claims based on the five leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Statement of claims based on the Position Information and School Leader Capability Framework:

The statement of claims is integral to the application. The capabilities are supported by descriptors. Consider work practice examples that focus on what you do, how and with what impact, relating your prior experiences and performance to your potential for achieving outcomes in the identified position.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Robyn Strangward (02)6142 0044 Robyn.Strangward@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.

System Policy and Reform

Strategic Policy

Legislation Reform

Policy Officer, Legislation Reform

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 33846)

Gazetted: 17 November 2021

Closing Date: 1 December 2021

Details: EDUCATION DIRECTORATE

The Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers.

Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>.

STRATEGIC POLICY BRANCH

The Strategic Policy Branch leads strategic reforms that deliver better outcomes for children and young people in the ACT. This is achieved by driving the strategic vision for education in the ACT; engaging meaningfully with strategic partners to conceptualise and design solutions to local challenges; and leveraging research, evidence and expertise in innovative ways to meet the ACT context. This includes *Strategic Delivery* of priority initiatives, *Strategic Coordination* of cross directorate priorities, and *Strategic Partnering* with other parts of the directorate on joint commitments.

DIVERSITY STATEMENT

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

POSITION OVERVIEW

Are you a high performing officer looking for your next challenge? Are you excited by reforming legislative frameworks to ensure the best outcomes for our children and young people? Do you have experience in policy

development, exceptional research skills, and high level written and organisational skills? Then this might be the job for you!

The Legislation Reform team is looking for a motivated and conscientious individual with skills and experience in legislative policy development to join us from 10 January 2022 for eight months, with the possibility of extension up to 12 months and/or permanency.

To be successful in this role you must be able to work cooperatively with others as well as individually with minimal supervision, in a fast paced and at times, pressured environment. You will need expertise in policy development, strong strategic thinking skills, excellent written and organisational skills, and a desire to build and maintain quality relationships with a range of stakeholders. This is a fantastic opportunity for someone who is interested in delivering strategic legislative reform that will benefit children and young people in our community.

ACCOUNTABILITIES

Provide accurate and robust advice, and options for consideration in relation to legislative reform.

Develop Cabinet papers, including Cabinet Briefs and Assembly Business Papers, Triple Bottom Line Assessments, Presentation Speeches, Explanatory Statements and Debate packages.

Draft and maintain high-quality project materials and documents, including project plans, communication strategies, information papers, risk management strategies and internal reporting documents.

Develop drafting instructions for Parliamentary Counsel's Office and communications materials regarding proposed changes, to facilitate negotiations with key stakeholders.

Develop networks and relationships with stakeholders within government, representative bodies and other agencies to achieve an agreed policy position to support the development of legislative reform.

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

Desirable:

Experience in the development of legislation and Cabinet papers.

Notes: This is a temporary position available from 10 January 2022 for eight months with the possibility of extension up to 12 months and/or permanency. This position will be designed for flexible work arrangements and activity-based working (ABW). Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites. Our branch is currently working in a mixed-mode of working, both at home and at the ACT Whole-of-Government building at 220 London Circuit. The successful candidate will be expected to work flexibly across multiple sites. Information will be provided on how to work from home safely and effectively. Please note a gradual return to the workplace may be forthcoming. Applications may be considered on the responses to the selection criteria and referee reports only.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Applications include a supporting statement of no more than three pages, outlining experience and/or ability across the following Selection Criteria:

Ability to think strategically, research and analyse policy and contribute to the production of policy advice of a high standard.

Highly developed interpersonal and representational skills, with experience in building quality relationships with stakeholders.

Strong written communication skills with demonstrated experience in preparing project documents, briefing materials and Cabinet papers to explain complex matters to the Senior Executive, the Minister, external agencies and schools.

Excellent organisational skills and demonstrated ability to work under pressure, with minimal supervision and meet deadlines while effectively understanding, anticipating and managing competing priorities.
Understanding of ACT Public Service Values, demonstrated self-awareness, professionalism and a proven commitment to ongoing cultural awareness. Demonstrated awareness of and ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

A current curriculum vitae, and

The name and contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You may also be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Travers (02) 6205 4124 Rebecca.Travers@act.gov.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Business Analyst

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 44259)

Gazetted: 17 November 2021

Closing Date: 3 December 2021

Details: Our ideal candidate will have business analysis experience. You will work in an environment where the legacy systems are being replaced and old processes are evolving, being re-designed and continually undergoing process improvements.

This role will provide support to the Director, Transformation and Service School Management Support and will be required to support the team with business process mapping, requirements gathering, stakeholder engagement, communications, and facilitation and training.

You will be confident in a digital transformation space and want to make a positive impact on the business, improve efficiency and communication with stakeholders, and are supportive of the Directorate's commitments to continual improvement.

This role will ensure projects are developed in accordance with Whole of Government standards, that priorities are managed, and that the quality of projects are delivered in an efficient and fit for purpose manner. You will be required to produce a range of business analysis artefacts to support the implementation of Agile projects aligned to digital design approaches.

Ideally you will have proven ability to manage planned outcomes within tight timeframes, build relationships, communicate effectively and influence stakeholders.

Our ideal candidate has experience in providing administrative and ICT support, in a busy environment. The ability to delivery excellent customer service and provide day to day support across the team is critical to this role.

Eligibility/Other Requirements:

To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.

Highly Regarded

Driver's licence and access to a private vehicle.

Formal qualifications in a related field or relevant experience will be highly regarded.

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

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

How your skills align to this role;

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

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

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. Referees will not be contacted without your knowledge.

Applications should be submitted via the Apply Now button below.

Contact Officer: Liam Mackay (02) 6205 3359 Liam.Mackay@act.gov.au

School Performance and Improvement

North and Gungahlin

Turner School

Administrative Services Officer

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 54136)

Gazetted: 17 November 2021

Closing Date: 24 November 2021

Details: Turner School is seeking a highly organised and energetic person with a broad set of skills to support the Principal and Business Manager in the day-to-day administrative operation of the school.

The successful candidate will possess a proven ability to work independently and as part of a team to provide operational, administrative and technical support to staff and students. This includes experience in the management of the school IT processes and systems as well as the school website.

Eligibility/Other Requirements

Qualifications and/or experience to commensurate with the duties of the position including strong skills in information technology and proven skills in office administration policies and procedures is desirable.

This position is full time and requires the applicant to work during stand down periods between terms to undertake duties as directed.

Must have current ACT Working with Vulnerable People registration.

Current First Aid Certificate or willingness to undertake training.

Notes: Selection may be based on application and referee reports only. In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please provide a written response to the Selection Criteria of no more than (two) pages, list the name and contact details of two referees and provide a curriculum vitae keeping your past employment history to the last five years.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deborah Parr (02) 6142 2432 deborah.parr@ed.act.edu.au

School Performance and Improvement

North Canberra and Gungahlin

Harrison School

Learning Support Assistant - Harrison School

School Assistant 2/3 \$50,184 - \$61,194, Canberra (PN: 19116, several)

Gazetted: 17 November 2021

Closing Date: 29 November 2021

Details: Harrison School is a P-10 school situated in Gungahlin. Harrison School is a dynamic, inclusive learning environment where staff work collaboratively to create a consistent approach to learning and teaching. We are seeking dynamic Learning Support Assistants to work with children from Preschool – Year 6. The successful applicants will work in a team environment with both teaching and support staff. They must be proactive, work well under pressure and demonstrate the ability to contribute in a fast paced and everchanging environment. The successful applicants will also participate in the planning, development, and implementation of educational programs. Classroom support may include working with an individual or small group of students. If this sounds like you then we look forward to reading your application.

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.

Note: There are several and full-time and part-time temporary positions available immediately from 26 January 2022 until 25 January 2023 with the possibility of permanency. Part-time hours may vary, please discuss with the Contact Officer, and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply: Please submit a two page response to the Selection Criteria, a curriculum vitae and two written referee reports using the following template

https://www.jobs.act.gov.au/_data/assets/word_doc/0016/1243123/Referee_Report.doc

Applications should be submitted via the Apply Now button below.

Contact Officer: Kirralee Larkin (02) 6142 2200 kirralee.larkin@ed.act.edu.au

Service Design and Delivery

Digital Strategy, Services and Transformation

Strategy Design and Programs

Senior Full Stack Developer

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 44263)

Gazetted: 17 November 2021

Closing Date: 6 December 2021

Details: We are looking for a senior Information and Communication Technology (ICT) developer who has full stack development skills for building software using languages and technologies of the .NET core, Entity Framework, React Libraries, SQL, Microsoft Azure. You will be mainly working as a front-end and back-end developer for the flagship project carried out by the ACT Education directorate which ingests the output of the Access Canberra New Student Enrolment form to the Enrolment Edge Application. This application allows users to control the workflow of the application and finally feed an API to ingest this information into the School Administration System. You will support Admissions Edge application, invent new functionalities to the application, configure existing systems and provide user support for application. You should be a team player and excellent communicator.

If you are also passionate about the .NET core, Entity Framework and software design/architecture, we'd like to meet you. Your goal will be to work with internal teams to design, develop and maintain software.

Ideally you should have 6+ year experience delivering applications using .NET core, Entity Framework, React Libraries, SQL, Microsoft Azure and are excited about how your contributions can enable and strengthen the education system here in the ACT.

Eligibility/Other Requirements:

Mandatory:

Permanent resident of Australia.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

Highly Desirable:

Cloud platform experience (Azure preferred)

Programming/scripting experience

Possession of a current driver's licence and access to a private vehicle.

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

How to Apply:

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: Sunny Kokane (02) 6205 9073 Sunny.Kokane@act.gov.au

System Policy and Reform

Strategic Policy

Assistant Director, Legislation Reform

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 54051)

Gazetted: 17 November 2021

Closing Date: 1 December 2021

Details: EDUCATION DIRECTORATE

The Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of government schools across the ACT and for regulating non-government school and early childhood education providers.

Further information about working in the ACT Public Service and the Education Directorate can be found at

<https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>.

STRATEGIC POLICY BRANCH

The Strategic Policy Branch leads strategic reforms that deliver better outcomes for children and young people in the ACT. This is achieved by driving the strategic vision for education in the ACT; engaging meaningfully with strategic partners to conceptualise and design solutions to local challenges; and leveraging research, evidence and expertise in innovative ways to meet the ACT context. This includes *Strategic Delivery* of priority initiatives,

Strategic Coordination of cross directorate priorities, and *Strategic Partnering* with other parts of the directorate on joint commitments.

DIVERSITY STATEMENT

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

POSITION OVERVIEW

Are you a high performing officer looking for your next challenge? Are you excited by reforming legislative frameworks to ensure the best outcomes for our children and young people? Do you have experience in policy development, exceptional research skills, and high level written and organisational skills? Then this might be the job for you!

The Legislation Reform team is looking for a motivated and conscientious individual with skills and experience in legislative policy development to join us from 10 January 2022 for 12 months, with the possibility of permanency. To be successful in this role you must be able to work cooperatively with others as well as individually with minimal supervision, in a fast paced and at times, pressured environment. You will need expertise in policy development, strong strategic thinking skills, excellent written and organisational skills, and a desire to build and maintain quality relationships with a range of stakeholders. This is a fantastic opportunity for someone who is interested in delivering strategic legislative reform that will benefit children and young people in our community.

ACCOUNTABILITIES

Undertake research and analysis to contribute to the development and implementation of complex government policy and project work, to underpin legislative reform.

Provide accurate and robust advice, and options, for consideration in relation to policy development.

Undertake and coordinate the preparation of Cabinet papers, drafting instructions, project documents, policy papers and advice, briefings and high level correspondence and reporting documents.

Develop networks and relationships with stakeholders within government, the education sector, the education and care sectors, and other agencies or external stakeholders, including by representing the Directorate and its interests at relevant meetings.

Be responsible for managing and leading a program of stakeholder engagement and consultation to inform the development of legislation.

Deliver this work considering the *Education Act 2004*, the *Human Rights Act 2004* and the *Education and Care Services National Law (ACT) Act 2011 and National Regulations*, and the *Children and Young People Act 2008*.

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

Desirable:

Tertiary qualifications in law, or experience in the development of legislation and Cabinet papers.

Notes: This is a temporary position available from 10 January 2022 for a period of 12 months with possibility of permanency. This position will be designed for flexible work arrangements and activity-based working (ABW).

Under ABW arrangements, officers may not have a designated workstation/desk and work across multiple Education sites. Our branch is currently working in a mixed-mode of at home and at the ACT Whole-Of-Government building at 220 London Circuit. The successful candidate will be expected to work flexibly across sites. Information will be provided on how to work from home safely and effectively. Please note a gradual return to the workplace may be forthcoming.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

How to Apply:

Applications should include a supporting statement of no more than three pages, outlining experience and/or ability across the selection criteria:

Well-developed conceptual and analytical skills, and the demonstrated application of critical thought and problem-solving skills in the context of policy and legislation development.

Highly developed organisational skills, including goal setting, planning, managing team outputs and individual responsibilities.

Excellent written communication skills with demonstrated experience in preparing briefing materials, Cabinet papers and drafting instructions to explain complex matters to the Senior Executive, the Minister, external agencies and schools.

Highly developed interpersonal and representational skills and demonstrated experience in leading engagement and consultation that builds quality relationships with stakeholders.

Ability to work under pressure, with minimal supervision and meet deadlines while effectively understanding, anticipating and managing competing priorities.

Understanding of ACT Public Service Values, demonstrated self-awareness, professionalism and a proven commitment to ongoing cultural awareness. Demonstrated awareness of and ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

A current resumé, and

The name and contact details of two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You may also be asked to provide further referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rebecca Travers (02) 6205 4124 Rebecca.Travers@act.gov.au

Service Design and Delivery

DSST

Digital Programs

Senior Director Digital Programs

Senior Officer Grade A \$153,041, Canberra (PN: 42889)

Gazetted: 17 November 2021

Closing Date: 6 December 2021

Details: This is a critical leadership position to lead and direct a section of approximately 15 staff to research, design and support the implementation and adoption of digital, interactive and personalised learning systems to engage students in learning. The Director plays a critical role in leading the strategy and of technology and digital solutions.

The Digital Programs section plays a pivotal role in ensuring citizen centric principles are embedded in the design of modern, agile, and highly-automated digital processes with 'security in-depth principles' to transform learning with technologies that educators trust.

The position will work in partnership with internal and external stakeholders to deliver targeted, systematic and whole of Government digital initiatives to empower teachers and non-teaching employees to access the best tools to engage students and meet compliance requirements, with the ultimate goal of delivering exceptional student experiences.

Ideally you have fifteen years or more experience in program design, delivery and customer experience design principles and you are passionate about implementing innovative solutions. You are familiar with, or have the ability to acquire, an understanding of the ACT Education Directorate's Strategic Plan and initiatives under the Future of Education Strategy. You also have an understanding of emerging technologies to support pedagogy and accelerate digital transformation in the education sector.

Lastly, you have a great sense of humour, are resilient and tactful, passionate about what you do and want to make a difference in education in the ACT!

Eligibility/Other Requirements:

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)
specialist schools

flexible learning programs, and
early childhood education and care services (including out of school hours care)
P-10 schools where they share a campus with those younger years.
High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

Mandatory:

Permanent resident of Australia.

Highly Desirable

Degree qualification in related field or equivalent experience.

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

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

why you want the role;

what you would bring to the role and what you would get out of it; and
describe an achievement that you are most proud of.

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

School Improvement and Performance Division

Duffy Primary School

Deputy Principal

School Leader B \$151,757, Canberra (PN: 14287)

Gazetted: 15 November 2021

Closing Date: 29 November 2021

Details: Duffy Primary School prides itself in providing a supportive and nurturing environment, our inclusive educational program emphasises the development of individual skills and talents. Working collaboratively, we anticipate and build on opportunities to establish a school culture that develops values and social capacity in all our students. We are dedicated to ensuring a quality learning program that focuses on the individual needs and strengths of all students. Our social and emotional learning curriculum includes restorative and respectful practices that fit within our broader Positive Behaviours for Learning framework, supporting our school values respect, responsible and inclusive.

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.

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.

In accordance with the Public Health (ACT School or Early Childhood Education and Care Workers COVID-19 Vaccination) Emergency Direction 2021, all ACT Education Directorate employees working in the following education settings will be required to provide evidence of their ability to comply with the public health direction, including having received a current course of an approved COVID-19 vaccine or holding an approved exemption (where applicable):

schools that cater for children under 12 (preschool to year 6 schools)

specialist schools

flexible learning programs, and

early childhood education and care services (including out of school hours care)

P-10 schools where they share a campus with those younger years.

High schools and colleges that do not share a campus with primary school students are not covered by the mandate.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Cindie Deeker (02) 6142 2510 Cindie.Deeker@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.

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

Office of the Director-General

Communications, Engagement and Media

Senior Web Manager

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53895)

Gazetted: 12 November 2021

Closing Date: 30 November 2021

Details: The Environment, Planning and Sustainable Development directorate Communication, Engagement and Media team are looking for a passionate Senior Web manager to join their team.

The Senior Web Manager will be responsive and customer focussed to achieve quality digital information and services, with a whole of government focus on the *Everyday Climate Choices* digital requirements.

A successful candidate will ensure information on the website, and other directorate websites, is up to date and presented in an engaging format, aligned with the ACT Governments single public facing template and format. The Senior Web Manager will also play a key role in supporting website transformation projects in line with the ACT Government's digital priorities (i.e. Single Public Face 2.0).

This is an exciting opportunity for person who has a passion for sustainability and digital story-telling with extensive experience in working with a broad range of stakeholders in developing targeted and engaging content and driving strategic website development and outcomes.

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

Eligibility/Other Requirements: Communications and/or IT qualifications or related experience in web management/development. Specifically:

experience in CMS, HTML, CSS and WCAG 2.0 is required

experience with Squiz Matrix, SharePoint, JavaScript, Adobe CC and Google Analytics is highly desirable.

The ability to work flexibly with some out of hours work is required.

Note: This is a temporary position available for immediately for two years. 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: 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 in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be submitted via the Apply Now button below.

Contact Officer: Sally-Anne Clark (02) 6207 0825 Sally-Anne.Clark@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.

Independent Competition and Regulatory Commission

Magistrates, including one Magistrate who will work as a dedicated Coroner, of the Magistrates Court of the Australian Capital Territory

Gazetted: 12 November 2021

Closing Date: 12 December 2021

The Attorney-General of the Australian Capital Territory, Mr Shane Rattenbury MLA, invites expressions of interest from eligible and suitably qualified people for appointment as a Magistrate of the Magistrates Court of the Australian Capital Territory. The Magistrates Court of the Australian Capital Territory has wide jurisdiction including with respect to criminal, family violence, children's, civil, industrial, and coronial matters.

Two Magistrate appointments are proposed to be made as soon as practicable:

- One appointment as Magistrate to be the ACT's first dedicated Coroner, who will exclusively or predominantly exercise the functions and jurisdiction of a Coroner, as arranged by the Chief Magistrate (noting the Chief Magistrate also exercises the duties of Chief Coroner); and
- One appointment as Magistrate (by virtue of which they are also appointed as a Coroner), who will exercise the functions and jurisdiction of a Magistrate more generally, as arranged by the Chief Magistrate.

This Expression of Interest process may also be used to establish an order of merit to support future appointments as Magistrate and Coroner.

Magistrates are not permitted to undertake other employment, except with the written consent of the Attorney-General.

Expressions of interest are sought from all areas of the legal community including the private sector, government and community sector. Women, people with disabilities, people who identify as LGBTIQ, and people of Aboriginal and Torres Strait Islander and other culturally diverse backgrounds are encouraged to apply.

Information regarding eligibility, selection criteria and the personal particulars form may be obtained from justice.act.gov.au.

Eligibility

Magistrates are appointed by the ACT Executive following consultation with the Chief Magistrate.

A person is eligible to be appointed as a Magistrate if they have been a lawyer for at least five years and if they are under the age of seventy years.

Remuneration

Remuneration, allowances and entitlements are set independently by the ACT Remuneration Tribunal. The current determination which sets Magistrates' remuneration, allowances and entitlements can be accessed [here](#).

Conditions are also set out in the Magistrates Court (Conditions of Appointment) Decision 2019 ([access here](#)).

Other terms and conditions may be set by the Executive at the time of appointment.

Enquiries and Expressions of Interest

Written expressions of interest addressing the selection criteria, a current curriculum vitae and the personal particulars form should be emailed to judicialappointment@act.gov.au.

General inquiries should be directed to Ms Jennifer McNeill, Deputy Director-General, Justice and Community Safety Directorate, by email to judicialappointment@act.gov.au or on (02) 6205 3504.

Expressions of interest close on 12 December 2021. Late applications may be accepted at the selection panel's discretion.

Special Magistrates of the Magistrates Court of the Australian Capital Territory

Gazetted: 12 November 2021

Closing Date: 12 December 2021

The Attorney-General of the Australian Capital Territory, Mr Shane Rattenbury MLA, invites expressions of interest from eligible and suitably qualified people for appointment as Special Magistrates of the Magistrates Court of the Australian Capital Territory.

Expressions of interest are sought to establish an order of merit for appointment as Special Magistrate. Multiple candidates may be identified through this process as suitable to hold the position of Special Magistrate. The term of appointment as a Special Magistrate will be negotiated on appointment, but may be up to five years in duration. During this appointment term, the Special Magistrate will work on ad hoc occasions to cover leave arrangements and additional listing requirements as needed.

Applicants should note that as Special Magistrates generally work on ad hoc occasions, there is no guarantee of any particular type or frequency of work.

Expressions of interest are sought from all areas of the legal community including the private sector, government and community sector. Women, people with disabilities, people who identify as LGBTIQ, and people of Aboriginal and Torres Strait Islander and culturally diverse backgrounds are encouraged to apply.

Previous judicial experience will be well regarded. Successful candidates may be identified based on their application and referee reports only.

Information regarding eligibility, selection criteria and the personal particulars form may be obtained from jobs.act.gov.au.

The ACT Magistrates Court has jurisdiction to hear and determine civil and criminal cases across an extensive range of matters including:

- offences under the criminal law;
- applications for family violence, personal and workplace protection orders;
- civil debt and damages; and
- commercial tenancies.

The Court's jurisdiction also includes the Coroner's Court, the Children's Court, the Industrial Court, and the Galambany and Warrumbul Circle Sentencing Courts.

Eligibility

Special Magistrates are appointed by the ACT Executive following consultation with the Chief Magistrate.

A person is eligible to be appointed as a Special Magistrate if they are under the age of seventy years.

Remuneration

Remuneration, allowances and entitlements are set independently by the ACT Remuneration Tribunal. The current determination which sets Special Magistrates remuneration, allowances and entitlements can be accessed [here](#). Other terms and conditions may be set by the Executive at the time of appointment.

Enquiries and Expressions of Interest

Written expressions of interest addressing the selection criteria, a current curriculum vitae and the personal particulars form should be emailed to judicialappointment@act.gov.au.

General inquiries should be directed to Jennifer McNeill, Deputy Director-General, Justice, of the Justice and Community Safety Directorate, by email to judicialappointment@act.gov.au or on (02) 6205 3504.

Expressions of interest close on 12 December 2021. Late applications may be accepted at the selection panel's discretion.

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

Courts and Tribunal

Corporate and Strategic Services

Business Intelligence

Data Analyst

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 31045)

Gazetted: 17 November 2021

Closing Date: 24 November 2021

Details: The Data Analyst role is pivotal in ensuring ACT Courts and Tribunal (ACTCT) meets its internal and external statistical reporting requirements, assisting the Manager, Business Intelligence in providing analysis of data and supporting the use of data for proactive case management. The Data Analyst must be customer focused, familiar with data sciences and analytics and experienced in successfully translating data to usable management information.

This role contributes directly to the Courts and Tribunal strategic intent to optimise opportunities provided by the introduction of the Integrated Court Management System (ICMS) and other information systems; including codification of interfaces into and out of ICMS.

The Data Analyst supports the Manager Business Intelligence in ensuring that ICMS and other data is optimised to present to users reliable information to equip them for decision-making. The Data Analyst will do this by analysing users' needs, potential causal relationships between datasets, maintaining data integrity and assisting in the understanding of reported information.

Eligibility/Other Requirements:

An advanced knowledge of database environments and operation is preferred.

Applicants with tertiary qualifications in analytical sciences is highly desirable.

Notes: This is a temporary position available immediately for five months and is limited to ACT Public Service employees only. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide a pitch response to the following questions:

Responses should be limited to 200 words for each question and if possible relate your responses to common courts practice.

Describe simple tasks you routinely undertook or maintained which required drafting and executing query code to extract or organise data from or in a data source.

Provide an example of how you contributed to an extraction transformation and load (ETL) (or similar) process to address a task or requirement

Describe a piece of work you undertook to test the accuracy of a report. Summarise the logic derived to test the report, the results and what further action was taken to improve its integrity.

Applications should be submitted to the Contact Officer.

Contact Officer: James McQuillan (02) 6205 4134 James.McQuillan@courts.act.gov.au

ACT Corrective Services

Community Operations

Community Operations

Team Leader

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 43413)

Gazetted: 17 November 2021

Closing Date: 1 December 2021

Details: ACT Corrective Services (ACTCS) is pleased to offer an opportunity for an experienced individual to join Community Operations as a Team Leader (SOGC).

A career in Community Operations is unlike any other in the public service and is challenging and genuinely rewarding. As a Team Leader, you will support Community Operations in its aim to reduce offending by the use of a sound risk assessment tool and a brokerage case management model, which targets criminogenic needs.

You are required to have an understanding of correctional issues such as assessing and managing high risk offenders, including those charged with domestic violence and sexual offences. You are also required to have an understanding of victim issues and community safety.

In addition, you will be leading and managing teams and providing guidance, training and advice on case management practice. You will therefore be experienced in mentoring individuals and motivating teams.

Further to this, you will be composing and editing complex written material, as well as ensuring the provision of high quality written and verbal advice to Courts and releasing authorities.

The successful applicant will possess high level analytical, research and organisational skills, as well as an ability to adapt to new and challenging situations. You will need to possess exceptional communication and interpersonal skills, in addition to demonstrating strong leadership and management skills.

Eligibility/Other Requirements

Background National Police Checks will be conducted.

This position requires a pre-employment medical.

It is a requirement of this role that you maintain a Working with Vulnerable People Check.

Driver's licence is essential.

Tertiary qualifications in criminology, justice or management related discipline is desirable.

How to Apply: To apply, applicants are required to submit three items:

(1) A one-to-three-page written response addressing the Professional/Technical Skills and Knowledge and Behavioural Capabilities, having regard for the job requirements;

(2) a current curriculum vitae detailing the names and contact details of two referees (one should be a current Supervisor/Manager); and

(3) a copy of their driver's licence.

Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Vanessa Akyol-Quinn (02) 6207 8292 vanessa.akyol-quinn@act.gov.au

ACT Director of Public Prosecutions

Legal

Prosecutor Grade 4 Supervising Lawyer COCA

Prosecutor Grade 4 \$151,394 - \$162,309, Canberra (PN: 04165)

Gazetted: 16 November 2021

Closing Date: 23 November 2021

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the Public Sector Management Act 1994, to assist the Director.

The successful applicant will be an experienced litigator responsible for the management of the Criminal Confiscation of Criminal Assets (COCA) team within the Office of the Director of Public Prosecutions (ODPP). You will also take the lead role in personally conducting complex litigation as counsel in the COCA area. You will be a high performing self-starter with experience as a manager in a legal practice and the ability to develop a small team of staff in support of both the team and broader office outcomes.

The ACT Director of Public Prosecutions 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

Admitted to or eligible to practice as a legal practitioner in the ACT.

The successful candidate will be required to undergo a criminal record check.

Notes: Selection may be based on application and referee reports only.

How to Apply: Please provide your curriculum vitae and your statements addressing the Selection Criteria.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anthony Williamson (02) 6207 5399 anthony.williamson@act.gov.au

ACT Government Solicitor

Senior Legal Assistant

Administrative Services Officer Class 3 \$66,867 - \$71,963, Canberra (PN: 42644, Several)

Gazetted: 16 November 2021

Closing Date: 23 November 2021

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders.

ACTGS is seeking enthusiastic and committed self-starters with a background working within a legal environment. The successful applicant will work as part of a team to provide high level administrative support in a professional environment.

Applicants will demonstrate sound organisational and interpersonal qualities, the ability to function within a flexible team environment and maintain effective working relationships with a wide range of clients and internal and external stakeholders to deliver high quality customer service.

The successful applicant will have a high regard for confidentiality, exercise initiative and discretion in managing work priorities and deadlines and exhibit strong attention to detail. You will have a strong work ethic as well as the ability to exercise sound judgement in a variety of situations.

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

Further information can be found on the ACTGS website at <http://www.actgs.act.gov.au/>

Eligibility/Other Requirements

Demonstrated experience in a similar role and an understanding of legal terminology, legal research methods and procedures.

Experience in the preparation of courts documents and knowledge of the court and tribunal system and relevant procedures is desirable.

Notes: Applicants may be selected based on written application and referee reports only. An order of merit may be established for the purposes of recruiting similar positions in the future.

How to Apply: Applications should provide a two-page application demonstrating their ability and experience to perform the role, including addressing the professional/technical skills and knowledge and the behavioural capabilities, which can be found in the position description. A current curriculum vitae with the contact details of two referees should also be provided.

Applications should be submitted via the Apply Now button below.

Contact Officer: Maria Batzogiannis (02) 6205 3734 maria.batzogiannis@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Clinical Governance Unit

Assistant Director Data Analytics

Senior Information Technology Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53746)

Gazetted: 16 November 2021

Closing Date: 30 November 2021

Details: The ACT Ambulance Service Clinical Governance Unit (CGU) is seeking an individual with strong data analytics experience with large complex data sets to drive intelligence-led risk based decision making to ensure optimal service to our community. This position will gather, filter, and clean data sets to provide reports, briefs and submission papers on behalf of the Chief officer Ambulance for senior internal and external stakeholders.

This position will contribute to ACTAS by assisting with evidence based insightful conclusions from the data to improve our strategic and operational planning, as well as overall service delivery. Ideally, this position would suit an individual with prior experience with Data Warehouses using scripting and reporting tools such as 'SQL Queries', 'Python' and 'Power BI'.

Eligibility/Other Requirements

A Diploma, Advanced Diploma or bachelor's degree in a field relevant to the role is desirable.

A Computer Science background and/or 2+ years in a data analysis role would be highly desirable. This position requires a Working with Vulnerable People Check.

The position may be required to work as part of an incident management team including during weekends and out of hours in response to major emergencies.

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

How to Apply: Applicants should submit a response of no more than two-pages addressing the position capabilities, together with your tailored curriculum vitae and the contact details of at least two referees. See the attached Position Description for further information about the role.

Applications should be submitted via the Apply Now button below.

Contact Officer: Carol Shipp (02) 6205 0734 carol.shipp@act.gov.au

ACT Corrective Services

Offender Reintegration

Throughcare

Throughcare Transition Officer

Administrative Services Officer Class 5 \$82,506 - \$87,331, Canberra (PN: 34221)

Gazetted: 15 November 2021

Closing Date: 2 December 2021

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and conscientious people to join the Programs and Reintegration Unit as a Throughcare Transition Officer (ASO5).

The primary function of the Throughcare Initiative is to reduce the likelihood of reoffending through coordinating existing supports and services to assist ex-detainees integrate into the community as positive contributors.

The successful applicant will be responsible for supporting detainees, both pre-release and post-release, from the Alexander Maconochie Centre (AMC) who are returning to the ACT Community for up to 12 months post release.

In addition, you will be required to establish and support referrals to services surrounding:

Community supervision requirements;

Basic needs;

Accommodation;

Health care / mental health;

Income support and employment;

Restoring connections with family, community and culture.

To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Eligibility/Other Requirements:

Eligible persons may be required to undergo a Police Check.

A current driver's licence is essential.

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

Notes: This is a temporary position available up to 12 months, with the possibility of permanency.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Elisabetta Marin (02) 6205 2623 Elisabetta.Marin@act.gov.au

ACT Corrective Services

Programs and Interventions

Supports and Interventions Clinician (Social Worker/Occupational Therapist/Psychologist)

Health Professional Level 1/2 \$64,531 - \$94,461, Canberra (PN: 35025)

Gazetted: 15 November 2021

Closing Date: 8 December 2021

Details: ACT Corrective Services is looking for a suitably qualified person with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills, to become a Supports and Interventions Clinician (Health Professional 1/2) within the Programs and Interventions Unit.

Through sound knowledge of trauma informed practice and the principles of therapeutic intervention, the occupant of this role will support detainees through the delivery of programs and services within discrete communities with complex needs within the Alexander Maconochie Centre (AMC).

In addition, you will contribute to the care of, and service provision for, detainees with disabilities and complex needs including contributing to accommodation unit placements and regular care coordination.

An interest in rehabilitation, community connections, reintegration and the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds in a correctional environment, is essential.

Eligibility/Other Requirements:

Occupational Therapist – Mandatory:

General registration with Occupational Therapy Board of Australia (Australian Health Practitioners Regulation Agency [AHPRA]).

Social Worker – Mandatory:

Degree in Social Work.

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

All disciplines:

Applicants must have a minimum of 12 months paid work employment, post qualification, in a relevant role.

Experience in working with men and women with complex needs would be a distinct advantage. Experience within a forensic setting is desirable but not essential.

This position does require a Police Record Check.

A current driver's license is essential.

This position does require a pre-employment medical.

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

Note: This position will be filled at either the HP1 or HP2 level, dependant on the skills and experience of the successful applicant.

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, and behavioural capabilities having regard for the job requirements; (2) a current curriculum vitae including the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your drivers licence. Please ensure you submit all required items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Daniella Posavec (02) 6207 3581 Daniella.Posavec@act.gov.au

ACT Corrective Services

Community Corrections Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 35661, several)

Gazetted: 15 November 2021

Closing Date: 29 November 2021

Details: ACT Corrective Services (ACTCS) is looking for highly motivated, values-driven professionals to join Community Operations as a Community Corrections Officer (CCO) ASO6.

A career as a CCO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. As a CCO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention.

In addition, you will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs.

To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

Eligibility/Other Requirements:

Experience working with offenders and relevant tertiary qualifications are highly desirable.

A Certificate IV in Correctional Practice or the ability to achieve this qualification within 12 months of commencing employment is desirable.

Must complete designated ACT Corrective Services Community Operations suite of training programs within 12 months of commencing employment.

Background police checks will be conducted.

Driver's licence is essential.

This position requires a pre-employment medical.

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

Note: Recruitment will be for both permanent and temporary positions. The temporary positions are for a period of up to six months with the possibility of extension up to 12 months.

How to Apply: To apply, applicants are required to submit three items: (1) a one to three page written response addressing the professional/technical skills and knowledge, behavioural capabilities, having regard for the job requirements; (2) a current curriculum vitae with the names and contact details of two referees (one should be a current Supervisor/Manager); and (3) a copy of your current driver's licence. Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Butler (02) 6207 9717 Melissa.Butler@act.gov.au

Corporate

Communications and Engagement

Assistant Director, Employee Engagement

Senior Officer Grade C \$111,887 - \$120,436, Canberra (PN: 53888)

Gazetted: 11 November 2021

Closing Date: 18 November 2021

Details: We are seeking applications from strategic communications and stakeholder engagement professionals to deliver a broad range of projects in our directorate.

We are a small but innovative branch and we need you to motivate and back your team to deliver excellent outcomes that support business priorities.

You will have strong skills in leading communications, engagement, media and digital team members in delivering integrated plans and products.

You will enjoy leading your team in designing communications and engagement strategies to tell the best stories about how our work benefits the ACT community.

You will excel at managing responses to reactive media matters, including issues management, but also be effective at identifying positive media opportunities.

You will relish the challenge of understanding complex projects and issues and support our business partners in delivering solutions that help our community.

You will thrive at working in a fast-paced, constantly changing environment and support your teams in seeing change as an opportunity to do something differently.

You will have strong communication and negotiation skills, solid project management expertise, and the enthusiasm and ability to take a digital first approach in everything we do.

We are looking for 'out-of-the-box' thinkers with fresh ideas who want to work in an environment where no two weeks are ever the same.

If you're passionate about what you do, and you want to make a difference in the lives of our community, we encourage you to submit your application.

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

Eligibility/Other Requirements:

Professional / Technical Skills and Knowledge

Demonstrated high-level skills in leading, managing, designing, and delivering communication strategies and projects and digital transformation projects on time and within budget.

Demonstrated written and verbal communication skills and editorial skills, including the ability to develop quality content including newsletters, electronic direct mail, advertising, stories, website content, presentations, speeches, publications and marketing materials.

Demonstrated experience using digital communications tools and platforms, such as SharePoint and the Microsoft 365 suite (Teams, Planner, Forms, Yammer).

Demonstrated leadership skills, including the ability to motivate and support staff, facilitate commitment to objectives and required standards and create a cooperative and efficient work environment.

Behavioural Capabilities

Strong interpersonal and listening skills, and the ability to collaborate with colleagues and stakeholders to deliver optimal work outcomes and foster positive working relationships.

Sound organisational skills, including the ability to effectively manage multiple tasks, and determine team and own priorities in a fast-paced working environment.

Demonstrated experience in appropriately handling sensitive material with confidentiality, showing sound judgement and integrity.

Compliance Requirements/Qualifications

Experience in developing internal communications and learning strategies for Microsoft 365 suite (Teams, Planner, Forms, Yammer, Power BI) is desirable.

Experience with publishing and managing sites in SharePoint is desirable.

Experience in designing and delivering e-Learning packages in a face-to-face and virtual environment is desirable.

Background / Security clearance checks will be conducted on appointment.

Note: This is a temporary position available for immediately to 30 June 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: We'd love for you to prepare a maximum two page pitch on WHY you would be the best fit for the Assistant Director, Employee Engagement position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Madeleine Orubuloye (02) 6207 1282 Madeleine.Orubuloye@act.gov.au

Corporate

Communications and Engagement

Senior Communication Officer, Employee Engagement

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 46272)

Gazetted: 11 November 2021

Closing Date: 18 November 2021

Details: We are seeking applications from strategic communications and stakeholder engagement professionals to deliver a broad range of projects in our directorate.

We are a small but innovative branch and we need you to motivate and back your team to deliver excellent outcomes that support business priorities.

You will have strong skills in leading communications, engagement, media and digital team members in delivering integrated plans and products.

You will enjoy leading your team in designing communications and engagement strategies to tell the best stories about how our work benefits the ACT community.

You will excel at managing responses to reactive media matters, including issues management, but also be effective at identifying positive media opportunities.

You will relish the challenge of understanding complex projects and issues and support our business partners in delivering solutions that help our community.

You will thrive at working in a fast-paced, constantly changing environment and support your teams in seeing change as an opportunity to do something differently.

You will have strong communication and negotiation skills, solid project management expertise, and the enthusiasm and ability to take a digital first approach in everything we do.

We are looking for 'out-of-the-box' thinkers with fresh ideas who want to work in an environment where no two weeks are ever the same.

If you're passionate about what you do, and you want to make a difference in the lives of our community, we encourage you to submit your application.

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

Eligibility/Other Requirements:

Professional / Technical Skills and Knowledge

Demonstrated written and verbal communication and editorial skills including the ability to develop quality content including newsletters, electronic direct mail, advertising, stories, website content, presentations, speeches, publications and marketing materials.

Demonstrated analytical skills, including the ability to gather and interpret information and use it to deliver high level communication products and outcomes.

The ability to support the delivery of communications projects to support integrated communications outcomes, including providing input into the Directorate's content plan and calendar, ensuring content complies with Directorate and ACTPS communications, digital and graphic design style guides, standards and policies.

Behavioural Capabilities

Strong interpersonal skills with highly developed listening skills; including the ability to develop and maintain relationships with key stakeholders, liaise with clients, colleagues and stakeholders to deliver optimal work outcomes and foster positive working relationships.

Demonstrated organisation skills, including the ability to manage competing demands, prioritise workload and meet multiple demands while maintaining a strong attention to detail.

Demonstrated ability to provide a high standard of customer service.

Demonstrated ability to work autonomously and as part of a team.

Compliance Requirements/Qualifications

Experience in developing internal communications and learning strategies for Microsoft 365 suite (Teams, Planner, Forms, Yammer, Power BI) is desirable.

Experience with publishing and managing sites in SharePoint is desirable.

Experience in designing e-Learning packages is desirable.

Background / Security clearance checks will be conducted.

Note: This is a temporary position available for immediately to 30 June 2022 with the possibility of permanency. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW). Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: We'd love for you to prepare a maximum two page pitch on WHY you would be the best fit for the Senior Communications Officer, Employee Engagement position.

Applications should be submitted via the Apply Now button below.

Contact Officer: Madeleine Orubuloye (02) 6207 1282 Madeleine.Orubuloye@act.gov.au

Corporate

Communications and Engagement

Assistant Director, Indigenous Engagement

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

Gazetted: 11 November 2021

Closing Date: 25 November 2021

Details: This role is a unique opportunity to design a new approach in leading Indigenous engagement and corporate communications projects for our Directorate. As the Assistant Director, Indigenous Engagement and Internal Communications, you will deliver best practice communications and engagement projects in line with JACS priorities and cultural protocols.

Responsible for assisting staff to build knowledge of First Nations protocols and issues, this role will provide strategic advice, participating in stakeholder briefings and organising cultural education across the Directorate. With a focus on building staff engagement, you will also deliver a range of corporate communications projects and manage the JACS Internal Communications team, working with innovation to ensure that JACS staff receive timely and accurate information.

Working with executives and officers across the directorate, ACT public service, and key stakeholder groups, you will use your strong communication skills to foster cooperative and collaborative approaches to achieve outcomes that align with whole of government directions and plans, adding a cultural lens when needed.

Eligibility/Other Requirements: Please note, this is an Identified position for Aboriginal and Torres Strait Islanders. Driver's licence is essential.

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

Contact Officer: Madeleine Orubuloye (02) 6207 1282 Madeleine.Orubuloye@act.gov.au

Major Projects Canberra

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

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

Executive Branch Manager, Ministerial, Governance and Corporate Support

Temporary Vacancy (25 November 2021 to 30 January 2022)

Major Projects Canberra

Project Development and Support

Position: E1111

(Remuneration equivalent to Executive Level 1.4)

Circulated to: ACTPS Senior Executive List, ACTPS, SOGA

Date circulated: 16 November 2021

An Expression of Interest is sought for the Executive Branch Manager, Ministerial, Governance and Corporate Support.

For this role you will work collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders.

You will lead the Ministerial, Governance and Corporate Services Branch and provide executive leadership on Governance for Major Projects Canberra, and the development and prosecution of agreed corporate governance strategies.

To apply: Please send your Expression of Interest of no more than two pages and contact details for two referees to Nikki Pulford via email, Nikki.Pulford@act.gov.au by COB Friday 19 November 2021.

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

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: Nikki Pulford (02) 6205 5466 Nikki.Pulford@act.gov.au

Project Development and Support

Communications

Communications and Engagement Lead, Cladding Rectification Program

Senior Officer Grade C/Senior Officer Grade B \$111,887 - \$148,344, Canberra (PN: 53747)

Gazetted: 17 November 2021

Closing Date: 6 December 2021

Details: Major Projects Canberra is leading the planning, procurement and delivery of some of the largest and most complex city-shaping projects in the Territory such as Light Rail to Woden, Canberra Hospital Expansion and the new CIT Campus Woden.

A part-time opportunity (2.5 days a week) is now available with Major Projects Canberra to lead the communications and stakeholder engagement activities on the ACT Government's Cladding Rectification Program. Several programs of work are underway including the planning for the launch of a concessional loan scheme in 2022.

With some important milestones to prepare for, the project team is looking for an organised, proactive and self-motivated person to implement the communications strategy on existing programs of work, and to develop and implement the communications and engagement strategies for the work ahead.

You'll need a good track record in providing communications advice, with a strong focus on maintaining effective working relationships with partners, stakeholders, minister's office and colleagues at all levels.

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

Eligibility/Other Requirements:

Relevant tertiary qualifications or a minimum of five years' experience working professionally in the fields of community engagement, public participation, marketing and communications is highly desirable.

The ability to work flexibly with some out of hours work may be required.

Notes: This position will be filled at either the SOGC or SOGB level depending on skills and experience. Officers at a substantive SOGC level are encouraged to apply. This is a part-time position available from January 2022 for 12 months, with possibility of extension at 18:75 hours per week and the full-time salary noted above will be paid pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If this sounds like something you'd like to be a part of, then please submit no more than two pages addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Tania Navarro (02) 6205 0192 Tania.Navarro@act.gov.au

City Projects Unit

Infrastructure Principal Project Manager

Infrastructure Officer 5 \$158,994, Canberra (PN: 53879)

Gazetted: 17 November 2021

Closing Date: 10 December 2021

Details: Do you like a challenge and want to lead the planning and design of the Canberra Theatre Centre expansion and redevelopment? This is your opportunity to join a fast-paced, high performing team delivering city shaping infrastructure projects for the revitalisation and renewal of the Canberra City centre. In this role you will be responsible for managing site investigations, planning and engineering analysis for a redeveloped Canberra Theatre Centre including integration with the surrounding Canberra Civic and Culture District. To succeed in this role you will need outstanding project management and engineering expertise, and strong stakeholder liaison skills. Experience in cultural infrastructure delivery would be an advantage.

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

and those who identify as LGBTIQ are encouraged to apply. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

Eligibility/Other Requirements:

Mandatory Requirements

hold a relevant professional qualification in Engineering, Architecture or Project. Management or accreditation with a professional body recognised within Australia; or

hold a relevant building degree; or

have significant building or Infrastructure knowledge and/or project management experience.

Note: This is a temporary position available immediately until 30 June 2023. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Natalia Fraszczak (02) 6205 3401 Natalia.Fraszczak@act.gov.au

Project Development and Support

Project Development

Infrastructure Analyst

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53985)

Gazetted: 16 November 2021

Closing Date: 3 December 2021

Details: Are you our new Infrastructure Analyst?

Do you like a challenge and want to be a key part of a high performing team who are committed to the development of our growing and vibrant city?

The Project Development Section of Major Projects Canberra provides a mix of infrastructure policy support for the agency and early stage development of major construction projects.

The Infrastructure Analyst will be required to support the Project Development section in the development of new Infrastructure projects, business cases, feasibility studies and related analysis. Undertake research and analysis of trends in the local and national infrastructure market and policy, and maintain effective working relationships with key stakeholders across Government.

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

Eligibility/Other Requirements:

Desirable

Relevant tertiary qualifications complimentary to the role: for example, financial, economics, business and/or relevant infrastructure related fields.

An understanding of Government Budget, Policy and/or Procurement processes.

Experience with infrastructure planning and development of new infrastructure projects or project delivery of infrastructure (Construction).

A basic knowledge of Risk, Financial Analysis and/or Economic Modelling.

Note: A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If the above role sounds like you and you want to be part of a dynamic and dedicated team, please submit an application, of no more than three pages, addressing your suitability for the role against the 'Professional/Technical Skills and Knowledge' as well as the 'Behavioural capabilities' from the Position Description, a current curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jeff Hart (02) 6207 9373 jeff.hart@act.gov.au

Infrastructure Delivery Partners

Commercial

Infrastructure Project Support Officer

Infrastructure Officer 1 \$73,786 - \$87,181, Canberra (PN: 53998)

Gazetted: 15 November 2021

Closing Date: 29 November 2021

Details: Are you our new star? Consider your future in Canberra. Come and work with us to help make Canberra a safe and vibrant city now and into the future. You can do this by working in a team that designs and builds new schools across the ACT. The primary responsibilities for this position is to contribute to the delivery of a range of infrastructure projects within time, cost, quality and scoping targets. On behalf of partner directorates and organisations, utilise construction related technical expertise to provide project management, procurement and contract management services as well as review technical content of submissions and tender documents for adequacy, compliance and fitness for purpose.

Major Projects Canberra plays a central role in delivering the ACT Government's infrastructure program. Our mandate ranges from the largest and most complex projects though to local community-scale infrastructure. We are achieving this by working closely with other parts of the ACT Government and the private sector to deliver a range of civil, commercial and social infrastructure across the ACT.

Major Projects Canberra is a small and agile organisation that relies on its highly skilled and qualified staff and contractors working together as a strong and unified team.

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

Eligibility/Other Requirements:

Mandatory:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or

Hold a relevant building degree; or

Have significant building or Infrastructure knowledge and/or project management experience.

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

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

Please also provide copies of relevant degree and qualifications.

Applications should be submitted via the Apply Now button below.

Contact Officer: Barry Ingram (02) 6207 0037 Barry.Ingram@act.gov.au

Project Development and Support

Project Management Office

Senior Director, Work Health and Safety

Senior Officer Grade A \$153,041, Canberra (PN: 54063)

Gazetted: 15 November 2021

Closing Date: 9 December 2021

Details: Are you our new Senior Director, Work, Health and Safety (WHS)?

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

The Senior Director reports to the Executive Branch Manager, Project Management Office and is responsible for leading the Safety Assurance team and the development, implementation and maintenance of a safety strategy and work health and safety management system for Major Projects Canberra.

The Senior Director, WHS is a key position within the Directorate. As an experienced safety professional, the Senior Director will take the lead on strategic development and delivery of essential actions to improve the Directorate's and Industry Partners corporate and onsite construction safety maturity.

Eligibility/Other Requirements:

Professional (COHSPProf) or Chartered Professional (ChOHSP) Advanced Diploma of Work Health and Safety (BSB60615)

Desirable:

- Experience in safety with respect to construction contract management
- Risk Management competencies
- Certificate 4 in Training and Assessment
- Change Management competencies
- Conflict Resolution competencies
- Knowledge of the ACT legislative safety environment

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

Under current Public Health Emergency Directions all MPC workers who as part of their duties are expected to attend health facilities are required to have received at least one COVID-19 vaccination dose by 29 October, and be fully vaccinated by 1 December 2021. In order to be eligible for this position you will be required to provide evidence of vaccination against COVID-19 by way of a Vaccination Certificate or provision of an authorised exemption, for consideration. Please ensure you include this information with your application documentation.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Amaranth King 0434 890 440 Amaranth.King@act.gov.au

Infrastructure Delivery Partners

Commercial

Project Manager

Infrastructure Officer 3 \$112,145 - \$123,104, Canberra (PN: 01390, several)

Gazetted: 11 November 2021

Closing Date: 25 November 2021

Details: Are you looking for a career with like-minded people who work together in a collaborative design and construct project environment? Do you want to help build infrastructure that helps ensure Canberra remains one of the world's most liveable cities?

If you are this person and have good project management, contract management, design management and financial administration skills, good communication with the ability to build and foster successful relationships with your colleagues and stakeholders this may be the opportunity with a career pathway you have been looking for. Major Projects Canberra plays a central role in delivering the ACT Government's infrastructure program. Our mandate ranges from the largest and most complex projects though to local community-scale infrastructure. We are achieving this by working closely with other parts of the ACT Government and the private sector to deliver a range of civil, commercial and social infrastructure across the ACT.

MPC is a small and agile organisation that relies on its highly skilled and qualified staff and contractors working together as a strong and unified team. This position will be responsible for leading the development and management of project, procurement and contract management, systems and reporting capability for Infrastructure Delivery Partners.

You will also support procurement, project management and contract management activities related to the Government's capital works program and provide technical advice to internal and external stakeholders on the establishment and management of information and business systems to support Infrastructure Delivery Partners. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply. As part of the ACTPS Engineering Workforce Plan, women are also encouraged to apply.

Eligibility/Other Requirements:

Mandatory:

Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or
Hold a relevant building degree; or
Have significant building or Infrastructure knowledge and/or project management experience.

Desirable:

Current Australian Class C driver's licence.
Experience in the delivery of projects using a GC21 contract.

Notes: There are two positions available. One is available immediately until October 2023 and one is available immediately until March 2025. Both have the possibility of extension and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Applications should be submitted via the Apply Now button below.

Contact Officer: Annie de la Rue (02) 6205 2137 Annie.delaRue@act.gov.au

Infrastructure Delivery Partners

Commercial

Project Officer

Infrastructure Officer 2 \$89,008 - \$102,403, Canberra (PN: 21911)

Gazetted: 11 November 2021

Closing Date: 25 November 2021

Details: Have you always loved Lego and know that building things is simply awesome? Do you want to help build infrastructure that helps ensure Canberra remains one of the world's most liveable cities? Are you looking to work in a supportive environment to develop your project delivery skills?

If you are this person and have good communication, contract management, design management and financial administration skills, with the ability to build and foster successful relationships with colleagues and stakeholders this may be the opportunity with a career pathway you have been looking for.

Infrastructure Delivery Partners in Major Projects Canberra is looking for a dynamic project officer to join their team. So, if you want a flexible working environment and relish the challenge of working on a huge portfolio of very diverse projects and like collaborating across ACT government to deliver vital capital works for the Canberra community, then a position as an Infrastructure Officer is your next career move. Major Projects Canberra plays a central role in delivering the ACT Government's infrastructure program. Our mandate ranges from the largest and most complex projects through to local community-scale infrastructure. We are achieving this by working closely with other parts of the ACT Government and the private sector to deliver a range of civil, commercial and social infrastructure across the ACT. MPC is a small and agile organisation that relies on its highly skilled and qualified staff and contractors working together as a strong and unified team. Major Projects Canberra is committed to building a culturally diverse workforce and an inclusive workplace. We know that having better diversity in teams leads to improved problem solving and innovation, and workplaces where everyone feels they belong and can contribute equally. It also addresses the skills shortage our construction sector faces and improves the sector's gender pay gap. As part of this commitment we encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, those who identify as LGBTIQ and current and former Australian Defence Force members.

Eligibility/Other Requirements: Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or Hold a relevant building degree; or Have significant building or Infrastructure knowledge and/or project management experience.

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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit no more than two pages in total addressing your suitability against the Professional/Technical Skills and Knowledge as well as Behavioural capabilities. In addition please provide a current curriculum vitae including the contact details of two referees. Please also provide copies of relevant degrees and qualifications

Applications should be submitted via the Apply Now button below.

Contact Officer: Melissa Reynolds (02) 6205 8620 Melissa.Reynolds@act.gov.au

Office of the Legislative Assembly

Business Support

Finance

Chief Finance Officer

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 310)

Gazetted: 17 November 2021

Closing Date: 8 December 2021

Details: As Chief Finance Officer, you will be responsible for all aspects of the Office's financial management and reporting. You will play a key role in advising the Clerk and the Speaker on all aspects of the Office's financial responsibilities. Your duties will include:

providing financial advice and direction across the Office in the areas of strategic financial management, budget preparation and performance, and financial accounting

exercising financial delegations within statutory financial reporting obligations

taking responsibility for meeting the Office's statutory financial reporting obligations, including the development of effective financial management frameworks and oversight of budgets

developing, implementing, and reviewing appropriate internal controls that are necessary to maintain business integrity, compliance, and operational efficiency

developing and implementing sound financial management strategies within a complex financial and budgetary environment

Eligibility/Other Requirements:

A degree with a major in accounting or equivalent is expected. Membership of either Australian professional accounting bodies (CPA or ICA) is highly desirable.

Note: It is expected that the successful candidate will commence in March 2022.

How to Apply: If you consider your skills and abilities match the requirements of the job and this sounds like the opportunity you are looking for, we want to hear from you. Please submit a 'two-page pitch' telling us how your Skills, Knowledge, Experience, and qualifications makes you the best person for the job, your curriculum vitae and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rachel Turner (02) 6205 0181 rachel.turner@parliament.act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Office

Legal and Contracts

Procurement and Contract Management

Procurement and Contracts Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 47383)

Gazetted: 17 November 2021

Closing Date: 24 November 2021

Details: Transport Canberra and City Services (TCCS) undertakes a wide range of procurement activities achieve Directorate goals. The Procurement and Contracts Officer works with staff across TCCS, supporting them to develop and facilitate procurement and contract management activities, including document preparation, assurance reviews, and reporting.

The Procurement and Contracts Officer assists in developing and promoting governance and compliance with Directorate and ACT Government policies and guidelines, including procurement processes, use of systems, and contract risk management.

The Procurement and Contract Management team monitor compliance through the TCCS assurance framework and the Procurement and Contract Officer undertakes assurance reviews with Business Units.

Eligibility/Other Requirements:

Training in procurement and/or contract management is highly desirable

Current Driver's license is required with the ability to work across multiple operational work locations.

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

How to Apply: Applicants should submit a 'pitch' of no more than two (2) 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: JaneX Rowe (02) 6205 5193 JaneX.Rowe@act.gov.au

City Services

Development Coordination

Major Project Support

Director, Disruption Taskforce Coordination

Senior Officer Grade B \$131,773 - \$148,344, Canberra (PN: 52343)

Gazetted: 16 November 2021

Closing Date: 23 November 2021

Details: The position of Director, Disruption Taskforce Coordination coordinates with other government directorates on a program of work which is designed to minimise disruption during construction of raising of London Circuit, Light Rail Stage 2A and other projects in the city. The position provides secretariat to the cross-agency Disruption Taskforce and undertake other tasks relating to coordination of major projects. The Director formulates and implement policies, programs and projects consistent with the directions of the cross-agency Disruption Taskforce as well as oversees and coordinate a whole of government program of work which is designed to minimise disruption of ACT Government major construction works. They provide advice and develop directorate, ministerial and Cabinet briefings and submissions, replies to Parliamentary Questions and correspondence on any disruption arising from construction works and measures intended to minimise the disruption. In addition, they represent the Directorate in communications, consultations and liaise with other ACT Directorates, government agencies, forums, community groups and the general public.

Eligibility/Other Requirements

Relevant tertiary qualifications, experience and professional memberships highly desirable.

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

How to Apply:

Applications should include a supporting statement of 2 - 3 pages outlining experience and/or ability and addressing the requirements outlined in the attached position description - 'What you require', Contact details of at least two referees and a current curriculum vitae and copies of relevant qualifications to support your response.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jerome Catbagan (02) 6207 8772 jerome.catbagan@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.

Transport Canberra and Business Services

Territory and Business Services

Domestic Animal Services

Office Manager

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 39545)

Gazetted: 12 November 2021

Closing Date: 26 November 2021

Details: Do you love dogs, have a knack for negotiation and enjoy leading a team? Then this is the role for you. Domestic Animal Services (DAS) are seeking an enthusiastic and organised person to fill the role as Office Manager. DAS administers a broad range of legislation focused on regulatory and compliance issues dealing with matters relating to public and animal safety, registration of animals, patrolling, care of animals and promotion of responsible pet ownership. The Office Manager will be based at the Mugga Lane Animal Shelter in Symonston and will be responsible for managing and leading a small team providing customer services and administrative support to the facility. This team is the initial point of contact for members of the public conducting enquiries relating to domestic animals in the Australian Capital Territory. As a member of DAS, you will be required to manage multiple issues, and effectively and efficiently prioritise work. You will work collaboratively in a team environment applying knowledge and experience to gather, analyse and interpret information. 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: Unrestricted driver's licence. Be willing and able to work with dogs and other domestic animals. Experience in working in a customer service environment and/or experience in regulatory services/front line operations is highly desired. Occasional weekend work maybe required.

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

How to Apply: Applicants should provide a written response to each Selection Criteria in no more than three pages; as well as a current curriculum vitae and the name and contact details of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Nadine Azavedo (02) 6205 1914 nadine.azavedo@act.gov.au

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

Chief Operating Officer

Governance and Ministerial Services

Governance

Quality Management Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 46036)

Gazetted: 12 November 2021

Closing Date: 26 November 2021

Details: The Governance team is responsible for the management and oversight of audit and assurance, quality management, risk, and business continuity for the Directorate. The team develops and maintains TCCS's strategic and business planning frameworks and corporate policy management, in addition to co-ordinating responses to relevant ACT government and national policy proposals, plans and reports. The team also delivers records management and the rollout of Objective as the EDRMS for TCCS and has responsibility for the Directorate's Program Management Office.

We are seeking applications from highly motivated and goal orientated people to fill the role of Quality Management Office which sits with in the Governance team and is responsible for supporting the implementation and maintenance of TCCS' Quality Management System (QMS). The role also works closely with other functions within the Governance team, and both corporate and operational business units across the Directorate. The role will advise on best practice and continual improvement strategies to align directorate activities with the requirements of AS/NZS ISO 9001:2016 Quality Management Systems - Requirements, this includes contributing to the development and implementation of policy and systems within TCCS' business management framework to support whole of Directorate activities.

Ideally, you will have experience in the implementation and maintenance of quality management, or similar business management systems. Experience in the development and implementation of business solutions and efficiencies in line with the quality management principles, best practice, and consultation with relevant stakeholders. Ability to undertake and deliver on projects, including the ability to perform research and analysis, and apply critical thinking and high-level organisational skills. Excellent written and verbal communication skills, and demonstrated ability to prepare quality written material, such as policy, guidance documents and briefs, and effectively engage, liaise, and negotiate with a diverse range of stakeholders.

Eligibility/Other Requirements:

Tertiary qualifications and/or demonstrated experience in quality management, or similar systems is highly desirable.

Tertiary qualifications and/or demonstrated experience in risk, change and/or project management is highly desirable.

Note: This is a temporary position available immediately until the 30 June 2022, with the possibility of extension up to 12 months. Selection may be based on written application and referee reports only.

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your Skills, Knowledge and Behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include a curriculum vitae and a two page response to the required capabilities.

Applications should be submitted via the Apply Now button below.

Contact Officer: Grace Buckle (02) 6207 8729 grace.buckle@act.gov.au

Chief Executive Officer and Executive Branch Manager, ACT Cemeteries Authority

Executive Level 1.2 \$225,196 - \$233,809 depending on current superannuation arrangements, Canberra (PN: E1134)

Gazetted: 15 November 2021

Closing Date: 28 November 2021

Details:

ACT Cemeteries and Crematoria Authority

Lead a sustainable Government business

Drive revenue growth and employee engagement

The ACT Cemeteries and Crematoria Authority (the Authority) is an independent statutory authority that currently manages and operates a crematorium and three public cemeteries at Gungahlin, Woden, and Hall. The key purpose of the Authority is to meet the needs of the ACT community for culturally appropriate cremation, interment and memorialisation services. The Authority strives to operate as an efficient Government business with a strong customer service focus and is committed to safeguarding the environment and the health and safety of staff and visitors.

The CEO has overall responsibility for services in the ACT and they report to both the ACT Government and the ACT Cemeteries and Crematoria Authority Board which has legislative responsibilities under the *Cemeteries and Crematoria Act 2020*. The CEO is a member of the board and in collaboration with the Chair is the face of the Authority and is responsible for its brand profile, relationship and reputation with the community, industry, and government stakeholders.

The Authority is currently focussed on expanding and competitively positioning its services to meet the changing needs of the community. Strategic projects include the operation of the crematorium at Gungahlin Memorial Park opened in February 2021, input to the development of a new major cemetery in the south of Canberra and updating strategic asset management plans and the master plan for Gungahlin Memorial Park consistent with informing a strategic portfolio management approach to the assets.

We are seeking an influential leader with the business acumen necessary to ensure that the Authority is financially sustainable. You will need to be entrepreneurial and have a track record of successful business development, stakeholder and community engagement, understanding of government in order to maximise growth and profitability, and to position the organisation as a leading provider of services.

This significant role requires a leader with the proven ability to drive employee engagement while maintaining an excellent culture of customer service excellence. Experience working with boards at a strategic level and leading teams in regulated sectors is essential.

This is a unique role combining complex strategic challenges with hands-on operational leadership. You will be joining at an exciting time of growth, service enhancement and organisational development.

Remuneration: The Appointee is entitled to the remuneration, allowances and entitlements that are equivalent to those provided in the relevant Australian Capital Territory Remuneration Tribunal determination that applies, from time to time to an ACT Public Service Executive Level 1.2 (see [Remuneration Tribunal Determination 2 of 2021](#)). The remuneration package ranges from \$225,196 to \$233,809 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,249.

Note: The successful applicant will be appointed for a period of up to five years as the Chief Executive Officer, ACT Cemeteries and Crematoria Authority by the Board under section 80 of the *Financial Management Act 1996* and sections 117 and 118 of the *Cemeteries and Crematoria Act 2020*.

To apply and for a copy of the Candidate Information Pack, please go to www.derwentsearch.com.au and search the role title. Your application should include a resume and covering letter addressing your interest and suitability. For enquiries, please contact Derwent at publicsector@derwentsearch.com.au or call Kate Bromley on 02 9091 3210.

Closing date: Sunday, 28 November 2021

Worksafe ACT

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

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

WorkSafe ACT

Strategy and Occupational Hygiene

Strategy and Governance Officer

Administrative Services Officer Class 6 \$88,899 - \$101,743, Canberra (PN: 53822)

Gazetted: 11 November 2021

Closing Date: 18 November 2021

Details: WorkSafe ACT is a fully independent office headed by the WHS Commissioner. WorkSafe ACT achieves its objectives through a combination of compliance and enforcement, awareness raising, education, inspection, and investigation. It is responsible for monitoring and enforcing compliance by duty holders in accordance with the *Work Health and Safety Act 2011* (WHS Act) and associated legislation for Workers' Compensation and Labour Hire Licensing.

WorkSafe ACT is committed to cultural and organisational change to become a professional, modern, intelligence-led regulator. The work we do carries with it an obligation to act in the public interest which requires standards of professional behaviour and conduct from all employees that promote and maintain public confidence.

We have a permanent vacancy for a motivated and highly organised professional to fill the role of Strategy and Governance Officer within the Strategy and Occupational Hygiene team.

In this role you will be required to undertake project work as well as research and analysis activities to assist with the review and implementation of regulatory policy, including providing support to the broader inspectorate and the Senior Leadership Team. You will also assist in delivering broader Strategy and Occupational Hygiene section responsibilities such as strategic communications, stakeholder engagement and media and events.

If you have highly developed communication and interpersonal skills, we encourage you to apply.

Notes: Selection may be based on application and referee reports only. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.

How to Apply: Applications are sought from potential candidates and should include a supporting pitch of no more than two (2) pages addressing the skills under 'Ideal Candidate' as listed in the Position Description. Please also ensure you demonstrate your ability to meet the requirements as per the 'Essential Requirements'. Applicants should also provide a curriculum vitae and two referee reports.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jackii Shepherd (02) 6207 9819 jackii.shepherd@worksafe.act.gov.au

APPOINTMENTS

ACT Health

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

Rachel Hourigan, Section 68(1), 16 November 2021

Canberra Health Services

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

Meera Ahamed Fareed, Section 68(1), 15 November 2021

Health Professional Level 4 \$111,887 - \$120,436

Kirsten Campbell, Section 68(1), 16 November 2021

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

Anna Goener, Section 68(1), 10 November 2021

Health Professional Level 2 \$68,809 - \$94,461

David Jeffcoat, Section 68(1), 15 November 2021

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

Grace Kearon, Section 68(1), 18 November 2021

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

Ann Potter, Section 68(1), 11 November 2021

Health Professional Level 2 \$68,809 - \$94,461

James Wheller, Section 68(1), 15 November 2021

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

Kwan Ho Matthew Wong, Section 68(1), 16 November 2021

Chief Minister, Treasury and Economic Development

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

Adam Armstrong, Section 68(1), 15 November 2021

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

Matthew Guest, Section 68(1), 15 November 2021

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

Harshdeep Kang, Section 68(1), 15 November 2021

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

Tobias Nott, Section 68(1), 15 November 2021

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

Sian O'Sullivan, Section 68(1), 23 November 2021

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

Charmi Patel, Section 68(1), 25 November 2021

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

Adelaide Rief, Section 68(1), 15 November 2021

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

Matthew Wilsener, Section 68(1), 15 November 2021

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

Euiyum Yang, Section 68(1), 15 November 2021

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

Charles Zaire, Section 68(1), 2 December 2021

Community Services

Child and Youth Protection Professional Level 4 \$120,109 - \$128,873

Sarah McAuley, Section 68(1), 15 November 2021

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

Jessie Scott, Section 68(1), 2 November 2021

Education

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

Jessica Barnett, Section 68(1), 25 January 2022

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

Samantha McMillan, Section 68(1), 21 October 2021

Justice and Community Safety

Prosecutor Associate \$74,237 - \$76,511

Timara Callaghan, Section 68(1), 16 November 2021

Transport Canberra and City Services

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

Sandeep Rao, Section 68(1), 15 November 2021

TRANSFERS

Canberra Health Services

Min Gao

From: Technical Officer Level 1 \$60,942 - \$63,894

Canberra Health Services

To: Technical Officer Level 1 \$60,942 - \$63,894

Canberra Health Services, Canberra (PN. 23545) (Gazetted 2 August 2021)

Amy Jones

From: Registered Nurse Level 2 \$94,409

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 21921) (Gazetted 20 August 2021)

Nisha Joseph

From: Registered Nurse Level 2 \$94,409

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 52994) (Gazetted 15 September 2021)

Courtney Mackin

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 39390) (Gazetted 1 September 2021)

Taramah Moore

From: Health Professional Level 4 \$111,887

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 45768) (Gazetted 23 September 2021)

Uche Olalere

From: Registered Nurse Level 1 \$67,984

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 53902) (Gazetted 14 July 2021)

Juan Qin

From: Registered Nurse Level 2 \$94,409

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 15245) (Gazetted 20 August 2021)

Chief Minister, Treasury and Economic Development

Alexander An

From: Administrative Services Officer Class 3 \$66,867

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 41375) (Gazetted 23 August 2021)

Vittorio Colosimo

From: Regulatory Inspector 6 \$88,899

Worksafe ACT

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 41161) (Gazetted 23 September 2021)

Kathleen Fitzgibbon

From: Administrative Services Officer Class 5 \$82,506

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 18246) (Gazetted 28 October 2021)

Transport Canberra and City Services

Katherine Santosuosso

From: Administrative Services Officer Class 6 \$88,899

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 41836) (Gazetted 13 July 2021)

PROMOTIONS

ACT Health

Health Systems, Policy and Research

Health Protection Service

Public Health Regulation and Projects

Melody Christensen

From: Health Professional Level 2 \$68,809 - \$94,461

Canberra Health Services

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

ACT Health, Canberra (PN. 33176) (Gazetted 11 October 2021)

Public Health Protection and Prevention

Health Protection Service

Business Management Services

Rebecca Moroney

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

ACT Health

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

ACT Health, Canberra (PN. 44657) (Gazetted 25 October 2021)

Health Systems Policy and Research

Policy, Programs, and Partnerships

Thomas Overton-Skinner

From: Graduate Administrative Assistant \$74,237 - \$76,511

ACT Health

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

ACT Health, Canberra (PN. 35681) (Gazetted 7 October 2021)

Canberra Health Services

Michelle Jones

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

Canberra Health Services

To: †Registered Nurse Level 3.2 \$122,360

Canberra Health Services, Canberra (PN. 52993) (Gazetted 23 September 2021)

Clinical Services

Kirsten Stafford

From: Health Professional Level 4 \$111,887 - \$120,436

Canberra Health Services

To: †Health Professional Level 5 \$131,773 - \$148,344

Canberra Health Services, Canberra (PN. 28477) (Gazetted 15 September 2021)

Jennifer Wright

From: Health Service Officer Level 2 \$68,809 - \$94,461

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 30570) (Gazetted 31 August 2021)

Chief Minister, Treasury and Economic Development

Access Canberra

Licensing and Registrations

Rachelle Blanch

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 42523) (Gazetted 24 September 2021)

Revenue Management

Felisa Burton

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 10576) (Gazetted 22 July 2021)

Access Canberra

Thomas Lee

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 15280) (Gazetted 23 August 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Access Canberra

Rachel Maleganeas

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 49606) (Gazetted 11 August 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Shared Services

Partnership Services

Service Centre/HR and Finance Service Desk

Katie Voysey

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 07153) (Gazetted 28 September 2021)

Access Canberra

Construction Utilities and Environment Protection

Charng-Paul Wang

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

Environment, Planning and Sustainable Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 41162) (Gazetted 24 September 2021)

Access Canberra

Licensing and Registrations

Leanne Woolfe

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

Transport Canberra and City Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 04683) (Gazetted 24 September 2021)

Education

School Performance and Improvement Division

Belconnen Network

Hawker College

Katrina Dempsey

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

Education

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

Education, Canberra (PN. 42830) (Gazetted 29 October 2021)

Service Design and Delivery

Student Engagement

Flexible Education

Sasha Posthuma-Grbic

From: Classroom Teacher \$75,443 - \$112,930

Education

To: †School Leader C \$130,338

Education, Canberra (PN. 20918) (Gazetted 23 April 2021)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Transport Canberra and City Services

Public Transport Operations

Transport Canberra

Tuggeranong Depot

Paul Farley

From: TTO 3.1 - TTO 3.6 - Workshop Staff \$84,527 - \$94,295

Transport Canberra and City Services

To: †Transport Officer Grade 4 -ACTION \$115,937

Transport Canberra and City Services, Canberra (PN. A11771) (Gazetted 14 October 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.